

# Waimakariri District Council

# Agenda

Tuesday 3 June 2025

9.00am

Council Chamber  
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



WAIMAKARIRI  
DISTRICT COUNCIL

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10.4	Kaiapoi-Tuahiwi Community Board meeting of 19 May 2025	490 – 499

An ordinary meeting of the Waimakariri District Council will be held in the Council Chamber, 215 High Street, Rangiora, on **Tuesday 3 June 2025** commencing at 9am.

Sarah Nichols  
GOVERNANCE MANAGER

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

## **BUSINESS**

*Page No*

1. **APOLOGIES**

2. **CONFLICTS OF INTEREST**

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

3. **ACKNOWLEDGEMENTS**

3.1 The passing of Russell Bain – former Waimakariri District Councillor (1989-1992).

4. **CONFIRMATION OF MINUTES**

4.1 **Minutes of a meeting of the Waimakariri District Council held on Tuesday 6 May 2025**

*RECOMMENDATION*

13 – 23

**THAT** the Council:

- (a) **Confirms**, as a true and correct record, the circulated Minutes of the Waimakariri District Council meeting held on Tuesday, 6 May 2025.

**MATTERS ARISING (from Minutes)**

5. **DEPUTATIONS AND PRESENTATIONS**

Nil.

6. **ADJOURNED BUSINESS**

Nil.

## 7. REPORTS

- 7.1 Local Water Done Well – Submission of Water Services Delivery Plan – Jeff Millward (Chief Executive) and Gerard Cleary (General Manager Utilities and Roading)

### RECOMMENDATION

24 – 101

**THAT** the Council:

- (a) **Receives** Report No. 250410063192.
- (b) **Approves** the submission of the attached Water Services Delivery Plan (WSDP) to DIA for review and approval.
- (c) **Delegates** authority to the Chief Executive to finalise the WSDP with staff and provide certification on behalf of the Council that the WSDP complies with Local Government (Water Services Preliminary Arrangements) Act 2024, and the information contained in the WSDP is true and accurate.
- (d) **Notes** that staff will update the WSDP document into a professional formatting layout, similar to an Annual Plan document, ready to submit to DIA following the approval of this report.
- (e) **Notes** that a WSDP must be submitted to DIA by 3 September 2025 for their review and approval.
- (f) **Notes** that the Council approved the adoption of an in-house water services business unit delivery model in May 2025 at the Annual Plan Deliberations.
- (g) **Notes** that staff have drafted a WSDP which follows the in-house water services business unit model, previously adopted by Council, and details the scope of the delivery model and how it will accommodate Drinking Water, Wastewater, Stormwater, Rural Land Drainage and Stockwater.
- (h) **Notes** that the adopted delivery model allows for the continuation of joint arrangements with the Hurunui and Kaikoura District Councils on an as needed basis, and any future joint arrangements will be dependent on the delivery models which Hurunui and Kaikoura District Councils choose.
- (i) **Notes** that the Council must ensure financial sustainability of their drinking water and wastewater services by 30 June 2028. The WSDP details the implementation plan for how the Council will achieve full compliance with economic regulation requirements by the start of 2027/28 Financial Year.
- (j) **Notes** the finalised WSDP must be published on the Council's website by December 2025 following DIA's review and acceptance of the submitted WSDP.

- 7.2 2025/26 Development Contribution Policy and Schedules for Adoption with the 2025/26 Annual Plan – Colin Roxburgh (Project Delivery Manager) and Jane Eggleton (Project Planning and Quality Team Leader)

### RECOMMENDATION

102 – 209

**THAT** the Council:

- (k) **Receives** Report No. 250527094952.
- (l) **Approves** the attached 2025/26 Development Contribution Policy and Maps to be effective from 1 July 2025, at the start of the new financial year (Attachments i & ii).
- (m) **Approves** the attached 2025/26 Development Contribution Schedules to be effective from 1 July 2025, at the start of the new financial year (Attachment iii).
- (n) **Notes** that there are five changes proposed to the Development Contribution Schedules following the 2025/26 Annual 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 Annual Plan consultation document. The proposed changes are:



	Adopted Annual Plan 2024/25	Draft Annual Plan 2025/26 for Consultation	Proposed Final 2025/26 Annual Plan
District Rooding	10,121	10,888	10,549
East Woodend Rooding	7,022	7,826	7,022
Outer East Rangiora Rooding	5,298	5,298	4,277
District Wide Reserves	1,630	1,389	1,573
Neighborhood Reserves, incl. District Wide	15,943	16,017	16,201

- (o) **Notes** that any consent and/or any connection applications received prior to 1 July 2025 will be subject to the 2024/25 Development Contribution Schedule, in accordance with the 2024/25 Development Contribution Policy, while any consent and/or new connection applications received from 1 July 2025 onwards will be subject to the new Policy and Schedules.

7.3 **Parking Management Plans for Rangiora and Kaiapoi Town Centres – Final Plans for Adoption** – Heike Downie (Strategy and Centres Team Leader) on behalf of the Parking Management Plan Project Advisory Group (PAG)

*RECOMMENDATION*

210 – 330

**THAT** the Council:

- (a) **Receives** Report No. 250506078279.
- (b) **Adopts** the *Rangiora Town Centre Parking Management Plan* (250502076136) and the *Kaiapoi Town Centre Parking Management Plan* (250512082282).
- (c) **Notes** that the *Rangiora Town Centre Parking Management Plan* and the *Kaiapoi Town Centre Parking Management Plan* have been endorsed by the Parking Management Plan Project Advisory Group, whose Terms of Reference includes to 'review the final Plan(s), provide feedback, and support it being recommended to Council for adoption', and on whose behalf this report is written.
- (d) **Notes** that the development of the *Rangiora Town Centre Parking Management Plan* and the *Kaiapoi Town Centre Parking Management Plan* has been informed by a series of technical assessments and considerable early stakeholder engagement, including elected member involvement, and that wider community feedback on proposed approaches to managing and meeting parking demand and supply was sought through the formal public consultation process during February and March 2025.
- (e) **Notes** that 51 submissions were received during formal public consultation, which are summarised in Attachment iii (250313043016).
- (f) **Notes** that the *Rangiora Town Centre Parking Management Plan* and *Kaiapoi Town Centre Parking Management Plan* reflect the PAG's recommendations, following public consultation, and the content discussed, and feedback gained at previous Council workshops.
- (g) **Notes** that the Rangiora Ashley and Kaiapoi Tuahiwi Community Boards have been engaged in this project, by way of workshops held, members' attendance at the Inquiry by Design stakeholder workshop, and the opportunity for the Community Boards to submit on the proposed approaches during public consultation.

- (h) **Notes** that following adoption, staff will develop costs and prepare funding bids for any actions that require additional or re-directed funding, which will be considered through the Annual Plan and/or Long Term Plan processes on which the community has the opportunity to comment.
- (i) **Nominates** the General Manager, Strategy, Engagement and Economic Development to confirm any minor edits to the *Rangiora Town Centre Parking Management Plan* and *Kaiapoi Town Centre Parking Management Plan* (final print ready version) as required prior to finalising.
- (j) **Notes** that the work on the Parking Management Plans has highlighted the opportunity to make minor updates to the *District Parking Strategy* adopted by Council in 2021 to bring it in line with current information and data, and to ensure there is consistency across Council's strategic documents including the *Rangiora Town Centre Parking Management Plan* and *Kaiapoi Town Centre Parking Management Plan* and the Council's *Moving Forward: Waimakariri Integrated Transport Strategy 2035+* adopted in 2024.
- (k) **Approves** the updated *District Parking Strategy* (Attachment v, trim 250527094331) which contains editorial updates as listed in 4.7 of this report, noting that the changes are minor and do not amend the directions and objectives of the Strategy, and noting that in summary these updates:
  - (i) Provide consistency with the *Parking Management Plans*' target parking occupancy range and with references and intent in the *Parking Management Plans* to graduated paid parking as a measure to manage demand
  - (ii) Place a more consistent focus on urban intensification as a factor impacting on parking supply and demand, given the *National Policy Statement on Urban Development* is now in legislation
  - (iii) Provide more clarity in references to active modes parking and infrastructure
  - (iv) Provide scope for introducing resident parking permit schemes as a strategic tool
- (l) **Circulates** this report to the Rangiora Ashley and Kaiapoi Tuahiwi Community Boards, acknowledging their involvement during the course of the Parking Management Plan project.

#### 7.4 **Formation of East and West MUBA Working Group** – Katherine Brocas (Senior Advisor – Project Delivery)

RECOMMENDATION

331 – 339

**THAT** the Council:

- (a) **Receives** Report No. 250507079527.
- (b) **Notes** that at the Council's Briefing on the 8<sup>th</sup> April, Council indicated a desire for an East and West MUBA Working Group to be established
- (c) **Approves** the Terms of Reference for the East and West MUBA Working Group as attached in Appendix 2 (Trim 250507079532)
- (d) **Appoints** Portfolio holders, Councillor Brent Cairns, Business, Promotion and Town Centres, Deputy Mayor Neville Atkinson, Property and Housing, Councillor Al Blackie, Regeneration, and Councillor Tim Fulton, District Planning Development to the East and West MUBA Working Group.
- (e) **Appoints** the Kaiapoi – Tuahiwi Community Board Chair, Jackie Watson, to the East and West MUBA Working Group.

- (f) **Notes** that the East and West MUBA Working Group will be supported by Simon Hart, General Manager, Strategy, Engagement and Economic Development, Rob Hawthorne Property Manager, Matt Bacon, Development Planning Manager, Duncan Roxborough, Strategic and Special Projects Manager and Katherine Brocas Senior Advisor – Project Delivery.
- (g) **Notes** that the East and West MUBA Working Group will deliver a report that will be presented for consideration to the new Council following its formation, with recommendations around potential use, tenure, timeframes and process for progressing the East and West MUBA land parcels' development.
- (h) **Notes** that the Terms of Reference for the East and West MUBA Working Group as attached in Appendix 2 (Trim 250507079532) reflect the East and West MUBA Working Group concluding at the end of this current term of Council, noting a new Council may wish to review portfolios.
- (i) **Nominates** the General Manager, Strategy, Engagement and Economic Development to approve any minor edits to the East and West MUBA Working Group Terms of Reference (attachment ii) as required.
- (j) **Circulates** this Report and attachments to the Kaiapoi-Tuahiwi Community Board for their information.

7.5 **Bylaw Programme Update June 2025** – Sylvia Docherty (Policy and Corporate Planning Team Leader)

*RECOMMENDATION*

340 – 343

**THAT** the Council:

- (a) **Receives** Report No. 250518087553.
- (b) **Notes** work on the Bylaw Programme currently includes the following Bylaws:
  - (i) Alcohol Control Bylaw 2018
  - (ii) Parking Bylaw 2019
  - (iii) Signage Bylaw 2019
  - (iv) Stock Movement Bylaw 2020
  - (v) Waste Water Bylaw 2015.
- (c) **Notes** feasibility studies are underway for possible Bylaws related to animal control, freedom camping and public spaces.
- (d) **Notes** staff will report to Council on the progress or feasibility of each Bylaw separately.
- (e) **Circulates** this report to Community Boards for information.

7.6 **Stock Movement Bylaw 2020 Review** – Dianna Caird (Senior Policy Analyst) and Shaun Maxwell (Roading Compliance Officer)

*RECOMMENDATION*

344 – 374

**THAT** the Council:

- (a) **Receives** Report No. 250515086574.
- (b) **Receives** the Section 155 Report for the review of the Stock Movement Bylaw 2020 TRIM no. 250513083805.

- (c) **Approves** the findings of the Section 155 Report on the review of the Stock Movement Bylaw 2020, which was undertaken in accordance with the requirements of the Local Government Act 2002, demonstrating that:
- i. A bylaw is the most appropriate way of addressing the perceived problems when farmers move livestock on roads.
  - ii. The current Bylaw is not fit for purpose.
  - iii. The current Bylaw is consistent with the New Zealand Bill of Rights Act 1990.
  - iv. A replacement Bylaw is required because:
    - Out of date clauses need to be removed.
    - There is the potential for the addition of some clauses to make the bylaw easier to administer and increase clarity
    - There are a significant number of administrative changes required to bring the Bylaw up to date with the current template and to align with plain language best practices. These changes will increase the Bylaws clarity.
- (d) **Endorse** staff to investigate potential changes to the Stock Movement Bylaw 2020, as per the outcomes of the Section 155 review process.
- (e) **Notes** that work on the Stock Movement Bylaw will continue to progress following Council's approval of the findings of the Section 155 Report. The intention would be to undertake public consultation after reporting to Council in early 2026. Following this, staff will present an updated Bylaw to Council to consider for adoption.
- (f) **Circulates** this report and attachments to Community Boards for information.

7.7 **Section 155 Report for Review of Signage Bylaw 2019** – Lexie Mealings (Graduate Policy Analyst) and Shelley Milosavljevic (Senior Policy Planner)

*RECOMMENDATION*

375 – 395

**THAT** the Council:

- (a) **Receives** Report No.250123010714.
- (b) **Receives** the Section 155 Report for the review of the Signage Bylaw 2019 (Trim No. 250123010727).
- (c) **Approves** the findings of the Section 155 Report on the review of the Signage Bylaw 2019, which was undertaken in accordance with the requirements of the Local Government Act 2002, demonstrating that:
  - (i) The Signage Bylaw 2019 is the most appropriate way of addressing problems associated with signage on Council owned land and premises within the District.
  - (ii) The Signage Bylaw 2019 is not considered to be the most appropriate form of Bylaw with regard to uncertainty.
  - (iii) The Signage Bylaw 2019 is potentially inconsistent with the *New Zealand Bill of Rights Act 1990* (NZBORA) but is a justified limitation consistent with s5 of NZBORA.
  - (iv) Improvements to the current Bylaw are recommended to include minor administrative changes and a more significant amendment to clause 9, related to Footpath Signage and Advertising.
- (d) **Endorse** staff to investigate the potential for a replacement Signage Bylaw, as per the outcomes of the Section 155 review process.

- (e) **Notes** that work on the Signage Bylaw will continue to progress following Council's approval of the findings of the Section 155 Report. The intention would be to undertake public consultation after reporting to Council in early 2026. Following this, staff will present an updated Bylaw to Council to consider for adoption.
- (f) **Circulates** this report and attachments to Community Boards for information.

7.8 **Pegasus Bay Forestry Fire November 2022 – Salvage Report and Planting Program** – Rob Hawthorne (Property Unit Manager)

*RECOMMENDATION*

396 – 405

**THAT** the Council:

- (a) **Receives** Report No. 250523092016.
- (b) **Notes** that Te Kōhaka O Tūhaitara Trust have agreed to reimburse Council for costs associated with the Pegasus Bay Forestry Fire, assessed as being \$165,472.82. An invoice will be raised in the current financial year for the funds owing. These funds will go to the forestry revenue account 10.167.050.1515.
- (c) **Notes** Council leases 271 Ha from Te Kōhaka O Tūhaitara Trust for forestry purposes.
- (d) **Notes** that Te Kōhaka O Tūhaitara Trust propose to fund the replant of 32.1 Ha of their forestry at an estimated cost of \$161,470. but do not wish to be a commercial forestry operator. They propose this forestry be transferred to Council and the lease varied.
- (e) **Accepts** the proposal referenced in 2 (d), delegating to the Chief Executive and the Property Manager authority to progress this transfer and vary the lease.

7.9 **Forestry Lease and Operations on Te Kōhaka O Tūhaitara Trust Land** – Rob Hawthorne (Property Unit Manager)

*RECOMMENDATION*

406 – 416

**THAT** the Council:

- (a) **Receives** Report No. 250523092243.
- (b) **Notes** Council leases 271 Ha from Te Kōhaka O Tūhaitara Trust for forestry purposes.
- (c) **Notes** that Te Kōhaka O Tūhaitara Trust have requested the transfer of ownership of existing merchantable forestry stands to Council and for the lease to be varied to accommodate this and better reflect shared management functions and costs.
- (d) **Delegates** to the Chief Executive and the Property Manager authority to progress the transfer of ownership of the tree stands noted in Attachment i and summarised in 1.12 (above) to Council, subject to further detailed due diligence on specific blocks.
- (e) **Delegates** to the Chief Executive and the Property Manager authority to amend the existing lease to better reflect areas, roles and responsibilities of the parties associated with the commercial, forestry operation, subject to the due diligence activities mentioned in 2 (d).

7.10 **Local Government New Zealand (LGNZ) Annual Conference Attendance** – Sarah Nichols (Governance Manager)

*RECOMMENDATION*

417 – 424

**THAT** the Council:

- (a) **Receives** report No. 25042307370.

- (b) **Approves** Councillors .....; .....; ....., .....  
..... attending the Local Government New Zealand Conference on 16 and 17 July 2025 in Christchurch, accompanying the Mayor and Chief Executive.
- (c) **Notes** that a report from attendees will be provided to a future workshop to discuss information and opportunities learnt from the attendance.

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

### 8.1 **Health, Safety and Wellbeing Report April 2025 to Current** - J Millward (Chief Executive)

*RECOMMENDATION*

425 - 436

**THAT** the Council:

- (a) **Receives** Report No 250520089787
- (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.

## 9. **COMMITTEE MINUTES FOR INFORMATION**

- 9.1 Minutes of the Utilities and Roading Committee meeting 15 April 2025
- 9.2 Minutes of the District Planning and Regulation Committee meeting 15 April 2025
- 9.3 Minutes of the Community and Recreation Committee meeting 20 May 2025
- 9.4 Minutes of the District Planning and Regulation Committee meeting 20 May 2025

*RECOMMENDATION*

437 – 465

- (a) **THAT** Items 9.1 to 9.4 be received for information.

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

- 10.1 Minutes of the Oxford-Ohoka Community Board meeting 7 May 2025
- 10.2 Minutes of the Woodend-Sefton Community Board meeting of 12 May 2025
- 10.3 Minutes of the Rangiora-Ashley Community Board meeting of 14 May 2025
- 10.4 Minutes of the Kaiapoi-Tuahiwi Community Board meeting of 19 May 2025

*RECOMMENDATION*

466 – 499

- (a) **THAT** Items 10.1 to 10.4 be received for information.

## 11. **COUNCIL PORTFOLIO UPDATES**

- 11.1 **Iwi Relationships** – Mayor Dan Gordon
- 11.2 **Greater Christchurch Partnership Update** – Mayor Dan Gordon
- 11.3 **Government Reforms** – Mayor Dan Gordon
- 11.4 **Canterbury Water Management Strategy** – Councillor Tim Fulton
- 11.5 **Climate Change and Sustainability** – Councillor Niki Mealings
- 11.6 **International Relationships** – Deputy Mayor Neville Atkinson
- 11.7 **Property and Housing** – Deputy Mayor Neville Atkinson

## 12. **QUESTIONS**

*(under Standing Orders)*

## 13. **URGENT GENERAL BUSINESS**

*(under Standing Orders)*

## 14. **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:

That the public is excluded from the following parts of the proceedings of this meeting.

- 14.1 Confirmation of Public Excluded Minutes of Council meeting of 6 May 2025
- 14.2 259 Boys Road, Rangiora – Easement and Compensation
- 14.3 May 2025 Flood Event – Indicative Emergency Response and Forecast Recovery Costs
- 14.4 Eyre River Bridge Damage

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.
<b>MINUTES</b>			
14.1	Confirmation of Public Excluded Minutes of Council meeting of 6 May 2025	Good reason to withhold exists under section 7	To protect the privacy of a natural person, including that of deceased natural persons, and to carry on without prejudice or disadvantage, negotiations (including commercial and industrial negotiations). <b>LGOIMA Sections 7(2) (a) and (i).</b>
<b>REPORTS</b>			
14.2	259 Boys Road, Rangiora – Easement and Compensation	Good reason to withhold exists under section 7	To protect 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 <b>LGOIMA Section 7 (2)(a), (g) and (i)</b>
14.3	May 2025 Flood Event – Indicative Emergency Response and Forecast Recovery Costs	Good reason to withhold exists under section 7	To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities. <b>LGOIMA Sections 7(h)</b>
14.4	Eyre River Bridge Damage	Good reason to withhold exists under section 7	To protect the privacy of a natural person, including that of deceased natural persons. <b>LGOIMA Sections 7(2) (a)</b>

### **CLOSED MEETING**

*Refer to Public Excluded Agenda (separate document).*

### **OPEN MEETING**

**15. NEXT MEETING**

The next ordinary meeting of the Council is scheduled for Tuesday 1 July 2025, commencing at 9am to be held in the Council Chamber, 215 High Street, Rangiora.

The Draft Annual Plan will be considered for adoption at 11.30am, Tuesday 17 June 2025.

The proposed District Plan will be considered for adoption at 1pm, Tuesday 24 June 2025.



**MINUTES OF THE MEETING OF THE WAIMAKARIRI DISTRICT COUNCIL HELD IN THE KAIKANUI ROOM, RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI, ON TUESDAY, 6 MAY 2025, WHICH COMMENCED AT 9AM.**

**PRESENT**

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

**IN ATTENDANCE**

J Millward (Chief Executive), C Brown (General Manager Community and Recreation), K LaValley (General Manager(Planning, Regulation and Environment), S Hart (General Manager Strategy Engagement and Economic Development), M Bacon (Development Planning Manager), W Harris (Planning Manager), S Docherty (Policy and Corporate Planning Team Leader), L Mealings (Graduate Policy Analyst), M Kwant (Senior Ranger Biodiversity) and C Fowler-Jenkins (Governance Support Officer).

**1. APOLOGIES**

There were no apologies.

**2. CONFLICTS OF INTEREST**

Deputy Mayor Atkinson and Councillor Mealings declared conflicts of interest in Items 6.1 and 6.2 as they were Commissioners for the District Plan.

**3. ACKNOWLEDGEMENTS**

The Mayor commended the excellent work done by staff during the severe weather on 30 April and 1 May 2025.

**4. CONFIRMATION OF MINUTES**

**4.1 Minutes of a meeting of the Waimakariri District Council held on Tuesday, 1 April 2025**

Moved: Councillor Goldsworthy

Seconded: Councillor Williams

**THAT** the Council:

- (a) **Confirms**, as a true and correct record, the circulated Minutes of the Waimakariri District Council meeting held on Tuesday, 1 April 2025.

**CARRIED**

**4.2 Minutes of a meeting of the Waimakariri District Council held on Tuesday, 22 April 2025**

Moved: Councillor Redmond

Seconded: Councillor Fulton

**THAT** the Council:

- (a) **Confirms**, as a true and correct record, the circulated Minutes of the Waimakariri District Council meeting held on Tuesday, 22 April 2025.

**CARRIED**

**MATTERS ARISING (from Minutes)**

Nil.

## 5. DEPUTATIONS AND PRESENTATIONS

Nil.

## 6. ADJOURNED BUSINESS

### 6.1 Delegations Under the Fast-track Approvals Act 2024 – W Harris (Planning Manager)

W Harris spoke to the report, noting it followed on from the previous report and workshop to the Council about the Fast Track Approvals Act, which came into force in December 2024. The proposed new delegations aligned with existing delegations established for the Resource Management Act 1991 and with the previous discussions with the Council.

Councillor Redmond asked what opportunity elected members would have to be involved in decision-making. W Harris explained that staff would liaise with the Mayor, the Chief Executive and Chairperson of the District Planning and Regulation Committee prior to making any decisions.

Councillor Fulton noted the recommendation, which required consultation, and queried whether this meant conveying the Councillors' wishes. Mayor Gordon saw it as ensuring that the Council's positions aligned with those of elected members.

Moved: Councillor Fulton

Seconded: Councillor Goldsworthy

**THAT** the Council:

- (a) **Receives** Report No. 250310038643.
- (b) **Notes** that the Delegations Manual enables the Chief Executive “to act on any matter in respect of which Council is empowered or directed by law”.
- (c) **Approves** an amendment to the Delegations Manual to include reference to the Fast-track Approvals Act 2024, as follows:  
**Delegation to the Chief Executive**  
*For the purposes of performing his or her duties, Council delegates to the Chief Executive all powers and authority to act on any matter in respect of which Council is empowered or directed by law and Council policy to exercise or undertake, including (without limitation) under or pursuant to the Acts referred to below, except those powers or authorities in respect of which delegation is prohibited by the Act, or by other statute or regulation, or expressly excluded from this delegation.*  
  
*This delegation includes (but is not limited to) the Council's powers, duties and responsibilities under or pursuant to the Local Government Act 2002, the Local Government Act 1974, the Health Act 1956, the Local Government Official Information and Meetings Act 1987, the Local Government (Rating) Act 2002, the Land Transport Act 1998, the Bylaws Act 1910, the Utilities Access Act 2010, the Dog Control Act 1996, the Litter Act 1979, the Privacy Act 2020, the Fast-track Approvals Act 2024 and the Reserves Act 1977.*
- (d) **Requires** staff to consult with the Mayor, District Planning and Regulation Committee Chair, and Chief Executive for the Council's position prior to responding to a Fast-track application.
- (e) **Approves** the amended delegations in S-DM 1048.
- (f) **Notes** that the Chief Executive may sub-delegate in accordance with the Delegations Manual, if desired and considered appropriate.

**CARRIED**

Councillor Fulton supported the motion as it seemed to be the best practical solution to the matter. He trusted the Mayor, the Chairperson of the District Planning and Regulation Committee, and the Chief Executive to ensure elected members' views were considered.

Councillor Goldsworthy noted that the matter was extensively discussed at the previous Council workshop, hence he was pleased to support the motion.

Councillor Redmond agreed with the previous speakers and also supported the motion.

Mayor Gordon believed that the delegation needed to rest with the Chief Executive; it would be his prerogative to subdelegate. However, it was essential that the Chief Executive exercised the delegation on the Council's behalf and ensured that elected members' views were sought before finalising the Council's position. He, therefore, supported the amended motion.

## 6.2 **Delegation to Make Decisions on Behalf of Council as Requiring Authority** – K LaValley (General Manager Planning, Regulation and Environment)

M Bacon spoke to the report, noting that the Council, as a territorial authority, was finalising its Proposed District Plan (PDP) and would shortly be making decisions on the PDP. Due to the conflict of interest that occurred with the Council having dual roles as both territorial authority and requiring authority for designations in the PDP, it was deemed appropriate to delegate the decision-making on behalf of the Council, requiring authority to the Chief Executive.

Councillor Redmond enquired how other authorities addressed this matter. M Bacon confirmed that other councils were taking a similar approach to the staff proposal.

Moved: Councillor Fulton

Seconded: Councillor Blackie

**THAT** the Council:

- (a) **Receives** Report No. 250321048476.
- (b) **Delegates** decision-making on behalf of the Council as a Requiring Authority on the Council designations in the Proposed District Plan to the Chief Executive.

**CARRIED**

## 6. **REPORTS**

### 6.1 **Northern Pegasus Bay Bylaw 2024 Implementation Plan and Advisory Group Terms of Reference** – L Mealings (Graduate Policy Analyst) and M Kwant (Senior Ranger Biodiversity)

L Mealings requested Council adoption of Northern Pegasus Bay Bylaw 2024 Implementation Plan (the plan) and to approve the updated terms of reference for the Northern Pegasus Bay Advisory Group.

The plan would give effect to the Northern Pegasus Bay Bylaw 2024, which the Council adopted in October 2024. It was split into eleven topics, each covering an essential aspect of the Bylaw to ensure effectiveness. The plan was deemed an example of good practice for bylaw development to ensure that the Council achieved the objectives set in bylaws. The plan was developed based on community feedback received during the bylaw review, changes made from the bylaw, and input from the Northern Pegasus Bay Advisory Group.

M Kwant noted that a key concern raised by the community was protecting the birdlife in the Ashley/Rakahuri Estuary. There was extensive discussion around how to control dogs in this area, which was considered a disturbance to the birdlife. The Council finally compromised, and dogs would be permitted on a lead in this area, which staff would promote through public awareness, education, and enforcement. Staff would also be looking at installing new signage in the 2025/26 financial year to reflect the changes.

M Kwant noted that staff supported the Ashley/Rakahuri Rivercare Group with the viewing platform that the Group were installing. Enforcement was ongoing, and staff would continue investigating how to target resources best to ensure effective enforcement.

L Mealings advised that the Northern Pegasus Bay Advisory Group was essential to successfully implementing the bylaw's objectives. The purpose and objectives remained the same; however, most of the changes proposed to the Group's Terms of Reference addressed transitioning from establishing the Group to a more permanent function that would sit alongside the bylaw.

Councillor Blackie believed the Northern Pegasus Bay Bylaw 2024 was as extensive as it could be considering current circumstances. However, the effective enforcement of the bylaw would hinge on the funds that the Council and Environment Canterbury (ECan) could allocate to the employment of Rangers. He thanked staff for their work on developing the Northern Pegasus Bay Bylaw 2024 Implementation Plan.

Responding to Councillor Fulton's question, M Kwant explained that the global consent from ECan would allow work to be done in the Coastal Hazardous Zone. Although the consenting process involved extensive work, it was worthwhile because staff did much work in this zone, which may trigger resource consents. The global consent was valid for the next 15 to 20 years.

Councillor Redmond asked if there had been any engagement with the Hurunui District Council over implementing the plan. L Mealings noted that staff recognised that the coastal area shared a boundary with the Hurunui District Council. To negate the risks of different rules along the coastal area, a provision was made for a Hurunui District Council representative on the Northern Pegasus Bay Advisory Group. Also, staff regularly communicated with the Hurunui District Council when they reviewed the Bylaw.

Moved: Councillor Blackie

Seconded: Councillor Ward

**THAT** the Council:

- (a) **Receives** Report No. 250331054911.
- (b) **Adopts** the attached Northern Pegasus Bay Bylaw 2024 Implementation Plan (Trim 250417068374).
- (c) **Approves** the attached draft updated Northern Pegasus Bay Advisory Group Terms of Reference (Trim 250305036386).
- (d) **Notes** that once adopted, the Northern Pegasus Bay Bylaw 2024 Implementation Plan will be next reviewed in 2029 alongside the Northern Pegasus Bay Bylaw 2024, unless an issue arises and an earlier review is necessitated.
- (e) **Nominates** the General Manager, Strategy, Engagement and Economic Development to approve any minor edits to the Northern Pegasus Bay Bylaw 2024 Implementation Plan (attachment i 250417068374) and Northern Pegasus Bay Advisory Group Terms of Reference (attachment ii 250305036386) as required.
- (f) **Circulates** this report to Community Boards for their information.

**CARRIED**

Councillor Ward supported the motion and commended staff on their work, which had been very well received by the community.

Mayor Gordon also supported the motion and acknowledged the extensive work done during the bylaw review. He believed the Council correctly decided to control dogs in the Ashley/Rakahuri Estuary area. He appreciated that not everyone would be pleased with that decision, but it had always been about progressing over time to achieve compliance. The Ashley/Rakahuri Estuary area was beautiful, and the Council wanted to ensure its biodiversity was protected; however, it also wanted to ensure that people were able to enjoy activities in the area.

6.2 **Submission to Central Government Consultations April 2025** – S Docherty (Policy and Corporate Planning Team Leader)

S Docherty took the report as read.

Councillor Cairns enquired whether staff could use Artificial Intelligence (AI) due to the large number of submissions they had to draft. S Docherty noted that staff did use Copilot, which helped provide an introductory summary of some consultation documents and proposed Bills. However, staff did not use AI when preparing the submission points.

Councillor Fulton questioned whether the Council used AI trainers. S Hart explained that the Council used Copilot because it maintained the level of security the Council needed for the confidential information it stored. A Champions Group worked with the Council's Information and Technology Team to investigate how AI could be applied in the Council's various functions under strict guidelines.

Moved: Councillor Ward

Seconded: Councillor Goldsworthy

**THAT** the Council:

- (a) **Receives** Report No. 250422069184.
- (b) **Endorses** the submission made on 22 April 2025 to the Government's Transport and Infrastructure Committee regarding the Land Transport Management (Time of Use Charging) Amendment Bill (Trim 250401056354).
- (c) **Endorses** the submission made on 24 April 2025 to Local Government New Zealand regarding the Electoral Reform draft position paper (Trim 250411063775).
- (d) **Endorses** the submission made on 24 April 2025 to the Water Services Authority - Taumata Arowai regarding the proposed wastewater environmental performance standards (Trim 250326052688).
- (e) **Endorses** the submission made on 24 April 2025 to Environment Canterbury regarding the Canterbury Water Zone Committees Review (Trim 250414064980).
- (f) **Endorses** the submission made on 24 April 2025 to Canterbury Museum regarding their draft Annual Plan 2025/2026 (Trim 250411063941).
- (g) **Endorses** the submission made on 24 April 2025 to Environment Canterbury regarding the Draft Canterbury Regional River Gravel Management Strategy (Trim 250414064998).
- (h) **Circulates** the report to the Community Boards for their information.

**CARRIED**

Councillor Ward thanked the Policy and Corporate Planning Team for drafting the large number of the Council's submissions in short time frames.

Mayor Gordon also acknowledged the excellent work the staff did on the drafting and managing the Council submissions. He supported the general use of AI in the Council under strict guidelines.

Councillor Mealings also commended staff for their hard work in compiling the Council's submissions and ensuring that Councillors were able to provide feedback.

6.3 **Council Submissions Process and Delegation** – S Docherty (Policy and Corporate Planning Team Leader)

S Docherty noted that staff had been drafting numerous submissions on behalf of the Council over the last few months. So, reviewing the consultation assessment and submission development process had been timely. Significant effort was made across the organisation to assist in preparing submissions, and staff reported weekly to the Management Team on the consultations that were underway. Staff had introduced a new process where consultations were rated on the risk and impact to the Council and the wider community. Staff was conscious of the tight time constraints when drafting submissions. Although staff would ideally like to table draft submissions at Council meetings to receive elected members' approval formally, it was simply not always possible. Hence, the Council was requested to delegate authority to the Mayor and the Chief Executive for final sign-off and approval of the Council submissions.

Councillor Redmond enquired how the assessment and submission development process addressed topics elected members may wish the Council to submit. S Docherty noted that staff intended to provide the Council with a weekly summary of consultations, and there may be an opportunity for the Council to provide feedback through that system.

Councillor Fulton queried if the weekly summary of consultations would include a risk evaluation. S Hart noted that staff provided a risk score and an explanation of the score to the Management Team, which could be included in the summary.

Moved: Councillor Redmond

Seconded: Councillor Fulton

**THAT** the Council:

- (a) **Receives** Report No. 250422069911.
- (b) **Approves** delegation of final review and signing of submissions on behalf of Waimakariri District Council to the Mayor and Chief Executive, where circumstances and/or timeframes do not allow approval by way of formal council resolution at a scheduled Council meeting in advance of the submission deadline.
- (c) **Notes** that where sign-off by the Mayor and Chief Executive is required as identified in recommendation (b), staff will provide draft submissions to the Council for review and feedback before final review and signing.
- (d) **Notes** that when time allows staff will arrange a Council workshop on the consultation topic to provide summary information and recommendations to inform a Council submission.
- (e) **Endorses** the introduction of a scoring approach to assess proposals in consultation topics to identify suitability of a Council or staff submission.
- (f) **Notes** a review of the process for preparing Council and staff submissions has introduced a new scoring approach to identify consultation topics that consider both the impact and risk to the Council and District.

- (g) **Notes** staff will introduce new steps to improve communication on submissions including a weekly summary of current consultations to Council and publicly sharing Council submissions once they have been reported to Council.
- (h) **Circulates** the report to the Community Boards for their information.

**CARRIED**

In supporting the motion Councillor Redmond noted his observation that the Council was inundated with requests for submissions and could not submit on everything. The assessment and submission development process seemed to be a good system for prioritising resources. If elected members had a topic that they were particularly interested in and had the Council's support, it could be prioritised.

Councillor Fulton also supported the motion and noted the merits of providing elected members with the consultation summary weekly.

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

### **7.1 Health, Safety and Wellbeing Report March 2025 to Current - J Millward (Chief Executive)**

J Millward spoke to the report, noting that one of the adverse incidents was reported to the New Zealand Police because of its threatening nature.

Moved: Councillor Goldsworthy      Seconded: Councillor Cairns

**THAT** the Council:

- (a) **Receives** Report No 250415066993.
- (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**

Councillor Goldsworthy thanked J Millward for keeping Councillors informed.

## **8. REPORT FOR INFORMATION FROM COMMUNITY BOARDS**

### **8.1 Kowai Street Reserve Lighting – K Howat (Parks and Facilities Team Leader) and J Rae (Senior Advisor, Assets and Capital)**

### **8.2 Approval of Concept Plans for Ashley Picnic Grounds and Milton Memorial Community Reserve Toilets – G Stephens (Greenspace Design and Planning Team Leader) and J Rae (Senior Advisor, Assets and Capital)**

Moved: Councillor Goldsworthy      Seconded: Councillor Fulton

**THAT** the Council:

- (a) **Receive** Items 8.1 and 8.2 for information.

**CARRIED**

## 9. **COMMITTEE MINUTES FOR INFORMATION**

### 9.1 Minutes of the Audit and Risk Committee meeting 11 March 2025

Moved: Councillor Ward

Seconded: Deputy Mayor Atkinson

**THAT** the Council:

- (a) **Receive** Item 9.1 for information.

**CARRIED**

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

### 10.1 Minutes of the Oxford-Ohoka Community Board meeting 2 April 2025

### 10.2 Minutes of the Rangiora-Ashley Community Board meeting of 9 April 2025

### 10.3 Minutes of the Kaiapoi-Tuahiwi Community Board meeting of 14 April 2025

### 10.4 Minutes of the Woodend-Sefton Community Board meeting of 15 April 2025

Moved: Deputy Mayor Atkinson

Seconded: Councillor Ward

- (a) **THAT** Items 10.1 to 10.4 be received for information.

**CARRIED**

## 11. **COUNCIL PORTFOLIO UPDATES**

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

The Mayor attended the Runanga Liaison meeting, which went well. He and J Millward were invited to a meeting with the Kaiapoi Pa Trustees.

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

The Greater Christchurch Partnership was being reviewed to determine whether it was still fit for purpose. He understood that the reviewer would meet with all the representatives on the partnership panel and discuss whether changes should be considered in the future. The independent review would then be presented to the Council for endorsement of the Council's position.

### 11.3 **Government Reforms – Mayor Dan Gordon**

Busy responding to all the various forms of submissions.

### 11.4 **Canterbury Water Management Strategy** – Councillor Tim Fulton

The last Canterbury Water Management Strategy Waimakariri Zone Committee (CWMSW) meeting was held on 5 May 2025, which was an opportunity to recognise the contributions of current and past Committee members. There was some concern from members of the public that this would be the end of collaboration on water zone matters.

A Mayoral Forum meeting would be held on 30 May 2025, at which recommendations on the proposed future structure of the Zone Committees would be made. He did not believe this would be the end of the CWMSW's work or the collaboration with ECan and the community.

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

Councillor Mealings highlighted the following:

- Canterbury Climate Ecosystem Risk and Vulnerability Assessment was Regional-wide. Some Council and ECan staff served on the panel for the tender, which had been awarded to Wildlands. That work was now underway.



- Canterbury Climate Partnership Programme – Council staff presented at the Waimakariri Biodiversity Forum in April 2025, which was well received. Waimakariri Irrigation Limited invited Council staff on a field trip they had organised to indigenous biodiversity restoration projects on private farms.
- The Resilience Explorer Programme would contain not only Council data, mapping, and modelling but also community information, such as food needs.  
Councillor Cairns asked if this was the first time the Resilience Explorer Programme had been used for mapping food security. Councillor Mealings explained that Canterbury University developed the programme, and Christchurch City Council was using it first. However, this was its first use in the Waimakariri District.
- Current Council and District Climate Risk Assessment Projects - The Council originally did risk assessments for its utilities and roading projects and needed to assess the rest of its assets. That assessment proposal had been approved and would be underway soon.
- The Council's Principal Policy Analyst for Climate Change and Sustainability, V Spittal, had prepared a Climate Scenarios 101 Paper to assist staff in incorporating climate change into their work and inform the Council's next Long Term Plan. There had been some debate in the climate sector about how climate scenarios could be applied to local government work.
- One of the three key areas of the Future Coasts Project was the Ashley/Rakahuri River, and they were investigating how rising groundwater impacted land use. The preliminary findings showed that increasing groundwater impacted pasture cover.
- The Council just had an energy audit done on its pools. Staff were advised that, depending on the energy savings identified, the Council could be subsidised by up to 40%. The initial report indicated that the savings were sufficient for that full subsidy.

Councillor Fulton inquired if there had been an interaction with the local schools regarding planting. Councillor Mealings noted that it was included in the Natural Environment Strategy.

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

Deputy Mayor Atkinson thanked J Millward for sorting the sound systems for the Rangiora and Kaiapoi Anzac Day Services.

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

The consultation on the Council's plans for the pensioner housing on Charles Street, Kaiapoi, was primarily positive.

12. **QUESTIONS**

Nil.

13. **URGENT GENERAL BUSINESS**

Nil.

14. **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 was moved:

Moved: Councillor Ward

Seconded: Councillor Goldsworthy

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

- 14.1 Confirmation of Public Excluded Minutes of Council meeting of 1 April 2025
- 14.2 Partial Property Purchase – Southbrook Road
- 14.3 Contract 24/19 District Road Maintenance Contract – Update on Tender Process May 2025
- 14.4 Pegasus Community Centre – Consultation Feedback

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

Item No.	Subject	Reason for excluding the public	Grounds for excluding the public-
<b>MINUTES</b>			
14.1	Confirmation of Public Excluded Minutes of Council meeting of 1 April 2025	Good reason to withhold exists under section 7	To protect the privacy of a natural person, including that of deceased natural persons, and to carry on without prejudice or disadvantage, negotiations (including commercial and industrial negotiations). <b>LGOIMA Sections 7(2) (a) and (i).</b>
<b>REPORT</b>			
14.2	Partial Property Purchase – Southbrook Road	Good reason to withhold exists under section 7	To protect the privacy of natural persons and enabling the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial) negotiation and maintain legal privilege. <b>LGOIMA Section 7 (2)(a), (g), and (i).</b>
14.3	Contract 24/19 District Road Maintenance Contract – Update on Tender Process May 2025	Good reason to withhold exists under section 7	To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities". <b>LGOIMA Section 7(h)</b>
<b>MATTER REFERRED FROM THE WOODEND-SEFTON COMMUNITY BOARD</b>			
14.4	Pegasus Community Centre – Consultation Feedback	Good reason to withhold exists under section 7	To protect 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 <b>LGOIMA Section 7 (2)(a), (g) and (i)</b>

**CARRIED**

### **CLOSED MEETING**

*The public excluded portion of the meeting was held from 10:50am to 11:54am.*

### **Resolution to resume in Open Meeting**

Moved: Mayor Gordon

Seconded: Deputy Mayor Atkinson

**THAT** the Council

- (a) **Approved** the open meeting resuming, and the business discussed with the public excluded remains public excluded or as resolved in individual reports.

**CARRIED**

### **OPEN MEETING**

14.4 **Pegasus Community Centre – Consultation Feedback** – Isibéal Clark (Project Manager)

Moved: Councillor Cairns

Seconded: Councillor Ward

**THAT** the Council:

- (a) **Receives** Report No. 250130015131.
- (b) **Approves** the Pegasus Community Centre developed design plan to progress to the detailed design phase and proceed to tender.
- (c) **Notes** \$5.296 million has been allocated for this project, with approximately \$1.1 million designated for land purchase and \$4.2 million for building construction, site works and fees.
- (d) **Notes** Staff will bring a tender approval report back to Council before any tender is awarded and will not award any provisional items unless budget allows.
- (e) **Notes** that staff have undertaken detailed consultation with the community regarding the preliminary design of the Pegasus Community Centre, and the majority of feedback was supportive of the current design.
- (f) **Notes** that the 'Developed Design' (~60% design stage) cost estimate for the Pegasus Community Centre building has been received and is over the current allocated budget. Staff will continue to value engineer the design to bring the overall costs down during subsequent design stages and a final pre-tender cost estimate will be produced.
- (g) **Notes** that staff will circulate a letter to submitters who provided contact information, informing them of the Council outcome.
- (h) **Resolves** that the recommendations in this report be made publicly available but that the contents of 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), (g) and (i).

**CARRIED**

15. **NEXT MEETING**

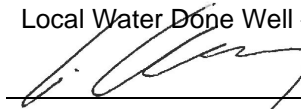
The next ordinary meeting of the Council was scheduled for Tuesday, 3 June 2025, commencing at 9am to be held in the Council Chamber, 215 High Street, Rangiora.

THERE BEING NO FURTHER BUSINESS, THE MEETING CONCLUDED AT 11:54AM.

**CONFIRMED**

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

\_\_\_\_\_  
Date

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION****FILE NO and TRIM NO:** EXC-51-21/250410063192**REPORT TO:** COUNCIL**DATE OF MEETING:** 3 June 2025**AUTHOR(S):** Jeff Millward – Chief Executive  
Gerard Cleary – General Manager Utilities & Roading**SUBJECT:** Local Water Done Well – Submission of Water Services Delivery Plan**ENDORSED BY:**  
(for Reports to Council,  
Committees or Boards)  
General Manager  
Chief Executive**1. SUMMARY**

1.1. The purpose of this report is to:

1.1.1. Seek approval to submit a Water Services Delivery Plan (WSDP) to the Department of Internal Affairs (DIA) for review and approval.

1.1.2. Seek delegated authority to the Chief Executive to finalise the WSDP with staff and provide certification on behalf of the Council that the WSDP complies with Local Government (Water Services Preliminary Arrangements) Act 2024, and the information contained in the WSDP is true and accurate.

1.2. In February 2025, Council approved consulting with the community on the preferred water services delivery model of an in-house water services business unit (IBU). Consultation was carried out as part of the Council's draft Annual Plan 2025/26 consultation process, between 14 March and 21 April 2025. A total of 764 submissions were received on the topic of Local Water Done Well and of those submissions that indicated a preference, 733 submitters (97.2%) supported the proposal for an IBU.

1.3. In May 2025, Council approved the adoption of an in-house water services business unit delivery model and authorised staff to finalise a WSDP ready for submission to DIA.

1.4. The Council must submit a WSDP to DIA by 3 September 2025.

1.5. The attached WSDP has been drafted by staff and follows the in-house water services business unit model previously adopted by Council. The WSDP details the scope of the delivery model and how it will accommodate Drinking Water, Wastewater, Stormwater, Rural Land Drainage and Stockwater.

1.6. Note that the adopted delivery model allows for the continuation of joint arrangements with the Hurunui and Kaikoura District Councils on an as needed basis, and any future joint arrangements will be dependent on the delivery models which Hurunui and Kaikoura District Councils choose.

1.7. The in-house water services business unit must include drinking water and wastewater services, however there is flexibility about transferring stormwater into the adopted delivery model. Due to the close linkages between stormwater, and rural land drainage and stockwater, these Council functions have been included in the proposed in-house water services business unit.

- 1.8. The Council must ensure financial sustainability of their water services by 30 June 2028. Economic regulation requirements for financial sustainability will only apply to drinking water and wastewater services. The WSDP details the implementation plan for how the Council will achieve full compliance with economic regulation requirements by the start of 2027/28 Financial Year, approximately one year ahead of the legislative requirement.
- 1.9. Castalia consultants were engaged to complete an independent review of the financials within the WSDP. The review is currently underway with the expectation that there will be a letter regarding Castalia's review and assessment, which will be submitted to DIA with the WSDP.

Attachments:

- i. Draft Water Services Delivery Plan

## 2. **RECOMMENDATION**

**THAT** the Council:

- (a) **Receives** Report No. 250410063192.
- (b) **Approves** the submission of the attached Water Services Delivery Plan (WSDP) to DIA for review and approval.
- (c) **Delegates** authority to the Chief Executive to finalise the WSDP with staff and provide certification on behalf of the Council that the WSDP complies with Local Government (Water Services Preliminary Arrangements) Act 2024, and the information contained in the WSDP is true and accurate.
- (d) **Notes** that staff will update the WSDP document into a professional formatting layout, similar to an Annual Plan document, ready to submit to DIA following the approval of this report.
- (e) **Notes** that a WSDP must be submitted to DIA by 3 September 2025 for their review and approval.
- (f) **Notes** that the Council approved the adoption of an in-house water services business unit delivery model in May 2025 at the Annual Plan Deliberations.
- (g) **Notes** that staff have drafted a WSDP which follows the in-house water services business unit model, previously adopted by Council, and details the scope of the delivery model and how it will accommodate Drinking Water, Wastewater, Stormwater, Rural Land Drainage and Stockwater.
- (h) **Notes** that the adopted delivery model allows for the continuation of joint arrangements with the Hurunui and Kaikoura District Councils on an as needed basis, and any future joint arrangements will be dependent on the delivery models which Hurunui and Kaikoura District Councils choose.
- (i) **Notes** that the Council must ensure financial sustainability of their drinking water and wastewater services by 30 June 2028. The WSDP details the implementation plan for how the Council will achieve full compliance with economic regulation requirements by the start of 2027/28 Financial Year.
- (j) **Notes** the finalised WSDP must be published on the Council's website by December 2025 following DIA's review and acceptance of the submitted WSDP.

### 3. **BACKGROUND**

- 3.1. Under the LWDW programme, Councils must prepare and submit a WSDP by 3 September 2025, detailing the current state of their water services, compliance with regulatory requirements, and financial sustainability plans. DIA's expectation is that the approved WSDP will be implemented as described, with potential regulatory enforcement. Councils can prepare WSDPs individually or jointly with other councils. Various governance models can be proposed, provided they meet regulatory requirements.
- 3.2. Councils have flexibility about transferring stormwater into their chosen delivery model. Councils are able to choose the arrangements for the management of stormwater services that best suit their circumstances. Note that WSDPs must include drinking water, wastewater and stormwater (urban).
- 3.3. Councils must ensure financial sustainability of water services by 30 June 2028, either through self-delivery or other arrangements. Economic regulation requirements for financial sustainability will only apply to drinking water and wastewater services. However, future designation and legislative developments could extend regulatory requirements.
- 3.4. Based on an economic and financial analysis and considering the wider impacts to Council, it was found that an in-house water services business unit model was the most favourable option for Waimakariri District, ensuring the community retains control of their water services through Council, while also allowing for the continuation of joint arrangements with the Hurunui and Kaikoura District Councils on an as needed basis. It is noted that any future shared service arrangements will be dependent on the water services delivery models which Hurunui and Kaikoura District Councils choose. Current and any new shared service arrangements will be an area for review in the future.
- 3.5. Due to the close linkages between stormwater, and rural land drainage and stockwater, it is proposed to include these Council functions as part of the chosen delivery model, while still remaining financially ringfenced from other water services and Council functions. The Council's WSDP details the scope of the delivery model and how it will accommodate Drinking Water, Wastewater, Stormwater, Rural Land Drainage and Stockwater.
- 3.6. The Council's WSDP must be submitted to DIA by 3 September 2025. Note that the programme proposed allows for submission to DIA in June 2025, subject to the approval of this report.

### 3.7. PROGRAMME

Aug—Oct 2024	Financial Modelling <del>Governance design for the options</del>
Oct 2024—Jan 2025	<del>Governance design for the options workshops</del> <del>Preliminary Development of Water Delivery Service Plan</del>
Feb 2025	<del>Council Delivery Options Paper</del>
Mar—Apr 2025	<del>Consultation</del>
May 2025	<del>Council Decision on Preferred Model Paper</del>
June 2025	Council Approval on Finalised WSDP (This report)
June 2025	Submission of WSDP to DIA
30 June 2025	<i>End date for transition support funding agreement</i>
3 August 2025	<i>Deadline for application for an extension to submission date of Water Services Delivery Plans</i>
3 September 2025	<i>Deadline for submitting Water Services Delivery Plans to DIA</i>
1 December 2025	<i>Deadline for publishing Water Services Delivery Plans on Council website</i>
3 September 2026	<i>Deadline for amending and resubmitting Water Services Delivery Plans</i>
30 June 2027	<i>Deadline for adopting first three-year water services strategy</i>
30 June 2028	<i>Deadline for being financially sustainable (i.e. compliant with WSDPs)</i>

## 4. ISSUES AND OPTIONS

4.1. Council have the following options available to them:

### Option A:

4.1.1. Approves the submission of the attached Water Services Delivery Plan (WSDP) to DIA for review and approval, and delegates authority to the Chief Executive to finalise the WSDP with staff and provide certification on behalf of the Council that the WSDP complies with Local Government (Water Services Preliminary Arrangements) Act 2024, and the information contained in the WSDP is true and accurate. **This is the recommended option.**

### Option B:

4.1.2. Declines the submission of the attached Water Services Delivery Plan (WSDP) and directs staff to make substantial edits to the WSDP. This is not the recommended option due to the following reasons:

- A WSDP must be submitted to DIA by 3 September 2025.
- The attached WSDP follows the in-house water services business unit model previously adopted by Council in May 2025, following consultation completed through the draft Annual Plan 2025/26.
- 97% of submissions through the draft Annual Plan were in support of the proposed model.
- The in-house water services business unit has been independently shown to be the best water services delivery model for Waimakariri District.

- An independent financial assessment has shown that there is little difference in costs between water service delivery arrangement options for the Council. However, when accounting for shared overheads and uncertainties of whether efficiency savings under a CCO model will eventuate, the in-house business unit is the best water services delivery model for Waimakariri District.
- The implementation plan for achieving full compliance with the WSDP by the start of 2027/28 Financial Year is considered achievable by staff.

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

## 5. **Implications for Community Wellbeing**

5.1. There are implications on community wellbeing by the issues and options that are the subject matter of this report. Safe and reliable water services is critical for wellbeing of our community.

## 6. **COMMUNITY VIEWS**

### 6.1. **Mana whenua**

Te Ngāi Tūāhuriri hapū are likely to be affected by or have an interest in the subject matter of this report. Te Ngāi Tūāhuriri and Ngāti Kurī hapū are to be consulted throughout the programme. Discussions in regard to the work programme being undertaken by the three councils has been discussed with our local hapū Te Ngāi Tūāhuriri.

Te Ngāi Tūāhuriri Rūnanga and Te Rūnanga o Ngāi Tahu formally submitted on the water services delivery model through the draft Annual Plan, however did not indicate a preference. A number of key concerns were raised regarding water services in the district. Council is committed to maintaining a strong working relationship with Te Ngāi Tūāhuriri Rūnanga and Te Rūnanga o Ngāi Tahu and will continue to align their planning and levels of service with local hapū outcomes, and to work more closely together to find effective ways of achieving these common goals.

### 6.2. **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 in-house water services business unit will need to proactively engage with relevant stakeholders once established.

### 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. Local Water Done Well and the preferred water services delivery model was one of the topics of engagement included in the Consultation Document on the draft Annual Plan 2025/26. A total of 764 submissions were received on the topic of Local Water Done Well as part of the consultation of the draft Annual Plan 2025/26. Of those submissions that indicated a preference, 733 submitters (97.2%) supported the proposal for an in-house water services business unit.

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

### 7.1. **Financial Implications**

- 7.1.1. There are financial implications associated with approving the submission of the attached WSDP.
- 7.1.2. Transitional support funding available for Councils to support LWDW activities is being used to fund the development and submission of a WSDP.
- 7.1.3. Councils must ensure financial sustainability of water services by 30 June 2028, either through self-delivery or other arrangements. Economic regulation requirements for financial sustainability will only apply to drinking water and wastewater services. However, future designation and legislative developments could extend regulatory requirements.



- 7.1.4. Castalia were engaged to complete an independent review of the financials within the WSDP. The review is currently underway with the expectation that there will be a letter regarding Castalia's review and assessment, which will be submitted to DIA with the WSDP.
- 7.1.5. Castalia previously completed financial modelling of several water service delivery options for Waimakariri district. The joint model options assumed a 2.5% saving on Opex and Capex. It is noted that the Council's preferred option is modelled off actual numbers projected and including inflation. These factors will influence future financial forecasts.
- 7.1.6. Based on the Long Term Plan 2024-34 (LTP) that the Council adopted last year, summary financial forecasts for combined drinking water and wastewater services are set out below. It shows that rates will rise over the next 10 years, largely due to inflation and that debt will initially rise but reduces by 2033/34.

<b>LTP Financials for In-house Water Services Business Unit</b>	<b>2025</b>	<b>2027</b>	<b>2034</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
Average water and wastewater rates/charges (incl GST)	1,282	1,522	1,686
	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>
Total Opex excl depreciation	21,052	23,115	28,282
Capital expenditure	26,903	26,078	22,112
Net debt	62,492	72,952	60,991

Note:

1. The LTP numbers above do not include the likely future costs of Government Regulation as they were not known at the time the LTP was prepared.
2. The numbers above include a provision for inflation ranging between 1.8% to 2.3% per annum for Opex expenditure and 1.9% to 2.4% per annum for Capex expenditure.

## 7.2. Sustainability and Climate Change Impacts

The recommendations in this report do have sustainability and/or climate change impacts. With climate change, the frequency and severity of extreme events will increase, which reinforces the need for a robust water services delivery model and plan.

## 7.3. Risk Management

There will be a number of risks throughout the LWDW programme, some yet to be identified subject to the preferred option.

Key risks associated with setting up an in-house water services business unit include:

- **Director Liability** – The Local Government (Water Services) Bill includes provisions that could hold directors personally liable for their actions or the actions of the water service provider, particularly in cases of non-compliance or negligence. While the Bill doesn't explicitly define Councillor or Chief Executive liability, they may be held accountable for actions taken within the Bill's framework.
- **CE Responsibilities** - The Bill requires the Chief Executive to provide certification on the Council's water service delivery plan, which could potentially lead to accountability if these responsibilities are not fulfilled properly.
- **Regulatory Compliance** – The Bill imposes strict requirements on water service providers. Failure to comply could result in penalties or intervention from DIA. These penalties could range from the thousands up to the millions depending on the severity.

The Council is required to present its Water Services Delivery Plan within one year of the enactment of the LWDW legislation (3 September 2025). The WSDP is subject to DIA approval.

Therefore, depending on feedback received on the first draft of the submitted plan, there could be further edits required before final submission by September 2026. Staff will report back to Council if significant changes to the plan are required, prior to re-submission.

#### 7.4. **Health and Safety**

There are no further health and safety risks arising from the adoption/implementation of the recommendations in this report.

The WSDP is prepared with reference to the health and safety legislation and Council policies.

### 8. **CONTEXT**

#### 8.1. **Consistency with Policy**

This matter is a matter of significance in terms of the Council's Significance and Engagement Policy. Consultation on delivery options was undertaken as part of consultation on the 2025/26 Annual Plan.

#### 8.2. **Authorising Legislation**

The Local Government Act 2002 and Local Government (Water Services Preliminary Arrangements) Act are relevant in this matter

#### 8.3. **Consistency with Community Outcomes**

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

- Our community has equitable access to the essential infrastructure and services required to support community wellbeing.
- Infrastructure and services are sustainable, resilient and affordable.

#### 8.4. **Authorising Delegations**

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

# Water Services Delivery Plan

Waimakariri District Council

June 2025

### **How to populate this Water Services Delivery Plan template**

The intent of this Water Services Delivery Plan template (Plan template) is to support councils to prepare Water Services Delivery Plans ('Plan(s)'), as required by the Local Government (Water Services Preliminary Arrangements) Act 2024 (Act). The Act requires councils to prepare Plans that:

- Identify the current state of the council's water services;
- Demonstrate publicly the council's commitment to deliver water services in a way that:
  - Ensures that the council will meet all relevant regulatory quality standards for its water services;
  - Is financially sustainable for the council;
  - Ensures the council will meet all drinking water quality standards; and
  - Supports the council's housing growth and urban development, as specified in the council's Long-Term Plan.

This Plan template includes explanations of the specific information required under the Act, the type of information that could be provided to demonstrate compliance with the content requirements for the Plans under the Act, and the Department of Internal Affairs' ('the Department(s)') general expectation as to the level of detail to be provided. Please note that these explanations do not constitute legal advice and councils should consider obtaining their own independent legal advice before submitting their Plans. The information needed to be able to complete the Plan should be sourced from existing council documents, such as the Long-Term Plan. Councils who require further information and/or support to prepare their Plans should contact the Department at [wdsp@dia.govt.nz](mailto:wdsp@dia.govt.nz).

Please delete these explanations once each section has been completed.

**A Financial Plan Template [available at [www.dia.govt.nz/Water-Services-Policy-Water-Services-Delivery-Plans](http://www.dia.govt.nz/Water-Services-Policy-Water-Services-Delivery-Plans)] has also been provided to assist councils to populate financial data for financial projections, financial sustainability metrics and other financial disclosures.** The Department can provide councils with a Financial Projections template populated with publicly available information based on 2024-34 Long-Term Plan information on request. The projected financial statements are special purpose financial statements for the purpose of PBE FRS 42 – Prospective Financial Statements.

**Process guidance matters related to the preparation and submission of the Plans is available at [www.dia.govt.nz/Water-Services-Policy-Water-Services-Delivery-Plans](http://www.dia.govt.nz/Water-Services-Policy-Water-Services-Delivery-Plans)**

**Joint Plans:** Part A of this Plan template includes additional guidance for information requirements in joint Plans. Councils who are proposing to submit joint Plan should contact the Department.

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# Part A: Statement of financial sustainability, delivery model, implementation plan and assurance

## Statement that water services delivery is financially sustainable

### Statement that water services delivery is financially sustainable

#### Financially sustainable water services provision

*The purpose of this section is to summarise how the Plan will ensure that water services will be delivered in a financially sustainable manner, by 30 June 2028 at the latest.*

*This requires confirmation that the Plan ensures water services delivery will meet the Financially Sustainable delivery assessment in Part D of the Plan template.*

*It is recommended that this section includes commentary (from Part D) on:*

- *Transitional arrangements to ensure financially sustainable water services provision by 30 June 2028;*
  - *Revenue requirements to meet costs of water services delivery over the Plan period;*
  - *The proposed levels of investment required over the Plan period; and*
  - *Funding and financing arrangements to deliver the proposed levels of investment.*
- Waimakariri District Council (WDC) water services currently meet revenue, investment and financing sufficiency. This is not forecasted to change between now and 30 June 2028. However more stringent ring-fencing and financial reporting is required to ensure that economic regulation is met. Please refer to the Implementation Plan below for the proposed transitional arrangements.
  - WDC's projected revenues are sufficient and meet the 'revenue sufficiency' test. Projected revenue is greater than projected expenditure, with the net surplus used to repay debt and build renewals fund.
  - WDC's proposed water services investment are sufficient and meet the 'investment sufficiency' test. Assets requiring renewal, or upgrading to meet regulatory requirements and forecasted growth have all been budgeted for in the Long Term Plan. All proposed level of investment required is fully funded. Asset renewals will be funded by depreciation where accumulated renewals fund in the relevant scheme's account are sufficient, otherwise they will be funded by debt. New and upgraded infrastructure to meet regulatory requirements and increased levels of service will be funded by debt. New and upgraded infrastructure to provide for growth will be funded by developer contributions.
  - WDC is within determined borrowing limits of 250% of operating revenue, with available headroom to cover unforeseen events.

## Proposed delivery model

### Proposed model to deliver financially sustainable water services

#### The proposed model to deliver water services

*The purpose of this section is to succinctly describe the proposed delivery model, or arrangements for the future delivery of water services (including organisation structure, ownership and contractual arrangements).*

*In explaining how water services are proposed to be delivered, the Plan must set out:*

- *The anticipated or proposed model or arrangements for delivering water services (including, whether the council or councils will continue to deliver water services in its district alone, or intends to enter a joint arrangement);*
- *How water services revenues will be ringfenced as separate and distinct from other council business.*
- *The following matters may also be included in this section*
  - *Why the proposed delivery model was selected and the benefits of this model;*
  - *Proposed revenue collection methods, how charges are set and how revenues will cover the costs of service provision.*

*Councils will need to describe the anticipated or proposed model or arrangements in sufficient detail to enable an implementation plan to be developed and address the related sections regarding how the proposed model will impact regulatory compliance and financial projections.*

### **Overview of Waimakariri District Council's Water Services**

Waimakariri District is located in the Canterbury Region, north of the Waimakariri River. The district is approximately 225,000 hectares in area and extends from Pegasus Bay in the east to the Puketeraki Ranges in the west. It lies within the takiwā of Ngāi Tūāhuriri, one of the primary hapū of Te Rūnanga o Ngāi Tahu. The district shares boundaries with Christchurch City to the south, Selwyn District to the south and west, and Hurunui District to the north.

The Waimakariri District is geographically diverse, ranging from provincial townships such as Rangiora and Kaiapoi, through to the remote high country farming area of Lees Valley. Eighty percent of the current population of 71,000 is located in the east of the district and approximately 60 percent of residents live in the four main urban areas of Rangiora, Kaiapoi, Woodend/Pegasus and Oxford. The remainder live in smaller settlements or the district's rural area, including approximately 6,000 on rural-residential or rural 'lifestyle' blocks.

Geographically, socio-culturally and economically, the Waimakariri District is primarily a peri-urban area. Residents are drawn to and identify with the outdoor lifestyle and recreation opportunities available in the district. However, due to its proximity to Christchurch City, the district has a significant and growing urban and peri-urban population. Consequently, primary production and construction are the two largest economic sectors in the district.

As a fast-growing district that could be approaching a population of 100,000 in the next 20 years, a large proportion of the infrastructure has been installed within the last 35 years. The majority of it is therefore relatively new, with the average age of wastewater systems being approximately 24 years old.

Over the last 20 years Waimakariri District Council have spent \$100m on three waters infrastructure upgrades. A further \$139m is allocated in the Council's Long-Term Plan for drinking water safety upgrades, improved wastewater treatment and to address flood risk over the next 10 years. The Council's 30-Year Infrastructure Strategy is a risk-based renewals policy and operates in conjunction with a 150-year renewal programme which aims to replace highly critical infrastructure at 85% of its expected lifespan.

#### Drinking water

Waimakariri District Council owns and operates six urban drinking water schemes and five rural drinking water schemes, servicing a total of approximately 21,500 urban residential, urban commercial and rural connections. This equates to approximately 80% of the population of Waimakariri district, or about 55,900 people. The remaining 20% of the population are supplied by either Hurunui District Council as part of the Ashley Rural Drinking water (approximately 4,500 people) or private schemes and wells in the district. Note that some schemes which were historically separate schemes have recently been joined physically but are still rated separately. This means there are 11 physical schemes, each registered as a separate drinking water, that are financially managed via 14 different targeted rates.

#### Wastewater

Waimakariri District Council owns and operates two separate wastewater schemes. One of these, the Eastern Districts Sewerage Scheme (EDSS), comprises 10 schemes which have been physically connected together, but still retain elements of financial separation relating to past loans. Treatment of the wastewater for the EDSS comprises four treatment plants, at Rangiora, Kaiapoi, Woodend and Waikuku Beach. Treated effluent from all four plants is discharged into a 1.5km long Ocean Outfall pipe. The other separate scheme is at Oxford which has its own treatment plant, that discharges to land some 42 km from the coast. Altogether the schemes provide wastewater services to approximately 18,800 properties, with just under 18,000 of those serviced by the EDSS. These connections in total service approximately 73% of the population of Waimakariri district. The remaining 27% of the population are serviced by private wastewater schemes, or privately owned septic tanks on rural properties.

#### Stormwater

Waimakariri District Council owns and operates five urban and seven rural rated drainage areas within the Waimakariri District. Together the five urban drainage schemes cover approximately 1.2% of the District's land area but service approximately 75% of the District's population. The urban scheme assets include piped stormwater networks, treatment devices, basins, stormwater pump stations and open drains while in the rural schemes assets are primarily open drains and waterways which the Council maintains. The District's stormwater is closely linked with other values such as ecology, culture, recreation, heritage, landscape, as well as rural land drainage, road drainage and stockwater.

Waimakariri District Council is committed to deliver water services that:

- Ensures regulatory quality standards are met
- Ensures financial sustainability requirements are met
- Ensures all drinking water quality standards are met
- Supports development activities within the district

### **Proposed Delivery Model**

Waimakariri District Council's proposed delivery model for water services involves the operation of an **In-house Business Unit (IBU)** within the Council. This model is similar to Council's current arrangement for overseeing and managing the delivery of its drinking water, wastewater, stormwater, rural land drainage and stockwater services, but with increased financial ring-fencing and new economic regulation requirements for drinking water and wastewater. This model retains direct Council ownership and operational responsibility of water service delivery, ensuring accountability to the local community and alignment with broader Council objectives.

There are several factors supporting the rationale for selecting an IBU model as the preferred approach. This model allows the Council to use existing resources, take advantage of shared overheads and technical expertise, maintain Council ownership and control, and coordinate water service activities alongside other Council functions.

Council can better leverage synergies and economies of scale, decreasing transition and overhead costs when compared with other models. Under this model, Council is able to meet the new regulatory and financial sustainability requirements, while retaining current efficient and high-quality service to ratepayers and support integrated infrastructure planning to the wider Council. This approach will support more integrated development activities within a district that has consistently ranked among the top five growth districts in New Zealand.

The proposed model also follows its current practice of using depreciation to build up the renewals fund on each scheme. This continues the prudent approach the Council has taken to date so there is no 'renewal surprise' or financial burden in the future for ratepayers once assets reach the end of their lifespan. The Council is in a strong borrowing position with adequate headroom, as well as maintaining essential renewal reserves for the replacement of end-of-life assets.

Under the proposed model, Council is also open to shared services arrangements with Hurunui and Kaikoura District Councils or with a future Hurunui/Kaikoura water services Council Controlled Organisation (CCO) if one is established. Council's IBU, Project Delivery Unit and Water Unit will remain available for all North Canterbury councils to leverage off Council's scale, capabilities and expertise if needed.

### **Summary of Rationale for Proposed Model**

The IBU model is the preferred model for WDC as it:

- Utilises existing Council resources and minimises overhead costs.
- Promotes alignment with Council's strategic goals and community priorities.
- Reduces transition costs and avoids disruptions compared to alternatives like a Council-Controlled Organisation (CCO).
- Ensures flexibility to adapt to regulatory and community needs.
- Supports integrated development activities within a high growth district.
- Supports the Council's current practice of funding depreciation.
- Supports shared services arrangements with North Canterbury councils.

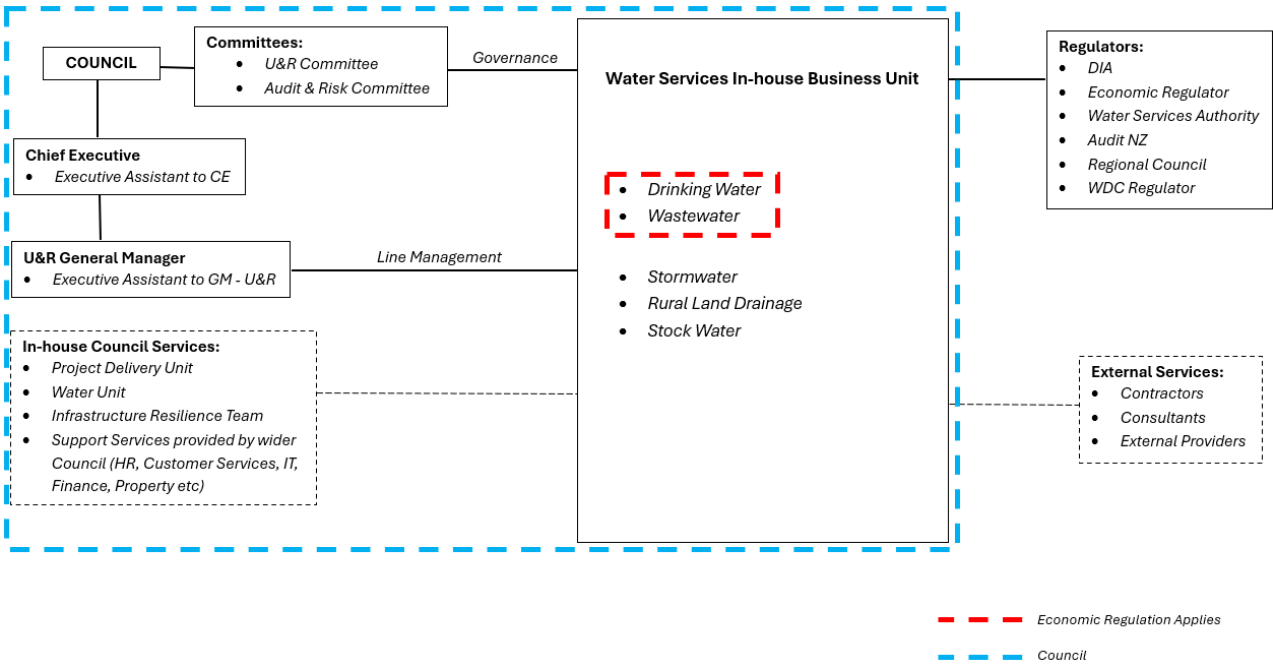


**Organisational Structure**

The IBU will operate as part of the Council, with its operations financially ringfenced from other Council activities to comply with regulatory requirements.

Due to the close linkages between stormwater, and rural land drainage and stockwater it is proposed to include these Council functions as part of the delivery services of the IBU. Note that stormwater will remain financially ringfenced from other water services and Council functions and remain separately identifiable from other revenue streams.

Refer to the figures below for the proposed functional structure and organisational structure charts for the new water services IBU. Note that this is the proposed initial organisational/functional structure and the financial structural arrangements will be adjusted as necessary when the new Economic Regulator comes into force.



**Figure 1: Proposed Functional Structure of IBU within Council**

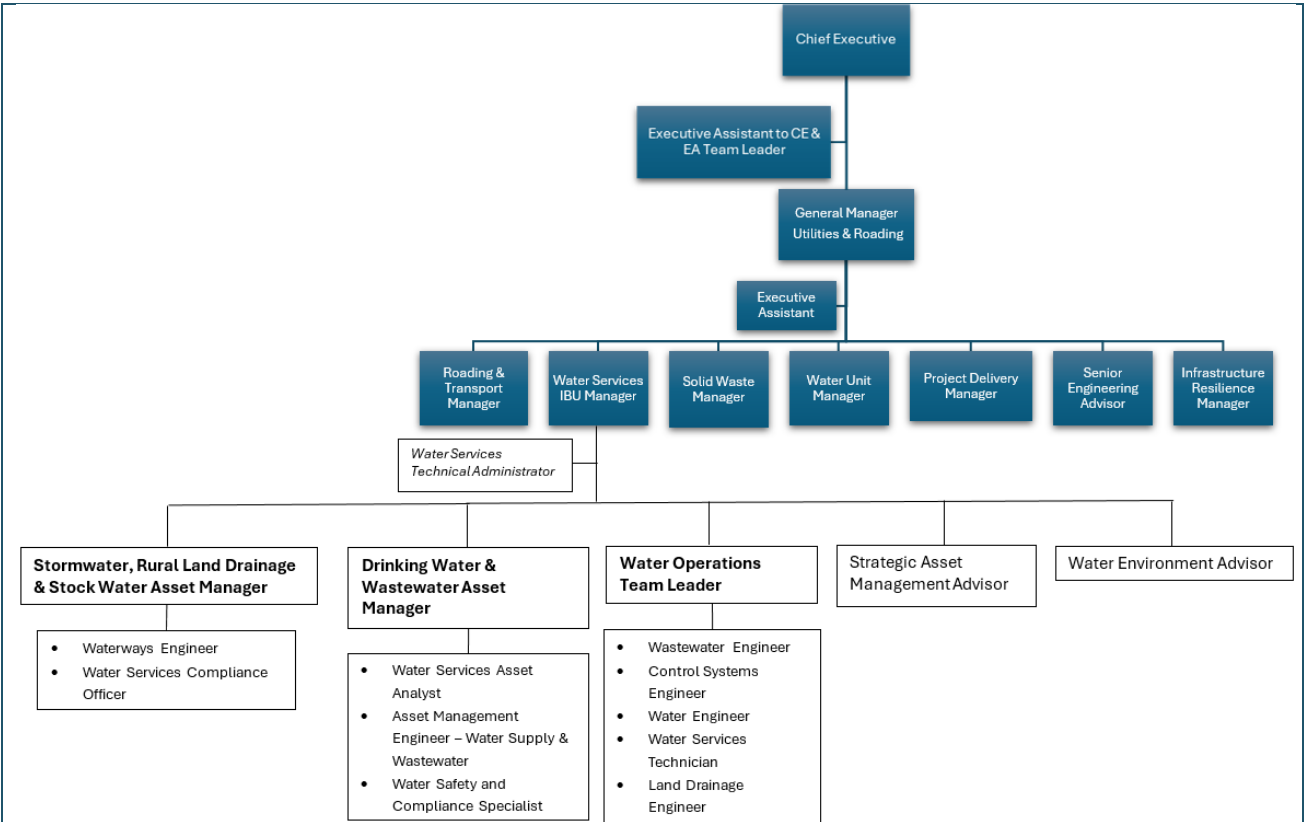


Figure 2: Proposed Organisational Diagram

Revenue Management and Collection Methods

Water services revenues will be ringfenced and accounted for separately to ensure financial transparency and compliance.

The Council will ensure the following:

- Financial statements for each individual water service are consistent and comparable
- Revenue for water services are separately identifiable from other revenues streams
- Revenues for water services are spent on water services, not other council functions
- Cash surpluses for water services are retained for future expenditure on water services

Charging for water services will continue to be collected through rates, maintaining consistency with current arrangements.

Implementation plan

Implementation plan

Implementing the proposed service delivery model

The council must give effect to the proposals or undertakings relating to the future delivery of water services that are identified in the councils’ Plan. Plans must include an implementation plan that:

- Sets out the process for delivering the proposed model or arrangements identified in the Plan; and
- If a council is proposing to continue to deliver water services itself, and not as part of a joint arrangement, the actions that the council will take to ensure its delivery of water services will be financially sustainable by 30 June 2028.

*The implementation plan must include:*

- *The name of each council that commits to delivering the proposed model or arrangements;*
- *A process for delivering the proposed model or arrangements;*
- *A commitment to give effect to the proposed model or arrangements once the Plan is accepted; and*
- *The timeframes and milestones for delivering the proposed model or arrangements.*

The Council has committed to delivering the proposed IBU model for water service delivery, which will involve following the below implementation process.

**Note the timeframes below assumes submission of WSDP to DIA in June 2025**

#### **Phase 1: Preliminary establishment of IBU (July 2025 to June 2027)**

Key Activities:

- Receive feedback from DIA on WSDP. Update and finalise as required.
- Appoint a project team to oversee the IBU's establishment.
- Define role & function of governance and boards or committees for IBU, including approval process, delegations, set-up including statement of intent and reporting required to discharge their duties.
- Engage with neighbouring councils, such as Hurunui and Kaikoura District Councils (or a future Hurunui/Kaikoura water services CCO), to confirm extent of any ongoing technical support services through a shared services arrangement. These will be through existing formal channels such as the Canterbury Drinking Water Reference Group, Canterbury Wastewater Working Group and Canterbury Stormwater Forum as well as informal collaborations, and through the ability for neighbouring councils to contract services from the WDC's IBU or Project Delivery Unit (similar to what is currently occurring, such as modelling support which is provided to HDC).
- Conduct gap analysis of IBU, including consideration for whether additional staff are required to manage regulatory and compliance workstreams.
- Update job titles and position descriptions for existing staff within the IBU structure to align with new business requirements and confirm with HR if a change management process is required for identified roles. This includes any necessary line reporting changes or team structure changes.
- Develop/update and finalise formal Service Level Agreements (SLAs) between the IBU and other Council service providers including:
  - Project Delivery Unit (PDU) – Internal engineering consultancy services, including design, modelling, network planning and subdivision support.
  - Water Unit (WU) – Internal maintenance contractor, covering the operation and maintenance of facility and reticulation assets.
  - Infrastructure Resilience Team (IRT) – Internal team responsible for providing strategic infrastructure resilience advice and support for event recovery.
  - Roading and Transport Unit – Internal unit responsible for roading and transport functions, including the management of road drainage assets.
  - Asset Information Management (AIM) team – Internal team responsible for managing asset data and as-building.
  - Rating team - Internal team responsible for collection of rates.
  - Organisational Development & HR department (*Includes Human Resources, and Health & Safety support services*)
  - Finance & Business Support department (*Includes IT, Hardware & Software, Information Management, Customer Services, Finance, Governance, Vehicles & Plant, and Quality & Risk support services*)
  - Strategy, Engagement & Economic development (*Includes Policy & Strategy, and Civil Defence support services*)
  - Planning, Regulation & Environment (*Includes Planning support services*)
  - Property (*Including building, accommodation, support services for procuring land & easements*)
- Create a detailed internal business plan, including:
  - Strategy for financial reporting and invoicing improvements
  - Efficiency targets for the IBU, including providing a mechanism for the IBU to identify, and share any efficiency gains (cost savings) in future with ratepayers and comparing against relevant bench marking.
  - Monitoring and auditing processes

- Competitive market analysis
- Strategy for strengthening relationships with customers, community stakeholders, iwi and developers
- Gradually implement enhanced financial systems for reporting and invoicing. Provide targeted training (where required).
- Establish a framework to prepare and publish the standalone financial statements required by the Act.
- Develop the three-year Water Services Strategy, outlining goals for service delivery, environmental standards, infrastructure maintenance and economic regulation compliance.

#### Milestones:

- Preliminary IBU structure in place from July 2025, including water services unit name change and initial job title changes as required.
- Publish WSDP on Council website by December 2025.
- Amend & resubmit WSDP to DIA by September 2026.
- SLAs drafted & signed.
- Business plan approved by Council.
- Position descriptions updated for existing staff, including line reporting changes or team structure changes as required.
- Change management process completed (where required).
- Financial system upgrades completed and staff training completed (where required).
- Draft three-year Water Services Strategy approved by Council.

#### **Phase 2: Full Implementation of IBU (July 2027 and onward)**

##### Key Activities:

- Fully implement the three-year Water Services Strategy (including forecast financial statements).
- Produce and publish standalone financial statements annually to ensure compliance.
- Maintain ongoing compliance with economic and environmental regulations.
- Conduct regular service performance and “fit for purpose” reviews of the IBU, covering efficiency reviews, setting of targets and strategy updates.
- Monitor and adjust SLAs, reporting, and invoicing systems where required.
- Continue to engage with neighbouring councils, such as Hurunui and Kaikoura District Councils (or a future Hurunui/Kaikoura water services CCO), to confirm extent of any ongoing technical support services through a shared services arrangement.

#### Milestones:

- Full operations launched (Go live date start of July 2027).
- Water services fully ring fenced.
- First standalone financial statements published.
- Annual compliance reviews initiated.
- Efficiency targets and financial sustainability achieved.

#### **Timeframes and Milestones:**

<b>Key Milestones</b>	<b>Programmed Start Date</b>	<b>Programmed End Date</b>
Phase 1: Preliminary establishment of IBU	01/07/2025	30/06/2027
Phase 2: Full Implementation of IBU	01/07/2027	Onwards
<i>Deadline for publishing Water Services Delivery Plans on Council website</i>	01/12/2025	
<i>Deadline for amending and resubmitting Water Services Delivery Plans to DIA</i>	03/09/2026	
<i>Deadline for adopting first three-year water services strategy</i>	30/06/2027	
<i>Deadline for achieving financial sustainability</i>	01/07/2028	

### Financial Sustainability Actions

The following actions are required to ensure financial sustainability by **30 June 2028**:

- Waimakariri District Council (WDC) water services currently meet revenue, investment and financing sufficiency. This is not forecasted to change between now and 30 June 2028. However more stringent ring-fencing and financial reporting is required to ensure that economic regulation is met. Please refer to the Implementation Plan above for the proposed transitional arrangements.
- Engaging with Hurunui and Kaikoura District Councils (or a future Hurunui/Kaikoura water services CCO) through a shared services arrangement will provide financial efficiencies across North Canterbury. Council's IBU, Project Delivery Unit and Water Unit will remain available for all North Canterbury councils to leverage off Council's scale, capabilities and expertise if needed.

### Additional guidance for joint Plans (and arrangements)

*Each council that is proposed to be a party to the joint arrangement must be clearly identified in the joint plan.*

*Joint Plans must include:*

- *A description of whether the joint arrangement will deliver:*
  - *All water services for all councils within the joint arrangement; or*
  - *All water services except for some or all services in relation to all the councils' stormwater networks; or*
  - *All water services for some of the councils, and all water services except for some or all services in relation to stormwater networks for other councils.*
- *Information on the likely form of the joint arrangement, including whether it is anticipated it will involve water services being delivered by:*
  - *A joint water services council-controlled organisation (WSCCO);*
  - *An arrangement described in section 137 of the Local Government Act 2002;*
  - *Another organisation or arrangement that the councils are considering.*
- *A joint Plan may also contain further information about the joint arrangement, including:*
  - *The ownership structure*
  - *The governance structure*
  - *The control and financial rights of each council in the joint arrangement.*

## Consultation and engagement

### Consultation and engagement

#### Consultation and engagement undertaken

*The purpose of this section is to summarise consultation and engagement carried out in the development of the Plan. A council or group of councils must consult the community on its anticipated or proposed model or arrangement for delivering water services in its Plan. A council or groups of councils are not required to consult generally on a draft or final plan, but a council may choose to do so.*

*Any consultation the council undertakes must be in accordance with the consultation and decision-making requirements in sections 51 to 54 of the Act.*

*Further information on consultation is included in the **Process guidance**.*

Consultation on the proposed IBU model has been carried out as part of the Council's draft Annual Plan 2025/26 consultation process. This process opened on **14 March 2025** and closed on **21 April 2025**.

As part of the consultation process, the Council made the following information publicly available (in line with Sections 28 of the Act):

- A detailed description of the proposal for an IBU model, including the reasons for the chosen proposal.

- An assessment of the following options identified (including an economic and financial analysis completed by Castalia):
  - In-house Business Unit
  - Single-council CCO
  - Joint CCO (with WDC, HDC and KDC)
  - 2+1 Model (with WDC, HDC and KDC)
  - MOM Model (with WDC, HDC and KDC)
- Information on how proceeding with the proposal for an IBU model will affect the following:
  - Rates (including charges for water services), debt, expenditure and levels of service
- Information on how not proceeding with the proposal and proceeding with an alternative delivery option will affect the following:
  - Rates (including charges for water services), debt, expenditure and levels of service

A total of 764 submissions were received on the topic of Local Water Done Well as part of the consultation of the draft Annual Plan 2025/26. Of those submissions that indicated a preference, 733 submitters (97.2%) supported the proposal for an IBU, and 21 submitters (2.8%) did not support the proposal. Note that 10 submitters were made with comments to this topic that did not indicate a preference.

Hearings took place on 6 May 2025, where the public could present feedback either in person or online, in addition to their written submission. Council deliberations took place on **27 May 2025**, where a report was presented to the Council outlining the feedback received and the staff recommendations.

The Council is satisfied that:

- It has consulted with its community in relation to the proposal for an IBU model
- The community has a good understanding of the implications of the proposal
- It understands its community's views on the proposal.

## Assurance and adoption of the Plan

### Assurance and adoption of the Plan

*The Act requires that each Plan that is submitted to the Secretary for Local Government for acceptance must include a certification, made by the Chief Executive of the council(s) to which the Plan relates, that:*

- *The Plan complies with the Act; and*
- *The information contained in the Plan is true and accurate.*

*While the Act does not require Plans to be verified independently, to ensure that the information is true and accurate, Councils may wish to either seek independent advice to verify the accuracy of information provided in the Plan or assess their Plan in-house. While not a mandatory requirement, we recommend considering the matters set out below when certifying the Plan.*

*When certifying the Plan, the Chief Executive of the council(s) may include commentary on:*

- *The levels of confidence in the underlying information included in the Plan. This could include comment on the level of confidence in regulatory compliance, asset condition, investment requirements, asset valuations or certainty around financial projections.*
- *Any material risks or constraints that may impact on the delivery of water services, the ability to implement the Plan or to achieve financially sustainable water services provision by 30 June 2028.*
- *Any assurance processes undertaken to verify the accuracy of information included in the Plan.*

### Council resolution to adopt the Plan

*Councils must adopt their Plans by resolution. In order to demonstrate compliance with this requirement, it is expected that councils will include the resolution date and a copy of the decision to adopt the Plan. For a joint Plan, this resolution to adopt the Plan must be completed by each council to which the Plan relates.*

Waimakairiri District Council adopted this Water Service Delivery Plan by resolution on 03/06/2025 at the June Council meeting. Please see attached Report to Council signed by the Chief Executive. Council meeting outcomes & staff recommendations included: **\*To be confirmed following June Council meeting\***

**Certification of the Chief Executive of Waimakariri District Council**

*The Council Chief Executive can complete the following certification statement to demonstrate compliance. For joint Plans, this certification statement should be modified to certify only the information provided by the council in the preparation of the Plan, as opposed to all information included in the Plan.*

I certify that this Water Services Delivery Plan:

- complies with the Local Government (Water Services Preliminary Arrangements) Act 2024, and
- the information contained in the Plan is true and accurate as at the end of 2023/24 financial year (30/06/2024), unless otherwise indicated.

*To ensure transparency in the data presented, a table has been provided under Part B which provides a percentage for the level of confidence in the accuracy of the data. Key assumptions made in the Plan have also been listed under each of the sections.*

Signed: \_\_\_\_\_  
Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Council: \_\_\_\_\_  
Date: \_\_\_\_\_

**Additional guidance for joint Plans**

*For a joint Plan, a resolution to adopt the Plan must be completed by each council to which the Plan relates.  
For a joint Plan, the certification statement must be made by the Chief Executive of each council to which the Plan relates, in respect of the information provided by that council.*

## Part B: Network performance

Information presented in Part B of the Water Services Delivery Plan is based on asset and rating data as at the end of 2023/24 financial year (30/06/2024), unless otherwise indicated.

To ensure transparency in the data presented, the table below provides a percentage for the level of confidence in the accuracy of the data under Part B of the Plan.

Section/Table	Item	Level of Confidence	Comments
Part B Serviced Population	Serviced Population	80% to 95%	<p>The serviced population is based on a district average of 2.6 people per residential connection. So there is likely to be some variation in some areas and also where there are empty or undeveloped connections to the schemes. As an estimate at worst these figures could be over-stating the true value in the order of 5%.</p> <p>The growth numbers have a much higher degree of uncertainty associated with them and estimate that for FY2025/26 to FY2033/34 the uncertainty would range from 95% to approximately 80%</p>
	Urban Residential Connections	80% to 99%	<p>These figures are based straight off the rating database. It is possible there may be a select few number of properties in the district that are missing from the rating database, however these would be extremely small in number and would expect that they would be less than 1% of the total rating database. The distinction between residential and commercial is based on QV property use codes, therefore there is scope for some discrepancies here if the QV assessment isn't 100% accurate. Any discrepancy between residential and commercial doesn't impact on the total number of connections across the district.</p> <p>As this assessment classified all connections on an urban scheme as being urban there will be some rural or rural residential connections on the edge of these schemes that are classified as urban as part of this assessment. These connections represent approximately 2.5% of all urban schemes. Given the lack of definition on what constitutes an urban connection this is considered reasonable as most of these connections represent large lot residential properties.</p> <p>The growth numbers have a much higher degree of uncertainty associated with them and would estimate that for FY2025/26 to FY2033/34 the uncertainty would range from 99% to approximately 80%</p>
	Urban Commercial Connections	80% to 99%	As above
	Rural Connections	80% to 99%	<p>These figures are based straight off the rating database. It is possible there may be a select few number of properties in the district that are missing from the rating database , however these would be extremely small in number and would expect that they would be less than 1% of the total rating database. Where HDC figures are quoted these come from a GIS layer provided by HDC. It is expected the HDC figures should have a similar level of confidence to the WDC figures.</p>



Section/Table	Item	Level of Confidence	Comments
			The growth numbers have a much higher degree of uncertainty associated with them and estimate that for FY2025/26 to FY2033/34 the uncertainty would range from 99% to approximately 80%
Part B Serviced Areas	Urban Residential Areas	99%	The connection numbers here are simply a sub set of those presented in the serviced population table for FY2024/25 in the previous section so the same level of confidence applies
	Urban Commercial Areas	99%	As above
	Rural Areas	99%	As above
	Mixed use drinking water schemes	N/A	No schemes
	Areas that do not receive water services	99%	These numbers are based on a total number of properties in the district less those numbers as quoted above. Therefore, provided the total number of properties in the rating database is accurate, this level of confidence should be the same as those figures quoted above.
	Proposed Growth Areas	80%	The growth areas have a degree of uncertainty associated with the final lot yields each development area is able to achieve. Urban areas are required to achieve a yield of 15 Lots/ha, however some will be slightly less than this and depending on total land required for stormwater management the calculated figures in the table could vary up to 20%.  Furthermore, business zone areas are planned and serviced based on area, not connections, so the connection numbers here are simply based on an average figure of connections per hectare and these could be significantly different depending on the final commercial or industrial developments on these sites.
Part B Assessment of the current condition and lifespan of the water services network	Average Age of Network Assets	95%	This is based strictly off the Asset Data Register. Based on previous experience with discovering missing assets and data errors associated with installation dates we would estimate the data is approximately 95% accurate on average.
	Critical Assets	99%	All known critical assets have been identified. It is possible there could be missing assets not identified, hence the 99% confidence figure.
	Above Ground Assets	90%	This is based strictly off the Asset Data Register. The recent headworks audit is expected to raise this to 99% in the future, however this data was still not fully entered into the asset data register at the start of the 2024/25 financial year.
	Below Ground Assets	95%	This is based strictly off the Asset Data Register. Based on previous experience with discovering missing assets and data errors associated with installation dates we would estimate the data is approximately 95% accurate on average.

Section/Table	Item	Level of Confidence	Comments
Part B Capital Expenditure		100%	Note that due to general construction risks and the uncertainties associated with any future capital projects the final spend on these items could be out by +/- 30%.

## Investment to meet levels of service, regulatory standards and growth needs

### Investment required in water services

#### Serviced population

*The purpose of this section is to succinctly describe:*

- Current population of the city or district (or combined city or districts) that the council (or councils) provide water services to;
- Current population within the city or district that does not receive water services; and
- The estimated future population that will require water services over the next 10-30 years.

*Populate the following table*

*Residential / non-residential connections in template have been updated to urban residential, urban commercial & rural connections*

Note that the Hurunui District Council operates and provides services on the Ashley Rural Water Scheme, which partially extends into the Waimakariri District and supplies water to properties in the Sefton, Ashley and Loburn areas of the District. To remove any uncertainty in the population numbers below, a calculation has been provided for both the WDC water scheme connections and WDC + HDC water scheme connections within the Waimakariri District.

Furthermore, because not all properties are serviced with all 3 Waters (i.e. some are only serviced with drinking water, some only with wastewater etc) numbers have been provided for all 3 water utilities plus a calculation of total unique properties serviced with at least one of the 3 water utilities.

Projected serviced population	Utility	FY2024/25	FY2025/26	FY2026/27	FY2027/28	FY2028/29	FY2029/30	FY2030/31	FY2031/32	FY2032/33	FY2033/34
Serviced population	Drinking water (WDC Schemes)	56,100	57,658	59,272	60,354	61,435	62,517	63,599	64,680	65,762	66,843
	Drinking water (WDC + HDC Schemes)	60,401	62,028	63,710	64,862	66,017	67,171	68,328	69,485	70,642	71,802
	Wastewater	48,615	49,551	50,575	51,542	52,512	53,479	54,449	55,416	56,386	57,353
	Stormwater	48,786	50,362	51,938	53,217	54,493	55,773	57,052	58,328	59,608	60,884

	Total Unique Properties Served (WDC Schemes)	56,449	58,011	59,634	60,720	61,807	62,894	63,983	65,070	66,157	67,244
	Total Unique Properties Served (WDC+HDC Schemes)	60,645	62,278	63,965	65,120	66,279	67,436	68,598	69,758	70,920	72,082
Total Urban Residential Connections	Drinking water (WDC Schemes)	20,493	20,735	20,976	21,333	21,690	22,048	22,405	22,762	23,119	23,478
	Drinking water (WDC + HDC Schemes)	20,493	20,735	20,976	21,333	21,690	22,048	22,405	22,762	23,119	23,478
	Wastewater	18,687	19,081	19,475	19,848	20,221	20,594	20,967	21,340	21,712	22,086
	Stormwater	18,750	19,356	19,961	20,452	20,943	21,434	21,924	22,415	22,906	23,400
	Total Unique Properties Served (WDC Schemes)	20,627	20,871	21,115	21,474	21,833	22,193	22,553	22,912	23,271	23,632
	Total Unique Properties Served (WDC+HDC Schemes)	20,627	20,871	21,115	21,474	21,833	22,193	22,553	22,912	23,271	23,632
Total Urban Commercial Connections	Drinking water (WDC Schemes)	677	685	693	705	717	728	740	752	764	776
	Drinking water (WDC + HDC Schemes)	677	685	693	705	717	728	740	752	764	776
	Wastewater	658	672	686	699	712	725	738	751	765	778
	Stormwater	659	680	702	719	736	753	771	788	805	822
	Total Unique Properties Served (WDC Schemes)	677	685	693	705	717	728	740	752	764	776
	Total Unique Properties Served (WDC+HDC Schemes)	677	685	693	705	717	728	740	752	764	776
Total Rural Connections	Drinking water (WDC Schemes)	1,255	1,261	1,267	1,286	1,305	1,324	1,343	1,362	1,381	1,402
	Drinking water (WDC + HDC Schemes)	2,918	2,951	2,984	3,030	3,077	3,124	3,172	3,220	3,269	3,320
	Wastewater	-	-	-	-	-	-	-	-	-	-
	Stormwater	-	-	-	-	-	-	-	-	-	-
	Total Unique Properties Served (WDC Schemes)	1,255	1,261	1,267	1,286	1,305	1,324	1,343	1,362	1,381	1,402
	Total Unique Properties Served (WDC+HDC Schemes)	2,918	2,951	2,984	3,030	3,077	3,124	3,172	3,220	3,269	3,320

**Key Assumptions**

- 
- Urban Areas include the following schemes

***Drinking Water****Rangiora Water**Kaiapoi Water**Woodend-Tuahiwi-Pegasus Water**Oxford Urban Water**Waikuku Beach Water**Cust Water**Mandeville Water**Ohoka Water****Wastewater****Eastern Districts Sewer**Oxford Sewer****Stormwater****Rangiora Urban Drainage**Coastal Urban Drainage**Kaiapoi Urban Drainage**Oxford Urban Drainage**Pegasus Urban Drainage*

- Rural Areas include the following drinking water schemes

***Drinking Water****Oxford Rural No 1 Water**Oxford Rural No 2 Water**Summerhill Water**Garrymere Water**Poyntzs Road Water**West Eyreton Water*

- Stormwater includes only properties rated on Urban Drainage Schemes (i.e. no rural properties on Rural Land Drainage Schemes are included)
- Urban Areas include all connections on Urban schemes and Rural - Residential Schemes (primarily LLRZ zoned land)
- Financial Year numbers based on rates strike at beginning of financial year (i.e. 1 July 2024).
- The ratio of commercial to residential for urban connections remains the same over time
- The growth rate on the HDC Ashley Rural Water Scheme is assumed to be equal to the background rural population growth for WDC - 1.6% p.a.
- For unique properties the following calculation was used:
  - WDC Only = All water connections + Loburn Lea Wastewater + Woodend Beach Wastewater (this captures each property with a water connection, plus areas that are serviced for sewer but not water).

- WDC + HDC = All WDC+HDC water connections + Woodend Beach Wastewater

### Serviced areas

The purpose of this section is to succinctly describe:

- The areas in the city or district that receive water services (agriculture/rural council owned water schemes that supply domestic drinking water to be included);
- The areas in the city or district that do not receive water services;
- Current levels of services and performance relating to water services currently provided (refer to non-financial DIA performance standards and council levels of service (LOS) performance measures); and
- The water services infrastructure associated with providing for population growth and development capacity.

Populate the following table - *Residential / non-residential connections in template have been updated to urban residential, urban commercial & rural connections*

Note that the Hurunui District Council operates and provides services on the Ashley Rural Water Scheme, which partially extends into the Waimakariri District and supplies water to properties in the Sefton, Ashley and Loburn areas of the District. To remove any uncertainty in the connection numbers below, a calculation has been provided for both the WDC water scheme connections and WDC + HDC water scheme connections within the Waimakariri District.

Serviced areas (by reticulated network)	Drinking water		Wastewater		Stormwater	
	Scheme	Connections	Scheme	Connections	Scheme	Connections
<b>Urban Residential areas</b> (If more than one identify separately)	Rangiora Drinking water	7,845	Eastern Districts Sewer	17,816	Rangiora Urban Drainage	7,831
	Kaiapoi Drinking water	5,714	Oxford Sewer	871	Kaiapoi Urban Drainage	5,521
	Woodend - Tuahiwi - Pegasus Drinking water	4,312			Coastal Urban Drainage	2,990
	Oxford Urban Drinking water	879			Oxford Urban Drainage	729
	Waikuku Beach Drinking water	480			Pegasus Urban Drainage	1,679
	Cust Drinking water	134				
	Mandeville Drinking water	989				
	Ohoka Drinking water	140				

	<b>TOTAL</b>	<b>20,493</b>	<b>TOTAL</b>	<b>18,687</b>	<b>TOTAL</b>	<b>18,750</b>
<b>Urban Commercial areas</b> (If more than one identify separately)	Rangiora Drinking water	372	Eastern Districts Sewer	622	Rangiora Urban Drainage	372
	Kaiapoi Drinking water	194	Oxford Sewer	36	Kaiapoi Urban Drainage	184
	Woodend - Tuahiwi - Pegasus Drinking water	68			Coastal Urban Drainage	48
	Oxford Urban Drinking water	34			Oxford Urban Drainage	34
	Waikuku Beach Drinking water	2			Pegasus Urban Drainage	21
	Cust Drinking water	7				
	Mandeville Drinking water	-				
	Ohoka Drinking water	-				
	<b>TOTAL</b>	<b>677</b>	<b>TOTAL</b>	<b>658</b>	<b>TOTAL</b>	<b>659</b>
<b>Rural areas</b> (If more than one identify separately)	Oxford Rural No 1 Drinking water	437				
	Oxford Rural No 2 Drinking water	372				
	Summerhill Rural Drinking water	216				
	Garrymere Drinking water	42				
	Poyntzs Road Drinking water	106				
	West Eyreton Drinking water	82				
	<b>TOTAL WDC</b>	<b>1,255</b>				
	HDC Ashley Rural Drinking water (within WDC boundary) <i>Note that a small part of the area is classified as residential</i>	1,663				
	<b>TOTAL WDC + HDC Ashley</b>	<b>2,918</b>				

<b>Mixed-Use rural drinking water schemes (where these schemes are not part of the council's water services network)</b>	Nil. There are three known private water supplies (Glentui, Springbank and Waikuku) in the district, however it has not been assessed whether they meet the Mixed-Use Rural Drinking water Scheme definition.		n/a		n/a	
<b>Areas that do not receive water services (If more than one identify separately)</b>	Properties not receiving WDC drinking water services	9,763	Properties not on a public wastewater scheme	12,843	Properties not on an urban drainage scheme	12,779
	Properties not receiving WDC or HDC drinking water services	8,100	Properties not on a public wastewater scheme or private community scheme	12,825		
	Properties not receiving WDC or HDC drinking water services and not on a Community Drinking water	8,043				
<b>Proposed growth areas</b> <ul style="list-style-type: none"> <li>Planned (as identified in district plan)</li> <li>Infrastructure enabled (as identified and funded in LTP)</li> </ul>	West Rangiora	467	West Rangiora	467	West Rangiora	467
	Outer East Rangiora	839	Outer East Rangiora	839	Outer East Rangiora	839
	Southbrook Business Zone	17	Southbrook Business Zone	17	Southbrook Business Zone	17
	Todds Road Business Zone	18	Todds Road Business Zone	18	Todds Road Business Zone	18
	Ravenswood	219	Ravenswood	219	Ravenswood	219
	East Woodend	310	East Woodend	310	East Woodend	310
	West Kaiapoi (Silverstream)	167	West Kaiapoi (Silverstream)	167	West Kaiapoi (Silverstream)	167
	East Kaiapoi (Beach Grove)	213	East Kaiapoi (Beach Grove)	213	East Kaiapoi (Beach Grove)	213
	East North East Kaiapoi	228	East North East Kaiapoi	228	East North East Kaiapoi	228
	Tuahiwi	80	Tuahiwi	80		
	Mandeville	154	Mandeville	144		
	Ohoka	32	Ohoka	32		
	<b>TOTAL</b>	<b>2,743</b>	<b>TOTAL</b>	<b>2,733</b>	<b>TOTAL</b>	<b>2,477</b>

**Key Assumptions**

- Stormwater includes only properties rated on Urban Drainage Schemes
- Urban Areas include all connections on Urban Schemes and Rural - Residential Schemes (primarily LLRZ zoned land)
- Rural Areas include all connections on Rural schemes
- Properties not connected based on total number of properties in district (32,188) less properties already connected
- Only growth areas with expected growth within LTP period (out to 2033) included
- For commercial or industrial growth areas assume 2 connections per Ha
- These figures are based on the 2023 WDC Infrastructure Growth projections used to inform the 2024 Activity Management Plans and the LTP budgets. These are based on a 'medium-high' population projection for the district and may change following results of the current PDP process.

**Assessment of the current condition and lifespan of the water services network**

*The purpose of this section is to describe:*

- *Average age of network assets;*
- *Condition of network assets providing water services (include assessment of condition of assets, when condition assessment was last carried out, expected lifespan and quantity of backlog of renewals and maintenance); and*
- *Critical water services assets (if available).*

*Populate the following table*

Note that the Hurunui District Council operates and provides services on the Ashley Rural Water Scheme, which partially extends into the Waimakariri District and supplies water to properties in the Sefton, Ashley and Loburn areas of the District. The condition and average age figures for the Ashley Scheme have not been included in the following table, as it is expected that this data would be included in the submission from Hurunui District Council.

The total number of stormwater pumpstations has also been included in the stormwater column in brackets next to the number of treatment plants.

Parameters	Drinking supply	Wastewater	Stormwater
<b>Average age of Network Assets</b>	21.2 years	24.0 years	18.0 years
<b>Critical Assets</b>	[identified / not identified]	[identified / not identified]	[identified / not identified]
<b>Above ground assets</b>			
• Treatment plant/s	17	5	45 (+ 12 pumpstations)
• Percentage or number of above ground assets with a condition rating	100%	100%	100%
• Percentage of above –ground assets in poor or very poor condition	10%	16%	2%



<b>Below ground assets</b> <ul style="list-style-type: none"> <li>• Total Km of reticulation</li> <li>• Percentage of network with condition grading</li> <li>• Percentage of network in poor or very poor condition</li> </ul>	1007 km 100% 8%	418 km 100% 3%	119 km 100% 0%
<p><b>Key Assumptions</b></p> <ul style="list-style-type: none"> <li>• Stormwater includes only properties rated on Urban Drainage Schemes</li> <li>• Figures based on 2024 AMP</li> <li>• Average age calculated as average age of all individual assets regardless of value or quantity</li> <li>• Treatment Plants including all sites where treatment is undertaken, not including secondary pumpstations or backup pumpstations or well fields</li> <li>• WDC's asset condition rating system is based on the asset life and not on a full condition assessment. The 16% poor or very poor grading of above ground wastewater assets is not considered to be reflective of the actual condition of these assets. It should be noted that condition surveys are currently being completed on underground and aboveground assets, including CCTV surveys where practical and regular checks on all above ground assets and headworks sites. Full condition rating assessments are completed on critical aboveground assets, such as reservoirs.</li> <li>• Stormwater Treatment Plants includes all Stormwater Management Areas and end of line Treatment Devices (i.e. Storm Filters)</li> <li>• The split of drainage assets between Stormwater and Roding ownership is based on the Ownership Rules for Drainage and Roding Assets document (Trim 160524047903), which forms the basis of ownership for valuation.</li> </ul>			
<b>Asset management approach</b>			
<p><i>In this section, Plans must briefly describe the asset management approach being used or proposed for future delivery model, including capital, maintenance, and operational programmes for delivering water services. This may include:</i></p> <ul style="list-style-type: none"> <li>• <i>Existing and proposed service delivery mechanisms;</i></li> <li>• <i>Existing and proposed asset management systems;</i></li> <li>• <i>Supporting asset management policy or framework; and</i></li> <li>• <i>Asset management maturity assessment (if available).</i></li> </ul> <ul style="list-style-type: none"> <li>• WDC's existing service delivery mechanisms; <ul style="list-style-type: none"> <li>○ Water, wastewater and stormwater pump station maintenance delivered by Council in-house contractor Water Unit via an existing service level agreement (SLA). Covers all reticulation and treatment reactive and planned maintenance for water and wastewater, but only stormwater pump station maintenance. Includes some minor capital works as well, such as water main renewals.</li> <li>○ Capital works projects greater than \$100,000 are tendered on the open market. There is a Pre-Qualification list of contractors for the following areas traffic management, drilling/thrusting, welding/fabrication, hydro excavation, service location, pipe inspections, sucker trucking, earthworks/bulk fill, street furniture/landscaping, road improvements/kerbing, minor surface reinstatement, gravity systems and pressure systems.</li> </ul> </li> </ul>			

- Separate external maintenance contracts for stormwater (stormwater management areas and open drains) and rural drainage (open drains). The rural drainage maintenance contract is being tendered this year and remaining separated from the urban maintenance contract. The urban maintenance drainage contract is currently with Council's greenspace and reserves contractor, to take advantage of efficiencies & economies of scale.
- Separate external maintenance contractors for electrical & control systems, generator maintenance, CCTV inspections and septic tank cleaning. There is also a Trades Panel for minor maintenance work such as building work, fencing, electrical, plumbing, asbestos removal and painting.
- WDC's existing asset management systems;
  - Tech 1 for water, wastewater and stormwater assets – Note this is currently in the process of changing to Adapt (Datacom).
  - RAMM for rural drainage assets
- WDC's supporting asset management policy or framework;
  - Refer to Waimakariri District Council Asset Management Policy - [https://www.waimakariri.govt.nz/\\_data/assets/pdf\\_file/0021/120684/2021-Asset-Management-Policy.pdf](https://www.waimakariri.govt.nz/_data/assets/pdf_file/0021/120684/2021-Asset-Management-Policy.pdf)
- WDC's asset management maturity assessment;
  - Last completed in 2021 – Can be provided on request

#### Statement of regulatory compliance

*The purpose of this section is to describe: :*

- *Any significant resource consents held by the council or councils, the type of consent, and their expiry date;*
- *Any expired consents that are currently being renewed under section 124 Resource Management Act 1991;*
- *Any active resource consent applications;*
- *Whether and to what extent water services comply with current regulatory requirements;*
- *Whether and to what extent water services will comply with any anticipated future regulatory requirements;*
- *Whether any water services are not expected to comply with current regulatory requirements or are not expected to comply with any anticipated future regulatory requirements, and if so:*
  - *A description of the actual or potential non-compliance; and*
  - *A description of how the proposed delivery model or arrangements provided under the Plan will assist to ensure water services will comply.*

*It is expected that in this section, Plans will also describe how the Plan ensures that the council (or councils for a joint Plan) will meet all relevant regulatory quality standards for its water services.*

Populate the following table

Parameters	Drinking supply schemes	Wastewater schemes	Stormwater Schemes/catchments																								
<b>Drinking water supply</b> <ul style="list-style-type: none"><li>Bacterial compliance (E.coli)</li><li>Protozoa compliance</li><li>Chemical compliance</li><li>Boiling water notices in place (over the last 3 years)</li><li>Fluoridation</li><li>Average consumption of drinking water</li><li>Water restrictions in place (last 3 years)</li><li>Firefighting sufficient</li></ul>	<p>[No*] – WDC have been working towards ensuring that it complies with the Water Services Act (2021). Expected to be fully compliant by Dec 2025. Note that 10 out of 11 schemes will meet bacterial compliance by June 2025. <i>*Refer to summary tables below for percentage of compliance against each scheme.</i></p> <p>[No*] – WDC have been working towards ensuring that it complies with the Water Services Act (2021). Expected to be fully compliant by Dec 2025. Note that 10 out of 11 schemes will meet protozoa compliance by June 2025. <i>*Refer summary table below for percentage of compliance against each scheme.</i></p> <p>[Yes] – No MAV exceedances for any supplies</p> <p>[3] – These are precautionary BWNs, in place only for short period of time in response to incidents.</p> <p>[No] – No directions issued by Director-General of Health as yet.</p> <table><tr><th></th><th>ADF (m3/day)</th><th>Estimated Population</th><th>Total Consumption L/person/day</th><th>Leakage (m3/day)</th><th>Total Consumption L/person/day less leakage</th></tr><tr><td>Urban</td><td>17,766</td><td>55,761</td><td>319</td><td>3,269</td><td>260</td></tr><tr><td>Rural</td><td>2,870</td><td>3,373</td><td>851</td><td>1,326</td><td>458</td></tr><tr><td>Total</td><td>20,636</td><td>59,134</td><td>349</td><td>4,596</td><td>271</td></tr></table> <p>[No]</p> <p>[Yes] – All urban supplies except Cust scheme. i.e. 100% compliant where firefighting is provided.</p>		ADF (m3/day)	Estimated Population	Total Consumption L/person/day	Leakage (m3/day)	Total Consumption L/person/day less leakage	Urban	17,766	55,761	319	3,269	260	Rural	2,870	3,373	851	1,326	458	Total	20,636	59,134	349	4,596	271	n/a	n/a
	ADF (m3/day)	Estimated Population	Total Consumption L/person/day	Leakage (m3/day)	Total Consumption L/person/day less leakage																						
Urban	17,766	55,761	319	3,269	260																						
Rural	2,870	3,373	851	1,326	458																						
Total	20,636	59,134	349	4,596	271																						
<b>Resource Management</b> <ul style="list-style-type: none"><li>Significant consents (note if consent is expired and operating on S124)</li><li>Expire in the next 10 years</li><li>Non-compliance:</li></ul>	<p>Drinking water take [29] Water discharge [0]</p> <p>[12]</p> <p>[0]</p>	<p>Wastewater discharge water/land/air [16] Network [2] – Interpreted as wastewater schemes [6]</p> <p>[0]</p>	<p>Stormwater discharge [13] Network [5]</p> <p>[4]</p> <p>[0]</p>																								

<ul style="list-style-type: none"> <li>Significant risk non-compliance</li> <li>Moderate risk non-compliance</li> <li>Low risk non-compliance</li> </ul>	[0] [21] – <i>Instantaneous Flow Consent Limit Breaches</i>	[0] [7] – <i>96.1% compliance of all consent conditions. Mainly due to missed sampling &amp; faulty equipment.</i>	[0] [0]
<ul style="list-style-type: none"> <li>Active resource consent applications</li> </ul>	[4]	[0]	[5]
<ul style="list-style-type: none"> <li>Compliance actions (last 24 months):</li> <li>Warning</li> <li>Abatement notice</li> <li>Infringement notice</li> <li>Enforcement order</li> <li>Convictions</li> </ul>	[0] [0] [0] [0] [0]	[0] [0] [0] [0] [0]	[0] [0] [0] [0] [0]

*Further guidance on regulatory compliance measures is provided at the end of this section.*

WDC have been working towards ensuring that it's Drinking Water supplies complies with the requirements of the Water Services Act (2021), which requires the Council to take all practicable steps to comply with the Water Services (Drinking Water Standards for NZ) Regulations 2022 and Drinking Water Quality Assurance Rules (DWQAR).

The outcome for each Drinking water treatment plant and distribution zone is summarised in the tables below, for each of the time periods listed.

**Expected Drinking water Compliance by December 2025**

Water Supply	Treatment Plant		Distribution Zone	
	Bacterial	Protozoa	Bacterial	Residual disinfectant
Cust	100%	100%	100%	100%
Garrymere	100%	100%	100%	100%
Kaiapoi	100%	100%	100%	100%
Mandeville	100%	100%	100%	100%
Ohoka	100%	100%	100%	100%
Oxford Rural 1	100%	100%	100%	100%
Oxford Urban and Rural 2	100%	100%	100%	100%
Woodend-Pegasus	100%	100%	100%	100%
Rangiora	100%	100%	100%	100%
Waikuku Beach	100%	100%	100%	100%
West Eyreton-Summerhill-Poyntzs Road	100%	100%	100%	100%

**Drinking water Compliance at June 2025 – Current compliance**

Water Supply	Treatment Plant		Distribution Zone	
	Bacterial	Protozoa	Bacterial	Residual disinfectant
Cust	100%	100%	100%	100%
Garrymere	100%	100%	100%	100%
Kaiapoi	100%	100%	100%	100%
Mandeville	100%	100%	100%	100%
Ohoka	< 100% *	100%	100%	100%
Oxford Rural 1	100%	100%	100%	100%
Oxford Urban and Rural 2	100%	100%	100%	100%
Woodend-Pegasus	100%	100%	100%	100%
Rangiora	100%	100%	100%	100%
Waikuku Beach	100%	100%	100%	100%
West Eyreton-Summerhill-Poyntzs Road	< 100% *	0% **	100%	100%

\* Note < 100% due to chlorine contact time not being met all the time. UV installation will address this issue. Will be met by December 2025

\*\* Will be met by December 2025

### Drinking water Compliance at June 2024 – As reported to Taumata Arowai in the DWQAR Annual Report

Water Supply	Treatment Plant <sup>1</sup>		Distribution Zone <sup>2</sup>		Key Reasons for Non-Compliance
	Bacterial	Protozoa	Bacterial	Residual Disinfection	
Ashley Gorge*	33%	0%	100%	100%	TP: Elevated turbidity and low pH.
Cust	99.9%	99.9%	100%	99%	TP: Data outage (2 days). DZ: Missed CI sample (1).
Garrymere	100%	100%	100%	99%	DZ: Missed CI sample (1).
Kaiapoi	0%	0%	100%	99.4%	TP: Insufficiently sized reservoir to meet CI contact time. No UV treatment. DZ: Missed CI sample (1).
Mandeville	99.7%	99.7%	99.4%	99.4%	TP: Data outage (5 days). DZ: Missed E.Coli sample result (1) and CI sample (1).
Ohoka	30.1%	100%	100%	97.1%	TP: Continuous turbidity monitoring only installed on 12 March 2024. DZ: Missed CI samples (3).
Oxford Rural 1	16.1%	16.1%	100%	98.7%	TP: No on-site reservoir to meet CI contact time. No UV treatment until 2 May 2024. DZ: Missed CI samples (2).
Oxford Urban and Rural 2	0%	0%	100%	(Urban) – 63.5% (Rural 2)** – 98.7%	TP: Ox Urban unchlorinated until 31 October 2023. No on-site reservoir to meet CI contact time. No UV treatment. DZ: Ox Urban unchlorinated until 31 October 2023. Missed CI samples (2).
Woodend – Pegasus	99.9%	0%	100%	99.4%	TP: Data outage (2 days). No UV treatment. DZ: Missed CI sample (1).
Rangiora	62.1%	0%	100%	60.9%	TP: Unchlorinated until 15 November 2023. Data outage (1 day). Insufficiently sized reservoir to meet CI contact time (17 days). No UV treatment. DZ: Unchlorinated until 15 November 2023. Missed CI sample (1).
Waikuku Beach	99.9%	99.9%	100%	62.8%	TP: Data outage (2 days). DZ: Unchlorinated until 8 November 2023. Missed CI sample (1).
West Eyreton – Summerhill – Poyntz Road	0%	0%	100%	99.4%	TP: Insufficiently sized reservoir to meet CI contact time. No UV treatment. DZ: Missed CI sample (1).

<sup>1</sup> Calculated based on the total instances of non-compliance over the period that the treatment plant was operational in the 2023/24 compliance year.

<sup>2</sup> Calculated based on the total instances of non-compliance over the total number of samples required to demonstrate compliance in the 2023/24 compliance year.

\* Ashley Gorge was connected to the Oxford Rural 2 supply in December 2023 and was only operational for 6 months in 23/24 before being deregistered as a drinking water supply.

\*\* Includes the Ashley Gorge distribution zone from December 2023.

Treatment Plant and Distribution Zone bacterial and residual disinfection compliance were not fully achieved for the period 1 July 2023–30 June 2024 for some of the water supplies:

- Some urban on-demand supplies (Oxford Urban, Rangiora, Waikuku Beach) were only chlorinated from late second quarter of 2023-2024 and therefore only achieved partial treatment plant and distribution zone compliance.
- Some supplies (Kaiapoi, Ohoka, West Eyreton, Oxford Rural 1, Oxford Urban and Rural 2) had no on-site or insufficient reservoir storage to meet minimum chlorine contact time required and therefore were unable to achieve treatment plant bacterial compliance. This has since been resolved now that UV treatment has been installed at these sites as there will be the ability to achieve bacterial compliance through the UV treatment pathway.
- UV treatment has now been installed at Oxford Rural 1, Kaiapoi and Oxford Urban and Rural 2 and West Eyreton. UV treatment installation is due to be completed at Ohoka by December 2025.

- Data outages and missed samples contributed to some minor non-compliances for some supplies.

Treatment Plant protozoa compliance was not fully achieved for some of the water supplies:

- Only Garrymere, Mandeville and Waikuku Beach had fully operational UV treatment plants during the 2023-2024 year.
- UV treatment has now been installed at Woodend-Pegasus, Oxford Rural 1, Rangiora, Kaiapoi, Oxford Urban/Rural 2 and West Eyreton water supplies and will have fully operational UV treatment plants by June 2025 and Ohoka by December 2025.
- Data outages and missed samples contributed to some minor non-compliances for some supplies.

### **Capital expenditure required to deliver water services and ensure that water services comply with regulatory requirements**

*In this section, Plans must provide details on the capital expenditure required (for a period of not less than 10 consecutive financial years starting with the 2024-25 financial year) to deliver water services and ensure that water services comply with regulatory requirements.*

*In describing the capital expenditure required over 10 years to deliver water services, it is expected that councils will ensure that the level of investment:*

- *Meets existing and proposed levels of service;*
- *Enables the operation, maintenance and renewal of network assets;*
- *Meets regulatory requirements; and*
- *Provides for growth to the extent it supports the council's housing growth and urban development, as specified in the council's current Long-Term Plan.*

*Councils may refer to their 30-year Infrastructure Strategy, where proposed investment outside of the 10-year Plan period will respond to or have a material impact on the matters set out in the bullet points above.*

*Councils are encouraged to comment on:*

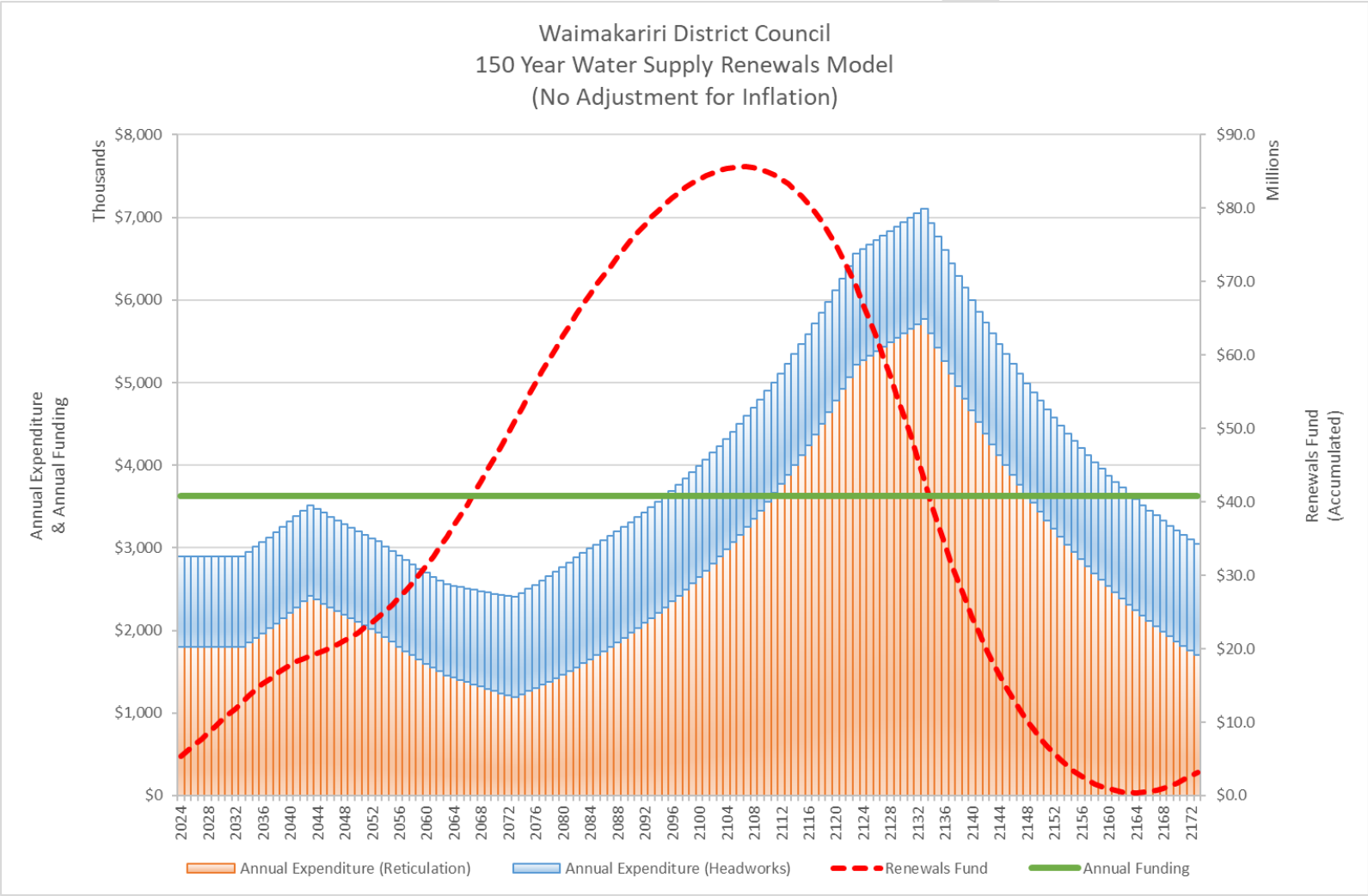
- *How the proposed investment leads to an uplift (or maintains) the current level of service; and*
- *Benefits to communities from the proposed level of investment in terms of levels of service, compliance with regulatory requirements and providing for growth.*

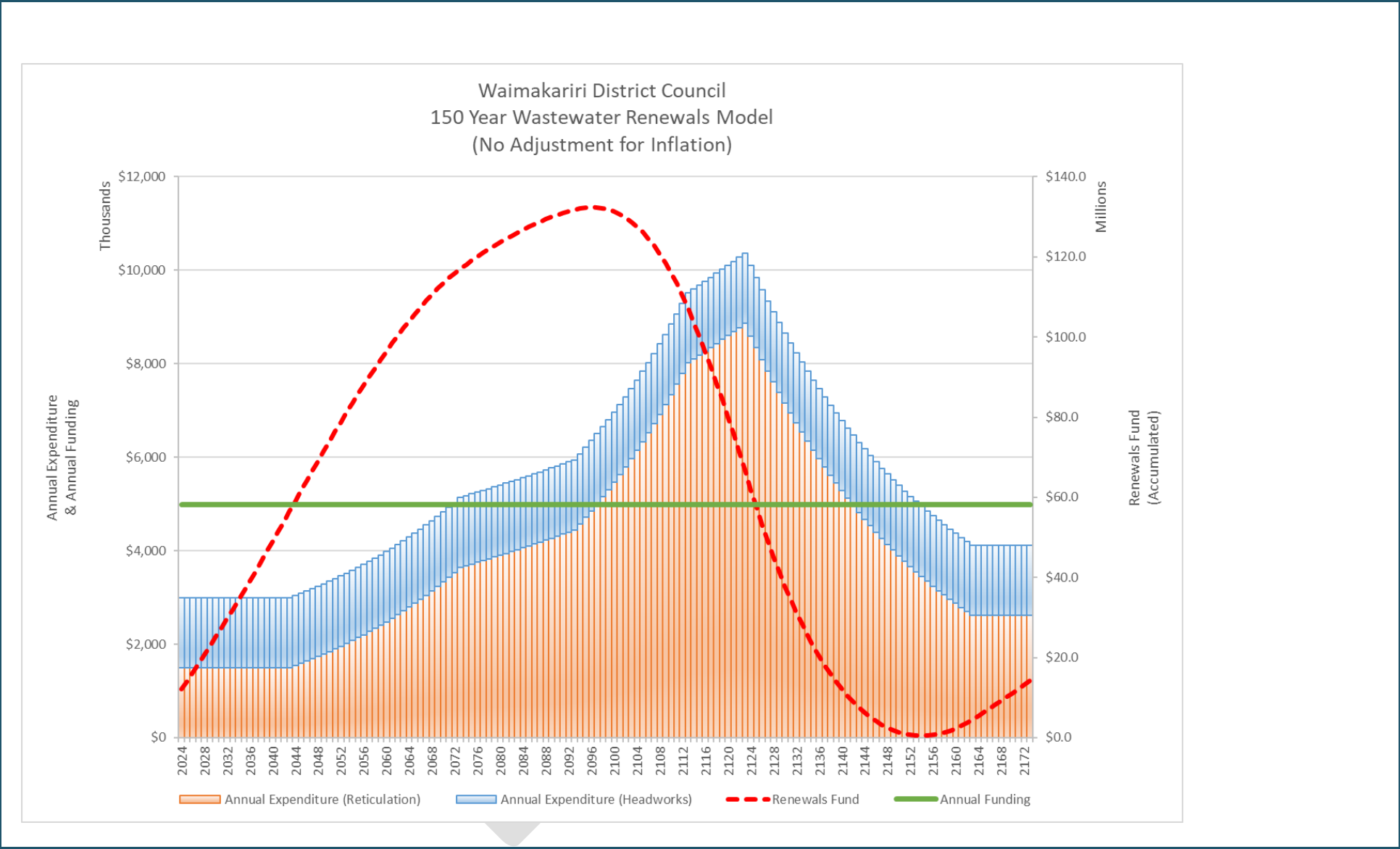


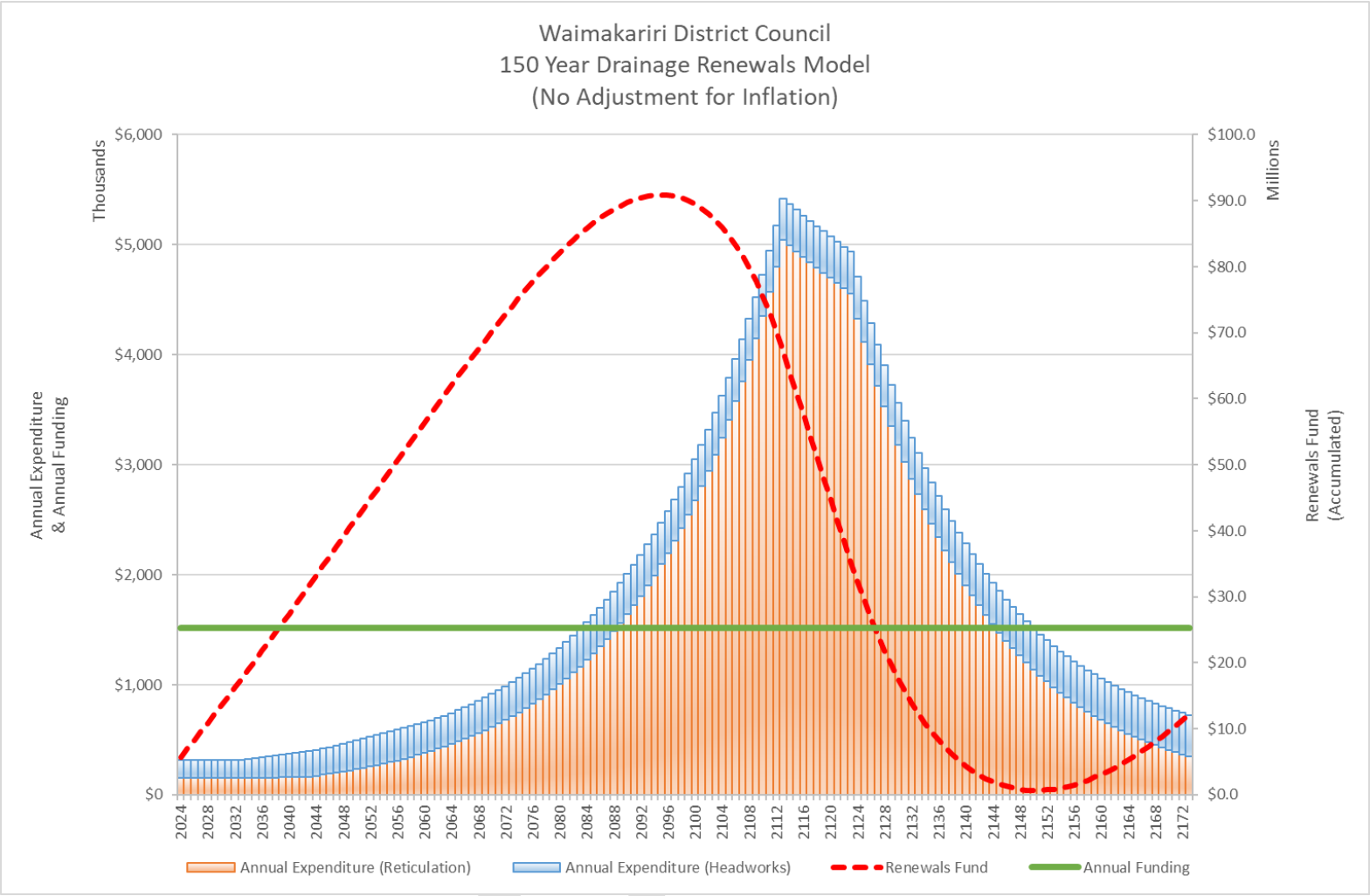
*This section requires the population of the following summary table of projected investment requirements.*

Projected investment in water services	FY2024/25	FY2025/26	FY2026/27	FY2027/28	FY2028/29	FY2029/30	FY2030/31	FY2031/32	FY2032/33	FY2033/34
<b>Drinking Water</b>										
Capital expenditure - to meet additional demand	\$2,195,000.00	\$840,000.00	\$250,000.00	\$256,000.00	\$12,126,000.00	\$7,610,000.00	\$2,100,000.00	\$0.00	\$0.00	\$374,000.00
Capital expenditure - to improve levels of services	\$2,472,000.00	\$4,322,577.00	\$4,546,254.55	\$2,891,640.46	\$3,252,875.53	\$2,863,616.34	\$2,663,616.32	\$2,979,125.66	\$2,035,759.69	\$2,728,626.93
Capital expenditure - to replace existing assets	\$6,390,457.00	\$5,255,460.00	\$320,400.00	\$2,180,000.00	\$2,478,000.00	\$171,000.00	\$556,000.00	\$1,119,000.00	\$3,029,000.00	\$6,735,000.00
<b>Total projected investment for drinking water</b>	<b>\$11,057,457.00</b>	<b>\$10,418,037.00</b>	<b>\$5,116,654.55</b>	<b>\$5,327,640.46</b>	<b>\$17,856,875.53</b>	<b>\$10,644,616.34</b>	<b>\$5,319,616.32</b>	<b>\$4,098,125.66</b>	<b>\$5,064,759.69</b>	<b>\$9,837,626.93</b>
<b>Wastewater</b>										
Capital expenditure - to meet additional demand	\$1,010,000.00	\$1,460,000.00	\$1,860,000.00	\$0.00	\$150,000.00	\$0.00	\$150,000.00	\$0.00	\$500,000.00	\$1,000,000.00
Capital expenditure - to improve levels of services	\$2,618,000.00	\$2,762,500.00	\$6,190,000.00	\$4,061,076.46	\$6,000,687.01	\$3,407,114.61	\$2,183,138.99	\$2,465,104.29	\$1,700,934.91	\$676,936.19
Capital expenditure - to replace existing assets	\$1,225,000.00	\$3,660,150.00	\$10,272,610.00	\$15,100,000.00	\$4,847,000.00	\$764,000.00	\$5,350,000.00	\$60,000.00	\$500,000.00	\$6,174,000.00
<b>Total projected investment for wastewater</b>	<b>\$4,853,000.00</b>	<b>\$7,882,650.00</b>	<b>\$18,322,610.00</b>	<b>\$19,161,076.46</b>	<b>\$10,997,687.01</b>	<b>\$4,171,114.61</b>	<b>\$7,683,138.99</b>	<b>\$2,525,104.29</b>	<b>\$2,700,934.91</b>	<b>\$7,850,936.19</b>
<b>Stormwater</b>										
Capital expenditure - to meet additional demand	\$1,906,000.00	\$5,072,000.00	\$11,280,000.00	\$3,576,590.50	\$5,141,590.50	\$4,436,590.50	\$3,916,590.50	\$4,276,590.50	\$2,846,590.50	\$3,446,590.50
Capital expenditure - to improve levels of services	\$150,000.00	\$0.00	\$125,000.00	\$840,000.00	\$0.00	\$0.00	\$50,000.00	\$250,000.00	\$50,000.00	\$905,000.00
Capital expenditure - to replace existing assets	\$0.00	\$0.00	\$0.00	\$1,165,000.00	\$800,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total projected investment for stormwater</b>	<b>\$2,056,000.00</b>	<b>\$5,072,000.00</b>	<b>\$11,405,000.00</b>	<b>\$5,581,590.50</b>	<b>\$5,941,590.50</b>	<b>\$4,436,590.50</b>	<b>\$3,966,590.50</b>	<b>\$4,526,590.50</b>	<b>\$2,896,590.50</b>	<b>\$4,351,590.50</b>
<b>Total projected investment in water services</b>	<b>\$17,966,457.00</b>	<b>\$23,372,687.00</b>	<b>\$34,844,264.55</b>	<b>\$30,070,307.42</b>	<b>\$34,796,153.04</b>	<b>\$19,252,321.45</b>	<b>\$16,969,345.81</b>	<b>\$11,149,820.45</b>	<b>\$10,662,285.10</b>	<b>\$22,040,153.62</b>

Note that the above table shows the capital expenditure required over 10 years to deliver water services. WDC has modelled its infrastructure and developed a renewal programme that stretches over the next 150 years. Please refer to WDC’s Infrastructure Strategy document which shows Council’s 150-year renewals model. This document forms part of WDC’s 2024-2023 Long Term Plan. Refer to figures below for a summary.







**Key Assumptions**

- Stormwater includes only properties rated on Urban Drainage Schemes
- Figures based on 2024 AMP

### Historical delivery against planned investment

To demonstrate delivery against planning investment, councils are requested to disclose historical actual investment spend on water services infrastructure against planned investment.

Delivery against planned investment	Renewals investment for water services				Total investment in water services			
	FY2024/25	FY21/22 - FY23/24	FY18/19 - FY20/21	Total	FY2024/25	FY21/22 - FY23/24	FY18/19 - FY20/21	Total
Total planned investment (set in the relevant LTP)	\$7,063,000.00	\$10,472,000.00	\$11,220,000.00	\$21,692,000.00	\$32,747,000.00	\$63,227,000.00	\$53,788,000.00	\$117,015,000.00
Total actual investment	TBC	\$12,498,000.00	\$10,027,000.00	\$22,525,000.00	TBC	\$68,763,000.00	\$48,850,000.00	\$117,613,000.00
Delivery against planned investment (%)	TBC	119%	89%	104%	TBC	109%	91%	101%

Councils are encouraged to confirm if:

- The level of investment that was delivered against what was provided for in the relevant Long-Term Plan;
- Any constraints on delivery that impacted historical actual investment;
- Any steps taken to improve future delivery against the Plan; and
- Peaks in future years and approach to accommodate and deliver on the planned investment.

Note that total actual investment figures for FY2024/25 are still to be confirmed as the financial year progresses.

### Additional guidance for Statement of Regulatory Compliance

Regulatory compliance includes meeting drinking water standards, resource consents for water takes and discharges, wastewater discharge consents (land, air, odour amongst others), stormwater discharge consents and network consents (do not include land use consents or temporary structure consents).

Current or future regulatory requirements includes:

- When a system is nearing non-compliance or experiences frequent non-compliance with conditions (for example, nearing level of service, capacity constraints) and consent unlikely to be renewed in current form without investment in water services assets, and systems.
- Existing consents may have been in place for many years, and it is expected when they are renewed that regulatory requirements are likely to be changed significantly to align with newer consent conditions.
- Existing consent conditions are unlikely to meet community or iwi expectations therefore will need to be amended to accommodate.

Confirm if:

- You are delaying wastewater consent replacements and waiting for new regulatory wastewater standards;
- There are any issues with water take/source consents or implementation of water safety plans and associated improvement works (for example, need new water source); and/or
- The investment plan includes fluoridation installation or associated upgrades, (under the Health Act 1956).

## Part C: Revenue and financing arrangements

### Revenue and charging arrangements

#### Revenue and charging arrangements

##### Charging and billing arrangements

*It is expected that this section will describe how consumers will be charged for water services, including:*

- *How water services are currently charged for each supply scheme/catchment;*
- *How water services are proposed to be charged for each supply scheme/catchment;*
- *Any changes between current and future charging mechanisms; and*
- *How the revenue from water services will be separated from the council's other functions and activities.*

WDC charges consumers of water services using the mechanisms set out below. No changes are currently planned to charging mechanisms, although a 3 Waters Rating Review is planned to be undertaken in advance of the next Long Term Plan.

##### Drinking water

- District wide water UV treatment – a fixed targeted rate per rating unit
- Cust - un-restricted connections based on a fixed targeted rate per Separately Used or Inhabited Part of a rating unit (SUIP)
- Cust - restricted connections based on a fixed targeted rate per water unit (1,000 litres per day)
- Summerhill - a fixed targeted rate per rating unit plus a fixed targeted rate per water unit
- Fernside loan rate – a fixed targeted rate per water unit
- Rangiora - un-restricted connections based on a fixed targeted rate per SUIP
- Rangiora - restricted connections based on a fixed targeted rate per water unit
- Kaiapoi - un-restricted connections based on a fixed targeted rate per SUIP
- Kaiapoi - restricted connections based on a fixed targeted rate per water unit
- Waikuku Beach - un-restricted connections based on a fixed targeted rate per SUIP
- Waikuku Beach - restricted connections based on a fixed targeted rate per water unit
- Woodend – Tuahiwi – Pegasus - un-restricted connections based on a fixed targeted rate per SUIP
- Woodend – Tuahiwi – Pegasus - restricted connections based on a fixed targeted rate per water unit
- Tuahiwi rural loan rate - a fixed targeted rate per rating
- Tuahiwi residential area water connection loan rate - a fixed targeted rate per rating
- West Eyreton - a fixed targeted rate per rating unit plus a fixed targeted rate per water unit
- Oxford Township - un-restricted connections based on a fixed targeted rate per SUIP
- Oxford Township - restricted connections based on a fixed targeted rate per water unit
- Oxford Rural Water No1 - a fixed targeted rate per water unit
- Oxford Rural Water No1 - a fixed targeted rate per water unit
- Mandeville - a fixed targeted rate per water unit
- Ohoka - a fixed targeted rate per rating unit plus a fixed targeted rate per water unit
- Poyntz Road - a fixed targeted rate per rating unit plus a fixed targeted rate per water unit
- Garrymere - a fixed targeted rate per rating unit plus a fixed targeted rate per water unit
- Ashley Rural Water(supply provided by Hurunui DC) - a fixed targeted rate per water unit

##### Wastewater

- Eastern Districts – a fixed rate per property for residential, per water closet for commercial
- Ohoka utilities connection loan rates - a fixed targeted rate per rating unit

- Loburn Lea loan rate - a fixed targeted rate per rating unit
- Oxford operating - a fixed targeted rate per rating unit
- Fernside loan rate – a fixed targeted rate per rating unit

**Stormwater**

- Kaiapoi excluding Island Road extension – a differential targeted rate assessed on land value
- Kaiapoi Alexander Lane - a fixed targeted rate per rating unit
- Kaiapoi Island Road extension – a differential targeted rate assessed on land value
- Rangiora – a differential targeted rate assessed on land value
- Coastal Urban (Waikuku, Woodend, Pines, Kairaki) - a differential targeted rate assessed on land value
- Oxford – a differential targeted rate assessed on land value
- Pegasus – a differential targeted rate assessed on land value

(Note Rural Land Drainage Rates, funded from targeted rates, and District Drainage, funded from the General Rate, have not been included as not stormwater)

WDC maintains separate accounts for each water, wastewater and stormwater scheme. The account is credited with rates revenue plus any relevant fees and charges and subsidies. Separate accounts are also maintained for development contributions revenue. Running balances are maintained so that the balance is taken into account when setting rates. Transfers are made into a depreciation reserve, called the Renewals Fund, to hold funds for future renewals, and funding is released from the reserve as renewals are undertaken.

### Water services revenue requirements and sources

*It is expected that this section will summarise the:*

- *Revenue requirements under the Plan;*
- *Sources of revenue – household charges (rates and volumetric charges) and other revenue sources (including user charges/fees, Development Contributions, capital/operating subsidies and grants, and other income);*
- *Where a water services organisation is to be established, whether it is proposed that the water services provider will directly charge consumers or whether charging and billing will be undertaken by council and passed through to the water services provider; and*
- *Charging and collection methodology – for residential and non-residential consumers.*

The total revenue requirement over the period 2024-2034 is summarised below, broken down by the sources of revenue.

	FY 24/25 (,000)	FY 25/26 (,000)	FY 26/27 (,000)	FY 27/28 (,000)	FY 28/29 (,000)	FY 29/30 (,000)	FY 30/31 (,000)	FY 31/32 (,000)	FY 32/33 (,000)	FY 33/34 (,000)
<b>Rates</b>	\$32,593	\$35,483	\$38,302	\$40,813	\$43,377	\$44,849	\$46,157	\$47,287	\$48,635	\$49,800
<b>User charges/fees</b>	\$778	\$786	\$803	\$829	\$846	\$862	\$878	\$895	\$910	\$926
<b>Development contributions</b>	\$9,086	\$12,959	\$9,388	\$9,455	\$9,185	\$9,081	\$9,059	\$8,901	\$8,064	\$11,845
<b>Capital/operating subsidies and grants</b>	\$904	\$2,326	\$749							
<b>Other</b>	\$357	\$428	\$509	\$568	\$676	\$832	\$982	\$1,152	\$1,303	\$1,228
<b>Total Operating Revenue</b>	\$43,718	\$51,982	\$49,751	\$51,665	\$54,084	\$55,624	\$57,076	\$58,235	\$58,912	\$63,799

Charging and collection of rates revenue will be through the rates system, using the mechanisms described above. Charging for other sources of revenue will be via separate invoice.



### Existing and projected commercial and industrial users' charges

*It is expected that this section will summarise the:*

- *Current charging and collection methodology for water services – for residential and non-residential consumers; and*
- *Projected charges for residential households on average over the 10-year period.*

The projected charges for each of the water services for the period 2024-34 is set out below.

	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29	FY 29/30	FY 30/31	FY 31/32	FY 32/33	FY 33/34
<b>Average drinking water bill (including GST)</b>	\$740	\$803	\$839	\$859	\$873	\$888	\$897	\$907	\$918	\$928
<b>Average wastewater bill (including GST)</b>	\$644	\$670	\$711	\$737	\$795	\$803	\$805	\$805	\$805	\$804
<b>Average stormwater bill (including GST)</b>	\$354	\$378	\$412	\$463	\$479	\$491	\$506	\$511	\$525	\$536
<b>Average charge per connection including GST</b>	\$1,738	\$1,851	\$1,963	\$2,058	\$2,147	\$2,182	\$2,208	\$2,223	\$2,248	\$2,268
<b>Project increase %</b>		6.5%	6.1%	4.9%	4.3%	1.6%	1.2%	0.7%	1.1%	0.9%

Commercial and Industrial pay rates in the same way as residential consumers. WDC also collects trade waste and septage charges from some industrial and commercial consumers.

### The affordability of projected water services charges for communities

*In this section, it is expected that councils will comment on:*

- *Affordability considerations and constraints, including the community's ability to pay projected water services charges; and*
- *Average water charges per connection as a percentage of median household income.*

WDC seek to provide water services in an efficient way and for charges to reflect the full cost of providing the services, including making adequate provision for the renewal of assets. The projected average charge over the period 2024-34 increases from \$1,738 in 2024/25 to \$2,268 in 2033/34. This is an average increase of 3.0% per year. Water services charges will remain reasonable at between 1.9% and 2.0% of the district's median household income.

## Funding and financing arrangements

### Funding and financing arrangements

### Water services financing requirements and sources

*It is expected that this section will describe:*

- *Projected borrowing requirements over the 10-year period to deliver the level of investment required;*
  - *Minimum cash and working capital requirements for the sustainable delivery of water services;*
  - *Borrowing limits for water services and all council business;*
  - *Whether projected borrowings are within borrowing limits;*
  - *Financial strategy for financing water services investment and operating expenditure;*
  - *Expected tenor of new borrowings and how interest rate and refinance risk will be managed; and*
  - *Debt repayment strategy.*
- Projected borrowing requirements over the next 10-year period to deliver the level of investment required is \$37m.
  - Minimum cash and working capital requirements for sustainable delivery of water services are operating expenses less depreciation plus debt repayments plus \$48m for headroom to cover unforeseen events.
  - Water services and all WDC business have an internal policy borrowing limit of 250% (LGFA borrowing limit is 350% as a growth Council, 280-290% for non-growth Councils) of operating revenue. Water services are and will remain within the borrowing limit including the \$48m for headroom every year except 2026/27 and 2027/28.
  - Internal borrowing will be 25-year loans. Interest charge is fixed at the interest rate at the time of borrowing.
  - Internal loans will be repaid over 25 loans. The principal repayments will be included in the rates.
  - Water services financial strategy involves rates to cover operating expenditure and debt repayments, development contributions to cover growth capital expenditure, borrowing to cover levels of service capital expenditure depreciation funding to cover both current renewal capital expenditure and invested for future renewal capital expenditure.

### Internal borrowing arrangements

*It is expected that this section will summarise:*

- *Any current internal borrowing arrangements between water services and other council business, including whether finance costs are charged on these arrangements and repayment mechanics;*
  - *Whether it is proposed that internal borrowing arrangements will be used up to 30 June 2028;*
  - *Whether it is proposed that internal borrowing arrangements will be used beyond 30 June 2028; and*
  - *How internal borrowings will be managed to ensure compliance with ringfencing requirements.*
- Each internal loan is individually tracked and repaid over 25 years. Interest charge is fixed at the interest rate at the time of borrowing.
  - Internal borrowing arrangements will continue up to and beyond 30 June 2028.
  - Each internal loan is individually raised, tracked and attributed to relevant water schemes.

### Determination of debt attributed to water services

*It is expected that this section will describe:*

- *How debt allocated to water services on 30 June 2024 was determined; and*
- *The total value of water services borrowings and the net debt to operating revenue calculation on 30 June 2024.*

WDC allocates and tracks debt attributed all departments. Internal loans are raised within each scheme to cover capital expenditure.

As at 30 June 2024:

- Borrowings attributed to water services was \$80,610k
- Cash and cash equivalents of water services was \$31,100k
- Net debt was \$49,510k
- Water services operating revenue was \$28,322k
- The net debt to operating revenue was 125%

### **Insurance arrangements**

*This section should:*

- *Confirm that the asset owning organisation in the proposed service delivery arrangement will hold the necessary insurance policies;*
- *Describe whether annual insurance risk assessments are undertaken – and if not annually, when the last review of insurance cover was completed;*
- *Describe whether risk evaluation and assessment identifies probability of loss and cost under scenarios (distinguishing between above and below ground assets); and*
- *Describe the level of insurance cover for the network, including the basis for valuation of water assets and how insurance cover is calculated for insurable water services assets.*

*In addition, it is expected that this section will briefly summarise the insurance management policy for water services, including:*

- *Insurance review policy and asset identification standards;*
- *Key insurable risks, a description of risk appetite/tolerance and identified mitigations;*
- *Any link with Council's disaster policy response to mitigate insurance losses; and*
- *Delegations and reporting on insurance.*

WDC currently insures its above ground assets through its insurance broker Marsh and its below ground assets through the Local Authority Protection Programme Disaster Fund (LAPP). Insurance cover is reviewed each year with updated schedules adjusted for new and disposed of assets, and the latest asset valuations. WDC's policy is for full cover in relation to above ground assets with no loss limit in place. For underground assets, responsibility for cover is split, with 40% of insured value covered by LAPP and 60% by the Government.

Insurance cover is based on replacement value and based on periodic revaluations (the most recent being 30 June 2024). The replacement value of the assets including an inflationary provision, and associate maximum cover is as follows:

- Above ground assets \$282,921,707 with cover up to the sum insured
- Below ground assets \$1,605,062,088 with cover up to the sum insured

The valuation of assets is based on the Replacement Costs and has been carried out in accordance with:

- Public Benefit Entity International Public Sector Accounting Standard 17 Property, Plant and Equipment (PBE IPSAS 17)
- NZ Infrastructure Asset Valuation and Depreciation Guidelines, Edition 2.0 2006

WDC has a comprehensive Business Continuity Plan which includes the insurance response to any emergency.

Reflecting its experience of the 2010 and 2011 Canterbury earthquakes, WDC has a low risk tolerance in relation to insurance. Responsibility for oversight of insurance matters sits with the Audit and Risk Committee and reports are prepared for the Committee on a six-monthly basis.

## Part D: Financial sustainability assessment

### Confirmation of financially sustainable delivery of water services

#### Financially sustainable water services provision

##### Confirmation of financially sustainable delivery of water services by 30 June 2028

*It is expected that this section will demonstrate that the Plan achieves financially sustainable delivery of water services by 30 June 2028, which can be met by confirmation of:*

- *'Revenue sufficiency' - sufficient revenue to cover the costs (including servicing debt) of water services delivery;*
  - *'Investment sufficiency' – projected investment is sufficient to meet levels of service, regulatory requirements and provide for growth; and*
  - *'Financing sufficiency' - funding and financing arrangements are sufficient to meet investment requirements.*
- WDC water services currently meet revenue, investment and financing sufficiency. This is not forecasted to change between now and 30 June 2028.
  - Projected revenue is greater than projected expenditure, with the net surplus used to repay debt.
  - Assets requiring renewal, regulatory requirements and forecasted growth have all been budgeted for in the Long Term Plan.
  - WDC is within internally determined policy borrowing limits of 250% (LGFA borrowing limit is 350% as a growth Council, 280-290% for non-growth Councils) of operating revenue, with available headroom to cover unforeseen events.

##### Actions required to achieve financially sustainable delivery of water services

*The Plan must include an explanation of what the council proposes to do to ensure that the delivery of water services will be financially sustainable by 30 June 202. This may include:*

- *Projected price path/revenue requirements – and how this ensures that water revenues cover the costs of service (including assumptions for recovery of depreciation);*
- *The level of investment required over 10-years to meet levels of service, regulatory requirements and provide for growth; and*
- *How levels of borrowing will be managed within borrowing limits.*

No actions are required. Financially sustainable delivery of water services is already achieved. However more stringent ring-fencing and financial reporting is required to ensure that economic regulation is met. Please refer to the Implementation Plan below for the proposed transitional arrangements.

### Risks and constraints to achieving financially sustainable delivery of water services

*The purpose of this section is to summarise any issues, constraints and risks to delivery of financially sustainable water services.*

- Risk of a significant natural event. Would require a large amount of additional funding to restore services, affecting debt and rate levels. The depreciation fund for asset renewals would also be affected. This risk is managed through borrowing headroom.
- Deteriorating groundwater and lowland stream water quality. Continually increasing costs of additional treatment. This risk is managed through an allowance made for some treatment upgrades within the LTP, Council also works closely with regional council on shared objectives regarding improving declining water quality, residual financial risk managed via borrowing headroom.
- Inflation. Higher risk in the longer term due to long range forecasts harder to predict. Greater than forecasted cost increases impact on debt servicing costs and rates. This risk is managed through use of reasonable inflationary allowances within LTP budgets.
- Economic Growth. A downturn in the economy could impact ratepayers' ability or willingness to support maintaining levels of service. Forecast rate increases for water services are roughly in line with the rate of inflation, so there is not foreseen to be a need for continued increases in investment in order to achieve required levels of service that would put any additional pressure on household incomes.
- Timing and level of capital expenditure. Significant delays in capital works programmes will have a negative impact on delivery of future capital works programmes due to staff resourcing constraints. This risk is managed through the utilisation of internal resources where possible to deliver capital works, with private industry available to take any excess work that is unable to be delivered internally.
- Insurance. Should insurance be lost, costs of damage reinstatement from a significant natural event would be significant and works needing to be prioritised. Additional borrowings and increases to rates would be required. This risk is managed through borrowing headroom.
- Risk that growth developments lag behind water services growth related capital works programmes would result in increased debt servicing costs. This risk is managed through maintaining close working relationships with developers to ensure that investment in growth is timed to be coordinated with the rate of development.
- Significant changes in regulatory settings, such as step changes in treatment standards or resource consent requirements. Some provision is made within capital budget allowances for increased expectations in treatment (i.e. Oxford WWTP upgrade budget based on forecast higher level of service / treatment required to obtain new consent than was required for existing consent).

Financially sustainable assessment - revenue sufficiency

### Assessment of revenue sufficiency

**Projected water services revenues cover the projected costs of delivering water services**

*It is expected that this section will demonstrate that:*

- *Projected revenues are sufficient to cover the costs (including servicing debt) of water services delivery;*
- *Projected revenues are sufficient to finance the required level of investment; and*
- *Whether projected revenues have been assessed as meeting the ‘revenue sufficiency’ test.*

WDC’s projected revenues are sufficient and meet the ‘revenue sufficiency’ test. The Council’s projected water services revenue and expenses graph shows that every year the projected revenue is greater than projected expenditure, with the net surplus used to repay debt.

WDC’s rates revenue is operational expenditure plus principal debt repayments less other revenue.

*Include the following chart – “Projected water services revenue and expenses”. This chart can be generated in the Financial Template.*

**Projected water services revenue and expenses**

Year	Revenue (\$m)	Expenses (excl. depn, interest) (\$m)	Interest costs (\$m)	Depreciation (\$m)	Net surplus/(deficit) (\$m)
24/25	45.0	25.0	3.0	10.0	7.0
25/26	52.0	26.0	3.0	11.0	12.0
26/27	50.0	26.0	3.0	11.0	10.0
27/28	52.0	27.0	3.0	11.0	11.0
28/29	55.0	28.0	3.0	11.0	13.0
29/30	57.0	29.0	3.0	11.0	14.0
30/31	58.0	30.0	3.0	11.0	14.0
31/32	60.0	31.0	3.0	11.0	15.0
32/33	62.0	32.0	3.0	11.0	16.0
33/34	65.0	33.0	3.0	11.0	18.0

### Average projected charges for water services over FY2024/25 to FY2033/34

*In this section, councils are requested to populate the financial table below. All projected charges should be inclusive of GST.*

*Councils should provide a brief description of assumptions used in calculating projected median household charges.*

Median household income for the district from the 2023 Census has been inflated by Berl's labour inflation for the private sector to project median household income.

Median household charges are total operational expenditure plus debt repayments divided by the total number of rating units (for Wastewater and Stormwater) and connections (for drinking water).

Projected average charge per connection / rating unit (including GST)	FY2024/25	FY2025/26	FY2026/27	FY2027/28	FY2028/29	FY2029/30	FY2030/31	FY2031/32	FY2032/33	FY2033/34
Drinking water	\$740	\$803	\$839	\$859	\$873	\$888	\$897	\$907	\$918	\$928
Wastewater	\$644	\$670	\$711	\$737	\$795	\$803	\$805	\$805	\$805	\$804
Stormwater	\$354	\$378	\$412	\$463	\$479	\$491	\$506	\$511	\$525	\$536
<b>Average charge per connection / rating unit</b>	<b>\$1,738</b>	<b>\$1,851</b>	<b>\$1,963</b>	<b>\$2,058</b>	<b>\$2,147</b>	<b>\$2,182</b>	<b>\$2,208</b>	<b>\$2,223</b>	<b>\$2,248</b>	<b>\$2,268</b>
Increase in average charge	15.2%	6.5%	6.1%	4.9%	4.3%	1.6%	1.2%	0.7%	1.1%	0.9%
<b>Water services charges as % of median household income</b>	<b>1.8%</b>	<b>1.9%</b>	<b>1.9%</b>	<b>2.0%</b>	<b>2.0%</b>	<b>2.0%</b>	<b>2.0%</b>	<b>1.9%</b>	<b>1.9%</b>	<b>1.9%</b>

### Projected operating surpluses/(deficits) for water services

*In this section, councils are requested to populate the financial measure “Operating Surplus Ratio” [Operating surplus excluding capital revenues, divided by operating revenues]. This ratio is an indicator of whether operating revenue is sufficient to cover operating expenses. Where this ratio percentage is negative, this represents the percentage increase required for revenues to cover costs. Councils should specify the unit of measurement in the table (for example, \$k or \$m).*

Operating surplus ratio (whether revenues cover costs)	FY2024/25	FY2025/26	FY2026/27	FY2027/28	FY2028/29	FY2029/30	FY2030/31	FY2031/32	FY2032/33	FY2033/34
Operating surplus/(deficit) excluding capital revenues – combined water services	(\$5,849k)	(\$6,056k)	(\$3,942k)	(\$3,563k)	(\$4,189k)	(\$3,308k)	(\$2,977k)	(\$3,406k)	(\$3,581k)	(\$3,259k)
Operating revenue – combined water services	\$33,371k	\$36,269k	\$39,105k	\$41,642k	\$44,223k	\$45,711k	\$47,035k	\$48,182k	\$49,545k	\$50,726k
Operating surplus ratio	(17.5%)	(16.7%)	(10.1%)	(8.6%)	(9.5%)	(7.2%)	(6.3%)	(7.1%)	(7.2%)	(6.4%)

*Councils should comment on:*

- *Whether projected operating revenues generate surpluses or deficits;*
- *The policy for recovering depreciation charges when setting revenues;*
- *What any surpluses generated will be applied to; and*
- *Where there is an operating deficit in any year, comment as to why this is appropriate.*

WDC is projected to generate surpluses with capital revenues included.

Excluding capital revenues WDC is projected to generate deficits. This is due to the depreciation funding policy, where the depreciation is not fully funded due to the depreciation fund being able to be invested at interest rates higher than inflation over the life of the assets.

The first two years (24/25 and 25/26) have higher negative operating surplus ratios due to the smoothing the impact of increased depreciation from the 23/24 3 Waters revaluation, due to significant short term construction cost inflation post the COVID-19 pandemic. The smoothing is recovered over the following 8 years from 26/27 to 33/24. There is no net impact over the 10 years timeframe.

#### **Projected operating cash surpluses for water services**



*In this section, councils are requested to populate the financial measure “Operating Cash Ratio” [Operating surplus plus depreciation plus interest costs minus capital revenues, divided by operating revenue]. This ratio is an indicator of whether cash surpluses are generated from operations to pay interest, fund investment and repay debt. Councils should specify the unit of measurement in the table (for example, \$k or \$m).*

Operating cash ratio (whether revenues cover costs)	FY2024/25	FY2025/26	FY2026/27	FY2027/28	FY2028/29	FY2029/30	FY2030/31	FY2031/32	FY2032/33	FY2033/34
Operating surplus/(deficit) + depreciation + interest costs - capital revenues	\$11,797k	\$12,955k	\$16,001k	\$17,810k	\$18,555k	\$20,221k	\$20,949k	\$21,136k	\$21,340k	\$22,163k
Operating revenue – combined water services	\$33,371k	\$36,269k	\$39,105k	\$41,642k	\$44,223k	\$45,711k	\$47,035k	\$48,182k	\$49,545k	\$50,726k
<b>Operating cash ratio</b>	<b>35.4%</b>	<b>35.7%</b>	<b>40.9%</b>	<b>42.8%</b>	<b>42.0%</b>	<b>44.2%</b>	<b>44.5%</b>	<b>43.9%</b>	<b>43.1%</b>	<b>43.7%</b>

*Councils should comment on:*

- *Whether projected operating cashflows are generated;*
- *What cash surpluses generated will be applied to; and*
- *Whether projected operating cashflows are sufficient to meet renewals investment requirements and to meet scheduled debt repayments.*

WDC is projected to generate surplus operating cashflows. The operating cash ratio for the combined 10 years is 42%.

The surplus operating cashflows will be used to cover debt servicing (interest and principal) and build the Renewals Fund for future renewals.

Financially sustainable assessment - investment sufficiency

Assessment of investment sufficiency

Projected water services investment is sufficient to meet levels of service, regulatory requirements and provide for growth

It is expected that this section will demonstrate that:

- Proposed level of investment is sufficient to meet levels of service, regulatory requirements and provide for growth;
- Proposed level of investment is fully funded by projected revenues and access to financing; and
- Projected levels of investment have been assessed as meeting the 'investment sufficiency' test.

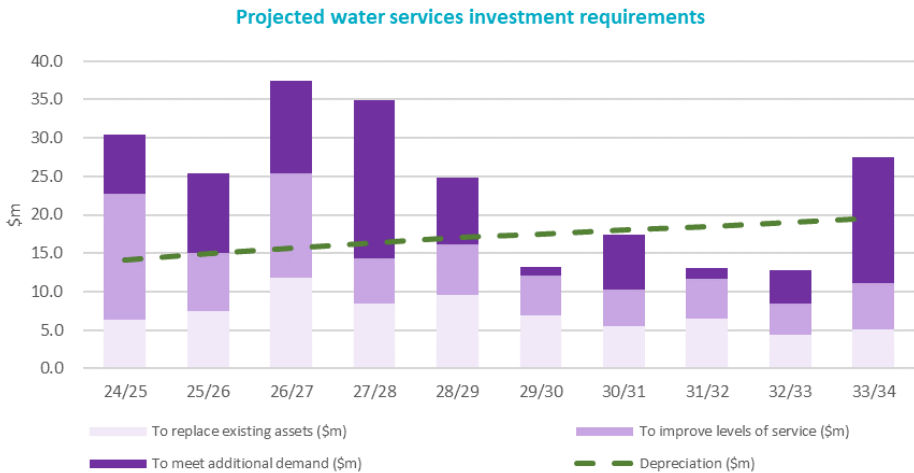
WDC's proposed water services investment are sufficient and meet the 'investment sufficiency' test. Assets requiring renewal, regulatory requirements and forecasted growth have been budgeted for in the Long Term Plan and are included in the 'Projected water services investment requirements' graph.

All proposed level of investment required is fully funded. Asset renewals will be funded by depreciation. Regulatory requirements and increased levels of service will be funded by debt. Growth will be funded by developer contributions.

The first 5 years investment requirements are greater than the last 5 years, due to more certainty around the required investments.

The increase growth in 2033/34 is so that development contributions can be collected on growth, which is forecasted to be required in the next 10 years but which exactly of the later years it will be required is uncertain.

Include the following chart – "Projected water services investment requirements". This chart can be generated in the Financial Template.



### Renewals requirements for water services

To demonstrate asset sustainability, councils are requested to populate the below financial measure “Asset Sustainability Ratio” [Capital expenditure on renewals divided by depreciation, minus 1]. This ratio assesses whether projected renewals investment is more or less than projected depreciation and is an indicator as to whether the renewals programme is replacing network assets in line with the rate of asset deterioration.

Where the ratio is positive, this means that there is more projected renewals investment than projected depreciation. Where this ratio is negative, this means that projected renewals investment is less than projected depreciation.

Councils should specify the unit of measurement in the table (for example, \$k or \$m).

Asset sustainability ratio	FY2024/25	FY2025/26	FY2026/27	FY2027/28	FY2028/29	FY2029/30	FY2030/31	FY2031/32	FY2032/33	FY2033/34
Capital expenditure on renewals – all water services assets	\$6,427k	\$7,474k	\$11,791k	\$8,526k	\$9,587k	\$6,990k	\$5,496k	\$6,527k	\$4,339k	\$5,084k
Depreciation – all water services assets	\$14,167k	\$14,926k	\$15,600k	\$16,355k	\$17,042k	\$17,548k	\$18,038k	\$18,525k	\$18,997k	\$19,590k
Asset sustainability ratio	(54.6%)	(49.9%)	(24.4%)	(47.9%)	(43.7%)	(60.2%)	(69.5%)	(64.8%)	(77.2%)	(74.0%)

Councils should comment on:

- How the proposed renewals investment has been determined and how this is consistent with the long-term infrastructure strategy, asset management plan and/or other strategic documents relating to water services asset management; and
- Where the projected levels of renewals investment is lower than projected depreciation, why this is appropriate.

Proposed renewals investment are modelled by Council staff and input into relevant asset management plans. The Asset Management Plans are used to prepare the Infrastructure Strategy and Long Term Plan.

WDC’s projected levels of renewals investment is currently lower than projected depreciation. However, as a high growth Council and relatively recently earthquake affected Council, the assets owned by the Council are relatively new with the average age of water services assets being less than 30 years old. As most water services assets are expected to last between 80 and 100 years, most assets will not require renewing until the later half of this century.

### Total water services investment required over 10 years

To demonstrate asset improvement, councils are requested to populate the below financial measure "Asset Investment Ratio" [Total capital expenditure divided by depreciation, minus 1].

This ratio compares total investment to projected depreciation. Where the ratio is positive, this means that there is more projected investment than projected depreciation. Where this ratio is negative, this means that projected investment is less than projected depreciation.

Councils should specify the unit of measurement in the table (for example, \$k or \$m).

Asset investment ratio	FY2024/25	FY2025/26	FY2026/27	FY2027/28	FY2028/29	FY2029/30	FY2030/31	FY2031/32	FY2032/33	FY2033/34
Total capital expenditure – all water services assets	\$30,370k	\$25,406k	\$37,429k	\$34,925k	\$24,810k	\$13,248k	\$17,381k	\$13,125k	\$12,853k	\$27,488k
Depreciation – all water services assets	\$14,167k	\$14,926k	\$15,600k	\$16,355k	\$17,042k	\$17,548k	\$18,038k	\$18,525k	\$18,997k	\$19,590k
Asset investment ratio	114.4%	70.2%	139.9%	113.5%	45.6%	(24.5%)	(3.6%)	(29.1%)	(32.3%)	40.3%

Councils should comment on:

- How the proposed levels of investment have been determined; and
- How this is consistent with the long-term infrastructure strategy, asset management plan and/or other strategic documents relating to water services asset management.

Proposed levels of investment are modelled by Council staff and input into relevant asset management plans. The Asset Management Plans are used to prepare the Infrastructure Strategy and Long Term Plan.

The asset investment ratio is higher in the early years due to the more certainty around regulatory requirements and growth forecasts. The asset investment ratio is negative from 2029/30 to 2032/33 due to less certainty around regulatory requirements and growth forecasts.

The asset investment ratio is positive again in 2033/34 due growth which is forecasted to be required in the next 10 years but which exactly of the later years it will be required is uncertain, and so has been budgeted for in 2033/34.

### Average remaining useful life of network assets

To demonstrate asset consumption, councils are requested to populate the below financial measure "Asset Consumption Ratio" [Book value of infrastructure assets divided by replacement value of infrastructure assets].

This ratio compares the book value of water infrastructure assets to total replacement value of water infrastructure assets. The ratio percentage represents the average remaining useful life of network assets. If this ratio materially reduces over time, then this means that the burden on future consumers to replace network assets is increasing.

Councils should specify the unit of measurement in the table (for example, \$k or \$m).

Asset consumption ratio	FY2024/25	FY2025/26	FY2026/27	FY2027/28	FY2028/29	FY2029/30	FY2030/31	FY2031/32	FY2032/33	FY2033/34
Book value of water infrastructure assets	\$1,045m	\$1,078m	\$1,125m	\$1,169m	\$1,201m	\$1,221m	\$1,245m	\$1,264m	\$1,282m	\$1,313m
Replacement value of water infrastructure assets	\$1,374m	\$1,421m	\$1,484m	\$1,544m	\$1,594m	\$1,631m	\$1,672m	\$1,170m	\$1,747m	\$1,798m
Asset consumption ratio	76.1%	75.8%	75.8%	75.7%	75.4%	74.9%	74.4%	73.9%	73.4%	73.0%

Councils should comment on:

- The impact that the proposed level of investment has on the average remaining useful life of network assets over the 10-year period; and
- Where there is a material decrease in the asset consumption ratio over time, how investment beyond FY2033/34 will ensure that asset replacement requirements are delivered.

The proposed level of asset investment has minimal impact on average remaining useful life of assets due to relatively younger existing assets from:

1. the relatively recent effect of earthquakes and the significant amount of asset renewals required afterwards;
2. past recent high growth and development in the district

Financially sustainable assessment - financing sufficiency

Assessment of financing sufficiency
<p><b>Confirmation that sufficient funding and financing can be secured to deliver water services</b></p> <p><i>It is expected that this section will confirm:</i></p> <ul style="list-style-type: none"><li>• <i>Whether projected total council borrowings are within council borrowing limits;</i></li><li>• <i>Whether projected water services borrowings are within the council-determined limit for water services borrowing;</i></li><li>• <i>The required levels of borrowings can be sourced; and</i></li><li>• <i>The Plan meets the ‘financing sufficiency’ test.</i></li></ul> <p>The ‘Projected council net debt to operating revenue’ graph shows that WDC borrowing is projected to be within internal policy (LGFA allow higher limits) borrowing limits. From 2031/32 borrowing decreases due to:</p> <ol style="list-style-type: none"><li>1. smaller capital works programmes from less certainty around regulatory requirements and growth forecasts;</li><li>2. depreciation collected and invested for future asset renewals</li></ol> <p>The ‘Projected water services net debt to operating revenue’ graphs shows that water services will peak around 2027/28 and 2028/29 and remain within internal policy (LGFA allow higher limits) borrowing limits. Then from 2029/30 borrowing decreases due to:</p> <ol style="list-style-type: none"><li>1. smaller capital works programmes from less certainty around regulatory requirements and growth forecasts;</li><li>2. depreciation collected and invested for future asset renewals</li></ol> <p>Proposed borrowings will be sourced from Local Government Funding Agency (LGFA).</p> <p>WDC’s water services delivery plan will meet the ‘financial sufficiency’ test. Asset renewals will be funded by depreciation. Regulatory requirements and increased levels of service will be funded by debt. Growth will be funded by developer contributions.</p>

Projected <u>council</u> borrowings against borrowing limits	Projected <u>water services</u> borrowings against borrowing limits																																																																																																																																															
<p>Include the following chart – “Projected council net debt to operating revenue”. This chart can be generated in the Financial Template.</p> <p>If councils have produced a joint Plan, each council is required to produce a projected council net debt to operating revenue graph. Advice should be sought from the Department as to whether water services revenues and debt should be included, which will be dependent on the proposed service delivery model.</p>	<p>Include the following chart – “Projected water services net debt to operating revenue”. This chart can be generated in the Financial Template.</p> <p>It is recommended that an appropriate borrowing limit is set for water services that reflects the levels of investment proposed, whilst ensuring that council stays within its borrowing covenants.</p>																																																																																																																																															
<p>Projected council net debt to operating revenue</p> <p>This chart displays projected council net debt to operating revenue from financial years 24/25 to 33/34. The left y-axis represents Net debt (\$m) from 0.0 to 800.0. The right y-axis represents Net debt to operating revenue (%) from 0% to 400%. The x-axis shows financial years. The legend includes: Net debt (\$m) (purple bars), Debt headroom to limit (\$m) (grey bars), Total operating revenue (\$m) (solid purple line), Net debt to operating revenue (%) (dashed green line), and Borrowing limit (%) (dashed red line). The borrowing limit is set at 350%.</p> <table><tr><th>Financial Year</th><th>Net debt (\$m)</th><th>Debt headroom to limit (\$m)</th><th>Total operating revenue (\$m)</th><th>Net debt to operating revenue (%)</th><th>Borrowing limit (%)</th></tr><tr><td>24/25</td><td>200</td><td>300</td><td>150</td><td>133%</td><td>350%</td></tr><tr><td>25/26</td><td>220</td><td>330</td><td>160</td><td>138%</td><td>350%</td></tr><tr><td>26/27</td><td>240</td><td>310</td><td>170</td><td>141%</td><td>350%</td></tr><tr><td>27/28</td><td>260</td><td>340</td><td>180</td><td>144%</td><td>350%</td></tr><tr><td>28/29</td><td>280</td><td>360</td><td>190</td><td>147%</td><td>350%</td></tr><tr><td>29/30</td><td>300</td><td>380</td><td>200</td><td>150%</td><td>350%</td></tr><tr><td>30/31</td><td>320</td><td>360</td><td>210</td><td>152%</td><td>350%</td></tr><tr><td>31/32</td><td>340</td><td>340</td><td>220</td><td>155%</td><td>350%</td></tr><tr><td>32/33</td><td>360</td><td>320</td><td>230</td><td>157%</td><td>350%</td></tr><tr><td>33/34</td><td>380</td><td>300</td><td>240</td><td>158%</td><td>350%</td></tr></table>	Financial Year	Net debt (\$m)	Debt headroom to limit (\$m)	Total operating revenue (\$m)	Net debt to operating revenue (%)	Borrowing limit (%)	24/25	200	300	150	133%	350%	25/26	220	330	160	138%	350%	26/27	240	310	170	141%	350%	27/28	260	340	180	144%	350%	28/29	280	360	190	147%	350%	29/30	300	380	200	150%	350%	30/31	320	360	210	152%	350%	31/32	340	340	220	155%	350%	32/33	360	320	230	157%	350%	33/34	380	300	240	158%	350%	<p>Projected water services net debt to operating revenue</p> <p>This chart displays projected water services net debt to operating revenue from financial years 24/25 to 33/34. The left y-axis represents Net debt (\$m) from 0.0 to 250.0. The right y-axis represents Net debt to operating revenue (%) from 0% to 400%. The x-axis shows financial years. The legend includes: Net debt (\$m) (purple bars), Debt headroom to limit (\$m) (grey bars), Total operating revenue (\$m) (solid purple line), Net debt to operating revenue (%) (dashed green line), Water borrowing limit (%) (dashed cyan line), and Council borrowing limit (%) (dashed red line). The water borrowing limit is set at 350% and the council borrowing limit is set at 350%.</p> <table><tr><th>Financial Year</th><th>Net debt (\$m)</th><th>Debt headroom to limit (\$m)</th><th>Total operating revenue (\$m)</th><th>Net debt to operating revenue (%)</th><th>Water borrowing limit (%)</th><th>Council borrowing limit (%)</th></tr><tr><td>24/25</td><td>60</td><td>90</td><td>40</td><td>150%</td><td>350%</td><td>350%</td></tr><tr><td>25/26</td><td>65</td><td>125</td><td>45</td><td>144%</td><td>350%</td><td>350%</td></tr><tr><td>26/27</td><td>70</td><td>100</td><td>50</td><td>140%</td><td>350%</td><td>350%</td></tr><tr><td>27/28</td><td>75</td><td>95</td><td>55</td><td>136%</td><td>350%</td><td>350%</td></tr><tr><td>28/29</td><td>80</td><td>90</td><td>60</td><td>133%</td><td>350%</td><td>350%</td></tr><tr><td>29/30</td><td>85</td><td>85</td><td>65</td><td>130%</td><td>350%</td><td>350%</td></tr><tr><td>30/31</td><td>90</td><td>80</td><td>70</td><td>129%</td><td>350%</td><td>350%</td></tr><tr><td>31/32</td><td>95</td><td>75</td><td>75</td><td>127%</td><td>350%</td><td>350%</td></tr><tr><td>32/33</td><td>100</td><td>70</td><td>80</td><td>125%</td><td>350%</td><td>350%</td></tr><tr><td>33/34</td><td>105</td><td>65</td><td>85</td><td>123%</td><td>350%</td><td>350%</td></tr></table>	Financial Year	Net debt (\$m)	Debt headroom to limit (\$m)	Total operating revenue (\$m)	Net debt to operating revenue (%)	Water borrowing limit (%)	Council borrowing limit (%)	24/25	60	90	40	150%	350%	350%	25/26	65	125	45	144%	350%	350%	26/27	70	100	50	140%	350%	350%	27/28	75	95	55	136%	350%	350%	28/29	80	90	60	133%	350%	350%	29/30	85	85	65	130%	350%	350%	30/31	90	80	70	129%	350%	350%	31/32	95	75	75	127%	350%	350%	32/33	100	70	80	125%	350%	350%	33/34	105	65	85	123%	350%	350%
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### Projected borrowings for water services

In this section, councils are requested to populate the below financial measure “Net Debt to Operating Revenue” [gross borrowings minus cash and equivalents, divided by operating revenue].

Operating revenue is used as a proxy for the Local Government Funding Agency’s (LGFA) definition of revenue, for simplicity. LGFA defines revenue for this purpose as “Cash earnings from rates, grants and subsidies, user charges, interest, dividends, financial and other revenue and excludes non-government capital contributions (e.g. developer contributions and vested assets)”.

This ratio compares projected borrowings (minus cash and cash equivalents) to projected operating revenues. Councils should specify the unit of measurement in the table (for example, \$k or \$m).

Net debt to operating revenue	FY2024/25	FY2025/26	FY2026/27	FY2027/28	FY2028/29	FY2029/30	FY2030/31	FY2031/32	FY2032/33	FY2033/34
Net debt attributed to water services (gross debt less cash)	\$61,215k	\$62,038k	\$77,163k	\$89,273k	\$91,369k	\$80,464k	\$72,743k	\$60,696k	\$48,766k	\$46,850k
Operating revenue – combined water services	\$34,275k	\$38,595k	\$39,854k	\$41,642k	\$44,223k	\$45,711k	\$47,035k	\$48,182k	\$49,545k	\$50,726k
Net debt to operating revenue %	179%	161%	197%	214%	207%	176%	155%	126%	98%	92%

Councils should comment on:

- The profile of borrowings required and how this relates to the timing of investment requirements; and
- Whether the projected net debt to operating revenue calculation is within the council-determined limit for water services.

All proposed borrowings will be through the Local Government Funding Agency (LGFA).

WDC’s internally determined policy borrowing limit for water services is 250% (LGFA borrowing limit is 350% as a growth Council, 280-290% for non-growth Councils). Projected net debt to operating revenue will peak around 2027/28 and 2028/29 and remain within borrowing limits.

From 2029/30 net debt to operating revenue decreases due to:

1. smaller capital works programmes from less certainty around regulatory requirements and growth forecasts;
2. depreciation collected and invested for future asset renewals



### Borrowing headroom/(shortfall) for water services

*In this section, councils are requested to populate the below financial measure “Borrowing Headroom/(Shortfall)” [Maximum allowable net debt at borrowing limit (operating revenue multiplied by ‘net debt to operating revenue limit for water services’) minus projected net debt attributed to water services].*

*This measure determines whether projected borrowings are within borrowing limits, as well as the ability to borrow for unforeseen events. A positive number equates to the additional amount of borrowings that could be taken on without exceeding borrowing limits. A negative number means borrowings exceed the borrowing limit.*

*It is recommended that all water services delivery arrangements have a specified borrowing limit for water services – whether delivered in-house or through the establishment of a water services organisation.*

*Councils should specify the unit of measurement in the table (for example, \$k or \$m).*

Borrowing headroom/(shortfall) against limit	FY2024/25	FY2025/26	FY2026/27	FY2027/28	FY2028/29	FY2029/30	FY2030/31	FY2031/32	FY2032/33	FY2033/34
Operating revenue	\$34,275k	\$38,595k	\$39,854k	\$41,642k	\$44,223k	\$45,711k	\$47,035k	\$48,182k	\$49,545k	\$50,726k
Debt to revenue limit for water services (%)	350%	350%	350%	350%	350%	350%	350%	350%	350%	350%
<b>Maximum allowable net debt at borrowing limit</b>	<b>\$119,963k</b>	<b>\$135,083k</b>	<b>\$139,489k</b>	<b>\$145,747k</b>	<b>\$154,781k</b>	<b>\$159,989k</b>	<b>\$164,623k</b>	<b>\$168,637k</b>	<b>\$173,408k</b>	<b>\$177,541k</b>
Projected net debt attributed to water services	\$61,215	\$62,038	\$77,163k	\$89,273k	\$91,369k	\$80,464k	\$72,743k	\$60,696k	\$48,766k	\$46,850k
<b>Borrowing headroom/(shortfall) against limit</b>	<b>\$58,747k</b>	<b>\$73,044k</b>	<b>\$62,326k</b>	<b>\$56,474k</b>	<b>\$63,411k</b>	<b>\$79,524k</b>	<b>\$91,879k</b>	<b>\$107,941k</b>	<b>\$124,641k</b>	<b>\$130,691k</b>

*Councils should comment on:*

- The debt limit specified by council for water services on a net debt to operating revenue basis;*
- The amount of projected borrowing headroom; and*
- If, in any year, the ratio shows a borrowing shortfall against limit, how this shortfall will be backed by other council revenues, and how this will be rectified through appropriate revenue setting for water services delivery.*

Operating revenue is the Local Government Funding Agency’s (LGFA) definition of revenue, for simplicity. LGFA defines revenue for this purpose as “Cash earnings from rates, grants and subsidies, user charges, interest, dividends, financial and other revenue and excludes non-government capital contributions (e.g. developer contributions and vested assets)”.

WDC’s internally determined policy net borrowing limit for water services is 250% (LGFA borrowing limit is 350% as a growth Council, 280-290% for non-growth Councils) of operating revenue.

Combined with insurance, WDC’s projected borrowing headroom is currently sufficient to cover a significant unforeseen events.

Borrowing headroom decreases between 2026/27 to 2028/29 due to significant partially growth-related wastewater projects. Borrowings required to fund the levels of service component of the wastewater projects.

### Free funds from operations

*In this section, councils are requested to populate the below financial measure “Free Funds from Operations”. [Free funds from operations for water services (operating revenue minus operating expenses plus depreciation and other non-cash expenses, less interest revenue), divided by net debt (gross borrowings minus cash and equivalents)].*

*This ratio measures the percentage of debt balance that is generated in free cash flow each year and is key leverage indicator for financiers. Councils should specify the unit of measurement in the table (for example, \$k or \$m).*

Free funds from operations	FY2024/25	FY2025/26	FY2026/27	FY2027/28	FY2028/29	FY2029/30	FY2030/31	FY2031/32	FY2032/33	FY2033/34
Projected net debt attributed to water services	\$61,215k	\$62,038k	\$77,163k	\$89,273k	\$91,369k	\$80,464k	\$72,743k	\$60,696k	\$48,766k	\$46,850k
Projected free funds from operations – water services	\$9,222k	\$11,196k	\$12,407k	\$12,792k	\$12,853k	\$14,240k	\$15,061k	\$15,119k	\$15,416k	\$16,331k
Free funds from operations to net debt ratio	15.1%	18.0%	16.1%	14.3%	14.1%	17.7%	20.7%	24.9%	31.6%	34.9%

*Councils should comment on the level of projected leverage for water services under the free funds from operations calculations and how this is consistent with the financial strategy for water services delivery.*

The free funds from operations ratio is projected to start increasing from 2029/30, which is when the capital works programmes reduce and more cash is proposed to be invested towards future asset renewals. This is consistent with the financial strategy of depreciation funding being invested at interest rates higher than inflation over the life of the assets.

The increase in free funds from operations in 2025/26 is due to developer contributions forecasted to be received from a Private Developer Agreement.

## Part E: Projected financial statements for water services

### Projected financial statements – for drinking water, wastewater, stormwater and combined water services

#### Projected funding impact statement

Complete the following funding impact statement table for each of drinking water, wastewater, stormwater, and combined water services. Add or delete rows as appropriate.

Projected funding impact statement - water services	FY2024/25	FY2025/26	FY2026/27	FY2027/28	FY2028/29	FY2029/30	FY2030/31	FY2031/32	FY2032/33	FY2033/34
<b>Sources of operating funding</b>										
General rates	\$159k	\$155k	\$151k	\$146k	\$141k	\$135k	\$130k	\$66k	\$60k	\$53k
Targeted rates	\$32,434k	\$35,328k	\$38,151k	\$40,667k	\$43,236k	\$44,714k	\$46,027k	\$47,221k	\$48,575k	\$49,747k
Subsidies and grants for operating purposes	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Local authorities fuel tax, fines, infringement fees and other	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Fees and charges	\$778k	\$786k	\$803k	\$829k	\$846k	\$862k	\$878k	\$895k	\$910k	\$926k
<b>Total sources of operating funding</b>	<b>\$33,371</b>	<b>\$36,269k</b>	<b>\$39,105k</b>	<b>\$41,642k</b>	<b>\$44,223k</b>	<b>\$45,711k</b>	<b>\$47,035k</b>	<b>\$48,182k</b>	<b>\$49,545k</b>	<b>\$50,726k</b>
<b>Applications of operating funding</b>										
Payments to staff and suppliers	\$17,934k	\$19,407k	\$19,102k	\$19,617k	\$21,197k	\$20,950k	\$21,572k	\$22,407k	\$23,444k	\$23,735k
Finance costs	\$3,479k	\$4,085k	\$4,343k	\$5,018k	\$5,702k	\$5,981k	\$5,888k	\$6,017k	\$5,924k	\$5,832k
Internal charges and overheads applied	\$3,640k	\$3,907k	\$4,002k	\$4,215k	\$4,471k	\$4,450k	\$4,514k	\$4,639k	\$4,761k	\$4,828k
Other operating funding applications	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
<b>Total applications of operating funding</b>	<b>\$25,053k</b>	<b>\$27,399k</b>	<b>\$27,447k</b>	<b>\$28,850k</b>	<b>\$31,370k</b>	<b>\$31,471k</b>	<b>\$31,974k</b>	<b>\$33,063k</b>	<b>\$34,129k</b>	<b>\$34,395k</b>
<b>Surplus/(deficit) of operating funding</b>	<b>\$8,318k</b>	<b>\$8,870k</b>	<b>\$11,658k</b>	<b>\$12,792k</b>	<b>\$12,853k</b>	<b>\$14,240k</b>	<b>\$15,061k</b>	<b>\$15,119k</b>	<b>\$15,416k</b>	<b>\$16,331k</b>
<b>Source of capital funding</b>										
Subsidies and grants for capital expenditure	\$904k	\$2,326k	\$749k	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Development and financial contributions	\$9,086k	\$12,959k	\$9,388k	\$9,455k	\$9,185k	\$9,081k	\$9,059k	\$8,901k	\$8,064k	\$11,845k
Increase/(decrease) in debt	\$15,618k	\$6,667k	\$17,261k	\$17,474k	\$7,205k	\$(2,292k)	\$3,380k	\$(2,251k)	\$(2,243k)	\$2,142k
Gross proceeds from sales of assets	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Other dedicated capital funding	\$357k	\$428k	\$509k	\$568k	\$676k	\$832k	\$982k	\$1,152k	\$1,303k	\$1,228k
<b>Total sources of capital funding</b>	<b>\$25,965k</b>	<b>\$22,380k</b>	<b>\$27,907k</b>	<b>\$27,497k</b>	<b>\$17,066k</b>	<b>\$7,621k</b>	<b>\$13,421k</b>	<b>\$7,802k</b>	<b>\$7,124k</b>	<b>\$15,215k</b>
<b>Applications of capital funding</b>										
Capital expenditure - to meet additional demand	\$7,670k	\$10,406k	\$12,084k	\$20,580k	\$8,584k	\$1,094k	\$7,054k	\$1,415k	\$4,385k	\$16,331k
Capital expenditure - to improve levels of services	\$16,273k	\$7,526k	\$13,554k	\$5,819k	\$6,639k	\$5,164k	\$4,831k	\$5,183k	\$4,129k	\$6,073k
Capital expenditure - to replace existing assets	\$6,427k	\$7,474k	\$11,791k	\$8,526k	\$9,587k	\$6,990k	\$5,496k	\$6,527k	\$4,339k	\$5,084k
Increase/(decrease) in reserves	\$3,913k	\$5,844k	\$2,136k	\$5,364k	\$5,109k	\$8,613k	\$11,101k	\$9,796k	\$9,687k	\$4,058k
Increase/(decrease) in investments	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
<b>Total applications of capital funding</b>	<b>\$34,283k</b>	<b>\$31,250k</b>	<b>\$39,565k</b>	<b>\$40,289k</b>	<b>\$29,919k</b>	<b>\$21,861k</b>	<b>\$28,482k</b>	<b>\$22,921k</b>	<b>\$22,540k</b>	<b>\$31,546k</b>
<b>Surplus/(deficit) of capital funding</b>	<b>(\$8,318k)</b>	<b>(\$8,870k)</b>	<b>(\$11,658k)</b>	<b>(\$12,792k)</b>	<b>(\$12,853k)</b>	<b>(\$14,240k)</b>	<b>(\$15,061k)</b>	<b>(\$15,119k)</b>	<b>(\$15,416k)</b>	<b>(\$16,331k)</b>
<b>Funding balance</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>

### Projected statement of comprehensive revenue and expense

Complete the following table for each of drinking water, wastewater, stormwater, and combined water services. Add or delete rows as appropriate.

Projected statement of profit and loss - water services	FY2024/25	FY2025/26	FY2026/27	FY2027/28	FY2028/29	FY2029/30	FY2030/31	FY2031/32	FY2032/33	FY2033/34
<b>Revenue</b>										
Operating revenue	\$33,371k	\$36,269k	\$39,105k	\$41,642k	\$44,223k	\$45,711k	\$47,035k	\$48,182k	\$49,545k	\$50,726k
Other revenue	\$10,347k	\$15,713k	\$10,646k	\$10,023k	\$9,861k	\$9,913k	\$10,041k	\$10,053k	\$9,367k	\$13,073k
<b>Total revenue</b>	<b>\$43,718k</b>	<b>\$51,982k</b>	<b>\$49,751k</b>	<b>\$51,665k</b>	<b>\$54,084k</b>	<b>\$55,624k</b>	<b>\$57,076k</b>	<b>\$58,235k</b>	<b>\$58,912k</b>	<b>\$63,799k</b>
<b>Expenses</b>										
Operating expenses	\$17,934k	\$19,407k	\$19,102k	\$19,617k	\$21,197k	\$20,950k	\$21,572k	\$22,407k	\$23,444k	\$23,735k
Finance costs	\$3,479k	\$4,085k	\$4,343k	\$5,018k	\$5,702k	\$5,981k	\$5,888k	\$6,017k	\$5,924k	\$5,832k
Overheads and support costs	\$3,640k	\$3,907k	\$4,002k	\$4,215k	\$4,471k	\$4,540k	\$4,514k	\$4,639k	\$4,761k	\$4,828k
Depreciation & amortisation	\$14,167k	\$14,926k	\$15,600k	\$16,355k	\$17,042k	\$17,548k	\$18,038k	\$18,525k	\$18,997k	\$19,590k
<b>Total expenses</b>	<b>\$39,220k</b>	<b>\$42,325k</b>	<b>\$43,047k</b>	<b>\$45,205k</b>	<b>\$48,412k</b>	<b>\$49,019k</b>	<b>\$50,012k</b>	<b>\$51,588k</b>	<b>\$53,126k</b>	<b>\$53,985k</b>
<b>Net surplus/(deficit)</b>	<b>\$4,498k</b>	<b>\$9,657k</b>	<b>\$6,704k</b>	<b>\$6,460k</b>	<b>\$5,672k</b>	<b>\$6,605k</b>	<b>\$7,064k</b>	<b>\$6,647k</b>	<b>\$5,786k</b>	<b>\$9,814k</b>
Revaluation of infrastructure assets	\$29,091k	\$22,200k	\$25,270k	\$25,252k	\$24,874k	\$24,169k	\$24,656k	\$23,858k	\$24,205k	\$23,598k
<b>Total comprehensive income</b>	<b>\$33,589k</b>	<b>\$31,857k</b>	<b>\$31,974k</b>	<b>\$31,712k</b>	<b>\$30,546k</b>	<b>\$30,774k</b>	<b>\$31,720k</b>	<b>\$30,505k</b>	<b>\$29,991k</b>	<b>\$33,412k</b>
<b>Cash surplus/(deficit) from operations (ex non-cash items)</b>	<b>\$18,665k</b>	<b>\$24,583k</b>	<b>\$22,304k</b>	<b>\$22,815k</b>	<b>\$22,714k</b>	<b>\$24,153k</b>	<b>\$25,102k</b>	<b>\$25,172k</b>	<b>\$24,783k</b>	<b>\$29,404k</b>

### Projected statement of cashflows

Complete the following table for each of drinking water, wastewater, stormwater, and combined water services. Add or delete rows as appropriate.

Projected statement of cashflows - water services	FY2024/25	FY2025/26	FY2026/27	FY2027/28	FY2028/29	FY2029/30	FY2030/31	FY2031/32	FY2032/33	FY2033/34
<b>Cashflows from operating activities</b>										
Cash surplus/(deficit) from operations	\$18,665k	\$24,583k	\$22,304k	\$22,815k	\$22,714k	\$24,153k	\$25,102k	\$25,172k	\$24,783k	\$29,404k
[Other items]	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
<b>Net cashflows from operating activities</b>	<b>\$18,665k</b>	<b>\$24,583k</b>	<b>\$22,304k</b>	<b>\$22,815k</b>	<b>\$22,714k</b>	<b>\$24,153k</b>	<b>\$25,102k</b>	<b>\$25,172k</b>	<b>\$24,783k</b>	<b>\$29,404k</b>
<b>Cashflows from investing activities</b>										
Capital expenditure – infrastructure assets	(\$30,370k)	(\$24,406k)	(\$37,429k)	(\$34,925k)	(\$24,810k)	(\$13,248k)	(\$17,381k)	(\$13,125k)	(\$12,853k)	(\$27,488k)
[Other items]	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
<b>Net cashflows from investing activities</b>	<b>(\$30,370k)</b>	<b>(\$25,406k)</b>	<b>(\$37,429k)</b>	<b>(\$34,925k)</b>	<b>(\$24,810k)</b>	<b>(\$13,248k)</b>	<b>(\$17,381k)</b>	<b>(\$13,125k)</b>	<b>(\$12,853k)</b>	<b>(\$27,448k)</b>
<b>Cashflows from financing activities</b>										
New borrowings	\$18,178k	\$10,740k	\$22,954k	\$24,576k	\$13,530k	\$6,969k	\$10,396k	\$7,708k	\$7,524k	\$12,711k
Repayment of borrowings	(\$2,560k)	(\$4,073k)	(\$5,693k)	(\$7,102k)	(\$6,325k)	(\$9,261k)	(\$7,016k)	(\$9,959k)	(\$9,767k)	(\$10,569k)
<b>Net cashflows from financing activities</b>	<b>\$15,618k</b>	<b>\$6,667k</b>	<b>\$17,261k</b>	<b>\$17,474k</b>	<b>\$7,205k</b>	<b>(\$2,292k)</b>	<b>\$3,380k</b>	<b>(\$2,251k)</b>	<b>(\$2,243k)</b>	<b>\$2,142k</b>
<b>Net increase/(decrease) in cash and cash equivalents</b>	<b>\$3,913k</b>	<b>\$5,844k</b>	<b>\$2,136k</b>	<b>\$5,364k</b>	<b>\$5,109k</b>	<b>\$8,613k</b>	<b>\$11,101k</b>	<b>\$9,796k</b>	<b>\$9,687k</b>	<b>\$4,058k</b>
Cash and cash equivalents at beginning of year	\$31,100k	\$35,013k	\$40,857k	\$42,993k	\$48,357k	\$53,466k	\$62,079k	\$73,180k	\$82,976k	\$92,663k
Cash and cash equivalents at end of year	\$35,013k	\$40,857k	\$42,993k	\$48,357k	\$53,466k	\$62,079k	\$73,180k	\$82,976k	\$96,663k	\$96,721k

**Projected statement of financial position**

Complete the following table for each of drinking water, wastewater, stormwater, and combined water services. Add or delete rows as appropriate.

Projected statement of financial position	FY2024/25	FY2025/26	FY2026/27	FY2027/28	FY2028/29	FY2029/30	FY2030/31	FY2031/32	FY2032/33	FY2033/34
<b>Assets</b>										
Cash and cash equivalents	\$35,013k	\$40,857k	\$42,993k	\$48,357k	\$53,466k	\$62,079k	\$73,180k	\$82,976k	\$92,663k	\$96,721k
Other current assets	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Infrastructure assets	\$1,045,214k	\$1,077,894k	\$1,124,993k	\$1,168,815k	\$1,201,457k	\$1,221,326k	\$1,245,325k	\$1,263,783k	\$1,281,844k	\$1,313,340k
Other non-current assets	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
<b>Total assets</b>	<b>\$1,080,227k</b>	<b>\$1,118,751k</b>	<b>\$1,167,986k</b>	<b>\$1,217,172k</b>	<b>\$1,254,923k</b>	<b>\$1,283,405k</b>	<b>\$1,318,505k</b>	<b>\$1,346,759k</b>	<b>\$1,374,507k</b>	<b>\$1,410,061k</b>
<b>Liabilities</b>										
Borrowings – current portion	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Other current liabilities	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Borrowings – non-current portion	\$96,228k	\$102,895k	\$120,156k	\$137,630k	\$144,835k	\$142,543k	\$145,923k	\$143,672k	\$141,429k	\$143,571k
Other non-current liabilities	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
<b>Total liabilities</b>	<b>\$96,228k</b>	<b>\$102,895k</b>	<b>\$120,156k</b>	<b>\$137,630k</b>	<b>\$144,835k</b>	<b>\$142,543k</b>	<b>\$145,923k</b>	<b>\$143,672k</b>	<b>\$141,429k</b>	<b>\$143,571k</b>
<b>Net assets</b>	<b>\$983,999k</b>	<b>\$1,015,856k</b>	<b>\$1,047,830k</b>	<b>\$1,079,542k</b>	<b>\$1,110,088k</b>	<b>\$1,140,862k</b>	<b>\$1,172,582k</b>	<b>\$1,203,087k</b>	<b>\$1,233,078k</b>	<b>\$1,266,490k</b>
<b>Equity</b>										
Revaluation reserves	\$621,526k	\$643,726k	\$668,996k	\$694,248k	\$719,122k	\$743,291k	\$767,947k	\$791,805k	\$816,010k	\$839,608k
Other reserves	\$362,473k	\$372,130k	\$378,834k	\$385,294k	\$390,966k	\$397,571k	\$404,635k	\$411,282k	\$417,068k	\$426,882k
<b>Total equity</b>	<b>\$983,999k</b>	<b>\$1,015,856k</b>	<b>\$1,047,830k</b>	<b>\$1,079,542k</b>	<b>\$1,110,888k</b>	<b>\$1,140,862k</b>	<b>\$1,172,582k</b>	<b>\$1,203,087k</b>	<b>\$1,233,078k</b>	<b>\$1,266,490k</b>

# Water Services Delivery Plan: additional information

**Additional disclosures to support Plan**

Councils are requested to provide additional disclosures to accompany Plans:

- Projected expenditure on significant capital projects; and
- Disclosure of risks and material assumptions for water services delivery.

The information disclosure requirements have been set out in template form in this addendum section.

Councils may wish to use this suggested template, or alternatively can provide this supporting information in another form.

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Significant capital projects

*This section is to provide a schedule of all material capital projects included in the investment projections in the Plan. Councils are encouraged to set and describe an appropriate materiality threshold for populating these schedules, for example as currently provided in your Long-Term Plans. Councils may wish to include capital projects details that cover an additional 20 years (referring to Infrastructure Strategy).*

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## Significant capital projects

### Significant capital projects – drinking water

Significant capital projects – drinking water	FY2024/25	FY2025/26	FY2026/27	FY2027/28	FY2028/29	FY2029/30	FY2030/31	FY2031/32	FY2032/33	FY2033/34
<b>Projects to meet additional demand</b>										
South Belt Reservoir Upgrade										\$3,850,000.00
Northeast Rangiora Supply Main	\$3,060,000.00									
Merton Road and Priors Road Water Servicing		\$2,232,000.00								
Ayers St Water Treatment Plant to East Belt Supply Main	\$171,000.00	\$875,591.00								
Lehmans and Oxford Road Link Main	\$148,000.00			\$1,066,000.00						
Chinnerys Road Reservoir Upgrade 1								\$300,000.00	\$2,700,000.00	
Main Street Trunk Main Upgrade				\$65,000.00	\$600,000.00					
View Hill Storage Upgrade				\$80,000.00	\$920,000.00					
<b>Total investment to meet additional demand</b>	<b>\$3,379,000.00</b>	<b>\$3,107,591.00</b>	<b>\$0.00</b>	<b>\$1,211,000.00</b>	<b>\$1,520,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$300,000.00</b>	<b>\$2,700,000.00</b>	<b>\$3,850,000.00</b>
<b>Projects to improve levels of services</b>										
<b>Total investment to meet improve levels of services</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Projects to replace existing assets</b>										
Rangiora Water Reticulation Renewals	\$800,000.00	\$800,000.00	\$800,000.00	\$570,154.64	\$742,538.66	\$742,538.66	\$742,538.66	\$742,538.66	\$742,538.66	\$742,538.66
Kaipoi Water Reticulation Renewals	\$350,000.00	\$350,000.00	\$350,000.00	\$307,236.11	\$257,236.11	\$105,236.00	\$257,236.11	\$330,000.00	\$63,764.00	\$198,944.44
Rangiora Water Headworks Renewals			\$750,000.00	\$223,671.87	\$223,671.87	\$146,672.00	\$223,671.87	\$223,671.87	\$223,671.87	\$223,671.87
Woodend Pegasus Headworks Renewals			\$670,000.00	\$309,628.76	\$244,907.19	\$244,907.19	\$244,907.19	\$244,907.19	\$244,907.19	\$244,907.19
Kaipoi Water Headworks Renewals			\$450,000.00	\$156,006.11	\$156,006.11	\$156,006.11	\$156,006.11	\$156,006.11	\$156,006.11	\$156,006.11
Oxford Rural No.2 Water Reticulation Renewals	\$50,000.00	\$335,000.00	\$180,000.00	\$192,403.04	\$183,100.76	\$65,100.76	\$183,100.76	\$183,100.76	\$183,100.76	\$183,100.76
Oxford Urban Water Reticulation Renewals	\$140,000.00	\$320,000.00	\$320,000.00	\$294,260.00		\$332,129.97	\$332,129.97	\$332,129.97		
Oxford No 1 Water Headworks Renewals		\$300,000.00	\$102,254.55	\$102,254.55	\$102,254.55	\$102,254.55	\$102,254.55	\$18,000.00		
Ayers St Water Treatment Plant to East Belt Supply Main		\$596,277.00								
Main Street Trunk Main Upgrade				\$45,000.00	\$410,000.00					
<b>Total investment to replace existing assets</b>	<b>\$1,340,000.00</b>	<b>\$2,701,277.00</b>	<b>\$3,622,254.55</b>	<b>\$2,200,615.08</b>	<b>\$2,319,715.25</b>	<b>\$1,894,845.24</b>	<b>\$2,241,845.22</b>	<b>\$2,230,354.56</b>	<b>\$1,613,988.59</b>	<b>\$1,749,169.03</b>
<b>Total investment in drinking water assets</b>	<b>\$4,719,000.00</b>	<b>\$5,808,868.00</b>	<b>\$3,622,254.55</b>	<b>\$3,411,615.08</b>	<b>\$3,839,715.25</b>	<b>\$1,894,845.24</b>	<b>\$2,241,845.22</b>	<b>\$2,530,354.56</b>	<b>\$4,313,988.59</b>	<b>\$5,599,169.03</b>



### Significant capital projects – wastewater

Significant capital projects – wastewater	FY2024/25	FY2025/26	FY2026/27	FY2027/28	FY2028/29	FY2029/30	FY2030/31	FY2031/32	FY2032/33	FY2033/34
<b>Projects to meet additional demand</b>										
Kaipoi Capacity Upgrade		\$250,000.00	\$4,140,000.00	\$2,000,000.00	\$3,000,000.00	\$614,000.00	\$3,000,000.00			
Woodend - New Oxidation Pond						\$150,000.00	\$2,350,000.00			
Oxford WWTP Upgrade	\$50,000.00	\$350,000.00	\$350,000.00	\$10,200,000.00						
Moorcroft Pumpstation and Rising Main Upgrade									\$500,000.00	\$6,074,000.00
Rangiora - Aeration Basin Upgrade	\$400,000.00	\$100,000.00	\$3,750,000.00							
Woodend - New Oxidation Pond						\$150,000.00	\$2,350,000.00			
Rangiora - East Pumpstation and Rising Main		\$1,390,150.00	\$786,610.00							
Rangiora - Todds Road Pump Station					\$1,847,000.00					
Oxford - Step Screen Replacement	\$200,000.00		\$50,000.00	\$1,450,000.00						
Oxford WWTP Sludge Treatment		\$50,000.00	\$100,000.00	\$1,450,000.00						
Rangiora - Central Rangiora Capacity Upgrade Stage 9	\$480,000.00	\$50,000.00	\$1,019,000.00							
Merton Road and Priors Road Wastewater Servicing		\$1,220,000.00								
<b>Total investment to meet additional demand</b>	<b>\$1,130,000.00</b>	<b>\$3,410,150.00</b>	<b>\$10,195,610.00</b>	<b>\$15,100,000.00</b>	<b>\$4,847,000.00</b>	<b>\$914,000.00</b>	<b>\$7,700,000.00</b>	<b>\$0.00</b>	<b>\$500,000.00</b>	<b>\$6,074,000.00</b>
<b>Projects to improve levels of services</b>										
EDSS Treatment Upgrade									\$500,000.00	\$1,000,000.00
Kaipoi - Cridland Street sewer repairs	\$50,000.00	\$50,000.00	\$1,200,000.00							
<b>Total investment to meet improve levels of services</b>	<b>\$50,000.00</b>	<b>\$50,000.00</b>	<b>\$1,200,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$500,000.00</b>	<b>\$1,000,000.00</b>
<b>Projects to replace existing assets</b>										
Rangiora Pipeline Renewals	\$250,000.00	\$1,500,000.00	\$1,500,000.00	\$1,500,000.00	\$1,500,000.00	\$628,357.60				
Kaipoi Capacity Upgrade		\$100,000.00	\$2,000,000.00		\$2,000,000.00	\$544,000.00				
Kaipoi Headworks Renewals	\$300,000.00	\$300,000.00	\$350,000.00	\$356,638.62	\$356,638.62	\$356,638.62	\$356,638.62	\$356,638.62	\$356,638.62	\$208,554.48
Rangiora Headworks Renewals			\$500,000.00	\$235,465.39	\$235,465.39	\$235,465.39	\$235,465.39	\$235,465.39	\$191,861.56	
Ocean Outfall Headworks Renewals		\$100,000.00	\$100,000.00	\$385,403.57	\$385,403.57	\$385,403.57	\$385,403.57	\$385,403.57	\$341,614.28	
Woodend Headworks Renewals	\$200,000.00	\$200,000.00	\$225,000.00	\$209,209.25	\$209,209.25	\$209,209.25	\$209,209.25	\$209,209.25	\$136,837.00	
Woodend Pipeline Renewals			\$300,000.00	\$704,435.49	\$404,435.49	\$404,435.49	\$304,435.49	\$304,435.49	\$181,302.00	
Moorcroft Pumpstation and Rising Main Upgrade										\$168,000.00
<b>Total investment to replace existing assets</b>	<b>\$750,000.00</b>	<b>\$2,200,000.00</b>	<b>\$4,975,000.00</b>	<b>\$3,391,152.32</b>	<b>\$5,091,152.32</b>	<b>\$2,763,509.92</b>	<b>\$1,491,152.32</b>	<b>\$1,491,152.32</b>	<b>\$1,208,253.46</b>	<b>\$376,554.48</b>
<b>Total investment in wastewater assets</b>	<b>\$1,930,000.00</b>	<b>\$5,660,150.00</b>	<b>\$16,370,610.00</b>	<b>\$18,491,152.32</b>	<b>\$9,938,152.32</b>	<b>\$3,677,509.92</b>	<b>\$9,191,152.32</b>	<b>\$1,491,152.32</b>	<b>\$2,208,253.46</b>	<b>\$7,450,554.48</b>

### Significant capital projects – stormwater

Significant capital projects – stormwater	FY2024/25	FY2025/26	FY2026/27	FY2027/28	FY2028/29	FY2029/30	FY2030/31	FY2031/32	FY2032/33	FY2033/34
<b>Projects to meet additional demand</b>										
Todds Road SW Pond				\$1,125,000.00						
<b>Total investment to meet additional demand</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,125,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Projects to improve levels of services</b>										
Network Discharge Consent Implementation Works Rangiora		\$500,000.00	\$900,000.00	\$1,000,000.00	\$1,000,000.00	\$1,000,000.00	\$1,000,000.00	\$1,000,000.00	\$1,000,000.00	\$1,000,000.00
Network Discharge Consent Implementation Works Kaiapoi		\$70,000.00	\$700,000.00	\$700,000.00	\$700,000.00	\$700,000.00	\$700,000.00	\$700,000.00	\$700,000.00	\$700,000.00
Global Consent Implementation Works Coastal Urban				\$300,000.00	\$300,000.00	\$500,000.00	\$500,000.00	\$500,000.00	\$500,000.00	
Cridland Street West Drainage Upgrades	\$50,000.00	\$150,000.00	\$1,740,000.00							
Dudley Drain PD Upgrade							\$100,000.00	\$1,500,000.00		
Network Discharge Consent Implementation Works Oxford			\$30,000.00	\$200,000.00	\$200,000.00	\$330,000.00	\$330,000.00	\$330,000.00	\$300,000.00	
Beswick Street PS Upgrade					\$100,000.00	\$1,500,000.00				
Kaikanui Diversion	\$50,000.00	\$250,000.00	\$1,200,000.00							
Kaikanui SMA Upgrade	\$50,000.00	\$250,000.00	\$1,200,000.00							
Blackett Street Piping	\$500,000.00	\$50,000.00	\$650,000.00							
North Drain Treatment				\$130,000.00	\$400,000.00	\$100,000.00	\$500,000.00			
Box Drain Improvements	\$50,000.00	\$1,050,000.00								
Rotten Row Drainage Improvements					\$1,050,000.00					
West Belt Trunk Stormwater Pipeline			\$50,000.00	\$100,000.00	\$850,000.00					
<b>Total investment to meet improve levels of services</b>	<b>\$700,000.00</b>	<b>\$2,320,000.00</b>	<b>\$6,470,000.00</b>	<b>\$2,430,000.00</b>	<b>\$4,600,000.00</b>	<b>\$4,130,000.00</b>	<b>\$3,130,000.00</b>	<b>\$4,030,000.00</b>	<b>\$2,500,000.00</b>	<b>\$1,700,000.00</b>
<b>Projects to replace existing assets</b>										
Kaipoi Drainage Long Term Headworks Renewals				\$640,000.00						\$400,000.00
Dudley Drain PD Upgrade							\$50,000.00	\$250,000.00		
Blackett Street Piping			\$125,000.00							
<b>Total investment to replace existing assets</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$125,000.00</b>	<b>\$640,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$50,000.00</b>	<b>\$250,000.00</b>	<b>\$0.00</b>	<b>\$400,000.00</b>
<b>Total investment in stormwater assets</b>	<b>\$700,000.00</b>	<b>\$2,320,000.00</b>	<b>\$6,595,000.00</b>	<b>\$4,195,000.00</b>	<b>\$4,600,000.00</b>	<b>\$4,130,000.00</b>	<b>\$3,180,000.00</b>	<b>\$4,280,000.00</b>	<b>\$2,500,000.00</b>	<b>\$2,100,000.00</b>

#### Assumptions:

- Significant projects have been defined as any project with a total value of \$1.0M or more, noting that this also includes projects over 5% of the total capital works budget for the next 10 years for each water.

Risks and assumptions

Disclosure of risks and material assumptions for water services delivery

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*Councils may wish to disclose risks and material assumptions for water services delivery that have been included in the Plan. The following optional table has been included as a way such risks and assumptions could be summarised.*

The assumptions listed above under each section of this document should be read in conjunction with the key assumptions and risks below. These assumptions and risks are taken from the 2021 to 2051 Waimakariri District Council Infrastructure Strategy and the corporate risk register where relevant to 3 Waters.

At a corporate level the 2021 to 2051 Waimakariri District Council Infrastructure Strategy outlines all of the key assumptions and risks that could potentially impact Council service delivery. Mitigation measures are also explained in response to each identified risk.

Parameters	Drinking supply	Wastewater	Stormwater
<b>Key Risks</b> <ul style="list-style-type: none"> <li>Future water service delivery</li> <li>Network performance</li> <li>Regulatory compliance</li> <li>Delivery of Capital Programme</li> <li>Organisational capacity</li> <li>Long term issues e.g. providing for growth, climate change</li> </ul>	<ul style="list-style-type: none"> <li>Natural Disaster <ul style="list-style-type: none"> <li>Earthquakes – Alpine Fault Magnitude 8+ (AF8) – Significant earthquakes that cause major damage to Council’s assets/infrastructure.</li> </ul> </li> <li>Other Natural Disasters <ul style="list-style-type: none"> <li>Significant Unplanned Adverse Events – Fire, floods, windstorms, snowstorms, tsunamis outside of expected risk assessments.</li> </ul> </li> <li>Impacts of Climate Change</li> <li>Water Quality – Rising regulatory requirements and community expectations in relation to freshwater quality and in the face of deteriorating groundwater and lowland stream water quality.</li> <li>A pandemic or similar event</li> <li>Useful Life of Significant Assets and Depreciation Funding</li> <li>Impact of major adverse events / Civil Defence Emergency: Inability to maintain a sustained response and high demand to fix infrastructure damage causes ongoing community disruption.</li> <li>Lack of trained/qualified resources with technical/specialist expertise impacts service delivery and staff workloads.</li> <li>Regulatory change (eg Water Services Reforms, RMA, Emergency Management, Waste etc): Increased uncertainty as to who and how services will be delivered impacts council structure/revenue/Long Term Planning.</li> <li>Lack of collaborative working relationship with Iwi limits the ability to partner on decision making of important council services and wider wellbeing of the community.</li> <li>Failure to act in a timely manner exacerbates climate risks and mitigation/adaptation costs, reduces benefits arising from new opportunities and increases dissatisfaction from members of the community.</li> <li>Conflict between urban v rural expectations on environmental issues (eg land management, drinking water/use) create additional demands on council to resolve.</li> <li>Changing demands/regulatory requirements for services and community expectations undermine delivery of existing services.</li> <li>Financial forecasting/planning doesn’t account for degree of change in economic environment means funding model is not sustainable.</li> <li>Insufficient investment in IT and use of new/emerging technologies impacts service delivery and exposes council to system losses.</li> <li>Community expectations about the role and value of council are not met, especially re perceived value of services for rates paid.</li> <li>Biodiversity, Natural Environment and Degradation – Invasive species have the potential to reduce native species populations and degrade the natural environment whilst often having the means to be vectors for disease.</li> <li>Timing and Level of Capital Expenditure</li> <li>Asset revaluation</li> <li>Insurance</li> <li>Development contributions</li> <li>Growth distribution</li> <li>Population growth</li> </ul>		

<p><b>Significant assumptions</b></p> <ul style="list-style-type: none"> <li>• Future water service delivery</li> <li>• Network performance</li> <li>• Regulatory compliance</li> <li>• Delivery of Capital Programme</li> <li>• Organisational capacity</li> <li>• Long term issues e.g. providing for growth, climate change</li> </ul>	<ul style="list-style-type: none"> <li>• CDEM emergency readiness and infrastructure and buildings seismic resiliency are all reflected in relevant budgets.</li> <li>• Borrowing 'headroom' of \$48m to fund the Council's share of rebuild in relation to 'maximum probable loss' scenario is provided for within the Council's FS.</li> <li>• Included in the budgets is the establishment of a permanent infrastructure resilience team and flood recovery and resilience fund to support the works to reduce the impact. This is a total capital works of \$2.2m and operating costs of \$3.3m over the 10-year period.</li> <li>• Consequences of climate change for asset management are or are soon to be accounted for in relevant plans, budgets and policies.</li> <li>• Council will continue to follow the IPCC and government research guidelines.</li> <li>• Transition decisions will be made in a timely manner.</li> <li>• Adequate resources will be set aside for climate change mitigation, adaption and recovery over the long term.</li> <li>• Climate actions in strategies will be implemented.</li> <li>• Insurance will continue to be made available for Council assets.</li> <li>• Council will continue to enjoy a political mandate from the community to proceed with its climate change work.</li> <li>• Planned expenditure, monitoring and regulatory initiatives are effective in responding to rising regulatory requirements and observed deterioration in water quality.</li> <li>• Increase in funding to ensure health and safety mitigation.</li> <li>• Drinking water safety plans are being implemented, and are successful in delivering safe healthy water.</li> <li>• The majority of consumers accept the need for chlorination and fluoridation.</li> <li>• Covid-19 restrictions have ended. The principles and processes associated with the Covid Pandemic provided a framework for future 'health led, Council supported' responses to such events.</li> <li>• The Natural Environment Strategy, along with the Implementation Plan is adopted and effective in responding to areas of risk.</li> <li>• Practical restoration of Council owned land is continued.</li> <li>• There is an increase in funding to ensure mitigation measures, particularly all actions noted in the Natural Environment Strategy can be undertaken.</li> <li>• Community members have access to ecological information and advice from a range of sources and events supported by Council.</li> <li>• The Council strives for current inclusive information regarding the natural environment and biodiversity assets.</li> <li>• Long term plan assumes that the timing and cost of capital projects and associated operating costs are as determined through Council's activity management planning process.</li> <li>• Council will retain full replacement cover for above ground assets.</li> <li>• The 60% Government share for below ground assets is maintained.</li> <li>• Borrowing 'headroom' is provided for in the FS, in the unlikely event full cover is not available.</li> <li>• Urban development over the next 10 years occurs within the Infrastructure Boundary and generally in Priority Areas identified in the Canterbury Regional Policy Statement.</li> <li>• The life of significant assets is as set out in Accounting Policies</li> <li>• The effects of climate change are taken into account when determining asset life.</li> <li>• Funding sources for the required replacement of assets are identified in the Council's Revenue and Financing Policy.</li> <li>• Rating levels are set to recover depreciation costs in accordance with the Council's Revenue and Financing Policy.</li> <li>• Depreciation funded can be invested at higher rates the inflation over the life of the assets.</li> </ul>
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## Appendix 1

### Castalia's Financial Analysis Modelling Results for Waimakariri District Council In-house Business Unit

*Overall Castalia's financial analysis showed that there is little difference in tariffs between most water service delivery options available for WDC. Castalia noted in their modelling report that WDC is in a strong financial position and holds a high council-wide borrowing capacity and cash reserve account. They stated that given WDC's strong financial position their choice of delivery options depends on how it views available efficiencies and savings from joint options, and any strategic reasons to join with the other councils.*

*It is noted that in preparing the financial model Castalia took a different approach from what Council has used in our current LTP and Financial Strategy for calculating how much ratepayers/water service users should pay for services. The approach used in the model is similar to the type of economic regulation that is applied to the electricity and telecommunications sectors.*

*For the purposes of providing future cost projections in the WSDP, Council has chosen to use our current detailed financial planning methodology adopted in the LTP. This methodology is based on the practice of fully funding depreciation. This not only allows us to use more accurate figures as high-level estimates, it also aligns with the prudent approach that is taken by Council to ensure there is not renewal burden in the future for ratepayers that is currently being experienced by some other Councils around New Zealand.*



## Waimakariri go-alone - internal business unit

Period start	1-Jul-24	1-Jul-29	1-Jul-34	1-Jul-39	1-Jul-44	1-Jul-49	1-Jul-54	1-Jul-59	1-Jul-63
Period end	30-Jun-25	30-Jun-30	30-Jun-35	30-Jun-40	30-Jun-45	30-Jun-50	30-Jun-55	30-Jun-60	30-Jun-64
Financial year	2025	2030	2035	2040	2045	2050	2055	2060	2064

Item	Unit	Input 1								
Ringfenced water entity financial statement forecast										
Profit and loss statement										
Revenue	\$'000	20,767	31,828	39,500	46,381	53,890	62,124	71,184	81,161	89,871
Staff costs	\$'000	(8,433)	(9,768)	(11,175)	(12,711)	(14,392)	(16,267)	(18,382)	(20,772)	(22,905)
Plant costs	\$'000	(554)	(655)	(744)	(788)	(834)	(882)	(934)	(988)	(1,034)
Overhead costs	\$'000	(10,393)	(12,296)	(13,975)	(14,788)	(15,649)	(16,560)	(17,523)	(18,543)	(19,402)
Opex	\$'000	(19,380)	(22,719)	(25,895)	(28,287)	(30,874)	(33,708)	(36,839)	(40,303)	(43,340)
EBITDA	\$'000	1,387	9,110	13,606	18,094	23,016	28,416	34,345	40,858	46,531
Depreciation	\$'000	-	(2,622)	(3,918)	(5,252)	(6,715)	(8,321)	(10,083)	(12,019)	(13,705)
Finance costs	\$'000	(2,265)	(7,744)	(9,975)	(11,763)	(13,166)	(14,015)	(14,088)	(13,098)	(11,299)
Net profit	\$'000	(878)	(1,257)	(288)	1,079	3,134	6,080	10,175	15,742	21,527
Balance sheet										
Cash and cash equivalents	\$'000	5,492	6,431	7,336	8,055	8,834	9,690	10,640	11,695	12,622
Current assets	\$'000	5,492	6,431	7,336	8,055	8,834	9,690	10,640	11,695	12,622
Property, plant, and equipment - regulatory asset base	\$'000	26,903	125,816	187,872	249,036	316,106	389,701	470,506	559,276	636,584
Other assets	\$'000	48,193	48,193	48,193	48,193	48,193	48,193	48,193	48,193	48,193
Non-current assets	\$'000	75,096	174,009	236,065	297,229	364,299	437,894	518,699	607,469	684,777
Total assets	\$'000	80,588	180,440	243,402	305,285	373,133	447,585	529,339	619,164	697,400
Current borrowings	\$'000	8,147	17,887	23,015	26,842	29,748	31,333	31,078	28,316	-
Long-term borrowings	\$'000	73,319	160,987	207,133	241,578	267,736	281,998	279,701	254,843	237,354
Total liabilities	\$'000	81,466	178,874	230,148	268,420	297,484	313,331	310,779	283,159	237,354
Paid-in capital	\$'000	-	-	-	-	-	-	-	-	-
Retained earnings	\$'000	(878)	1,566	13,254	36,864	75,649	134,254	218,560	336,005	460,046
Total equity	\$'000	(878)	1,566	13,254	36,864	75,649	134,254	218,560	336,005	460,046
Liabilities + equity	\$'000	80,588	180,440	243,402	305,285	373,133	447,585	529,339	619,164	697,400
Cash flow statement										
Cash revenue	\$'000	20,767	31,828	39,500	46,381	53,890	62,124	71,184	81,161	89,871
Opex	\$'000	(19,380)	(22,719)	(25,895)	(28,287)	(30,874)	(33,708)	(36,839)	(40,303)	(43,340)
Cashflow from operations	\$'000	1,387	9,110	13,606	18,094	23,016	28,416	34,345	40,858	46,531
Capital expenditures	\$'000	(26,903)	(8,095)	(11,966)	(13,212)	(14,587)	(16,105)	(17,781)	(19,632)	(21,250)
Cashflow from investing	\$'000	(26,903)	(8,095)	(11,966)	(13,212)	(14,587)	(16,105)	(17,781)	(19,632)	(21,250)
Interest cost	\$'000	(2,265)	(7,744)	(9,975)	(11,763)	(13,166)	(14,015)	(14,088)	(13,098)	(11,299)
Repayment of borrowings	\$'000	(4,819)	(17,210)	(22,168)	(26,139)	(29,259)	(31,145)	(31,306)	(29,107)	(25,110)
New borrowings	\$'000	38,092	23,988	30,640	33,167	34,157	33,027	29,027	21,198	11,368
Dividends	\$'000	-	-	-	-	-	-	-	-	-
Cashflow from financing	\$'000	31,008	(966)	(1,502)	(4,735)	(8,268)	(12,133)	(16,366)	(21,007)	(25,041)
Total net cashflow	\$'000	5,492	49	137	147	161	178	198	220	239
Opening cash balance	\$'000	-	6,383	7,199	7,908	8,673	9,512	10,442	11,475	12,383
Closing cash balance	\$'000	5,492	6,431	7,336	8,055	8,834	9,690	10,640	11,695	12,622
Closing cash balance minimum requirement	\$'000	5,491	6,430	7,335	8,054	8,833	9,689	10,639	11,694	12,621

## Council financials



## Waimakariri go-alone - internal business unit

Period start	1-Jul-24	1-Jul-29	1-Jul-34	1-Jul-39	1-Jul-44	1-Jul-49	1-Jul-54	1-Jul-59	1-Jul-63
Period end	30-Jun-25	30-Jun-30	30-Jun-35	30-Jun-40	30-Jun-45	30-Jun-50	30-Jun-55	30-Jun-60	30-Jun-64
Financial year	2025	2030	2035	2040	2045	2050	2055	2060	2064

Item	Unit	Input 1								
Council interest cost	%		6.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%
Debt - closing balance										
Council non two waters debt	\$'000		156,786	221,835	204,728	226,036	249,562	275,537	304,215	335,878
Differential between recorded two waters debt and offloaded debt	\$'000	-								
Total remaining council debt	\$'000		156,786	221,835	204,728	226,036	249,562	275,537	304,215	335,878
Interest costs	\$'000		9,407	11,092	10,236	11,302	12,478	13,777	15,211	16,794
Council non two waters revenue	\$'000		114,250	151,527	175,554	193,826	213,999	236,273	260,864	288,015

## Scenario dashboard

## Live inputs

Initial regulatory asset base	\$'000	-								
Initial debt allocation to the business unit	\$'000	48,193								
Transferred cash	\$'000	-								
Initial other assets	\$'000	48,193								
Net debt principal raise (repayment)	\$'000		38,092	23,988	30,640	33,167	34,157	33,027	29,027	21,198
Customer tariff reductions	\$'000									
Additional cash raise required	\$'000		-	-	-	-	-	-	-	-

## Test metrics - internal business unit

## Benchmarks

Basic financial sustainability requirements  
Cash under the minimum required amount - must be > 0

\$'000

-	-	-	-	-	-	-	-	-	-
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## Performance

Basic financial sustainability requirements  
Cash under the minimum required amount - must be > 0

\$'000

1	1	1	1	1	1	1	1	1	1
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## Test

Basic financial sustainability requirements  
Cash under the minimum required amount - must be > 0

Maximum

#

-	-	-	-	-	-	-	-	-	-
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## Test metrics - council

## Benchmarks

## LGFA covenants

Net debt-to-revenue ratio - must be < x  
Net interest-to-revenue ratio - must be < x

%

295.00%	295.00%	295.00%	295.00%	295.00%	295.00%	295.00%	295.00%	295.00%	295.00%
20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%

## Performance

## LGFA covenants

Net debt-to-revenue ratio - less than  
Net interest-to-revenue ratio - less than

%

176.46%	218.54%	202.22%	205.85%	204.21%	197.34%	185.21%	167.68%	149.62%	
6.97%	6.05%	4.76%	4.71%	4.66%	4.62%	4.58%	4.55%	4.53%	

## Test

## LGFA covenants

Net debt-to-revenue ratio - less than  
Net interest-to-revenue ratio - less than

Maximum

%

221.89%	-	-	-	-	-	-	-	-	-
6.97%	-	-	-	-	-	-	-	-	-

## Input library

## Scenario 1 - All water debt is transferred over

Initial regulatory asset base	\$'000	-
Initial debt allocation to the CCO	\$'000	48,193
Transferred cash	\$'000	-





## Waimakariri go-alone - internal business unit

Period start	1-Jul-24	1-Jul-29	1-Jul-34	1-Jul-39	1-Jul-44	1-Jul-49	1-Jul-54	1-Jul-59	1-Jul-63
Period end	30-Jun-25	30-Jun-30	30-Jun-35	30-Jun-40	30-Jun-45	30-Jun-50	30-Jun-55	30-Jun-60	30-Jun-64
Financial year	2025	2030	2035	2040	2045	2050	2055	2060	2064

Item	Unit	Input 1							
Initial other assets	\$'000	48,193							
Net debt principal raise (repayment)	\$'000		38,092	23,988	30,640	33,167	34,157	33,027	29,027
Customer tariff reductions	\$'000								

## Regulatory asset base

Capex									
LTP capex input	\$'000	26,903	8,095						
Initial set up costs (capitalised, one-off in year 1 only)	\$'000	-							
LTP capex input - with setup costs	\$'000	26,903	8,095						
Average	\$'000			11,966					
Linear progression	\$'000			11,966	13,212	14,587	16,105	17,781	19,632
Annual efficiency assumption - compared to FY2024	\$'000	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total capex assumption	\$'000	26,903	8,095	11,966	13,212	14,587	16,105	17,781	19,632

## Regulatory asset base waterfall

Starting regulatory asset base	\$'000	-							
Assumed average asset life	years	45							
Inflation assumption	%	2.20%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Opening RAB	\$'000	-	117,983	176,298	236,350	302,191	374,428	453,733	540,846
Capex	\$'000	26,903	8,095	11,966	13,212	14,587	16,105	17,781	19,632
Depreciation	\$'000	-	(2,622)	(3,918)	(5,252)	(6,715)	(8,321)	(10,083)	(12,019)
Inflation adjustment	\$'000	-	2,360	3,526	4,727	6,044	7,489	9,075	10,817
Closing RAB	\$'000	26,903	125,816	187,872	249,036	316,106	389,701	470,506	559,276

## Regulatory revenue forecast

Weighted average cost of capital	%	5.16%	5.16%	5.16%	5.16%	5.16%	5.16%	5.16%	5.16%
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## Regulatory revenue totals

Opex allowance	\$'000	19,380	22,719	25,895	28,287	30,874	33,708	36,839	40,303
Depreciation allowance	\$'000	-	2,622	3,918	5,252	6,715	8,321	10,083	12,019
Return on capital allowance	\$'000	1,387	6,488	9,688	12,842	16,300	20,095	24,262	28,840
Revenue requirement	\$'000	20,767	31,828	39,500	46,381	53,890	62,124	71,184	81,161

## Borrowings


Inputs									
Opening debt position	\$'000	48,193							
Interest cost	%	4.70%	4.50%	4.50%	4.50%	4.50%	4.50%	4.50%	4.50%
Average tenor	years	10							

## Borrowings waterfall

Opening debt position	\$'000	48,193	172,096	221,675	261,392	292,585	311,449	313,057	291,067
Principal repayment	\$'000	(4,819)	(17,210)	(22,168)	(26,139)	(29,259)	(31,145)	(31,306)	(29,107)
New debt raised	\$'000	38,092	23,988	30,640	33,167	34,157	33,027	29,027	21,198
Closing debt position	\$'000	81,466	178,874	230,148	268,420	297,484	313,331	310,779	283,159
Non-current portion	\$'000	73,319	160,987	207,133	241,578	267,736	281,998	279,701	254,843
Current portion	\$'000	8,147	17,887	23,015	26,842	29,748	31,333	31,078	28,316
Interest costs	\$'000	2,265	7,744	9,975	11,763	13,166	14,015	14,088	13,098

## Equity

Transferred equity	\$'000	-	-	-	-	-	-	-	-
Net equity injection (dividends)	\$'000	-	-	-	-	-	-	-	-
Paid in equity - end of year	\$'000	-	-	-	-	-	-	-	-
Net profit	\$'000	(878)	(1,257)	(288)	1,079	3,134	6,080	10,175	15,742
Revaluation of assets - regulatory inflation	\$'000	-	2,360	3,526	4,727	6,044	7,489	9,075	10,817
Retained earnings - end of year	\$'000	(878)	1,566	13,254	36,864	75,649	134,254	218,560	336,005

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION****FILE NO and TRIM NO:** POL-08-39 / 250527094952**REPORT TO:** COUNCIL**DATE OF MEETING:** 3 June 2024**AUTHOR(S):** Jane Eggleton, Project Planning & Quality Team Leader  
Colin Roxburgh, Project Delivery Manager**SUBJECT:** 2025/26 Development Contribution Policy and Schedules for Adoption with the 2025/26 Annual Plan**ENDORSED BY:**  
(for Reports to Council,  
Committees or Boards)  
General Manager (Gerard Cleary)  
Chief Executive**1. SUMMARY**

- 1.1. This report seeks Council approval of the 2025/26 Development Contribution Policy and Schedules, which sits alongside the wider adoption of the 2025/26 Annual Plan.
- 1.2. The proposed changes to the development contribution schedules following consultation are considered minor and have been included to reflect recent budget changes. Budget changes are covered by staff reports to the Draft Annual Plan deliberations meeting held in late May 2025. The development contribution schedule only reflects these budgets set through other processes.
- 1.3. It is noted that there were a number of submissions received during the consultation period, which have been considered, however not resulted in a proposed change to the Policy, as discussed within the report. The responses to submissions were covered as part of the Annual Plan deliberations meeting.

Development Contribution Policy

- 1.4. Since the draft Policy was put out for consultation, some matters have been considered which have resulted in minor changes to the Policy being recommended. These are:
  - Clarification to make sure terminology with respect to 'granny flats' lines up with proposed changes in definition as part of the District Plan process.
  - Refinement of the reserves land valuation approach in light of recent case law on this matter.

Development Contribution Schedule

- 1.5. The draft 2025/26 Development Contribution (DC) Schedule was included in the draft 2025/26 Annual Plan document.
- 1.6. The DC schedule is simply a reflection of the growth budgets and growth figures within the Council's budgets. Therefore, the only changes proposed to the schedules are as a result of either changes to budgets or rating units since the schedule was drafted and presented to the Council in January. These changes are summarised in the report.

- 1.7. There are five changes to the draft Development Contribution Schedules recommended prior to adoption as set out in the report. The following changes are associated with the Roding DCs.

#### Roding

- District Roding; several minor budget changes and corrections have been made and resulted in a modest change to the District Roding DC relative to what was included in the Draft Annual Plan documents.
- East Woodend. Budget included in the DC schedule has been reduced from \$1.7m to \$1.5m. DC changed to reflect this.
- Outer East Rangiora. The split between growth and level of service has been revised to a 60/40 split rather than the previous split of 75/25. Therefore, the growth portion has been adjusted accordingly, which impacts upon the DC calculation. The DC schedule now reflects the split in the PDA the Council has with Bellgrove, and is in line with the figures presented in the report that went to Council in February 2025 regarding the land value for the road (250131015918) where the growth split was also discussed.

#### Reserves

- A new budget has been introduced to the reserves budgets to allow for support for the South MUBA area. The value of this budget is \$1,050,000, with 75% allocated to growth. Therefore, the growth portion of this budget has been included within the District Wide and Neighbourhood Reserves DCs.

- 1.8. In addition to the above changes to the values within the DC schedules, some minor corrections have been made within the worksheets that provide workings that sit behind the schedules. These include:

- South MUBA Roding; confirming that the DC is charged per m<sup>2</sup> of development, rather than per HUE (this was always the intent with the calculation, hence the worksheet wording has just been corrected to reflect this calculation).
- East Rangiora Water; there is reference in the worksheet for East Rangiora Water to an 'East Rangiora ODP – Kippenberger Avenue' DC. This DC is not in the maps, nor in the schedule, so reference to it in the worksheet has just been removed to avoid any confusion.

#### Attachments:

- i. 2025/26 Development Contribution Policy (Record No. 240925164481)
- ii. 2025/26 Development Contribution Maps (Record No. 250121008896)
- iii. 2025/26 Development Contribution Schedule (Record No. 250528095325)

## 2. **RECOMMENDATION**

**THAT** the Council:

- (a) **Receives** Report No. 250527094952.
- (b) **Approves** the attached 2025/26 Development Contribution Policy and Maps to be effective from 1 July 2025, at the start of the new financial year (Attachments i & ii).
- (c) **Approves** the attached 2025/26 Development Contribution Schedules to be effective from 1 July 2025, 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 2025/26 Annual 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 Annual Plan consultation document. The proposed changes are:

	<b>Adopted Annual Plan 2024/25</b>	<b>Draft Annual Plan 2025/26 for Consultation</b>	<b>Proposed Final 2025/26 Annual Plan</b>
District Rooding	10,121	10,888	10,549
East Woodend Rooding	7,022	7,826	7,022
Outer East Rangiora Rooding	5,298	5,298	4,277
District Wide Reserves	1,630	1,389	1,573
Neighbourhood Reserves, incl. District Wide	15,943	16,017	16,201

- (e) **Notes** that any consent and/or any connection applications received prior to 1 July 2025 will be subject to the 2024/25 Development Contribution Schedule, in accordance with the 2024/25 Development Contribution Policy, while any consent and/or new connection applications received from 1 July 2025 onwards will be subject to the new Policy and Schedules.

### 3. **BACKGROUND**

- 3.1. In January 2025 a report was presented to the Council seeking approval to consult on the Draft 2025/26 Development Contribution Schedules, Policy and associated maps as part of the 2025/25 Annual Plan.
- 3.2. The Council approved the Schedules, Policy and associated maps for consultation. Consultation as part of the 2025/26 Annual Plan is now complete.
- 3.3. The Development Contribution schedules are a reflection of the growth budgets and growth figures included with the Council budgets. As some changes to budgets have been made since the consultation was undertaken, the DC schedule is required to be updated to reflect this. This report presents those changes, alongside some minor changes to the DC Policy, which was also consulted on.

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

#### Policy

- 4.1. The DC Policy that went out for consultation included some minor proposed changes from the 2024/25 version. The original changes to the Policy that were consulted upon are as follows:
- Update time period over which certain projects are recovered over to be longer than the default 10-year period. These are generally strategic projects sized to service growth for several decades, and included the Oxford WWTP upgrade project, the Red Lion Corner upgrade and the Ashley River Bridge.
- 4.2. There were no submissions of note that were not in support of the matters proposed to be changed, hence it is proposed that the original changes are adopted.

- 4.3. In addition to the previously proposed changes to the Policy, several minor other changes have since been proposed by staff. These include:

Clarification of Wording for Secondary Dwellings / Minor Residential Units

- Clarification of terminology with respect to how 'granny flats' are referred to in the Policy, to ensure the definition of the DC Policy lines up with the correct version of the District Plan at the time. In the current operative District Plan, a 'granny flat' is referred to as a Secondary Dwelling, while in the Proposed Plan, it is referred to as a Minor Residential Unit, and the precise definition changes between plans. The DC Policy has been worded to transition across from one definition to the other in parallel with the District Plan process. Some wording has been recommended from the Planning team to make this clearer, which has been included in the proposed Policy for adoption.

Reserves Land Valuation Approach

- Within the DC Policy, there is guidance on how land will be valued, when land is proposed to be provided by a developer in lieu of cash development contributions. This is included within section 4.3.4 of the DC Policy.
- Currently, the DC Policy states that the value will be based on the "highest and best use for the particular parcel of land". This is proposed to be updated in light of recent legal advice, that the valuation should take into consideration all existing or future restrictions to be imposed (for example those imposed under the Reserves Act, and planning restrictions), and that the valuation should account for the likelihood (if any) of removing these restrictions and using the land for its highest and best use.
- The above update is based on recent decisions in the Attorney-General v Auckland Council case, where the High Court was asked to determine the appropriate valuation methodology used by the Crown and Auckland Council for the acquisition of two reserves.

4.4. Policy - Options

- 4.4.1. The Council can approve the 2025/26 Development Contribution Policy as consulted on with the draft Annual Plan, but with the two further changes as noted in this report. This is the recommended option.
- 4.4.2. The Council can decline to approve the 2025/26 Development Contribution Policy and request changes in addition to the above be made. This is not recommended. There is a risk that if the Policy is not approved, the ability to levy development contributions on resource consents, building consents and service connections is compromised (as the amounts within the schedule will become outdated) which could have significant implications.

Schedules

- 4.5. The draft 2025/26 Development Contribution Schedule was included in the draft 2025/26 Annual Plan document.
- 4.6. The DC schedule is simply a reflection of the growth budgets and growth figures within the Council's budgets. Therefore, the only changes proposed to the schedules are as a result of either changes to budgets or rating units since the schedule was drafted and presented to the Council in January. These changes are summarised in the report.

- 4.7. There are five changes to the draft Development Contribution Schedules recommended prior to adoption as set out in the report. The following changes are associated with the Roding DCs

#### Roding

- District Roding; several minor budget changes and corrections have been made and resulted in a modest change to the District Roding DC relative to what was included in the Draft Annual Plan documents.
- East Wooded. Budget included in the DC schedule has been reduced from \$1.7m to \$1.5m. DC changed to reflect this.
- Outer East Rangiora. The split between growth and level of service has been revised to a 60/40 split rather than the previous split of 75/25. Therefore, the growth portion has been adjusted accordingly, which impacts upon the DC calculation. The DC schedule now reflects the split in the PDA the Council has with Bellgrove, and is in line with the figures presented in the report that went to Council in February 2025 regarding the land value for the road (250131015918) where the growth split was also discussed.

#### Reserves

- A new budget has been introduced to the reserves budgets to allow for support for the South MUBA area. The value of this budget is \$1,050,000, with 75% allocated to growth. Therefore, the growth portion of this budget has been included within the District Wide and Neighbourhood Reserves DCs.

- 4.8. In addition to the above changes to the values within the DC schedules, some minor corrections have been made within the worksheets that provide workings that sit behind the schedules. These include:

- South MUBA Roding; confirming that the DC is charged per m2 of development, rather than per HUE (this was always the intent with the calculation, hence the worksheet wording has just been corrected to reflect this calculation).
- East Rangiora Water; there is reference in the worksheet for East Rangiora Water to an 'East Rangiora ODP – Kippenberger Avenue' DC. This DC is not in the maps, nor in the schedule, so reference to it in the worksheet has just been removed to avoid any confusion.

- 4.9. The following table shows the effect of the changes described above. As can be seen the impact of these changes is minor.

*Table 1: Proposed Changes to DC Schedule Relative to Figures Consulted on as part of Annual Plan*

	<b>Adopted Annual Plan 2024/25</b>	<b>Draft Annual Plan 2025/26</b>	<b>Proposed Final 2025/26 Annual Plan</b>
District Rooding	10,121	10,888	10,549
East Woodend Rooding	7,022	7,826	7,022
Outer East Rangiora Rooding	5,298	5,298	4,277
District Wide Reserves	1,630	1,389	1,573
Neighbourhood Reserves, incl. District Wide	15,943	16,017	16,201

#### 4.10. Schedules - Options

- 4.10.1. The Council can approve the 2025/26 Development Contribution schedules with the changes noted above, to be adopted with the Annual Plan. This is the recommended option.
- 4.10.2. The Council can decline to approve the 2025/26 Development Contribution Schedules and request further changes be made. This is not recommended. There is a risk that if the schedules are not approved, the ability to levy development contributions on resource consents, building consents and service connections is compromised which could have significant implications.

#### Consultation

- 4.11. As noted previously, as part of the Annual Plan consultation process, the draft updated DC Policy and Schedules were included within the consultation process. 26 submissions were received on the topic of development contributions.
- 4.12. In general, the submissions were supportive of the approach that growth should be self-funding from the Council's point of view, by levying charges from developers, and that the new infrastructure associated with growth should not put a burden on existing ratepayers.
- 4.13. There was one substantial submission from a retirement village company, that submitted that the Council should develop a standardised approach of determining the DCs that a given type of retirement village should pay, rather than the bespoke HUE (housing unit equivalent) approach that is taken now. While there may be some efficiencies to be gained by standardising the approach, this is something that would require careful consideration before making any such recommendation.
- 4.14. Therefore, no change at this time is proposed in response to this submission, however further investigation into what such an approach may look like could be undertaken between now and the next DC Policy review, should this be of interest to the Council.

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

There are no implications on community wellbeing by the issues and options that are the subject matter of this report.

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

## 5. **COMMUNITY VIEWS**

### 5.1. **Mana whenua**

Te Ngāi Tūāhuriri hapū are 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.

5.3. Community groups and organisations, including developers, have had an opportunity to review the draft 2025/26 Development Contribution policy and schedules as part of the Annual Plan consultation process.

### 5.4. **Wider Community**

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

The wider community have also had an opportunity to review the draft 2025/26 Development Contribution policy and schedules as part of the Annual Plan consultation process.

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

### 6.1. **Financial Implications**

There are financial implications of the decisions sought by this report. It is noted that typical annual average DC income figure is in the order of \$10 million, with \$7.4 million collected in the current 2024/25 financial year up to the end of March 2025.

If the Council does not have a current Development Contribution Policy and/or associated schedules the ability to collect DC's could be compromised which could have significant financial implications.

This report includes recommendations where changes are required from what was included in the Draft Annual Plan. Any changes to budget have been adopted through a separate process, and this report brings the development contributions schedules in line with the budget allowances.

The ability of the Council to require development contributions from growth to pay for the infrastructure required to accommodate growth is critical to ensuring growth is self-funding. This means that the cost of the increased capacity in Council's infrastructure is the responsibility of those requiring the increased capacity and not carried by the people who occupy existing dwellings.

The legislation allows the Council to recover growth related expenditure for projects in a manner that is generally consistent with the capacity life of the assets for which the development contributions are intended to be used.

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

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

### 6.3. **Risk Management**

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

A key risk is that if the recommendations are not adopted, the Development Contributions schedules would not match Council's budgets, creating an inconsistency with the



Development Contributions Schedules, and creating a risk that full costs associated with growth are not recovered.

A general risk associated with development contributions is the timing of works. It is important that work is timed so as to not hold up development, while also not be too far in advance of development such that excessive interest costs are incurred ahead of income from development contributions.

This risk is managed through careful programming of work and collaboration with developers on timing of developments.

There is also the risk that the development contributions are challenged by a developer. The Council has a thorough approval process in place to ensure that development contributions that are levied are applied in accordance with its policy and accompanying schedules.

There is a risk with respect to the proposed changes to the way in which reserves land is valued in the Policy, with the risk being that developers may challenge valuations that result from this proposed approach. However, as the recommended way forward has been derived from learnings from a recent court case, from a legal perspective it is considered that this risk is adequately managed.

It is also noted that with a gap between the point in time when the report is considered, and the time at which the DC rates become live, developers may be able to apply for resource consents in the intervening period to take advantage of some lower rates, before the DC rates change on the proposed date of 1 July. It is noted however that the rates taking effect from 1 July is the standard approach that is followed, and the rates have been in the public arena since the consultation period on the annual plan commenced. Therefore, there is not considered to be any new risk introduced by having a lag between when the report is adopted, and when the rates take effect.

#### **6.4. 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 2002 (LGA2002) Subpart 5 Sections 197 through 211 relates to development contributions.

It is noted that there are two changes signalled from Central Government that may impact upon DCs in the future. These are:

- Development Levies are proposed to be introduced to replace Development Contributions. These are proposed to be implemented through a Local Government (Infrastructure Funding) Bill. This is expected to be introduced in September 2025, and enacted mid-2026. The Government plans to take a phased approach to allow local authorities and developers to adapt to the new system so that it applies from 2027. Staff will keep Council updated with proposed steps to transition to this system over the coming year.
- The Government is proposing to introduce new requirements around granny flats to allow them to be built without consent, in certain circumstances. This is proposed to be done via the Building and Construction (Small Stand-alone Dwellings) Amendment Bill. While this is not yet enacted, it has been signalled that this may be in place from early 2026. Staff will monitor the progress of this bill

and consider how the Policy may be updated in the future to give consideration to how these dwellings may be treated from a DC perspective.

**7.3. Consistency with Community Outcomes**

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

- 7.3.1. Transport is accessible, convenient, reliable and sustainable.
- 7.3.2. Core utility services are provided in a timely and sustainable manner.
- 7.3.3. There is a healthy and sustainable environment for all.
- 7.3.4. Public spaces and facilities are plentiful, accessible and high quality.
- 7.3.5. Businesses in the District are diverse, adaptable and growing.

**7.4. Authorising Delegations**

- 7.4.1. Council has delegation to make any changes to the Development Contribution Policy including schedules.
- 7.4.2. Council staff may only apply development contributions in accordance with the Development Contributions Policy including the schedules.

# Development Contributions Policy (20254/265)

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## 1. INTRODUCTION

Development contributions (DCs) are the contributions that the Council levies on the developers of new properties, and new development that place additional demand on infrastructure in the District. These funds are used to provide the additional reserves, roads and/or water, sewer and stormwater (drainage) services needed to meet the demands generated by new residential and non-residential developments. Contributions, therefore, are used to cater for the growth in demand for infrastructure that comes from new properties or activities.

This Development Contributions Policy (the Policy) sets out the basis on which development contributions will be charged. The aim of the Policy is to share the cost of infrastructure fairly between the owners of existing properties, and the owners and developers of new properties or developments.

This document provides the Council's policy base that states what it will do in relation to levying development contributions. Accompanying it are the appendices and related maps (for Development Contribution Areas).

The schedules provide the basis on which various development contributions are calculated, the amounts budgeted and the amounts payable for each contribution for each scheme area and development contribution area across the District.

Development contributions include those that relate to District-wide growth, scheme growth, and specific Development Contribution Areas (DCA). The location of any particular development will determine which development contributions apply.

## 2. POLICY CONTEXT

### 2.1 Statutory context

#### 2.1.1 Development Contributions

The *Local Government Act 2002* (LGA 2002) provides powers to levy development contributions. The power to require contributions is set out in Section 198 of LGA 2002:

A territorial authority may require a development contribution to be made to the territorial authority when —

- (a) A resource consent is granted under the *Resource Management Act 1991* (RMA) for a development within its district
- (b) A building consent is granted under the *Building Act 2004* for building work situated in its district (whether by the territorial authority or a building consent authority)
- (c) An authorisation for a service connection is granted.

LGA 2002 Section 198(4A) also provides for the levying of development contributions when granting a certificate of acceptance (under the Building Act 2004 Section 98), if a

development contribution would have been payable on the building consent had one been obtained for the work that is the subject of the certificate of acceptance.

The principles that underpin this Policy with respect to development contributions are set out in LGA 2002 Section 197AB.

### **2.1.2 Financial Contributions**

Financial contributions are contributions levied under the RMA. Section 108(10) of the RMA provides the conditions under which financial contributions can be imposed on resource consents.

Financial contributions, imposed under the District Plan, can be taken to address environmental effects of activities irrespective of whether they result from growth, for example, to pay the costs of services such as roads, water supplies, sewerage and drainage systems that must be developed to address adverse effects on the environment.

Financial contributions can also be taken to offset adverse effects that may result from developments, as environmental compensation. Financial contributions will be used when the effect of development directly contributes to the need for physical works on Council services and when the effect of the development has not been foreseen in the Long Term Plan (LTP).

Financial contributions are based on actual expenditure. Council's ability to levy financial contributions is included in the District Plan. This Policy relates only to development contributions.

### **2.1.3 Legislation**

References to a statute or a provision of a statute includes that statute or provision as amended, modified, substituted or re-enacted from time to time and any regulations, orders in council and other instruments issued or made under that statute from time to time.

## **2.2 Assumptions**

### **2.2.1 Introduction**

This Policy uses a range of assumptions and forecasts about population growth, and the demand that will be placed on infrastructure by different types of development. These assumptions assist with planning for growth, and help determine how the cost of growth will be recovered for different types of development.

### **2.2.2 Population forecasting**

The key assumption underpinning this Policy is that the District's population will continue to grow. The household unit equivalents (HUEs) are the basis upon which development contributions will be assessed. For the purposes of calculating the additional residential HUEs for a given period, the estimated number of households that is anticipated at the end of the LTP period is determined by dividing the projected population by the anticipated average number of people per household across the District. The additional households required to accommodate the projected population is then determined by subtracting the

number of households at the beginning of the period from the estimated number at the end of the period.

The 24/25 Policy ~~was~~ based on the District having a projected population of 81,742 by 30 June 2033, and that an estimated 32,696 HUEs based on the assumption of 2.5 people per household will be required to accommodate this projected population. ~~In parallel with the preparation of the Long Term Plan, the 2025/26 update was prepared by ensuring growth forecasts within each DC calculation were updated by extending the previously forecasted figures by a further year. These~~ This projections ~~are~~ consistent with Statistics New Zealand's high variant projection for the District for 2033.

The following table sets out the anticipated population across the District based on the population projections for 30 June 2033. The Council uses its own growth model to produce high population projections as a balancing measure and to readjust projections as necessary.

	Estimated Resident Population 30 June 2028	Projected Resident Population 30 June 2033
Total	76,015	81,742

### 2.2.3 Business Zones

New allotments in Business Zones will be treated for development contributions purposes as for any other new allotment created in any other Zone within the District. As a minimum, contributions equivalent to one HUE will be charged for any new allotment created by subdivision in a Business Zone, and prior to the release of the Section 224(c) certificate. Note however, a development contribution of greater than one HUE may be applied to a new allotment created within a Business Zone if the additional demand anticipated to be created from that allotment is assessed to be greater than one HUE.

Further contributions may be levied on land-use or building consents if the proposed activity will place additional demand on infrastructure.

### 2.2.4 District Wide Reserves assumption

A smaller contribution is required for Rural Zones, which is made on the assumption that people living in these areas will provide their own local open spaces, but still generate demand for District-wide reserves of various categories.

### 2.2.5 Network infrastructure assumptions

#### General

- It is assumed that all Residential Zone allotments consume the same unit of demand, except as provided for under multi-unit developments and as provided for drainage.
- The District will continue to grow in line with population forecasts and new infrastructure assets designed to cater for additional growth-related capacity will be required.

### *Water*

- As for the general network infrastructure above.
- A standard on-demand water connection is a 15mm internal diameter pipe, and that a higher contribution will be levied if a larger connection is requested

### *Sewer*

- The costs of reticulating, treating and disposing of sewage for lots connected to sewer systems are in proportion to the volume of sewage produced.
- No adjustment is made for sewage strength or seasonal flow variations.
- Sewage disposal assessment is in relative proportion to the inflow of water to the lot, assuming the standard water connection is a 15mm internal diameter pipe.
- Adjustments to contributions payable will be made for connections where the pipe size exceeds the standard connection size.

### *Drainage*

- The drainage from Residential 1, 2, 3, 5, 6 and 6A Zone allotments will have the same volume of runoff.
- Exceptions may occur when developments are undertaken which provide for a significantly higher run-off co-efficient than is anticipated for residential development.

### *Roading*

- The District's roading network is a single integrated network, and the components of upgrades and additions that represent improvements to strategic and arterial roads on network designed to cater for growth are separate from projects that cater solely for growth and relate to development contributions areas.
- Additional growth of allotments in the District will result in additional volumes of vehicle movements, and developers, therefore, should contribute to the cost of providing an appropriate roading network.
- For planning purposes, the number of vehicle movements per day will be the same regardless of lot size, for a single household unit.
- The growth-related component of projected expenditure of strategic and arterial roads as set out in the Council's Long-Term Plan will provide the basis for calculating the general roading contribution.
- Development contributions will only be sought for roads for the growth component of expenditure on strategic and arterial roads and DCA. Funds required for upgrading local roads will be obtained from other sources.

### 3. POLICY OBJECTIVE

The Council is levying development contributions to ensure that the growth-related capital expenditure identified in the LTP (future and past expenditure) is appropriately recovered from those who are directly benefiting, rather than having existing ratepayers bear all of the costs.

Development contributions will be levied when the effect of the development, or the cumulative effects of developments, contributes to the need for the development of physical works or Council services and when these works or services have been allowed for in the LTP.

While the greater part of capital expenditure included in the calculation of development contributions is recovered within the term of the LTP, Section 106 2(a) of the LGA 2002, and more specifically clause 1(2) of Schedule 13, notes capital expenditure occurs beyond the term of the LTP.

Clause 1(2) of Schedule 13 of the LGA 2002 states:

*A territorial authority may identify capital expenditure for the purposes of calculating development contributions in respect of assets or groups of assets that will be built after the period covered by the long-term plan and that are identified in the development contributions policy.*

#### 3.1 Support the principles set out in the Preamble to Te Ture Whenua Māori Act 1993

The Tuahiwi Village area known as Kaiapoi Māori Reserve 873 was a Crown Grant to Ngāi Tūāhuriri people in 1848 following the Kemp's Deed purchase of the rights to most of the land and natural resources of the South Island. The purpose of the Tuahiwi Reserve MR873 area was to provide kāinga nohanga (a place of residence) and mahinga kai (cultivation and gathering of food).

As part of the Crown Grants Act (No. 2) of 1862, each whanau group was assigned 14 acres of the land. Today there are many thousands of descendants of the original grantees who whakapapa to this land. While the land is currently held in both Māori and freehold property titles, most of it has been alienated through the acts and omissions of government agencies over more than 150 years.

The proposed zoning in the Proposed District Plan (notified in 2021) is Special Purpose Zone (Kāinga Nohoanga) that supports development of Māori land to fulfil the purpose of the Tuahiwi Reserve MR873 and commitments made as part of the Kemp's Deed purchase of the South Island.

It is considered that with the loss of opportunity for development came a lack of investment in infrastructure, which now means that investment in infrastructure is required to support development enabled by the operative and proposed District Plan zoning rules. Some of this required infrastructure has been constructed and is included in the 2025/26 draft development contribution schedules.

The Council believes it has a role to encourage owners of Māori land to retain that land and to develop it in ways that benefits its owners, their whanau, and their hapū.

## 4. POLICY STATEMENT

### 4.1 Definitions

**Allotment** - has the meaning given to it in Section 218(2) and (3), Resource Management Act 1991.

**Capital Expenditure** – means the cost of capital expenditure identified in the LTP, or capital expenditure for the purposes of calculating development contributions in respect of assets or groups of assets that will be built after the period. It may also include historical capital expenditure incurred.

**Development Contribution Area (DCA)** – means a mapped area within the District which defines an area for which specific Development Contributions will be payable. DCA maps are included with the schedules that accompany this Policy.

**Eastern District Sewer Scheme (EDSS)** – means the Ocean Outfall and all four wastewater treatment plants (Kaiapoi, Rangiora, Woodend and Waikuku Beach) that discharge directly or indirectly into the Ocean Outfall under one discharge consent. The sewer development contribution has an additional component if the development is connected to the Eastern Districts Sewer Scheme.

Developments connecting to the EDSS are assessed as an EDSS DC as well as a reticulation DC based on the geographical location within the EDSS. The EDSS DC includes expenditures for both the ocean outfall, the four wastewater treatment plants and associated connecting trunk pipelines.

The only reticulated sewer scheme in the district that is not part of the EDSS is the Oxford scheme.

**Household unit equivalent (HUE)** – means a “unit of demand” that equates to the typical demand for infrastructure by an average household unit assessed at 2.5 persons per household.

**Household unit** - means a building or part of a building intended to be used as an independent residence, including, but not limited to, apartments, semi-detached or detached houses, units, and town houses. This is inclusive of a minor residential unit constructed in conjunction with a residential unit.

In addition, a second independent residential unit will be treated as a household unit for the purposes of calculating development contributions. To avoid any doubt, visitor accommodation units that are separately unit-titled shall be considered as separate household units.

**Kāinga Nohoanga** – means residential dwellings and/or accommodation for members of iwi or hapū groups on Māori land within the Māori Purpose zone – Kāinga Nohoanga zone, and includes all forms of accommodation for visitors and short-term residents, communal buildings and facilities.

*Kāinga Nohoanga developments will be treated for development contribution purposes as follows:*

- Residential dwellings will be treated as a household unit.
- Communal buildings and facilities will be treated as a multi-unit non-residential development.
- Other accommodation (including visitor accommodation) will be treated as a multi-unit residential development.

**Māori Land in relation to the Special Purpose Zone – Kāinga Nohoanga** – means land:

- a. that has been gazetted or determined by an order of the Māori Land court as having a particular land status as defined or provided for within Te Ture Whenua Māori Act 1993, which may apply to any form of ownership that is recognised or provided for under Te Ture Whenua Māori Act 1993; or
- b. where one or more owners of the land provide written confirmation from Te Runanga o Ngāi Tahu Whakapapa Unit that they are a direct descendant of the original grantees of the land.

**Minor Residential Unit** - means a self-contained residential unit that is ancillary to the principal residential unit, and is held in common ownership with the principal residential unit on the same site (National Planning Standard definition).

Where:

- a) access to, the minor residential unit shall be achieved from the same vehicle crossing as the principal residential unit on the site;
- b) the maximum GFA of the minor residential unit shall be 80m<sup>2</sup> (residential zone) or 90m<sup>2</sup> (rural zone) (excluding any area required for a car vehicle garage or carport up to a maximum of 40m<sup>2</sup>);
- ~~c) there shall be only one minor residential unit per site in the residential zones; ~~e; and~~~~
- ~~c)~~
- d) in the rural zones:
  - (i) there shall be only one minor residential unit per site; or
  - (ii) there shall be only one minor residential unit per delineated area within a site; or
  - (iii) for any site where there is a residential unit and a bonus residential unit there shall be a maximum of two minor residential units per site; and
  - (iv) a minor residential unit shall only be erected on a site less



than 4ha where the site exists and is a site or allotment that was created by subdivision and was on a subdivision consent between 1 October 1991 and 24 February 2001 (inclusive of both dates); and

- e) in the Large Lot Residential Zone, a minor residential unit may only be established on a site where the average density of any minor residential unit and principal residential unit achieves an average site density of one residential unit per 5,000m<sup>2</sup> of site area.
- ~~d) a minor residential unit may only be established on a site where the average density of any minor residential unit and principal residential unit achieves an average site density of one residential unit per 5,000m<sup>2</sup> of site area.~~

Note: The above definition ~~includes is consistent with~~ the National Planning Standard definition and is contained within the Proposed District Plan.

The above definition will apply once the appeals period closes in relation to decisions on the Proposed District Plan, providing no appeals are lodged that relate to minor residential units.

~~Until then, the proposed District Plan is adopted, if the Dwellinghouse definition contained stated in the Operative District Plan is complied with, the secondary dwelling will constructed should~~ be considered a minor residential unit for the purpose of assessing development contributions. This means the secondary dwelling will need to should be no moreless than 75m<sup>2</sup> in gross floor area habitable area and located within 30m the of a primary dwellinghouse.

**Multi-unit residential development** – means development involving more than one residential unit (excluding any minor residential unit) undertaken comprehensively over one or more sites, and may include zero lot development, townhouses, apartments or terrace housing.

For the purpose of calculating Development Contributions, a building with a number of separate self-contained areas will be treated as that number of residential units within any Residential Zone, unless the proposal meets minor residential unit requirements.

**Multi-unit non-residential development** – means a development involving more than one self-contained structure, either attached or separate from other structures on the same allotment that is designed to be used for non-residential activity.

Multi-unit non-residential developments will be treated for development contribution purposes as if subdivision had occurred. Each unit will attract the contributions equivalent to those to be paid for one HUE for the district-wide, District Plan Zone and DCA-specific contributions, as well as relevant network infrastructure connections at the time building consents are lodged irrespective of location within the District. This includes unit title developments.



**Notional lot** – means an area of land within a site that meets the minimum lot area and dimensions for the Zone, and is shown by defined boundaries, legal or otherwise, which encompasses a proposed building platform for a household unit or an existing, minor residential unit or subsequent residential unit.

**Reserve** – means land that is vested in and managed by the Waimakariri District Council, under the *Reserves Act 1977*.

**Residential non-standard activity** – means a building or part of a building that is intended to be lived in that does not meet the definition of a household unit. This includes but is not limited to the portion of a retirement village or residential health care facility where 24-hour on-site medical support to residents is provided.

To assess the HUEs for residential non-standard activity, the number of people to be accommodated in the facility that meets this definition should be divided by the number of people per household that is used to determine the number of HUEs for Development Contributions purposes (2.5 people) for the 10 years under consideration.

**Residential Unit** - means a building(s) or part of a building that is used for a residential activity exclusively by one household, and must include sleeping, cooking, bathing and toilet facilities (National Planning Standard definition). A Residential Unit is subject to one Household Unit Equivalent (HUE).

**Retirement village** – means a managed comprehensive residential complex or facilities used to provide residential accommodation for people who are retired and any spouses or partners of such people. It may also include any of the following for residents within the complex: recreation, leisure, supported residential care, welfare and medical facilities (inclusive of hospital care) and other non-residential activities (National Planning Standard definition).

**Run-off coefficient** – the anticipated proportion run-off from impervious surfaces from an allotment and is the basis for assessing the impact that a development will have on the stormwater infrastructure. The average run-off coefficient for a 600m<sup>2</sup> Greenfields development is 55% and this is the basis for establishing the stormwater HUE.

**Section 224 (c) certificate** – means the certificate that is issued under Section 224(c) of the RMA to formalise the establishment of a new allotment. New allotments may also be created by way of Section 226 of the RMA.

**Section 226 certificate** – means the certificate that is issued under Section 226 of the RMA to allow an existing parcel defined on a deposited survey plan to be held under a separate record of title. For the purpose of this policy, where 224c is mentioned s.226 is also applicable.

**Subdivision** – definition as per Section 218 of the RMA (*Meaning of subdivision of land*)

**Vehicle crossing** – means an area of land from the carriageway up to and including the road frontage of any site or allotment that is used by vehicles to access a site or allotment from the carriageway.

**Zoned** – means the various areas identified as zones shown on the Waimakariri District Plan: District Plan Maps.

## **4.2 Types of Development Contributions charged**

### **4.2.1 Contributions levied on new allotments anywhere in the District**

The District-wide development contributions are based on assumptions about the increase in population anticipated over the period covered by the Policy and the number of additional “units of demand” that will be needed to accommodate the increased population. District-wide contributions are collected for roading and reserves.

When determining the amount to be paid in development contributions for roading to cater for growth, the Council also takes into account the amount of the total expenditure needed to meet any existing deficiency or shortcomings in the infrastructure. This means that not all the cost of a particular project is necessarily collected from development contributions.

This policy provides the Council with the ability to levy contributions for past growth related expenditure incurred during the previous 10 years, and growth-related spending over the next 10 years, except where a longer period is explicitly noted in Appendix three to allow for specific growth projects.

### **4.2.2 Balance lots**

Balance lots created are to be serviced and will be subject to development contributions when subdivided from the underlying lot, with or without the intention of further subdivision in the future. This is the same treatment as any other additional lot created. If a balance lot is further subdivided, underlying credits will be made available to reflect the development contributions previously paid and the additional demand already accounted for.

### **4.2.3 Development Contribution Areas (DCA)**

This Policy includes maps and details concerning the specific contributions that are payable for each of the DCAs. These contributions relate to infrastructure such as water, sewer, roading, and drainage that is provided specifically for a particular area, and are spread over the estimated number of new lots in each area. Development contributions for DCAs are levied in addition to other contributions.

Schedules and DCA maps accompany this Policy. Works schedules identifying the projects to be funded or part funded by development contributions are posted on the Council's website.

Infrastructure required to service a DCA may or may not be located within the map area shown for the DCA.

### **4.2.4 Outline Development Areas (ODA)**

Development within an Outline Development Area (ODA) is subject to an additional

contribution, in accordance with the maps included in this Policy. ODA's recognise the costs of the development of infrastructural services that are unique to that particular area. Infrastructure required for a particular ODA is not limited to infrastructure that is specifically located within that area (map) and may be located outside of the area shown.

In determining how credits for standard development contributions are applied, any underlying lot (that is, the original lot that existed prior to development) that by right was able to have a dwelling established upon it, is eligible for credits for standard DCs as well as any applicable roading or drainage ODA DC upon further development.

If a proposed subdivision is located within a sewer or water ODA, and the underlying lot is not connected to either or both services prior to development, then upon connecting the underlying lot to reticulation, the subdivision is subject to standard DCs (e.g. Rangiora Water) and ODA DCs (e.g. North Rangiora Water).

#### **4.2.5 Infill Development**

Infill development is small scale development (generally 4 lots or less) or re-development within existing urban areas. Infill development is typically developed under the Comprehensive Residential Development (CRD) rules in the District Plan or as a multi-unit residential development under the Medium Density Residential Standard (MDRS). For water, sewer, drainage, roading and reserves infill development is regarded as being no different than any other type of development and is levied accordingly.

#### **4.2.6 Section 226**

Development completed under Section 226 is subject to development contributions.

#### **4.2.7 Certificate of Acceptance (CoA)**

Where a Certificate of Acceptance is issued for building work, where a Building Consent was not applied, development contributions will be payable in the same way if the works completed would have been subject to DC's had they been assessed under a Building Consent.

### **4.3 Reserves contributions**

#### **4.3.1 Introduction**

The Council aims to develop a reserves network within the district to enable recreation activities to be undertaken, to retain areas with conservation value and to develop sports surfaces for the purpose of encouraging physical as well as passive activity.

#### **4.3.2 Provision for reserves contributions**

The use of reserves development contributions is for the land purchase and development of reserves.

The two main types of reserves are those that are used by the community as a whole (District Wide), and those that are used more often by people living in the immediate vicinity of the reserve (neighbourhood). For this reason the reserves schedule is divided into neighbourhood reserves and District-wide reserves.

The Activity Management Plan - Community and Recreation sets out the Level of Service provided by the Council for Reserves. If a development is deemed by the Council to trigger additional demand on neighborhood reserves, it may be subject to neighborhood reserves development contributions as well as District-wide reserves development contributions.

Typically residents in urban areas will likely make the most use of neighbourhood reserves, people living in rural areas will be likely to make use of District-wide reserves. Accordingly, the formula for calculating contributions will consider the zone in which the residential development lies, however the nature of the development and expected demand on reserves infrastructure will also be considered rather than land zoning alone.

Development contributions payable for reserves are also subject to the statutory maxima set out in *LGA 2002* Section 203, namely that:

- “(1) Development contributions for reserves must not exceed the greater of –*
- (a) 7.5% of the value of the additional allotments created by a subdivision; and*
  - (b) The value equivalent of 20m<sup>2</sup> of land for each additional household unit or accommodation unit created by the development.*

For the purpose of Section 203(1)(a), the Council will assess the value of additional allotments created by a subdivision by reference to the land value recorded for similar allotments in the vicinity of the subdivision in the district valuation roll.

The Council will assess the value equivalent of 20 m<sup>2</sup> of land for the purposes of Section 203(1)(b) by reference to the value of reserve land (including all improvements thereon) in the vicinity of the subdivision. In each case, the assessment of value shall be the Council's discretion.

Open space within subdivisions that provides walkways/cycleways are regarded as road reserves and are excluded from calculations with respect to the development contributions payable for reserves.

#### **4.3.3 Land in lieu of cash for reserve Development Contributions**

The Council will generally take development contributions towards providing reserves for open space and recreation in cash. In some circumstances the Council may, at its sole discretion consider taking land in lieu of, or in addition to, cash. Where it does so, any land taken will be valued in accordance with the Council's land valuation policy, as described below.

#### **4.3.4 Reserve land valuation policy**

Land valuation for the purpose of assessing the value for land to be vested as reserves in lieu of cash development contributions will be determined by the Council on the basis of the market value of the land at the time the application for subdivision consent is lodged. A request for a reserve land valuation will be made by the Council to an independent valuer within 20 working days from the date the resource consent application is lodged with the Council.

The cost of the initial valuation will be met by the developer. The Council is not required to provide an updated valuation before the issue of a Section 224(c) certificate. The valuation of reserve land for vesting must be carried out according to the following principles:

- *the value of any improvements to the land will be excluded;*
- *an appropriate adjustment will be made on account of any easements or other rights to which the land is subject;*
- *where there are different density zonings within a subdivision or outline development plan, the value will be based on the lowest density zoning;*
- *the value will include any rights and configuration given by the consents already granted; and*
- *the value of the land will be assessed taking into consideration all existing or future restrictions to be imposed e.g. those imposed under the Reserves Act and planning restrictions. However, the valuation should also account for the likelihood (if any) of removing these restrictions and using the land for its highest and best use.~~the value will be based on the highest and best use for the particular parcel of land valued (based on the lowest density zoning).~~*

Unless otherwise agreed in writing between the Council and developer, the valuation of reserve land will be based on evidence consistent with the *Public Works Act 1981* and relevant case law.

If the developer and the Council cannot agree on the valuation of the land to be vested, either party may, by written notice to the other party, refer the matter to independent valuation. If the parties do not agree on the valuer within five business days of either party giving a notice of valuation, either party may request that the Arbitrators' and Mediators' Institute of New Zealand appoint the valuer as soon as is reasonably practicable.

The onus on the independent valuer will be to seek the correct valuation rather than to mediate a mid-point answer. The findings of the independent valuation as to the value of the land will be the final determination of value for the purposes of this Policy.

The cost of this further valuation will be met equally by the developer and the Council.

The Council may notify the developer, at its discretion, that it chooses to take the development contribution for reserves in money rather than in land. If having received the final determination of the value of the land proposed to be vested, the Council determines that, at that price the land does not represent a prudent acquisition for the wider community and the Council's broader portfolio of open spaces.

If having received the final determination of the value of the land proposed to be vested, the developer determines that it does not wish to sell the land at that price, the developer may, at its discretion, notify the Council that it chooses to pay the development contribution for reserves in cash rather than in land.

Notices given by the Council or the developer, as referred to in the previous two paragraphs, must be given to the other party no later than 20 working days after the final determination of the value of land proposed to be vested is issued.

#### **4.3.5 Circumstances for refunds or reductions for reserves contributions**

In the event that planned reserve developments or alternative upgrades are not undertaken within a reasonable timeframe, then development contributions will be refunded, after allowing for the associated administrative costs.

Development contributions are being applied to general reserve purposes as specified under Section 205 of the LGA 2002 not for specific reserves under Section 210 of the LGA 2002.

If the Council does not use the land for reserve purposes within ten years of acquiring the land that has been vested to Council, it will be returned to the developer.

*Note: a reasonable timeframe is 20 years, to align with the collection of development contributions.*

### **4.4 Network infrastructure Development Contributions**

#### **4.4.1 Introduction**

There are separate schedules for the assessment of development contributions for water, sewerage, drainage and roading but each schedule has been developed on the broad principle that costs associated with the development of assets, to meet the demands associated with growth of the population, should be spread as equitably as practicable among the beneficiaries of those developments.

The growth of the district and the resulting additional connections to the system will increase the demand on existing services. The Council considers it should be developing long-term sustainable solutions to cater for users of today and tomorrow, therefore any scheme it develops or extends will generally have a planned growth component within it.

#### **4.4.2 Water**

##### **4.4.2.1 Introduction**

The Council provides potable water to avoid or mitigate the risk of water-borne diseases affecting public health.

The Council operates several different water supply schemes. While the policies and methodology for calculating development contributions are the same for each scheme, the actual level of contribution varies because of different growth and planned expenditure.

The Policy differentiates between residential, non-residential and DCA developments and there is a different basis for assessing the development contribution payable for each type of development. Distinction is also made between those connected to restricted schemes,

and those with a restricted supply connected to an on-demand scheme.

The Policy also provides for the levying of additional contributions where the size of the pipe, required to service a development, is larger than the standard 15mm water pipe. Provision is nevertheless made for the applicant to negotiate the connection rate where the applicant can show larger pipe size is required for firefighting or fire prevention.

Schedule 3 details the different amounts applicable to developments within each scheme.

#### **4.4.2.2 Basis for assessment**

Current users and future users benefit equally from the maximum capacity of a water supply system. Based on the assumption that one current user will consume the same amount of system capacity as a future user, they should equally share the cost of providing that maximum capacity.

##### *Residential Zones:*

The unit of demand relating to the water systems is the average number of litres per day consumed by a residential unit. Each additional residential unit increases the consumption of water by approximately 750 litres per day.

Growth in water consumption volumes and the system's maximum capacity has been translated into a HUE for the purposes of planning and calculating development contributions. Each new lot established with a standard sized connection will be charged one development contribution as per the accompanying schedule.

Any additional household unit established on the same lot will be assessed as one HUE and charged a development contribution as per the attached schedule.

##### *Rural Zones:*

The contribution is assessed on the same basis as for residential zones. The exception is where rural properties abut urban areas, and are able to connect to the urban water supply network.

In recognition of the reduced demand from a restricted supply as compared to a full on-demand connection, single unit (i.e. 1m<sup>3</sup> per day) restricted connections are charged at 40% of the full residential development contribution, and a two unit restricted connection is charged at 80% of the full residential development contribution.

A minimum 2m<sup>3</sup> of demand connection is required per lot, for restricted connections.

##### *Business Zones (excluding Southbrook):*

For these lots, the contribution is payable in two parts. Firstly, when each new lot is created, a contribution equal to the Residential contribution will be charged. If a larger than standard 15mm pipe connection is required, there will be an additional cost.

This contribution will be in direct relation to the size of the water inflow pipe. See Appendix 3 for the formula.



#### *Southbrook:*

For these lots, the contribution is assessed based on the area of the block being subdivided or developed less the area of land used for roading and stormwater utilities.

In calculating the area of lots being subdivided or developed, the total block being subdivided or developed shall be counted.

#### **4.4.2.3 Circumstances for refunds or reductions for water contributions**

In the event that planned system upgrades, or alternative upgrades, are not undertaken within a reasonable timeframe, then development contributions will be refunded, after allowing for the cost of investigating the upgrade options.

In the case of the Southbrook DCA development, where a subdivision results in a substantial balance block that is expected to be developed at a later date, the Council may defer charging water development contributions in respect of the balance block.

This would happen until such time further subdivision or building or connection occurs in respect of the balance block, whichever is the earlier. This discretion will only be available where the area of the balance block is at least 50% of the area of the original block as at 1 July 2007.

Other than as detailed above, there will be no postponements of payments, reductions or remissions of payments.

### **4.4.3 Sewer**

#### **4.4.3.1 Introduction**

The Council provides reticulated sewer treatment and disposal systems to achieve high quality public health and to minimise adverse effects on the receiving environment. There is an expectation from tangata whenua and the community that high environmental standards will be met.

The Council operates two different sewerage schemes (areas) - Eastern Districts, and Oxford. While the policies and methodology for calculating development contributions are the same for each scheme (and sub-parts of the Eastern Districts scheme), the actual level of contribution varies, and the number of years it is calculated over because of different growth inputs and the level of planned expenditure.

Appendix 3 details the different amounts applicable to developments within each area.

#### **4.4.3.2 Basis for assessment for treatment and disposal costs and reticulation costs**

Current users and future users benefit equally from the maximum capacity of a sewerage system. Based on the assumption that one current user will consume the same amount of system capacity as a future user, they should equally share the cost of providing that maximum capacity.



*Residential Zones:*

The unit of demand relating to the sewerage system is the volume of sewage to be treated and disposed of off the site from which it is generated. Each additional residential household adds approximately 675 litres of sewage per day. Growth in sewage volumes and the system's maximum capacity has been translated into the equivalent demand for the typical household.

Each new residential lot established will be charged one sewerage development contribution as per the attached schedule. Any additional household unit, or multi-unit development established on the same lot, will be subsequently charged additional sewerage development contributions as per the attached schedule depending on the number of additional dwelling units involved.

*Rural Zones:*

The contribution is assessed on the same basis as for residential zones.

*Business Zones (excluding Southbrook):*

For these lots the contribution is payable in two parts:

- (i) When each new lot is created, a contribution according to the formula for residential zone contribution will be charged.
- (ii) If a larger water inflow pipe is requested then a further contribution will be sought for sewage disposal. This contribution will be in direct relation to the size of the water inflow pipe – see attached schedule for the formula.

*Mandeville, Ohoka, Swannanoa Sewer:*

For avoidance of doubt, additional lots developed within the Mandeville, Ohoka, Swannanoa Sewer Scheme area (Map MSO 1) wishing to connect to Council sewer, are subject to the Mandeville, Swannanoa, Ohoka 'new' development contribution charge. Any existing lot that is required to connect to the scheme (e.g. an existing dwelling upgrading from septic tank to a reticulated connection) that is within the 'existing' area mapped on Map MSO 1, is subject to the Mandeville, Swannanoa, Ohoka 'existing' development contribution charge.

*Southbrook:*

For these lots, the contribution is assessed based on the area of the block being subdivided or developed less the area of land used for roading and stormwater utilities.

In calculating the area of lots being subdivided or developed, the total block being subdivided or developed shall be counted.

The funding costs associated with the Southbrook DCA sewer scheme development are met from drainage rates.

#### **4.4.3.3 Circumstances for refunds or reductions for sewer contributions**

In the case of the Southbrook DCA development, where a subdivision results in a substantial balance block which is expected to be developed at a later date, the Council may defer charging sewer development contributions in respect of the balance block until such time as further subdivision or building or connection occurs in respect of the balance block (whichever is the earlier).

This discretion will only be available where the area of the balance block is at least 50% of the area of the original block as at 1 July 2007. Other than as detailed above, there will be no postponements of payments, reductions or remissions of payments.

### **4.4.4 Drainage**

#### **4.4.4.1 Introduction**

The Council provides drainage systems to achieve high quality public health and to minimise adverse effects on the receiving environment. Effective drainage systems and networks remove a constraint on land development.

There is an expectation from tangata whenua and the community for high environmental standards to be met.

The Council operates five urban drainage areas and eight rural drainage areas. The methodology for calculating development contributions are the same for each scheme, but the actual level of contribution varies depending on the growth component. Appendix 3 details the different amounts applicable to developments within each area.

#### **4.4.4.2 Basis for assessment**

Current users and future users benefit equally from the maximum capacity of a drainage system. Based on the assumption that one current user will need the same amount of system capacity as a future user, they should equally share the cost of providing that maximum capacity.

##### *Residential 1, 2, 3, 5, 6 and 6A Zones:*

The unit of demand relating to drainage systems is the peak run off, measured in m<sup>3</sup>/s, needed to cope with a 1-in-5 year storm. Each additional household increases the potential run off into the reticulated drainage network by approximately 8L/s.

Growth in the system's maximum capacity has been translated into a 'per lot' equivalent for the purposes of planning and calculating development contributions. Each new lot established will be charged one HUE as per the accompanying schedule.

##### *Rural and Residential 4 Zones:*

No development contribution for drainage is being sought from new subdivisions in these zones on the basis that development will not significantly affect the level of run-off from the land.

*Business Zones (excluding Southbrook DCA):*

For these lots, the contribution is payable when each new lot is created, a contribution equal to the residential zone contribution will be charged.

*Southbrook DCA:*

For these lots, the contribution is calculated based on the area of the block being subdivided or developed, but excludes that part of a block that is assessed as having been developed.

**4.4.4.3 Circumstances for refunds or reductions for drainage contributions**

In the event that planned system upgrades, or alternative upgrades, are not undertaken within a reasonable timeframe, development contributions will be refunded, after allowing for the costs of investigating the upgrade options and associated administrative costs.

Other than as detailed above, there will be no postponements of payments, reductions or remissions of payments.

**4.4.5 Rooding****4.4.5.1 Introduction**

The Council provides for growth of the district roading network to ensure people have access, and to contribute to a healthy community.

The growth-related component of projected expenditure on strategic and arterial roads as set out in the Council's Long-Term Plan will provide the basis for calculating the general roading contribution.

**4.4.5.2 Basis for assessment**

There are two types of roading developments identified which will be funded by development contributions. These are for the general contribution and developments in DCAs.

In recognition of the fact that some of these works will assist in remedying some existing deficiencies in the roading network and that there is a renewal component to some of these works, the Council has apportioned only part of the costs of each project to growth.

Appendix 3 details the different amounts applicable to developments within each DCA.

*Business Zones (excluding Southbrook DCA):*

For these lots, the contribution is payable when each new lot is created, a contribution equal to the residential zone contribution will be charged, this is known as the district roading development contribution.

*Circumstances for refunds or reductions for roading contributions:*

In the event that planned transport network upgrades, or alternative upgrades, are not

undertaken within a reasonable timeframe, Development contributions will be refunded, after allowing for the costs of investigating the upgrade options and associated administrative costs.

Other than as detailed above, there will be no postponement of payments, reductions or remission of payments.

## **4.5 Community infrastructure Development Contributions**

### **4.5.1 Introduction**

Community infrastructure is essential to the ongoing economic, social, cultural and environmental wellbeing of the community. This infrastructure provides opportunities for members of the community and visitors to the district to participate in activities and recreation, to provide service to others and to participate in life-long learning experiences.

Community infrastructure for which development contributions may be levied is defined in LGA 2002 Section 197(2) as:

- (a) means land, or development assets on land, owned or controlled by the territorial authority for the purpose of providing public amenities; and*
- (b) includes land that the territorial authority will acquire for that purpose.*

Community infrastructure is those services under the control and management of the Waimakariri District Council, however, the levying of development contributions includes but is not limited to:

- *community centres and halls*
- *play equipment on neighbourhood reserves; public toilets*
- *cemeteries.*

### **4.5.2 Basis for assessment**

Community Infrastructure provides benefits for future residents and the existing community. It is therefore equitable to share these between the owners of future and existing properties and the costs will be allocated on a per household basis.

Each project has been assessed to ascertain the amount attributable to growth and the amount attributed to current household units.

#### **4.5.2.1 Circumstances for refunds or reductions**

In the event that planned community infrastructure upgrades are not undertaken, or alternative upgrades are not completed, then development contributions will be refunded, after allowing for the costs of investigating the upgrade options and associated administrative costs. Other than as detailed above, there will be no postponements of payments or remissions of payments.

Where the Council and a developer agree to the transfer of community infrastructure assets

to the Council (which will have benefits to the community and which would have otherwise been provided for by way of community infrastructure development contributions), the Council may agree to a reduction in the community infrastructure contribution to acknowledge the benefit.

## **4.6 Administration**

### **4.6.1 Basis for assessment**

The detailed basis for assessment for development contributions is explained in the formula for each contribution (refer to Appendices 2, 3 and 4). There are two broad groups of formula:

- Those that apply to services and facilities for which benefit will accrue to the occupants of new allotments and/or new household units anywhere in the District. Costs are then apportioned across the whole district including roading and reserves.
- The second group has benefits for a defined group of users, for which the costs are apportioned to the direct beneficiary and includes sewer, water and drainage. These are set out in the respective schedules accompanying this Policy.

### **4.6.2 The application of household equivalent units**

All new allotments irrespective of zone will attract development contributions payable for one household equivalent unit (HUE) at the time that the subdivision occurs. Assessments will be made of all development proposals either at the time that a resource consent or building consent is granted or a new or enlarged connection to an infrastructure service is approved.

This will ascertain if further development contributions are payable to take account of the additional demand that the development will place on one or more of the Council's infrastructure services. The basis for these assessments for water, sewer, drainage, roading and community infrastructure is set out in the respective schedules to this Policy.

Each new lot created, irrespective of zone and proposed activity, will attract the district-wide development contributions payable at the time of creation. Each lot in a DCA will attract the development contributions payable for the DCA in which it is located. New lots in an area serviced by water, sewerage and/or drainage systems will attract the development contributions or connection charges payable for each of these systems.

Any additional dwelling on an allotment that does not comply with the definition of a minor residential unit will attract development contributions, as will any minor residential unit that is subsequently subdivided off from its original allotment.

Any allotment, which is created as the result of a boundary adjustment involving an allotment the size of which is below the threshold to qualify for the construction of a household unit will attract development contributions. Specifically, the creation of such an allotment of a size that allows the construction of a household unit as a permitted activity under the District Plan will attract development contributions.

#### **4.6.3 Reductions in Development Contributions**

The developers of multi-unit residential developments may apply to the Council to seek a reduction in payment of roading and reserves development contributions. The matters that the Council will take into account when making its decision as to whether any reduction relief will be granted, will include (but are not limited to) the:

- number of units;
- size of the units;
- purpose of the development;
- future ownership arrangements proposed for the development and;
- anticipated vehicle movements confirmed by an independent traffic assessment.

No reduction relief will be granted that reduces the amount of development contributions payable for roading below the level equivalent of 0.5 HUE for each of these development contributions at the time that the application seeking a reduction is received by the Council. A maximum of 0.5 HUE reduction may be applied by staff where appropriate, based on the criteria set out in this Policy to an already adjusted HUE.

No reduction relief will be granted for water, sewer and stormwater development contributions. An assessment for the liability for stormwater development contribution will be made based on the anticipated proportion run-off from the site.

#### **4.6.4 Remissions of Development Contributions**

No remission relief will normally be granted for development contributions, however, elected members have delegated authority to grant a DC remission in appropriate circumstances. While Council staff currently have delegation to reduce a roading and reserves DC to 0.5 HUE, they do not have delegation to offer a wider remission without formal Council resolution.

Application for remission should be made by the Applicant, including justification as to why the remission is warranted, irrespective of zone. This will be followed by a formal deputation where the Applicant can present to Elected Members; a staff report will also be prepared..

#### **4.6.5 Development of Māori land within Tuahiwi Reserve MR873 (Special Purpose Zone (Kāinga Nohoanga in the Proposed District Plan))**

The Tuahiwi Reserve MR873 was granted to Te Ngāi Tūāhuriri iwi during the 1840's as part of the Kemp's Deed purchase of the South Island. The purpose of the reserve was for the mana whenua to have kāinga nohanga (a place of residence) and mahinga kai (cultivation and gathering of food). The Council believes it has a role to encourage owners of Māori land to retain that land and to develop it in ways that benefit its owners, their whanau, and their hapū.

The Council has established a development contributions remission scheme which applies to residential development on Māori land within the Tuahiwi Reserve MR873, which falls within the Special Purpose Zone (Kāinga Nohoanga) in the proposed District Plan. The remission provides that qualifying developments (those with descendency based development rights and that meet District Plan requirements as a permitted or consented

activity) do not pay development contributions.

The remission is funded through each specific development contribution scheme (e.g., the Woodend water scheme funds the Tuahiwi water and Woodend-Tuahiwi water development contribution remission).

This remission was originally ~~is~~ based on projects that are in the 2023/24 development contribution schedules. Funding for additional infrastructure introduced later than 2023/24 required to service specific development areas will be subject to separate consideration. This remission is further based on infill cluster housing type development (approximately 20 units (or HUEs) over 5 years, and once these 20 HUEs of remissions are granted, further remissions will only be available upon specific decision by the Council who may revisit the volume of remissions beyond this initial allocation for developments of greater scale or density.

No application is required to be made to receive this remission other than demonstration of a qualifying development where one or more owners of the land provide written confirmation from Te Runanga o Ngāi Tahu Whakapapa Unit, confirming that they are a direct descendant of the original grantees of the land.

#### **4.6.6 Timing of payment of contributions**

Development contributions are levied on subdivision, resource consents, building consents and on requests for connection to infrastructure services.

Development contribution charges are invoiced in the following cases:

- a) A Section 224(c) application is received for a subdivision consent.
- b) When a building consent for a new residential or non-residential unit is uplifted.
- c) An application to connect to a Council network service is made.
- d) Council deems a change of property use has occurred resulting in an increased demand for network services.
- e) A Section 226 application is ~~receieved~~received for a subdivision consent.

Development contribution charges are payable by the earlier of:

- a) The 20th of the month following the invoice date; or
- b) Prior to the issuance of the Section 224(c) Certificate, Code Compliance Certificate, or approved connection application.

If an invoice remains unpaid outside of the terms of the invoice, Council will undertake normal legal action to enforce payment. In addition, if development contributions have not been paid, Council is able to withhold the following:

- a) A Code of Compliance Certificate;
- b) A connection to a Council network;
- c) A certificate issued under Section 224 (c) of the RMA; and
- d) Commencement of a resource consent under the RMA;



Development contributions assessed and advised on a subdivision consent shall have a lapsing period of 5 years to give effect to the consent [i.e. Section 223 certificate] and then 3 years to plan deposit [i.e. Section 224(c) certificate].

If a consent holder is granted an extension or a lapse period of greater than 5 years to give effect to the consent, the development contributions shall be re-assessed at the time a Section 224(c) certificate application is made if this occurs outside of the timeframes as stated above.

*The LGA (s 198), provides for a development contribution assessment to be made at multiple points within the development process (subdivision consent, land use consent, building consent, certificate of acceptance or authorisation for service connection). The Council intends to make an assessment at the first opportunity, however, if there is demand created and an assessment is not made at the first opportunity, the Council reserves the right to make an assessment at a later opportunity, based on the year rate applicable at the time considered to have been the first opportunity under this policy. The Council's right to assess at a later opportunity is limited to the demand created at the first opportunity and any increase in demand between the first opportunity and later opportunity based on the development proposed.*

#### **4.6.7 Price indexation**

For work that is forecast to be undertaken in the period of the LTP, the Council may apply indexation to the development contribution calculations based on the Producers Price Index Outputs for Construction as provided in LGA 2002 s 106(2B) and (2C). These provisions, however, exclude interest and financing costs from the adjustments for increases in this producer price index.

#### **4.6.8 Holding costs**

The Council will apply holding costs for growth-related expenditure that has been incurred prior to the commencement of the current financial year.

- (a) For past capital expenditure, other than for roading, where that expenditure contains a growth component, the Council will annually increase the relevant development contributions by the Council's cost of funding.
- (b) For past capital expenditure on roading, where the expenditure was incurred for the purposes of allowing development, the Council allocates the full interest cost and recovers the associated holding cost from the developers.
- (c) For past capital expenditure, where the expenditure is incurred for the purposes of allowing development in DCAs, the Council allocates the full interest cost to the development area and recovers the associated holding cost from the developers. The development contribution reflects both the capital cost and the holding cost.
- (d) Where funding costs are added to development contributions for historical expenditure in accordance with this clause, the Council will review the level of development contributions at least once every three years with regard to the impact that the inclusion of holding costs may be having on the development of the DCA. On completion of this review, if it is considered in the best interests of the Council and the district to do so,



then the Council may exclude some or all of the funding costs from the calculation of a contribution.

- (e) There are a small number of capital works for the purposes of enabling development in defined areas for which the Council has decided that the funding costs should not be funded by development contributions, for example Southbrook DCA drainage, where it is considered that there is district wide benefit arising from the works.

#### **4.6.9 Historical capital expenditure**

Where provided for in this Policy, development contributions may be charged in respect of historical capital expenditure, as well as for projected capital expenditure. This includes the calculation of development contributions incurred for capital expenditure beyond the term of the LTP as allowed for under Schedule 13 of the LGA 2002.

In determining when development contributions will no longer be charged for historical capital expenditure, a distinction is made between various types of historical expenditure with a growth-related component:

1. DCA-related expenditure;
2. General growth-related expenditure;
3. Very large projects where the denominator used for calculating development contributions in the LTP reflects growth which is likely to occur beyond the LTP period.

With DCA expenditure, it is possible to identify when historical costs have been fully funded. Development contributions will no longer be charged where the costs have been fully recovered or the asset has come to the end of its useful life (whichever is the earlier).

With general growth-related expenditure, development contributions will be collected for future expenditure within the period of the LTP and for historical expenditure incurred in the previous 10-12 years. The number of years of historical expenditure to be included will be 20 years less the number of years covered by the LTP.

Accordingly, in Year 1 of the LTP, development contributions will be charged for growth-related expenditure for both the next 10 years and the past 10 years. In Year 2, development contributions will be charged for growth-related expenditure for the next 9 years and the past 11 years, and so on.

The growth that has occurred in the DCA may also be considered to estimate costs, and may include historical expenditure and adjusted life expediency to differing collection.

The third category of expenditure identified above will continue to be part of the development contributions charge until the growth provided for in the development contributions denominator has eventuated, e.g. a certain number of household units have been developed. However, contributions will not be charged beyond the useful life of the asset.

#### 4.6.10 Developer agreements

LGA 2002 s 207A(1) provides that territorial authorities may enter into a developer agreement if formally requested by a developer or the Council itself.

When a DCA is established the Council will work with the developer or developers of the area concerned to establish which party or parties will undertake various works. The Council will only charge development contributions for that DCA for infrastructure work that is undertaken and funded by the Council. The extent of the infrastructure work undertaken by the Council in each DCA will vary according to the nature of the development and the type of work involved.

It is the responsibility of the developer to provide infrastructure solutions for the area of the proposed development. In the event that the Council requires the provision of additional capacity in the infrastructure to be provided or improvements to existing infrastructure affected by the development, Council will fund the extra-over portion of the work.

If a developer desires to enter into a developer agreement with Council, the developer shall make an application to Council in writing. This application shall include the following information for consideration by Council:

1. Scale of the development. Typically, a development greater than 75 lots or with the value of infrastructure works exceeding \$250,000 will be considered for an agreement. Developments with fewer lots or lower value of infrastructure may be considered at Council's discretion;
2. Ownership of the development (i.e. joint venture partners);
3. Timeframe for development to be completed (all stages);
4. Works to be included in the agreement; and
5. Timeframe for the infrastructure works to be completed;

In considering an application for a developer agreement, the Council will consider the following:

1. The value of the works to be completed by the developer that have a wider Council benefit;
2. The degree of benefit to the wider community;
3. Options for completing the work;
4. Consideration of any increase in resilience to a Council infrastructure network;
5. Alignment of works with Council's level of service requirements;
6. Alignment of works with the Regional Policy Statement, Council's District Plan and strategic directions;
7. Risk to Council of development not proceeding as intended by the Developer;
8. Developer's credit worthiness; and
9. Council's intended funding of the infrastructure works to be included in the agreement.

If, as a result of these discussions, a decision is made to establish a formal development agreement under *LGA 2002*, this agreement shall set out the following as relating to shared works:

1. Methodology for determining the share of costs that are the responsibility of the Council;
2. Methodology for valuing land;
3. Effects of the completion of the proposed works on the Development Contributions payable under this Policy. Any departure(s) from the Council's Development Contributions Policy shall be explicitly stated within the agreement; and
4. Timeframe for validity of agreement.

Unless explicitly stated, developer agreements shall not alter the applications of development contributions under this Policy. Development contributions may be locked in for a period of 8 years from agreement to the issuance of the Section 224(c) certificate at the discretion of Council.

#### **4.6.11 Requests for reconsideration of Development Contributions**

LGA 2002 s 199A establishes the right for developers on whom the Council is proposing to levy Development Contributions to request a reconsideration of the amounts involved. The bases on which such requests can be based are that:

- *The amount was incorrectly calculated or assessed under the Council's Development Contributions Policy;*
- *The Council has incorrectly applied its Development Contributions Policy; or*
- *The information used to assess the development contributions payable by the person seeking reconsideration was incorrect, has been recorded or used incorrectly, or was incomplete or contained errors.*

LGA 2002s 202A(2) requires the Council's Development Contributions Policy to establish a process for addressing requests for reconsideration, which must indicate how these are to be lodged, and the steps that the Council will take in making its determination regarding the request for reconsideration.

The reconsideration process established under this policy will involve the delegation of responsibility for the determination of the outcome of the reconsideration to the Chief Executive. The process to be used to reach this determination is set out in Appendix A to this Policy.

## **5. LINKS to OTHER POLICIES and COMMUNITY OBJECTIVES**

The Development Contributions Policy links to the following outcomes:

- There is a safe environment for all;
- Transport is accessible, convenient, reliable affordable and sustainable;
- There is sufficient clean water to meet the needs of communities and ecosystems;

- Businesses in the District are diverse, adaptable, and growing;
- Core utility services are provided in a timely, sustainable and affordable manner; and
- Public spaces and facilities are plentiful, accessible and high quality.

## 6. **POLICY ADOPTION**

The Development Contributions Policy was adopted by Waimakariri District Council on ~~TBCXX June 2025.~~

## 7. **REVIEW**

A review is made every year in preparation for the Annual Plan or Long Term Plan. A full review is undertaken every three years.

## 2025/26 DEVELOPMENT CONTRIBUTIONS POLICY - APPENDICES

### APPENDIX A: RECONSIDERATION PROCESS

1. Requests for reconsideration of the development contribution which the Council requires must follow within 10 working days of the formal receipt of a notice of the sums involved from the Council. The Council will give formal notice of the development contributions payable as soon as it is practicable after:
  - the decisions have been made with respect to the servicing of a new subdivision, for contributions payable prior to the release of RMA Section 224(c) certificates;
  - the decision have been released with respect to the impact on Council infrastructure assets for contributions triggered by a land use consent; or
  - the plans for a new building have been assessed for a Project Information Memorandum (PIM).
2. Applications for reconsideration must be lodged on the prescribed form attached to this schedule, and must state which ground(s) for requests for reconsideration set out in LGA 2002 s199A apply to the application.
3. The Council will only accept applications for reconsideration that provide sufficient information to allow Council officers to fully evaluate the basis on which the reconsideration is sought, and the concerns of the applicant with respect to the Council's original process in assessing the contributions payable.
4. The Council reserves the right to suspend the time of 15 working days required to provide determination of its response to a request for a reconsideration set out in LGA 2002 s 199B(1) if, in order to ensure natural justice, further information is required from the applicant regarding the basis for the request for reconsideration.
5. The Council will make its determination of the application for reconsideration based on the information provided by the applicant and the original Council documentation setting out the basis for the original decision regarding the development contributions applicable and the sums to be levied.
6. The reconsideration decision will be made by the Chief Executive on advice from staff.
7. The Council's reconsideration process will not involve formal hearings or other representations in person for the applicant or parties representing the applicant.



## 202~~54~~/2~~65~~ DEVELOPMENT CONTRIBUTIONS POLICY

### Waimakariri District Council Notice of request for a reconsideration of Development Contributions Under S199A *Local Government Act 2002*

Name of person/company requesting reconsideration.....

Address.....

Phone.....

E-mail.....

Development contribution(s) for which reconsideration is sought .....

.....

Please quote the relevant notice number .....

Reasons for request for reconsideration (please tick the appropriate statutory reason(s))

*(a) Incorrect calculation or assessment*

☐

*(b) Development Contributions Policy incorrectly applied*

☐

*(c) Information used incomplete or contains errors*

☐

Please provide further information relevant to your request for reconsideration:

.....

.....

.....

..... (use additional paper if necessary)

Relief sought .....

.....

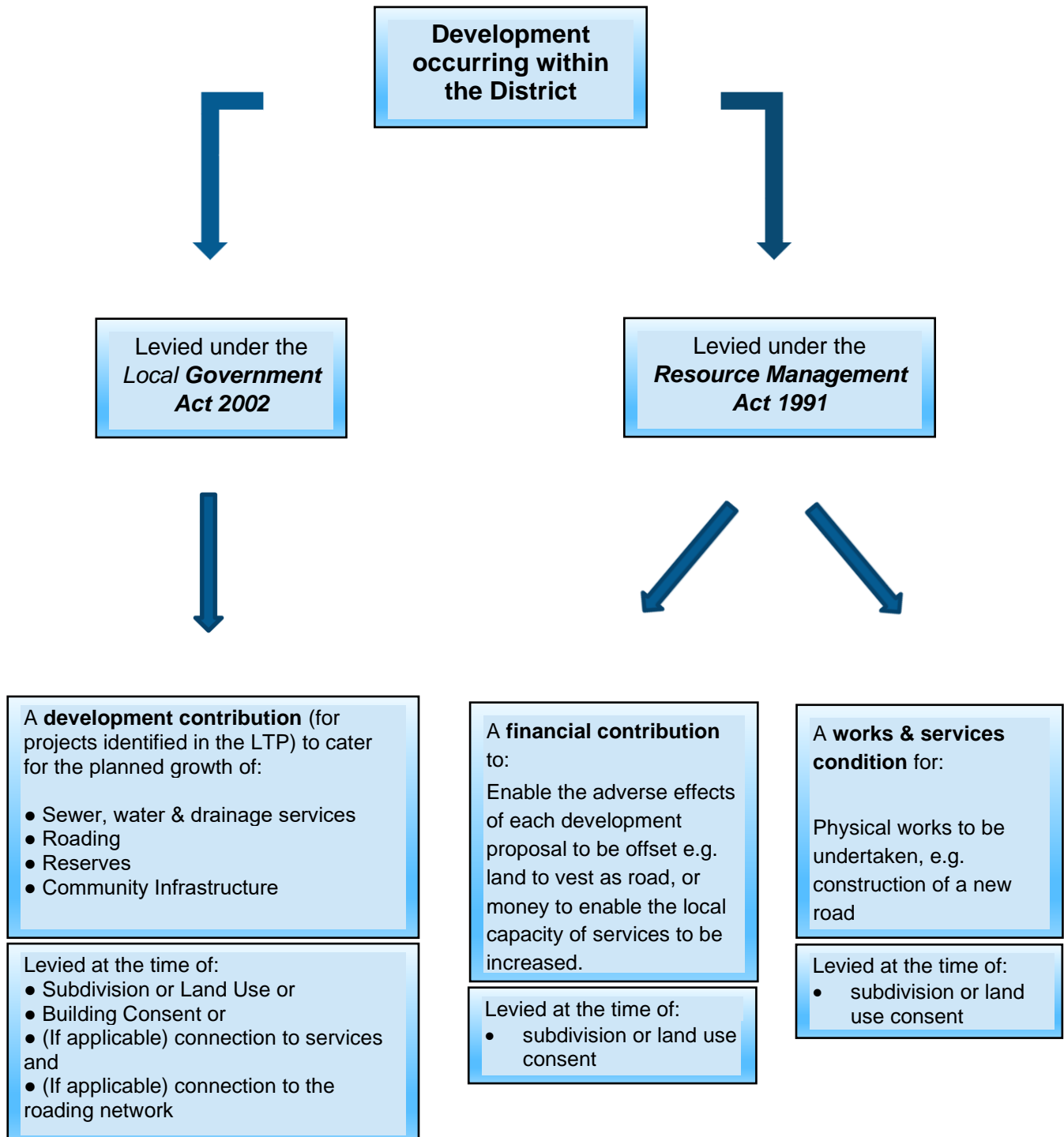
*(To be signed by or on behalf of person/company making the request)*

• *Signature* ..... *Date:*.....

- *Name of signatory* .....(Please print)
- *Status of signatory* .....(Please print)



## APPENDIX 1: FRAMEWORK FOR RECOVERING FINANCIAL AND DEVELOPMENT CONTRIBUTIONS



## APPENDIX 2: RESERVES DEVELOPMENT CONTRIBUTIONS

### 2.1 Calculation of contributions

There are two reserves contributions – one for District-wide reserves applicable to all residential and rural developments and the other for neighbourhood reserves, which is only applicable to residential zoned subdivisions, and any other development which generates demand on neighborhood reserves when assessed against the Activity Management Plan – Community and Recreation.

The capital expenditure is divided into two categories:

1. Growth-related development: this applies to new developments that are needed to cater for the growth of the District.
2. Development of reserves: this category covers development of existing reserves to cater for future residents and for the changing needs of the community. It is therefore equitable to share these costs between future property owners and existing owners.

District and neighbourhood reserve contributions are levied at the lesser of either the maximum allowable contribution or the per lot contribution calculated on the cost of the capital expenditure associated with the development of reserves. The maximum allowable contribution is the greater of:

- 7.5% of the values of the additional lots created by a subdivision; or
- The market value equivalent of 20m<sup>2</sup> of land for each additional residential unit or accommodation unit created the development.

#### 2.1.1 Charges are levied

A charge is levied either:

- On each new residential or rural allotment, or
- On each second or subsequent dwelling, or
- On each residential or rural resource consent or building consent.

Accompanying this policy are the Schedules and related maps. The Schedules provide the basis on which various development contributions are calculated, the amounts budgeted and the amounts payable for each contribution for each scheme area and development contribution area across the District.

#### 2.1.2 Rural and Residential 4 Zoned – subdivisions and second and subsequent household units

Where:

- cg = capital expenditure relating to growth for district-wide reserves  
 cd = capital expenditure relating to the development of existing reserves and facilities  
 s = subsidies, if any  
 h = total estimated number of additional household units in the District at the end of the LTP period  
 th = total estimated household units at the end of the LTP period  
 r<sub>t-a</sub> = funding rate applied in respect of each year from the time of the works being carried out

Contribution per lot equals the lesser of:

- i. the greater of 7.5% of the land value of the additional lot or notional lot or the value equivalent of 20m<sup>2</sup> of land **or**
- ii. *For future expenditure:*

$$((cg - s) \times (1 / h)) + ((cd - s) \times (1 / th))$$

*Plus in respect of historical expenditure, for each year in which capital expenditure including a growth component has been incurred:*

$$((cg - s) \times (1 / h)) + ((cd - s) \times (1 / th)) \times (\text{a multiplier reflecting funding costs})$$

*Where the multiplier is calculated along the following lines for each year in which historical expenditure occurred:*

$$(1 + r_{t-1}) \times (1 + r_{t-2}) \times \dots (1 + r_{t-x})$$

### **2.1.3 Residential 1, 2, 3, 5, 6, 6A Zoned Subdivisions, and Rural and Residential 4 Zoned Subdivisions where additional demand on neighbourhood reserves is generated**

Where:

- cg = capital expenditure relating to growth for district-wide reserves
- cn = capital expenditure relating to growth for neighbourhood reserves
- cd = capital expenditure relating to the development of existing reserves and facilities
- s = subsidies, if any
- h = total estimated number of additional household units in the District at the end of the LTP period
- hi = total estimated number of additional residential zone household units in the District at the end of the LTP period
- th = total estimated households at the end of the LTP period
- $r_{t-a}$  = funding rate applied in respect of each year from the time of the works being carried out

Contributions per lot equals the lesser of:

- i. The greater of 7.5% of the land value of the additional lot or the value equivalent of 20m<sup>2</sup> of land created by the development **or**
- ii. *For future expenditure:*

$$((cg - s) \times (1 / h)) + ((cn - s) \times (1 / hi)) + ((cd - s) \times (1 / th))$$

*Plus in respect of historical expenditure, for each year in which capital expenditure including a growth component has been incurred:*

$$((cg - s) \times (1 / h)) + ((cn - s) \times (1 / hi)) + ((cd - s) \times (1 / th)) \times (\text{a multiplier reflecting funding costs})$$

Where the multiplier is calculated along the following lines for each year in which historical expenditure occurred:

$$(1 + r_{t-1}) \times (1 + r_{t-2}) \times \dots (1 + r_{t-x})$$

#### **2.1.4 Increased densities and multi-unit residential developments**

Where:

vm = the value of 20m<sup>2</sup> of land

h = total household unit equivalents created by the development.

$$\text{Contribution} = \text{vm} \times \text{h}$$

Multi-unit residential includes, but is not limited to, flats, town houses, retirement villages and traveller accommodation. As set out in LGA 2002 s 203, the formula may be applied at the discretion of the Council.

The formula is based upon the value equivalent of 20m<sup>2</sup> of land for each additional residential unit or accommodation unit created by the development, instead of 7.5% of the total land value.

## APPENDIX 3: NETWORK INFRASTRUCTURE DEVELOPMENT CONTRIBUTIONS

### 3.1 Water

#### 3.1.1 Calculation of contributions

The contribution is calculated on the cost of the capital expenditure associated with increasing the capacity of the system, subtracting:

- Any subsidies
- The total of the replacement cost of the existing asset (if any)
- The depreciation cost of the existing asset, then dividing by the number of household units that the area is planned to be capable of servicing, or the number of units of water that the scheme is planned to deliver within the LTP assessment period.

#### 3.1.2 Charges are levied

A charge is levied either:

- On each new lot and/or connection granted, or
- On each second or subsequent residential unit or connection on a pre-existing lot
- Or resource consent, building consent or application for a larger service which will lead to additional demand on the water network, or
- On each second or subsequent connection or application for consent which will lead to additional demand on the water network.

*Note: Developments in DCAs incur development contributions for the particular DCA area they are in, and in addition, incur development contributions for the large scheme area.*

Accompanying this policy are the Schedules and related maps. The Schedules provide the basis on which various development contributions are calculated, the amounts budgeted and the amounts payable for each contribution for each scheme area and development contribution area across the District.

#### 3.1.3 Calculation of contribution for water scheme projects other than new source projects:

Where:

- c = capital expenditure that includes a growth component
- s = subsidies, if any
- r = replacement cost of any infrastructure replaced
- d = depreciated replacement cost of any infrastructure replaced
- n = total estimated number of household units in the area planned to be serviced as at the end of the LTP period.
- W = water connection size factor (for calculating water development contributions)
- r<sub>t-a</sub> = funding rate applied in respect of each year from the time of the works being carried out.

Contribution per lot equals:

*In respect of future expenditure:*

$$((c - s) - (r - d)) \times (1 / n) \times w$$

*Plus in respect of historical expenditure, for each year in which capital expenditure including a growth component has been incurred:*

$$((c - s) - (r - d)) \times ((1 / n) \times w) \times \text{a multiplier reflecting funding costs}$$

*Where the multiplier is calculated along the following lines for each year in which historical expenditure occurred:*

$$(1 + r_{t-1}) \times (1 + r_{t-2}) \times \dots (1 + r_{t-x})$$

The significance of the adjustment for replacement cost and depreciated replacement cost is that some assets have years of useful life left but are only being replaced to cope with the demand for extra capacity resulting from new subdivisions.

The effect of this adjustment is that if a new asset is to be replaced, those causing the growth should pay for the cost of upgrading the asset as the existing asset would provide many years of future benefit and it is only being replaced because of the growth.

### **3.1.4 The water scheme development contribution (100% growth projects)**

#### **3.1.4.1 Developments outside DCAs:**

Where:

c = growth component of capital

s = subsidies, if any

r = replacement cost of any infrastructure replaced

d = depreciated replacement cost of any infrastructure replaced

h = total estimated number of additional household units in the area planned to be serviced by the end of the LTP period.

W = water connection size factor (for calculating water development contributions)

$r_{t-a}$  = the funding rate applied in respect of each year from the time of the works being carried out.

Contribution per lot equals:

*In respect of future expenditure:*

$$((c - s) - (r - d)) \times (1 / h) \times w$$

*Plus in respect of historical expenditure, for each year in which capital expenditure including a growth component has been incurred:*

$$((c - s) - (r - d)) \times (1 / h) \times w \times \text{a multiplier reflecting funding costs}$$

Where the multiplier is calculated along the following lines for each year in which historical expenditure occurred:

$$(1 + r_{t-1}) \times (1 + r_{t-2}) \times \dots (1 + r_{t-x})$$

### 3.1.5 The Water Scheme Development Contribution

#### 3.1.5.1 Water scheme new source projects

These include any water supply scheme with a water supply source upgrade and shall be levied over 35 years as below.

Where:

c = capital expenditure that includes a growth component

s = subsidies, if any

r = replacement cost of any infrastructure replaced

d = depreciated replacement cost of any infrastructure replaced

n = total estimated number of household units in the area planned to be serviced as at the end of a period of 35 years from the date of completion of the project.

w = water connection size factor (for calculating water development contributions)

$r_{t-a}$  = funding rate applied in respect of each year from the time of the works being carried out

Contribution per lot equals:

*In respect of future expenditure:*

$$((c - s) - (r - d)) \times ((1 / n) \times w)$$

*Plus in respect of historical expenditure, for each year in which capital expenditure including a growth component has been incurred:*

$$((c - s) - (r - d)) \times ((1 / n) \times w) \times (\text{a multiplier reflecting funding costs})$$

Where the multiplier is calculated along the following lines for each year in which historical expenditure occurred:

$$(1 + r_{t-1}) \times (1 + r_{t-2}) \times \dots (1 + r_{t-x})$$

For an existing asset, which is at the end of its useful life and due for replacement, people who connect in the future will only pay for the cost of increasing the system's size, not the full cost of replacing the existing asset.

### 3.1.6 Outline Development Areas

In addition to the above water scheme development contribution calculation, the DCAs have an additional contribution, for Outline Development Areas (ODA), which recognises the costs of the

development of infrastructural services that are unique to that particular development.

### **3.1.6.1 The ODA Water Scheme Development Contribution (except Southbrook)**

Where:

- co = capital expenditure relating to growth in the DCA
- f = funding costs in respect of historical expenditure, if any
- s = subsidies, if any
- pc = development contributions previously received, if any
- r = replacement cost of any infrastructure replaced
- d = depreciated replacement cost of any infrastructure replaced
- dca = estimated number of additional lots planned to be serviced in the development contribution area
- w = water connection size factor (for calculating water development contributions)

Contribution per lot equals:

$$((co + f - s - pc) - (r - d)) \times (1 / dca) \times w$$

The schedule details the actual costs relating to each DCA.

### **3.1.6.2 The Southbrook DCA Water Scheme Development Contribution**

Where:

- co = capital expenditure that includes a growth component
- f = funding costs in respect of historical expenditure, if any
- s = subsidies or income received from other sources, if any
- r = replacement cost of any infrastructure replaced
- d = depreciated replacement cost of any infrastructure replaced
- m = area (m<sup>2</sup>) of lot(s) being subdivided or developed
- a = total area of the Southbrook DCA area (m<sup>2</sup>) less the area dedicated to the stormwater retention pond less a 15% allowance for roading and reserves
- w = water connection size factor (for calculating water development contributions)

Contribution per lot equals:

$$((co + f - s) - (r - d)) \times (1 / a) \times m \times w$$

The schedule details the actual costs relating to this Scheme.

### **3.1.7 Water Connection Size Factor (for calculating Water Development Contributions)**



Water Connection Size (mm)	Development contribution multiplication factor
15mm	1.0 x Standard D.C.
20mm	1.5 x Standard D.C.
25mm	2.1 x Standard D.C.
32mm	3.2 x Standard D.C.
40mm	4.9 x Standard D.C.
50mm	7.8 x Standard D.C.

The connection rate may be negotiated where the applicant can show larger pipe size is required for fire-fighting or fire prevention.

### 3.1.8 Restricted Connections Supplied from On-demand Networks

Restricted connections supplied from on demand networks will pay a reduced development contribution in accordance with the following table.

Restricted connection demand	Development contribution reduction factor
1 Unit (1 m <sup>3</sup> per day)	0.4 x Standard D.C.
2 Units (2 m <sup>3</sup> per day)	0.8 x Standard D.C.

## 3.2 Sewer

### 3.2.1 Calculation of Contribution

The contribution is calculated on the cost of the capital expenditure associated with increasing the capacity of the system, less any subsidies, less the difference between the total of the replacement cost of the existing asset (if any), the depreciated cost of the existing asset, with the total then divided by the number of lots that are planned to be serviced by the scheme. For historical costs, an adjustment is made to reflect funding costs. The result is the cost that will apply to each new lot.

For the purposes of calculating the sewer development contribution the volume flows are calculated on the size of the water inflow pipe as the outflow of sewage from a property is proportional to the inflow of water.

### 3.2.2 Charges are levied

A charge is levied either on each:

- New lot and/or connection granted, or
- Second or subsequent dwelling or connection on a pre-existing lot, or
- Resource consent or application for a larger service which will lead to additional demand on the sewer network, or
- Second or subsequent connection or application for consent that will lead to additional demand on the sewer network.

*Note: Developments in DCAs incur development contributions for the particular DCA area they are*

*in, and in addition, incur development contributions for the large scheme area.*

Accompanying this policy are the Schedules and related maps. The Schedules provide the basis on which various development contributions are calculated, the amounts budgeted and the amounts payable for each contribution for each scheme area and development contribution area across the District.

### **3.2.2.1 Sewer Scheme Development Contributions other than the Ocean Outfall Project and Oxford Wastewater Treatment Plant Upgrade Project (Partial Growth)**

Where:

- c = capital expenditure that includes a growth component
- s = subsidies, if any
- r = replacement cost of any infrastructure replaced
- d = depreciated replacement cost of any infrastructure replaced
- n = total estimated number of lots in the area planned to be serviced as at the end of the LTP period
- w = water connection size factor (for developing sewer development contributions)
- $r_{t-a}$  = the funding rate applied in respect of each year from the time of the works being carried out

Contribution per lot equals:

*In respect of future expenditure:*

$$((c - s) - (r - d)) \times (1 / n) \times w$$

*Plus in respect of historical expenditure, for each year in which capital expenditure including a growth component has been incurred:*

$$((c - s) - (r - d)) \times (1 / n) \times w \times (\text{a multiplier reflecting funding costs})$$

*Where the multiplier is calculated along the following lines for each year in which historical expenditure occurred:*

$$(1 + r_{t-1}) \times (1 + r_{t-2}) \times \dots \times (1 + r_{t-x})$$

### **3.2.3 The Sewer Scheme Development Contribution (100% growth projects)**

#### **3.2.3.1 Sewer Scheme Development Contributions**

Where:

- c = growth component of capital
- s = subsidies, if any
- r = replacement cost of any infrastructure replaced
- d = depreciated replacement cost of any infrastructure replaced

- h = total estimated number of additional lots in the area planned to be serviced by the end of the LTP period
- w = water connection size factor (for calculating sewer development contributions)
- $r_{t-a}$  = the funding rate applied in respect of each year from the time of the works being carried out

Contribution per lot equals:

*For future expenditure:*

$$((c - s) - (r - d)) \times (1 / h) \times w$$

*Plus in respect of historical expenditure, for each year in which capital expenditure including a growth component has been incurred:*

$$((c - s) - (r - d)) \times (1 / h) \times w \times \text{a multiplier reflecting funding costs}$$

*Where the multiplier is calculated along the following lines for each year in which historical expenditure occurred:*

$$(1 + r_{t-1}) \times (1 + r_{t-2}) \times \dots (1 + r_{t-x})$$

### **3.2.3.2 Ocean Outfall Project and Oxford Wastewater Treatment Plant Upgrade Project**

Where:

- c = loan outstanding amount that includes the growth component relating to capital expenditure
- s = subsidies, if any
- r = replacement cost of any infrastructure replaced
- d = depreciated replacement cost of any infrastructure replaced
- n = total estimated number of household units in the area planned to be serviced as at the end of a period of 35 years from the date of completion of the project.
- w = water connection size factor (for calculating water development contributions)
- $r_{t-a}$  = the funding rate applied in respect of each year from the time of the works being carried out

Contribution per lot equals:

$$((c - s) - (r - d)) \times (1 / n) \times w$$

*Plus in respect of historical expenditure, for each year in which capital expenditure including a growth component has been incurred:*

$$((c - s) - (r - d)) \times (1 / n) \times (w) \times (\text{a multiplier reflecting funding costs})$$

Where the multiplier is calculated along the following lines for each year in which historical expenditure occurred:

$$(1 + r_{t-1}) \times (1 + r_{t-2}) \times \dots (1 + r_{t-x})$$

The significance of the adjustment for replacement cost and depreciated replacement cost is that some assets have years of useful life left but are only being replaced to cope with the demand for extra capacity resulting from new subdivisions.

The effect of this adjustment is that if a new asset is to be replaced those causing the growth should pay for the cost of upgrading the asset as the existing asset would provide many years of future benefit and it is only being replaced because of the growth.

Conversely, for an existing asset, which is at the end of its useful life and due for replacement, people who connect in the future will only pay for the cost of increasing the system's size, not the full cost of replacing the existing asset.

### 3.2.4 Amalgamated Mandeville, Swannanoa, Ohoka Sewer

Where:

- c = loan outstanding amount that includes the growth component relating to capital expenditure
- s = subsidies, if any
- r = replacement cost of any infrastructure replaced
- d = depreciated replacement cost of any infrastructure replaced
- n = total estimated number of additional household units in the area planned to be serviced as at the end of a period of 20 years from the date of completion of the project.
- w = water connection size factor (for calculating water development contributions)
- $r_{t-a}$  = the funding rate applied in respect of each year from the time of the works being carried out

Contribution per lot equals:

$$((c - s) - (r - d)) \times (1 / n) \times w$$

The Mandeville Wastewater Pump Station (also known as Bradleys Road Pump Station, pipeline to Rangiora) Project services growth that is likely to occur over a period of greater than 10 years. This project was completed in response to growth with additional capacity for growth included.

### 3.2.5 Outline Development Areas

In addition to the above sewer scheme development contribution calculation, the DCAs have an additional contribution, for ODAs, which recognises the costs of the development of infrastructural services that are unique to that particular development.

There are two formulae – one for Southbrook and the other for all other DCAs.

#### 3.2.4.1 The ODA Sewer Scheme Development Contribution (except Southbrook):

Where:

- co = capital expenditure relating to growth in DCA
- f = funding costs in respect of historical expenditure, if any
- s = subsidies, if any
- pc = development contributions previously received, if any
- r = replacement cost of any infrastructure replaced
- d = depreciated replacement cost of any infrastructure replaced
- dca = estimated number of additional lots planned to be serviced in the development contribution area
- w = water connection size factor (for calculating sewer development contributions)

Contribution per lot equals

$$((co + f - s - pc) - (r - d)) \times (1 / dca) \times w$$

The schedule details the actual costs relating to each Scheme.

#### 3.2.4.2 The Southbrook DCA Sewer Scheme Development Contribution:

Where:

- co = capital expenditure which includes a growth component
- f = funding costs in respect of historical expenditure, if any (Council's current policy is to fund these from rates rather than development contributions)
- s = subsidies or income received from other sources, if any
- r = replacement cost of any infrastructure replaced
- d = depreciated replacement cost of any infrastructure replaced
- m = area (m<sup>2</sup>) of lot(s) being subdivided or developed
- a = [total area of the Southbrook DCA area (m<sup>2</sup>) less the area dedicated to the stormwater retention pond] less a 15% allowance for roading and reserves
- w = water connection size factor (for calculating sewer development contributions)

Contribution per lot equals:

$$((co + f - s) - (r - d)) \times (1 / a) \times (m) \times (w)$$

### 3.2.6 Water Connection Size Factor (for calculating Sewer Development Contributions)

Water Connection Size (mm)	Development Contribution Multiplication Factor
15mm	1.0 x Standard D.C.
20mm	1.2 x Standard D.C.
25mm	1.6 x Standard D.C.
32mm	2.1 x Standard D.C.
40mm	2.9 x Standard D.C.
50mm	4.4 x Standard D.C.

The connection rate may be negotiated where the applicant can show larger pipe size is required for fire-fighting or fire prevention.

## 3.3 Drainage

### 3.3.1 Calculation of Contribution

The contribution is calculated on the cost of the capital expenditure associated with increasing the capacity of the system, less any subsidies, less the total of: the replacement cost of the existing asset (if any) less the depreciated cost of the existing asset and then divided by the number of properties that the area is capable of servicing. For historical costs, an adjustment is made for funding costs. The result is the cost that will apply to each new lot.

### 3.3.2 Charges are levied

(Exemptions: Utility Lots and Boundary Adjustments):

#### Residential Zones

On subdivision creating additional allotment/s and subsequently for each additional household unit on the same lot (when either resource consent or building consent is granted).

#### Business Zones

For business properties, on subdivision creating additional allotment/s or on additional connection or network load on the same lot (when either a resource consent or a building consent is granted or at the time of connection).

*Note: developments in DCAs incur development contributions for the particular DCA area they are in, and in addition, incur development contributions for the large scheme area.*

Accompanying this policy are the Schedules and related maps. The Schedules provide the basis on which various development contributions are calculated, the amounts budgeted and the amounts payable for each contribution for each scheme area and development contribution area across the District.

### 3.3.3 Drainage Contribution

Where:

- c = capital expenditure including a growth component  
 s = subsidies, if any  
 r = replacement cost of any infrastructure replaced  
 d = depreciated replacement cost of any infrastructure replaced  
 n = total estimated number of lots in the area planned to be serviced as at the end of LTP period  
 $r_{t-a}$  = the funding rate applied in respect of each year from the time of the works being carried out

Contribution per lot equals:

*For future expenditure:*

$$((c - s) - (r - d)) \times (1 / n)$$

*Plus in respect of historical expenditure, for each year in which capital expenditure including a growth component has been incurred:*

$$((c - s) - (r - d)) \times (1 / n) \times \text{a multiplier reflecting funding costs}$$

*Where the multiplier is calculated along the following lines for each year in which historical expenditure occurred:*

$$(1 + r_{t-1}) \times (1 + r_{t-2}) \times \dots (1 + r_{t-x})$$

### **3.3.4 The Drainage Scheme Development Contribution**

#### **3.3.4.1 Drainage Scheme Development Contributions:**

Where:

- c = growth component of capital  
 s = subsidies, if any  
 r = replacement cost of any infrastructure replaced  
 d = depreciated replacement cost of any infrastructure replaced  
 h = total estimated number of additional lots in the area planned to be serviced at the end of the LTP period  
 $r_{t-a}$  = the funding rate applied in respect of each year from the time of the works being carried out

Contribution per lot equals:

*For future expenditure:*

$$((c - s) - (r - d)) \times (1 / h)$$

*Plus in respect of historical expenditure, for each year in which capital expenditure*

*including a growth component has been incurred:*

$$((c - s) - (r - d)) \times (1 / h) \times \text{a multiplier reflecting funding costs}$$

*Where the multiplier is calculated along the following lines for each year in which historical expenditure occurred:*

$$(1 + r_{t-1}) \times (1 + r_{t-2}) \times (1 + r_{t-x})$$

The significance of the adjustment for replacement cost and depreciated replacement cost is that some assets have years of useful life left but are only being replaced to cope with the demand for extra capacity resulting from new subdivisions.

The effect of this adjustment is that if a new asset is to be replaced those causing the growth should pay for the cost of upgrading the asset as the existing asset would provide many years of future benefit and it is only being replaced because of the growth.

Conversely, for an existing asset, which is at the end of its useful life and due for replacement, people who connect in the future will only pay for the cost of increasing the system's size, not the full cost of replacing the existing asset.

### **3.3.5 Outline Development Areas**

In addition to the above drainage scheme development contribution calculation, the DCAs have an additional contribution, for ODAs, which recognises the costs of the development of infrastructural services that are unique to that particular development.

#### **3.3.5.1 The ODA Drainage Scheme Development Contribution (except Southbrook)**

Where:

- co = capital expenditure relating to growth in the DCA
- f = funding costs in respect of historical expenditure, if any
- s = subsidies, if any
- pc = development contributions previously received, if any
- r = replacement cost of any infrastructure replaced
- d = depreciated replacement cost of any infrastructure replaced
- dca = estimated number of additional lots planned to be serviced in the development contribution area

Contribution per lot equals:

$$((co + f - s - pc) - (r - d)) \times (1 / dca)$$

The schedule details the actual costs relating to each DCA.



### 3.3.5.2 Rangiora / Southbrook Stormwater DCS Drainage Scheme Development Contribution

Where:

- co = capital expenditure due to growth
- m = area (m<sup>2</sup>) of that part of the lot(s) to be subdivided or developed less the area which is assessed as having been developed as at 1 July 2007
- a =  $0.85X + 0.1 (Z - 0.85X)$
- X = area (m<sup>2</sup>) of all lots identified as Area X lots on Plan 2878, (those that are largely undeveloped) less the area of each of those lots assessed as developed at 1 July 2007
- Z = gross area (m<sup>2</sup>) of all lots within the DCA, less that area contributing to pond B shown on Plan 2878.

For **Subdivision** within the Southbrook Industrial Area, the m<sup>2</sup> development contribution rate is calculated as follows:

$$co \times m/a$$

### 3.3.6 Drainage Adjustment Factor

The stormwater HUE is based on the expected runoff from impermeable surfaces. A typical Greenfields residential development on a 600m<sup>2</sup> allotment is assumed to have a run-off coefficient (or anticipated proportion of run-off) of 55 %. Runoff coefficient assessments are based on the Compliance Document for New Zealand Building Code Clause E1 Surface Water, which provides a list of typical runoff coefficients. Adjustments for drainage contributions for non-residential activity will be made on resource consent or building consent.

In the case of developments outside of DCAs and special stormwater management areas such as Southbrook, the stormwater development contribution will be calculated on the basis of the run-off coefficient. If the run-off coefficient is greater than 55%, additional development contributions will be charged for development serviced by the District's reticulated stormwater collection systems.

## 3.4 Rooding

### 3.4.1 Calculation of contribution

The contribution is calculated on the cost of the capital expenditure associated with increasing the capacity of the network, less any subsidies. The value of any financial contribution taken with respect to a particular development and roading project is subtracted also, so the contribution relates to extra work in the system.

This value is then divided by the number of projected new household units in the District. For historical costs, an adjustment is made for funding costs. The result is the cost that will apply to each new lot.

The calculation of roading contributions for DCAs relates to the cost of construction of collector roads (if any) that are required to connect the DCA to the District-wide roading network. The development contribution payable for these DCAs is based on the estimated cost of the collector

road divided by the number of new allotments to be created in that DCA.

### **3.4.2 Charges are levied**

A charge is levied either on each:

- New residential or non-residential allotment, or
- Second or subsequent dwelling, or
- Residential land use resource consent or building consent.

### **3.4.3 Outline Development Areas**

In addition to the above roading development contribution calculation, the DCAs have an additional contribution, for ODAs, which apportions the costs of the development of main trunk roads that are unique to that particular development.

#### **3.4.3.1 The District Roding Development Contribution**

Where:

- c = capital expenditure related to growth for that project
- f = funding costs in respect of historical expenditure, if any
- s = subsidies associated with the growth portion of the project, if any
- pc = development contributions previously received in respect of that project
- fc = financial contribution applicable to that roading project, if any
- h = total estimated number of additional household units in the District over the remainder of the LTP period

Contribution per lot equals:

*The sum of the following for each identified district roading project:*

$$((c + f - s - pc) - fc) \times (1 / h)$$

#### **3.4.3.2 The ODA Roding Development Contribution (excluding Southbrook)**

Where:

- co = capital expenditure relating to growth in DCA
- f = funding costs in respect of historical expenditure, if any
- s = subsidies associated with the growth portion of the project, if any
- pc = development contributions previously received in respect of that project
- fc = financial contribution applicable to roading developments
- dca = estimated number of additional lots planned to be serviced in the development contribution area

Contribution per lot equals:

$$((co + f - s - pc) - fc) \times (1 / dca)$$

### **3.4.3.3 The Southbrook DCA Roding Scheme Development Contribution:**

Where:

- co = capital expenditure which includes a growth component
- f = funding costs in respect of historical expenditure, if any (Council's current policy is to fund these from rates rather than development contributions)
- s = subsidies or income received from other sources, if any
- r = replacement cost of any infrastructure replaced
- d = depreciated replacement cost of any infrastructure replaced
- m = area (m<sup>2</sup>) of lot(s) being subdivided or developed
- a = [total area of the Southbrook DCA area (m<sup>2</sup>) less the area dedicated to the stormwater retention pond less a 15% allowance for roading and reserves

Contribution per lot equals:

$$((co + f - s) - (r - d)) \times (1 / a) \times m$$

### **3.4.3.4 The Red Lion Corner and Ashley Bridge Roding Development Contribution:**

Where:

- c = capital expenditure related to growth for that project
- f = funding costs in respect of historical expenditure, if any
- s = subsidies associated with the growth portion of the project, if any
- pc = development contributions previously received in respect of that project
- fc = financial contribution applicable to that roading project, if any
- h = total estimated number of additional household units in the District over 25 years

Contribution per lot equals:

The sum of the following for each identified district roading project:

$$((c + f - s - pc) - fc) \times (1 / h)$$

### **3.4.4 Roding adjustment factor**

The Council calculated the HUE for roading based on the typical number of vehicle movements generated by a development. A typical household is assumed to generate eight vehicle trips a day.

## APPENDIX 4: COMMUNITY INFRASTRUCTURE DEVELOPMENT CONTRIBUTIONS

### 4.1 Calculation of contribution

The contribution is calculated on the cost of the capital expenditure relating to the development of community infrastructure to cope with growth of the District, less:

- Any subsidies
- The total of the replacement cost of the existing asset (if any)
- The depreciated replacement cost of the existing asset, and then divided by the total estimated number of household units in the District at the end of the LTP period.

For historical expenditure, an adjustment is made for funding costs. For 100% growth project, the calculation is based on the estimated number of additional household units projected for the LTP period.

### 4.2. Community Infrastructure Development Contribution:

Where:

- c = growth component of capital expenditure  
s = subsidies, if any  
r = replacement cost of any infrastructure replaced  
d = depreciated replacement cost of any infrastructure replaced  
n = total estimated number of rating units in the District as at the end of the LTP period.  
 $r_{t-a}$  = the funding rate applied in respect of each year from the time of the works being carried out.

Contribution per lot equals:

*For future expenditure:*

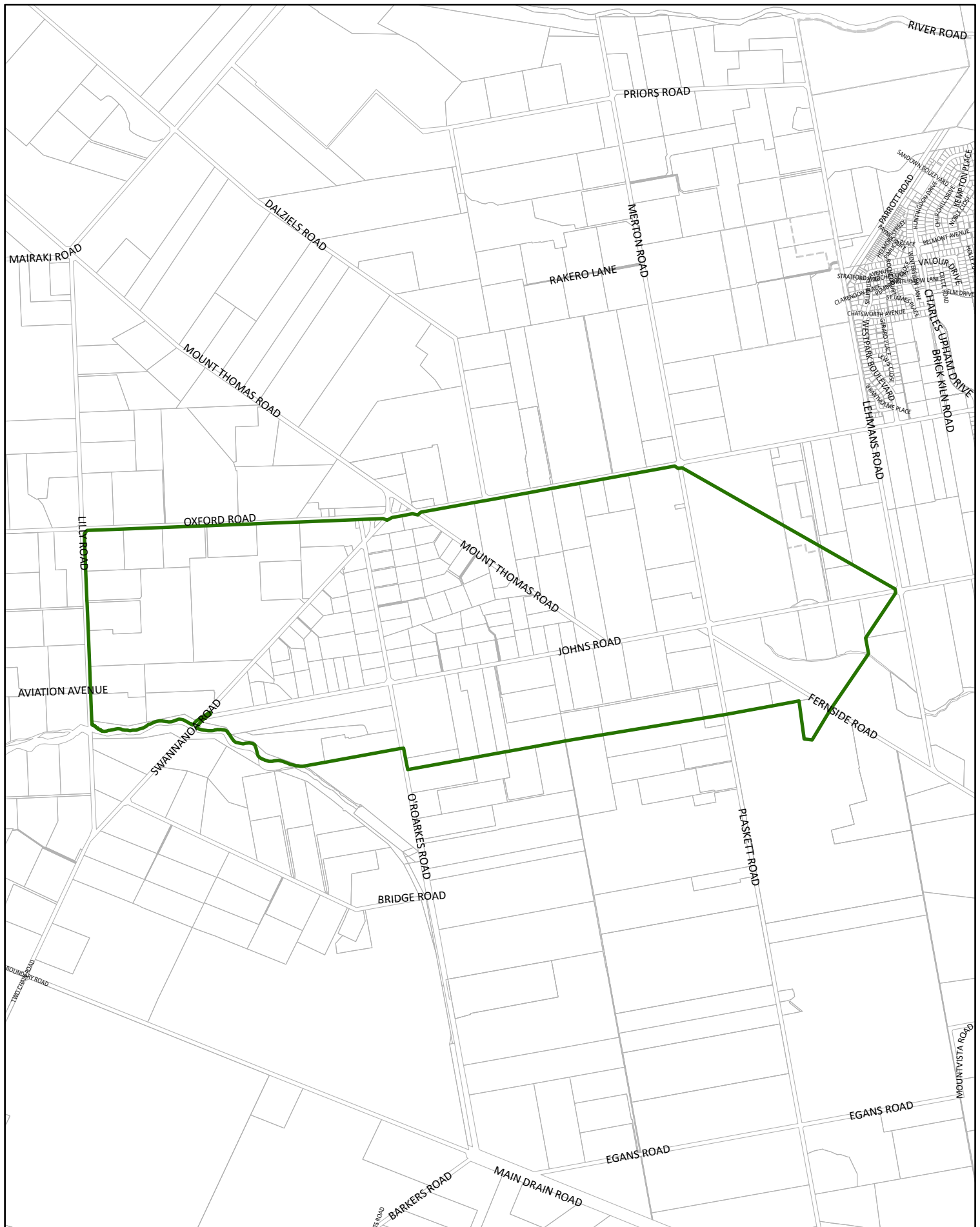
$$((c - s) - (r - d)) \times (1 / n)$$



*Plus in respect of historical expenditure, for each year in which capital expenditure including a growth component has been incurred:*

$$((c - s) - (r - d)) \times (1 / n) \times \text{a multiplier reflecting funding costs}$$

*Where the multiplier is calculated along the following lines for each year in which historical expenditure occurred:*

$$(1 + r_{t-1}) \times (1 + r_{t-2}) \times \dots (1 + r_{t-x})$$



 <b>WAIMAKARIRI</b> DISTRICT COUNCIL	<b>Development Contribution Area</b> <b>Sewer</b> <b>FERNSIDE</b>	Map ID <b>FRN 1</b>	Scale (A4) <b>1:24,500</b>	
		GIS Ref <b>23-002</b>	Date <b>16/02/2023</b>	

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**Development Contribution Area**  
**Water, Sewer and Stormwater**  
**NORTH EAST KAIAPOI**

Map ID  
**KAI 1**

GIS Ref  
**23-002**

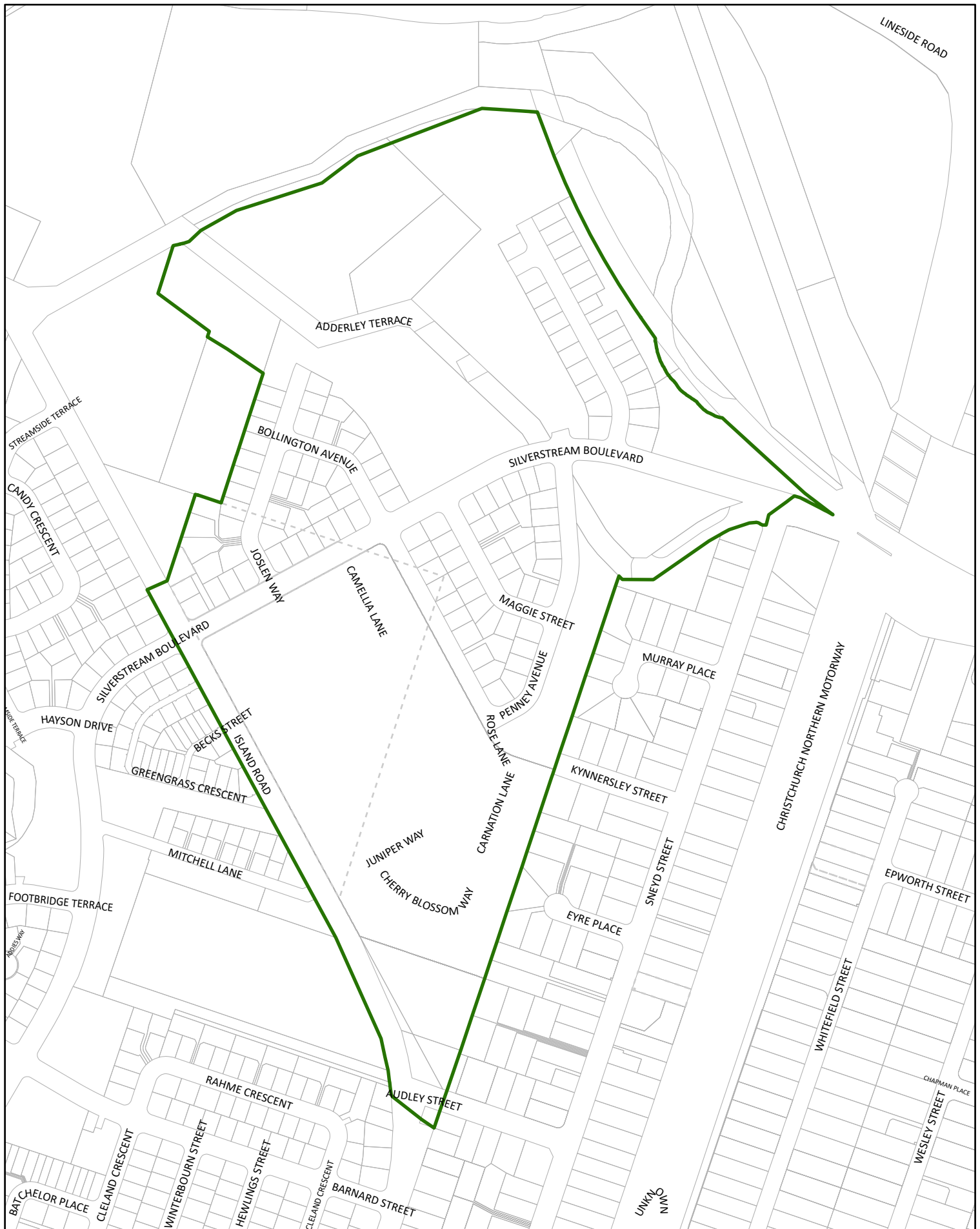
Scale (A4)  
**1:8,000**



Date  
**16/02/2023**



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 <b>WAIMAKARIRI</b> DISTRICT COUNCIL	<b>Development Contribution Area</b> Water, Sewer, Stormwater, New Collector Rd <b>WEST KAIAPOI</b>	Map ID <b>KAI 2</b>	Scale (A4) <b>1:4,500</b>	
		GIS Ref <b>23-002</b>	Date <b>16/02/2023</b>	

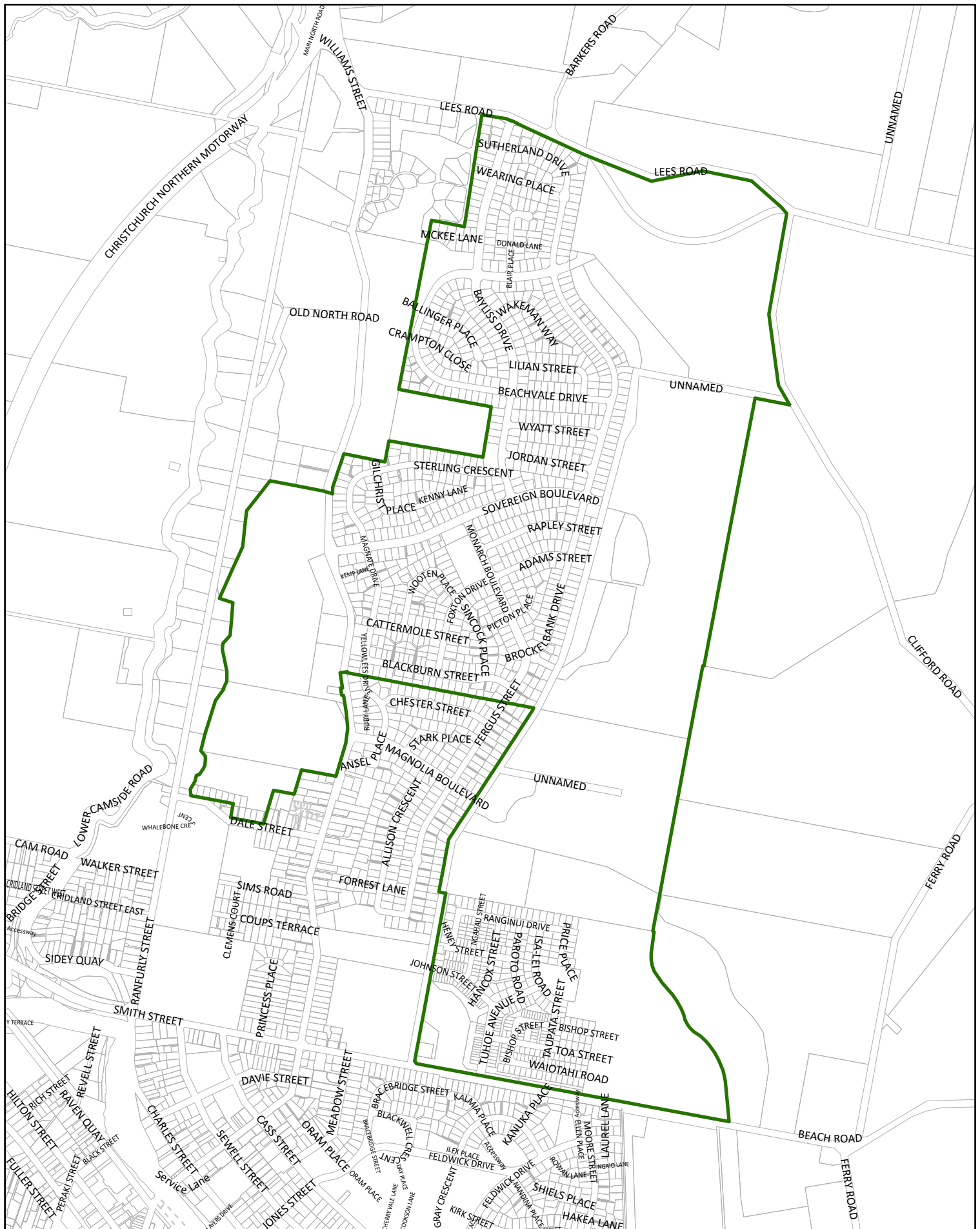
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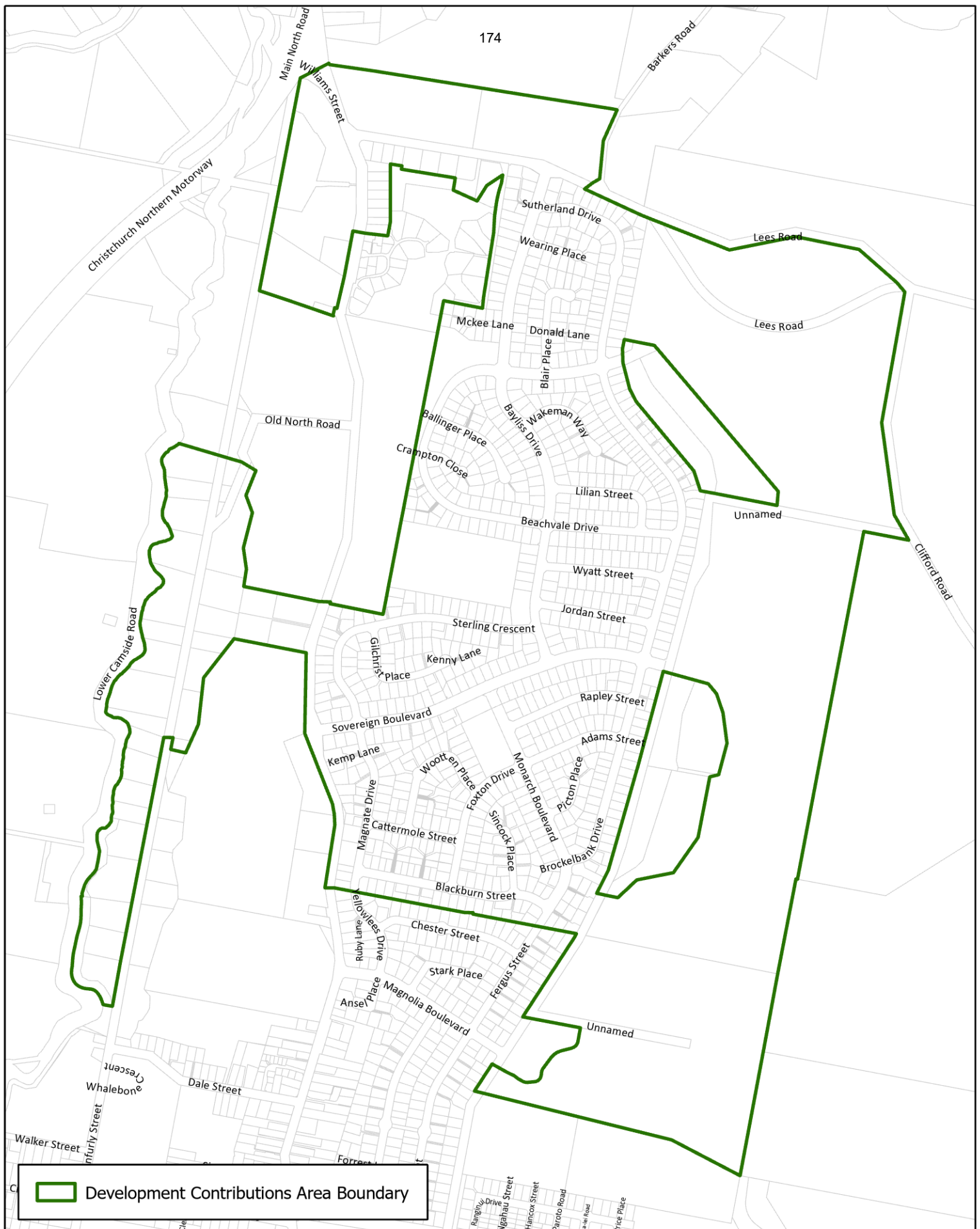
 <div>WAIMAKARIRI DISTRICT COUNCIL</div>	Development Contribution Area Arterial Road <b>WEST KAIAPOI ROADING ARTERIAL</b>	Map ID KAI 3	Scale (A4) 1:7,000	
		GIS Ref 23-002	Date 16/02/2023	
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 <b>WAIMAKARIRI</b> DISTRICT COUNCIL	<b>Development Contribution Area</b> <b>Roading</b> <b>KAIAPOI NORTH</b>	Map ID <b>KAI 6</b>	Scale (A4) <b>1:14,000</b>	
		GIS Ref <b>23-002</b>	Date <b>16/02/2023</b>	

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 Development Contributions Area Boundary



Development Contribution Area  
Drainage and Water  
**EAST NORTH EAST KAIAPOI**

Map ID  
KAI 4

Scale (A4)  
1:9,745

GIS Ref  
24-005



Date  
12/01/2024



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 <div>WAIMAKARIRI DISTRICT COUNCIL</div>	Development Contribution Area Drainage KAIAPOI	Map ID KAI 7	Scale (A4) 1:24,000	
		GIS Ref 23-002	Date 16/02/2023	
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Development Contribution Area  
Roading  
**KAIAPOI SOUTH MIXED USE BUSINESS AREA**

Map ID  
**KAI 8**

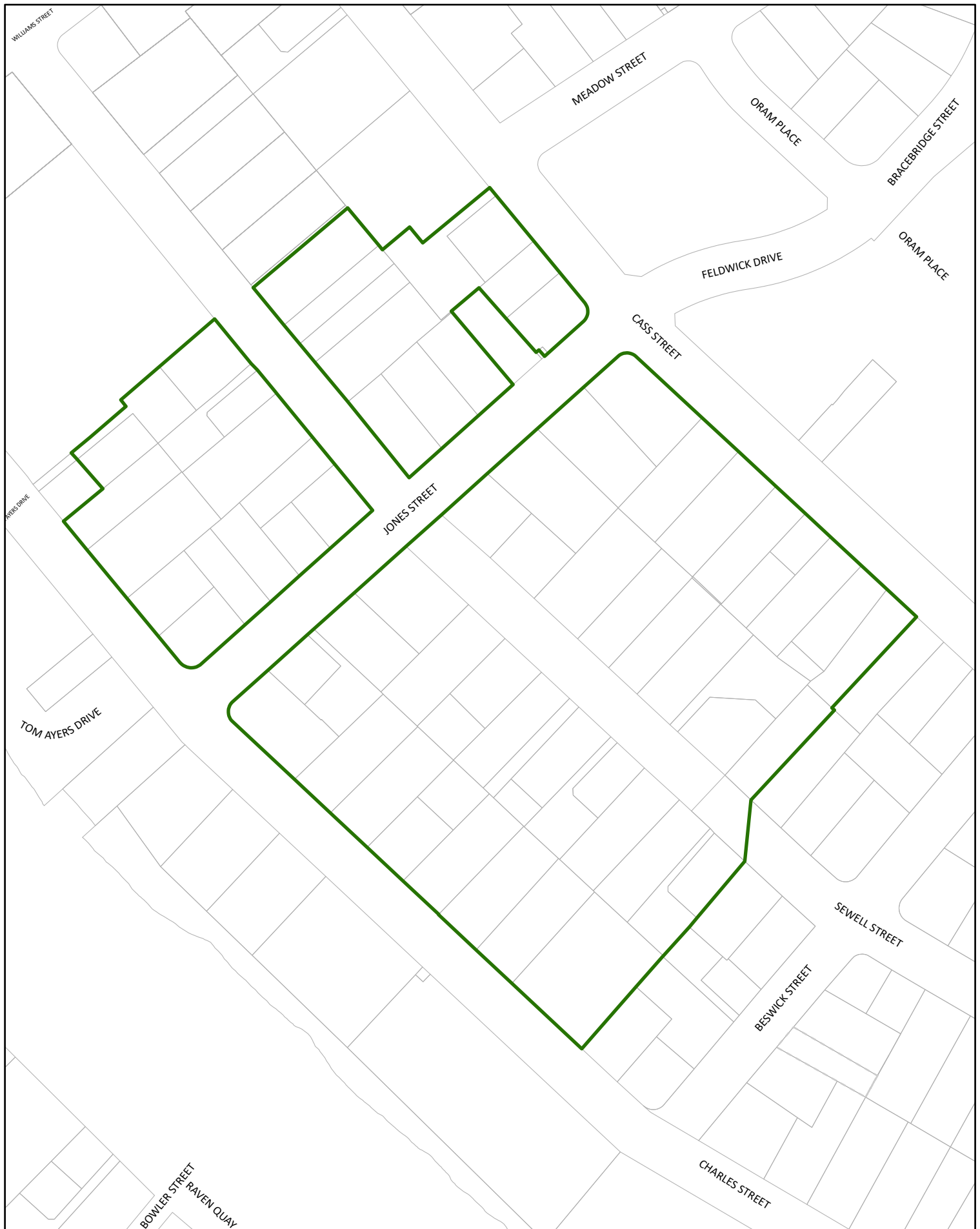
GIS Ref  
**23-002**

Scale (A4)  
**1:1,500**

Date  
**16/02/2023**



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Development Contribution Area  
Roading  
**KAIAPOI EAST MIXED USE BUSINESS**

Map ID  
**KAI 9**

GIS Ref  
**23-002**

Scale (A4)  
**1:2,000**



Date  
**16/02/2023**



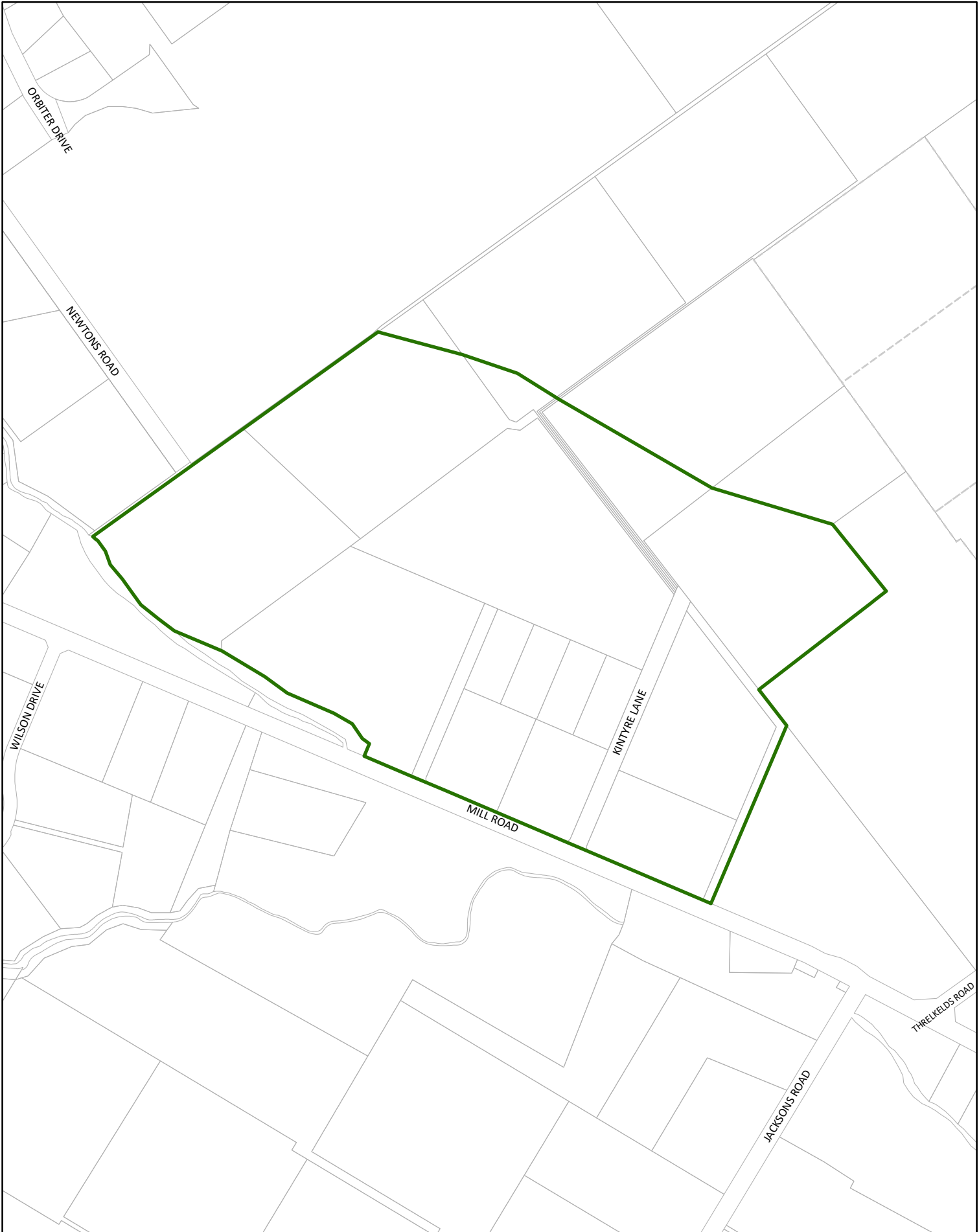
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 <b>WAIMAKARIRI</b> DISTRICT COUNCIL	<b>Development Contribution Area</b> Sewer <b>MANDEVILLE, SWANNANOA AND OHOKA</b>	Map ID	Scale (A4)	
		MSO 1	1:41,500	
		GIS Ref	Date	
		23-064	24/11/2023	

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Development Contribution Area  
Stormwater  
**MILL ROAD ODP**

Map ID  
**OHO 2**

Scale (A4)  
**1:5,500**

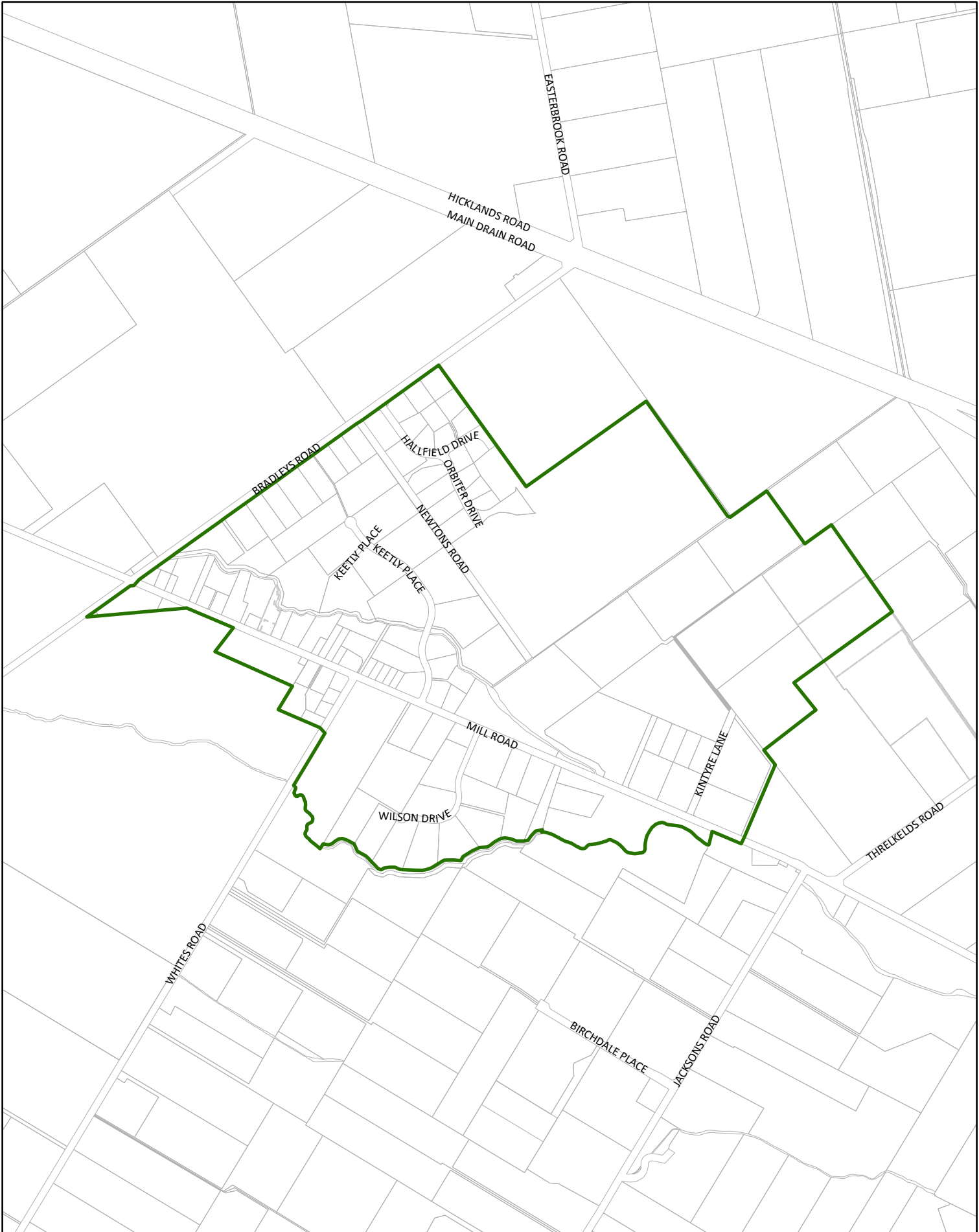
GIS Ref  
**23-002**



Date  
**16/02/2023**

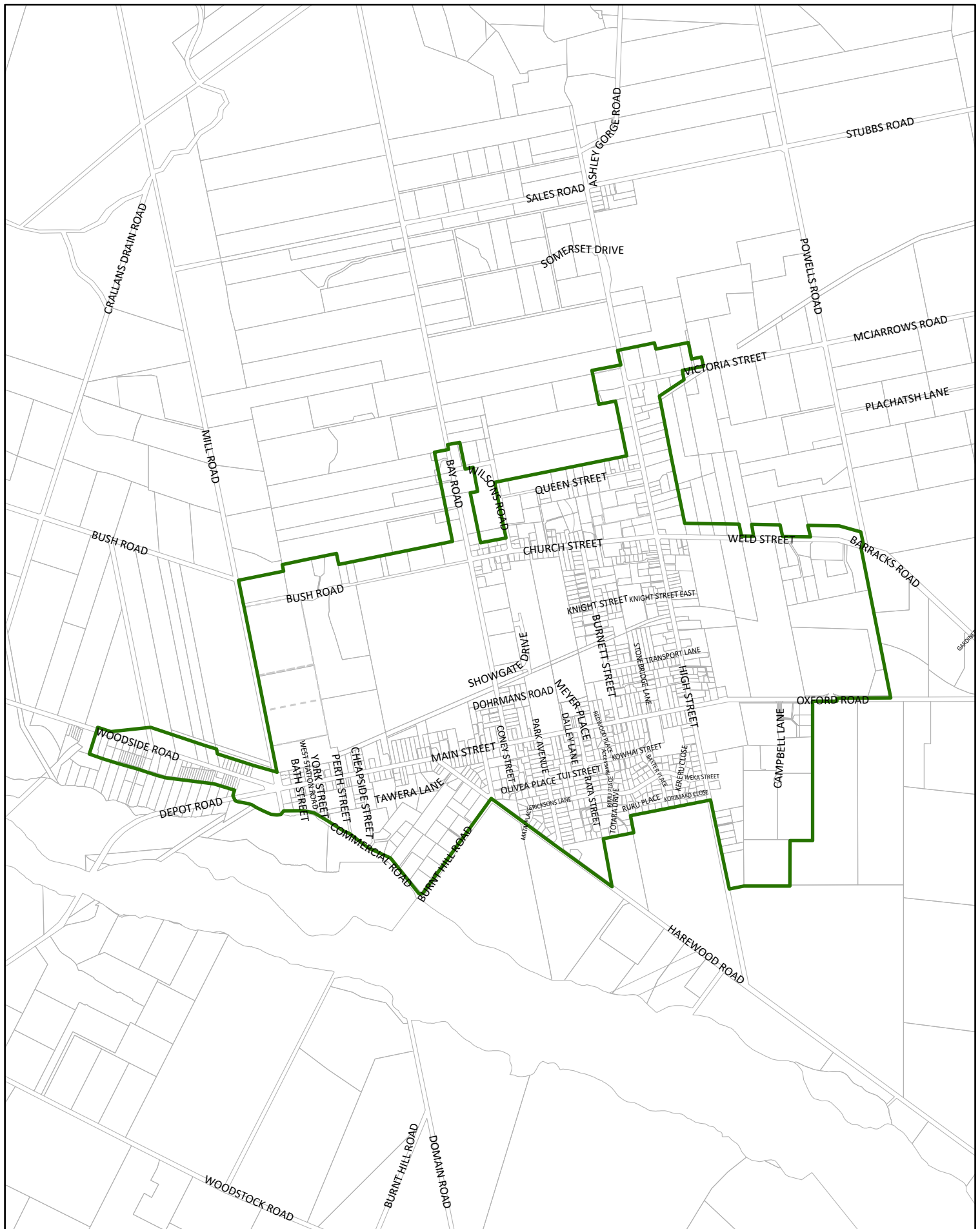




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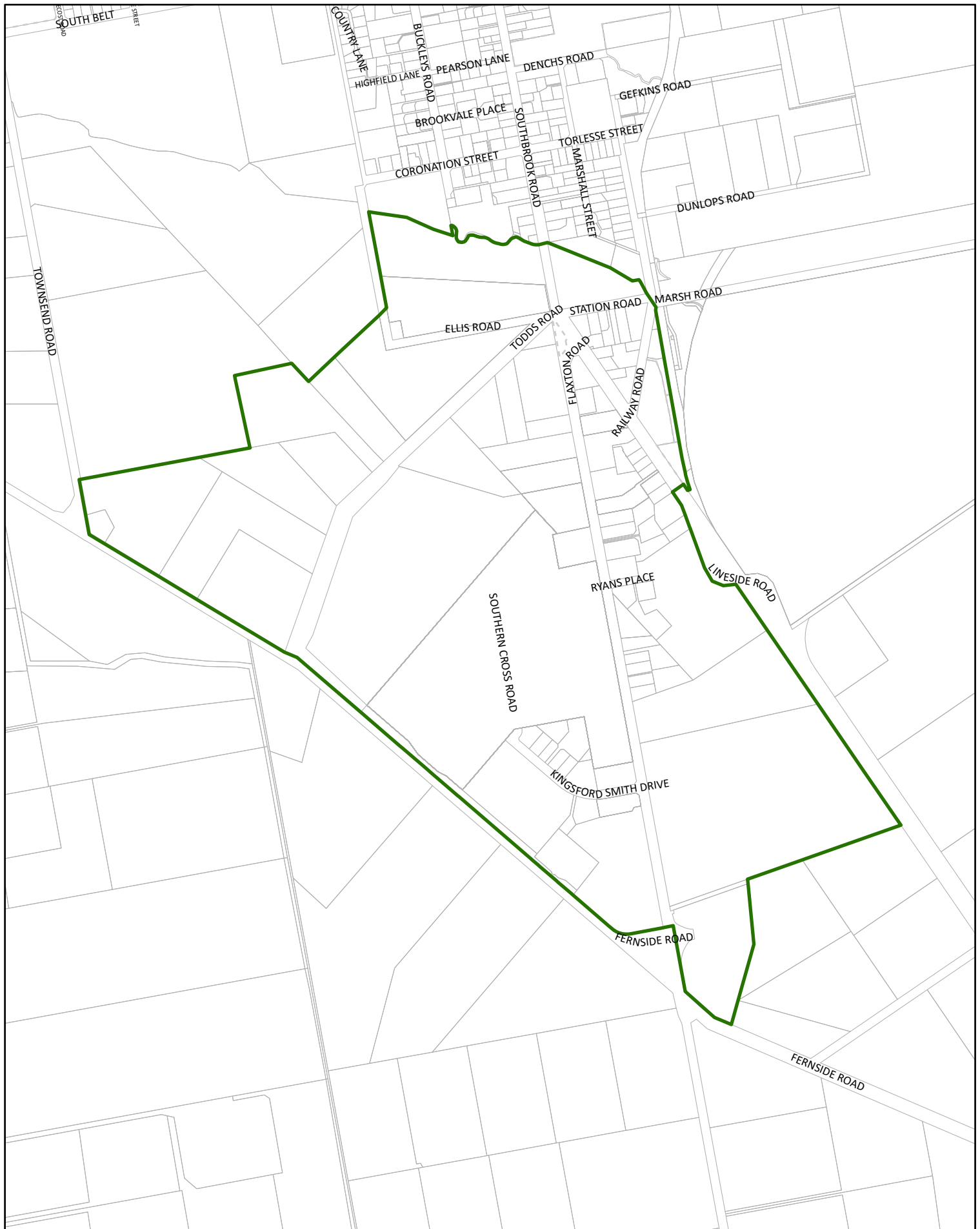




 <b>WAIMAKARIRI</b> DISTRICT COUNCIL	<b>Development Contribution Area</b> <b>Water</b> <b>OHOKA</b>	Map ID <b>OKA 1</b>	Scale (A4) <b>1:13,500</b>	
		GIS Ref <b>23-002</b>	Date <b>16/02/2023</b>	
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 <div>WAIMAKARIRI DISTRICT COUNCIL</div>	Development Contribution Area Sewer OXFORD	Map ID OXF 1	Scale (A4) 1:21,500	
		GIS Ref 23-002	Date 16/02/2023	
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Development Contribution Area  
Water  
**SOUTHBROOK**

Map ID  
**RGA 1**

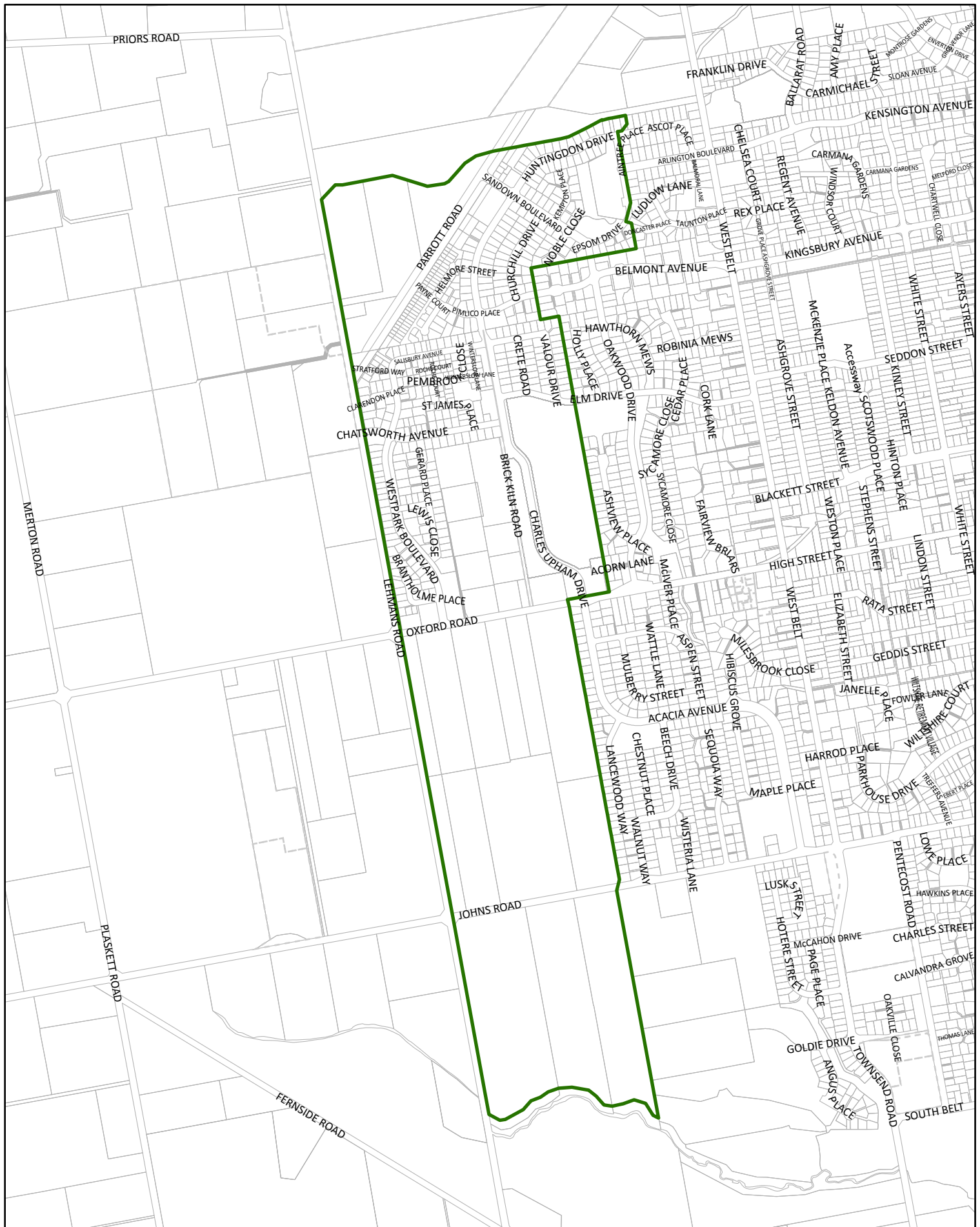
Scale (A4)  
**1:11,000**



GIS Ref  
**23-002**

Date  
**16/02/2023**

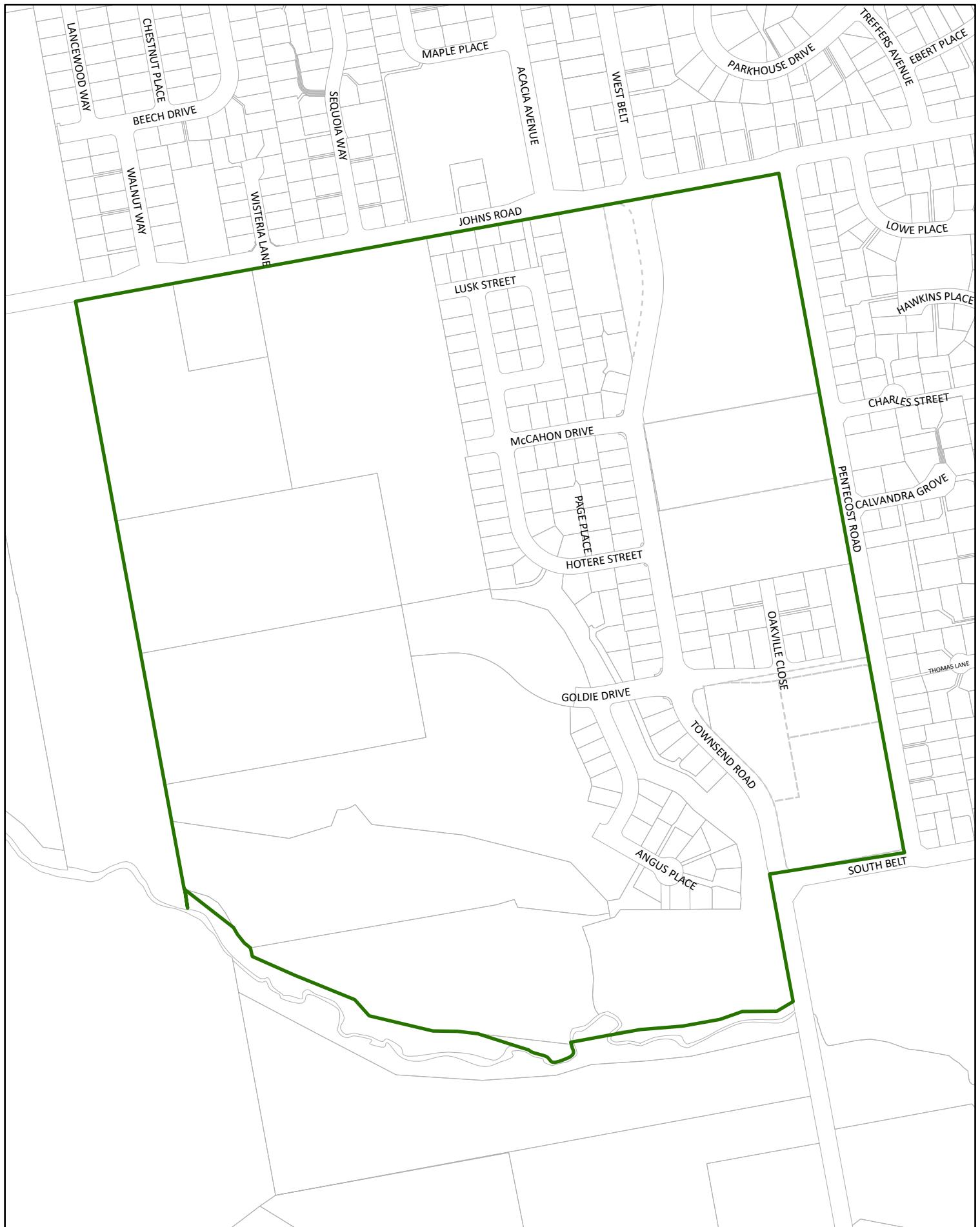


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 <div>WAIMAKARIRI DISTRICT COUNCIL</div>	Development Contribution Area Roading WEST RANGIORA	Map ID RGA 10	Scale (A4) 1:14,000	
		GIS Ref 23-002	Date 16/02/2023	
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**Development Contribution Area  
Stormwater and Roding  
SOUTH WEST RANGIORA**

Map ID  
**RGA 11**

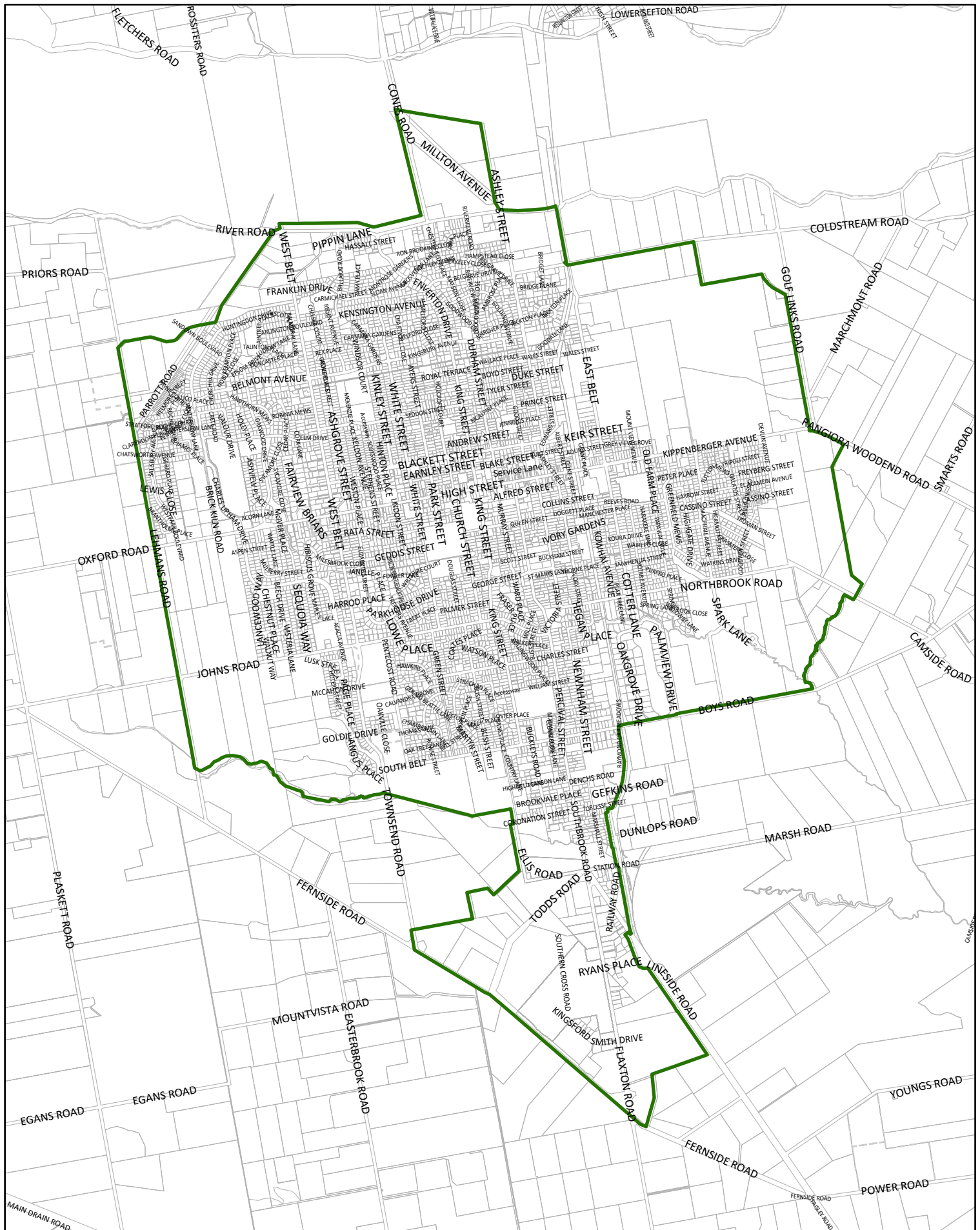
Scale (A4)  
**1:5,500**



GIS Ref  
**23-002**

Date  
**16/02/2023**

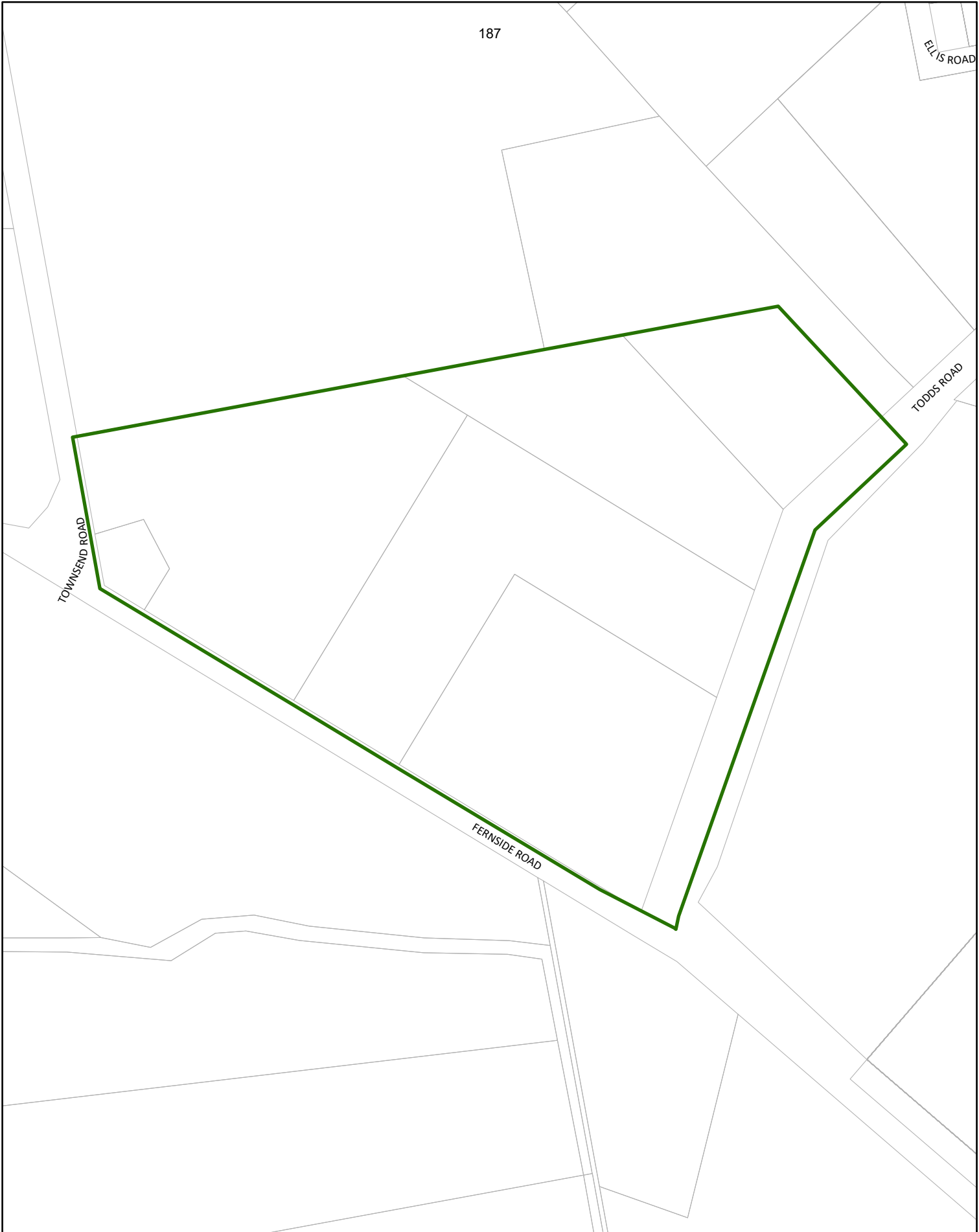


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 <b>WAIMAKARIRI</b> DISTRICT COUNCIL	<b>Development Contribution Area</b> <b>Drainage</b> <b>RANGIORA</b>	Map ID <b>RGA 12</b>	Scale (A4) <b>1:30,500</b>	
		GIS Ref <b>23-002</b>	Date <b>16/02/2023</b>	

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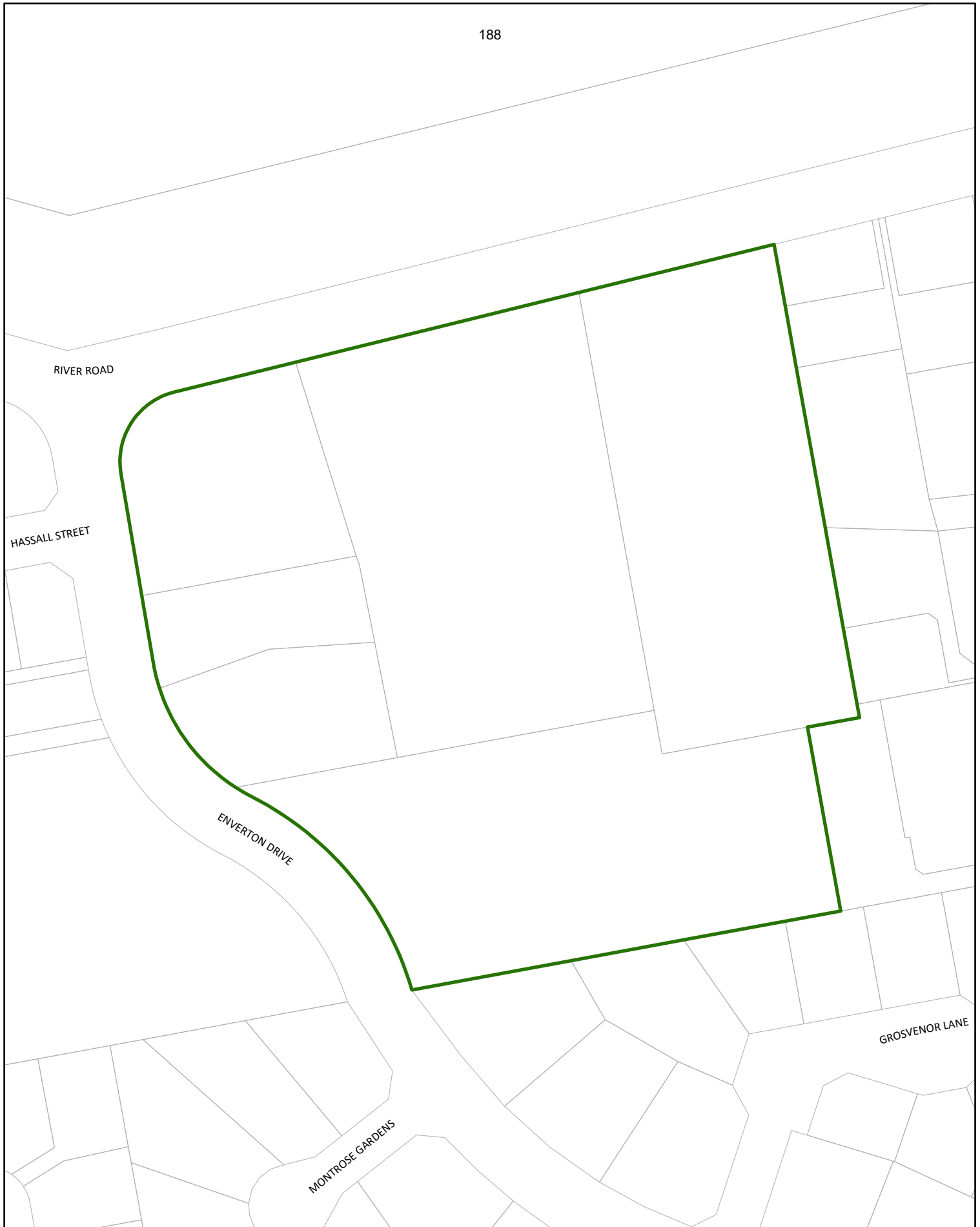
ELLIS ROAD

TODDS ROAD

TOWNSEND ROAD

FERNSIDE ROAD

 <b>WAIMAKARIRI</b> DISTRICT COUNCIL	<b>Development Contribution Area</b> <b>Sewer and Stormwater</b> <b>TODDS RD BUSINESS ZONE</b>	Map ID <b>RGA 13</b>	Scale (A4) <b>1:4,000</b>	
		GIS Ref <b>23-002</b>	Date <b>16/02/2023</b>	
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Development Contribution Area  
Enverton Drive East Stormwater  
**NORTH RANGIORA**

Map ID  
**RGA 14**

Scale (A4)  
**1:1,500**

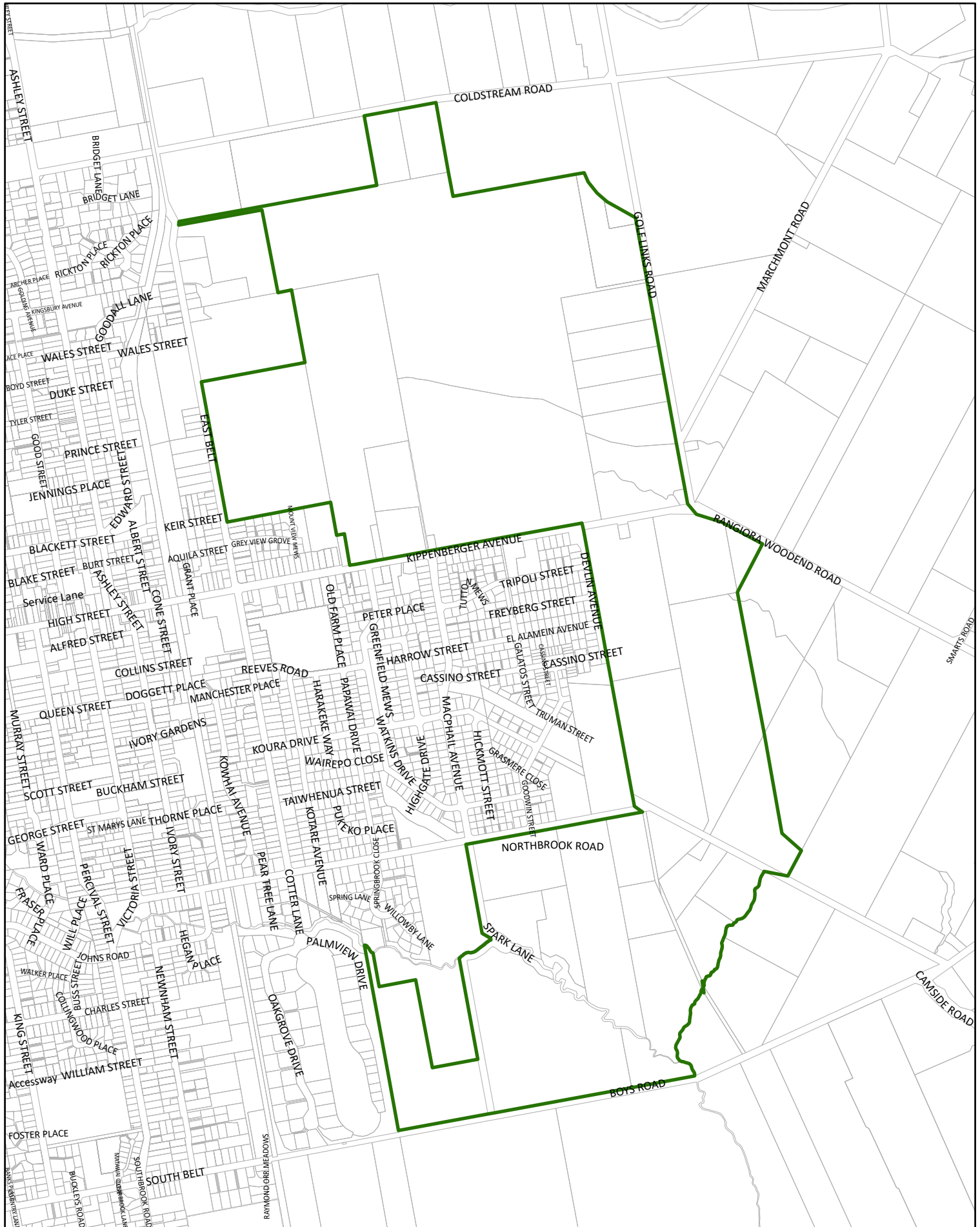
GIS Ref  
**23-002**



Date  
**16/02/2023**



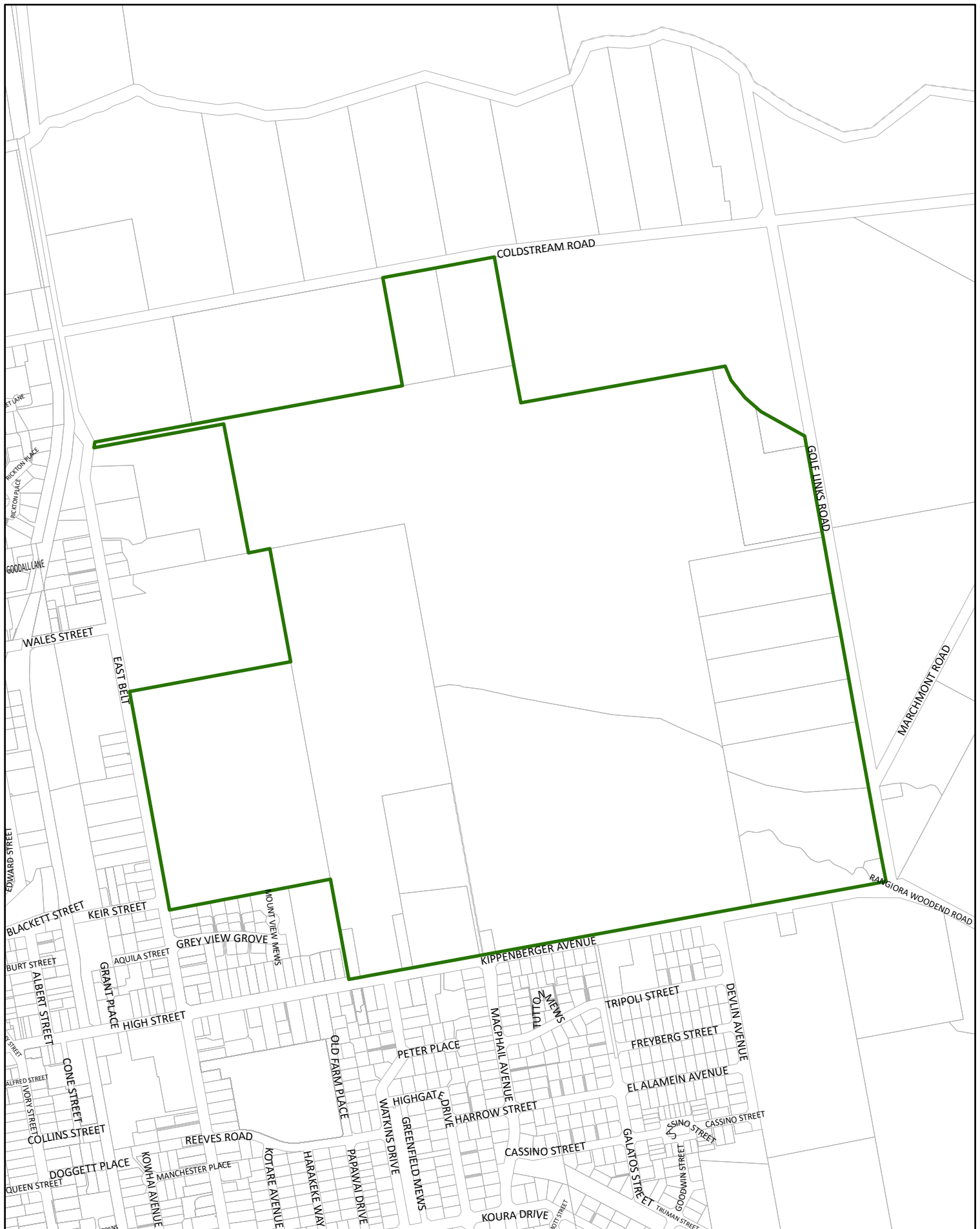
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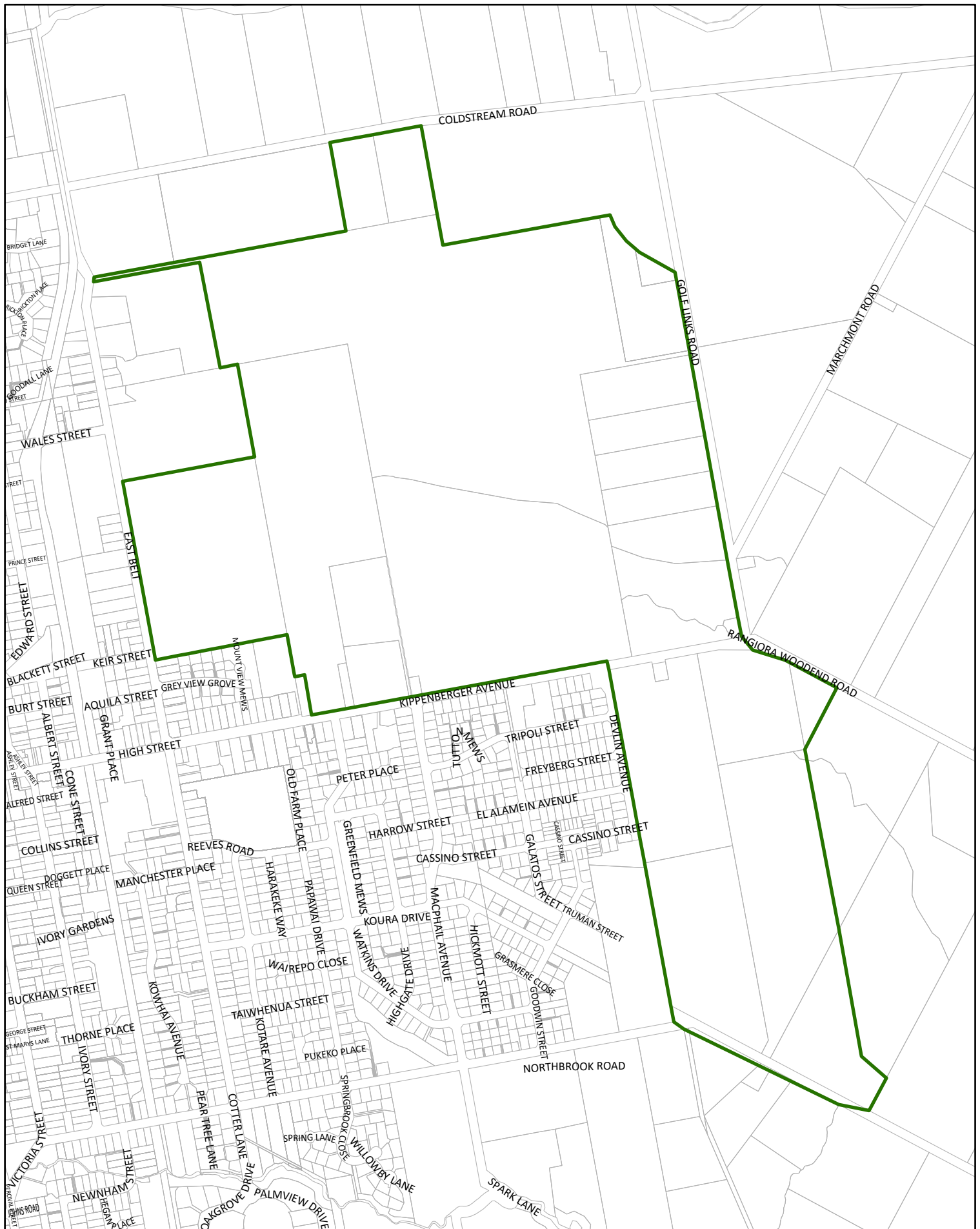
 <b>WAIMAKARIRI</b> DISTRICT COUNCIL	<b>Development Contribution Area</b> <b>Water and Roading (Eastern Link Road)</b> <b>OUTER EAST RANGIORA</b>	Map ID <b>RG A 15</b>	Scale (A4) <b>1:14,000</b>	
		GIS Ref <b>23-002</b>	Date <b>16/02/2023</b>	



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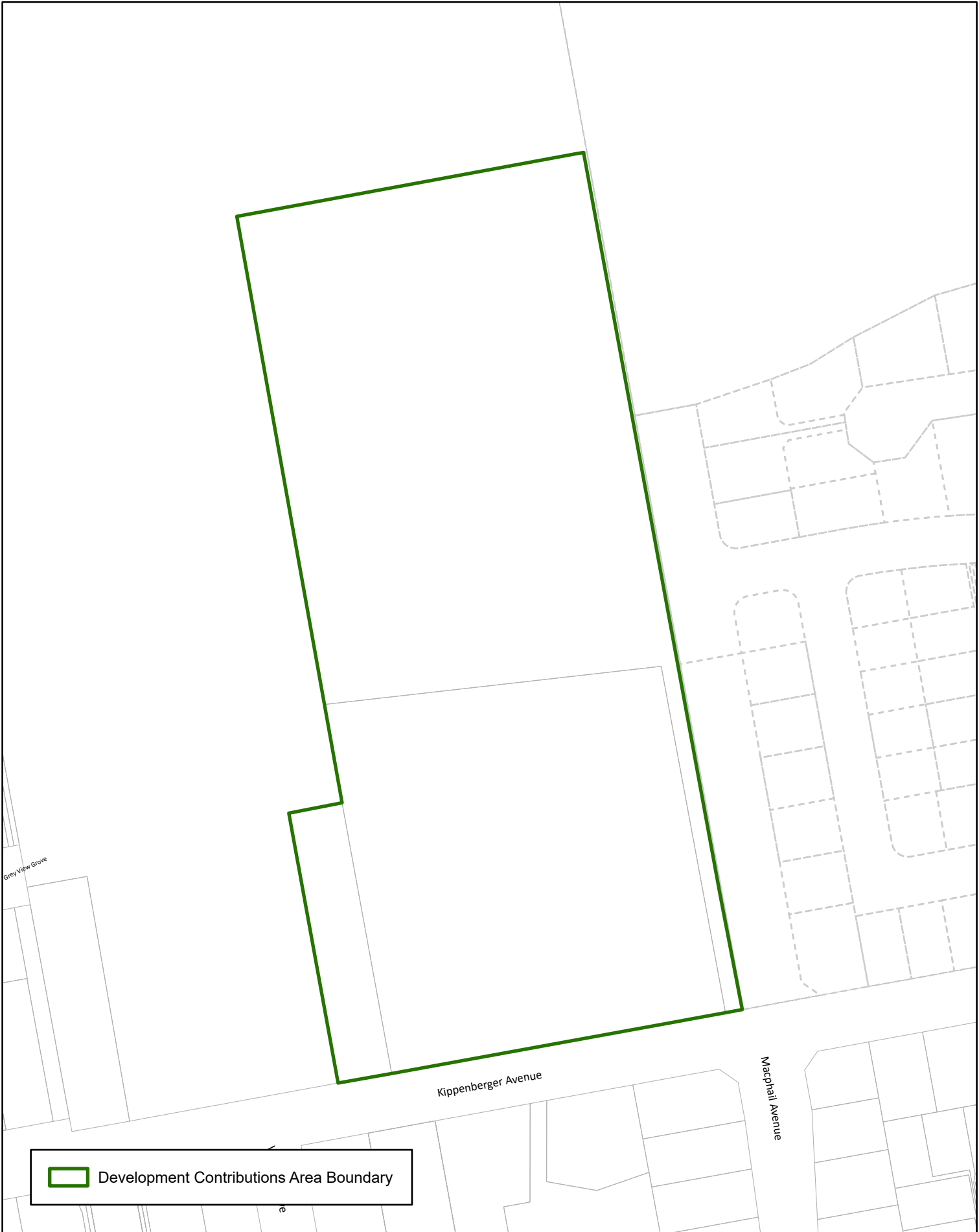


 <b>WAIMAKARIRI</b> DISTRICT COUNCIL	<b>Development Contribution Area</b> <b>Roading</b> <b>OUTER EAST RANGIORA</b>	Map ID <b>RGA 16</b>	Scale (A4) <b>1:9,000</b>	
		GIS Ref <b>23-002</b>	Date <b>16/02/2023</b>	



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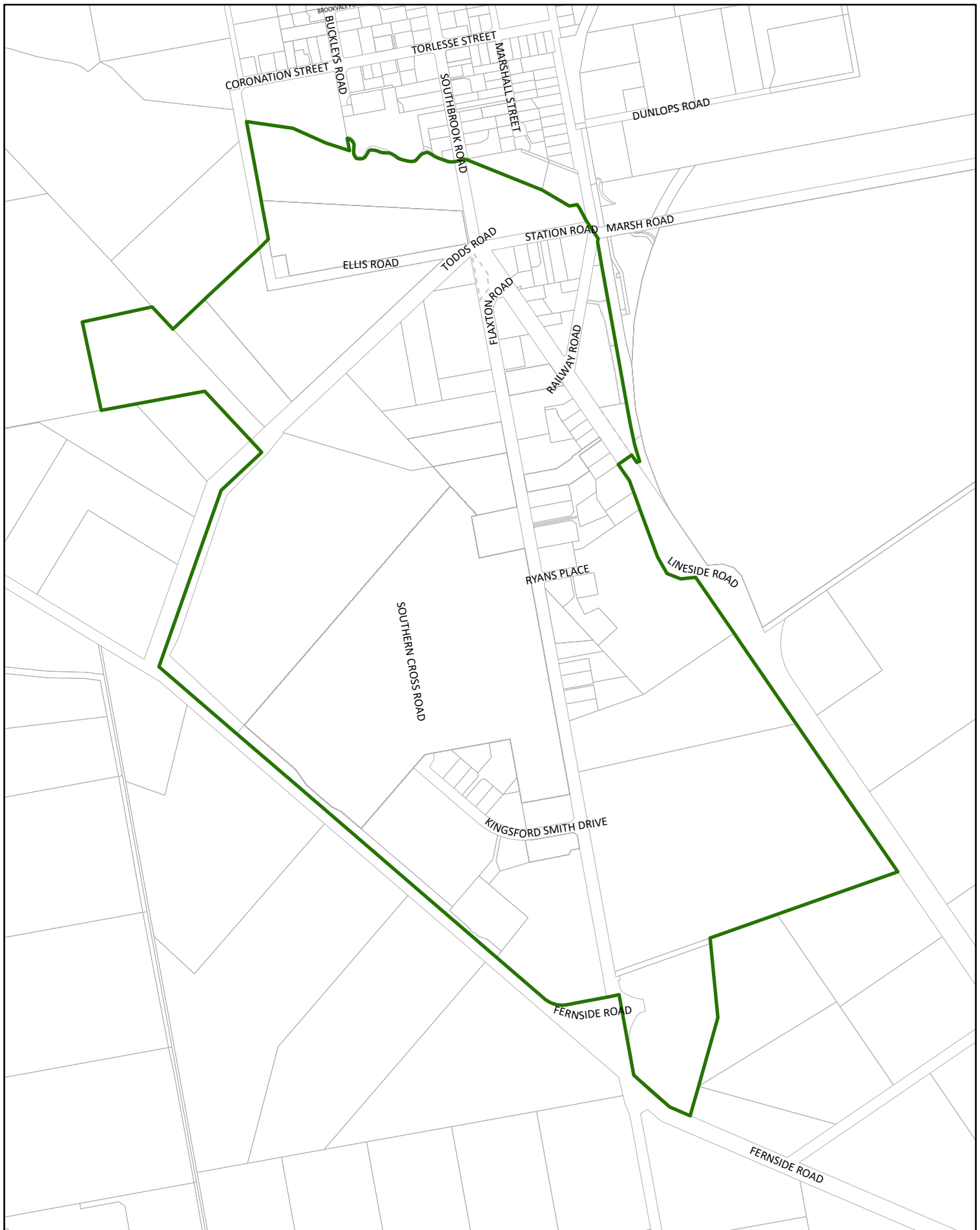


 <div>WAIMAKARIRI DISTRICT COUNCIL</div>	Development Contribution Area Sewer OUTER EAST RANGIORA	Map ID RGA 17	Scale (A4) 1:11,000	
		GIS Ref 23-002	Date 16/02/2023	
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 Development Contributions Area Boundary

 <b>WAIMAKARIRI</b> DISTRICT COUNCIL	<b>Development Contribution Area</b> Water, Sewer, Drainage <b>WEST OF BELLGROVE (Kippenberger Ave)</b>	Map ID RGA 18	Scale (A4) 1:1,809	
		GIS Ref 24-001	Date 8/01/2024	
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Development Contribution Area  
Roding  
**SOUTHBROOK**

Map ID  
**RGA 1A**

Scale (A4)  
**1:9,000**

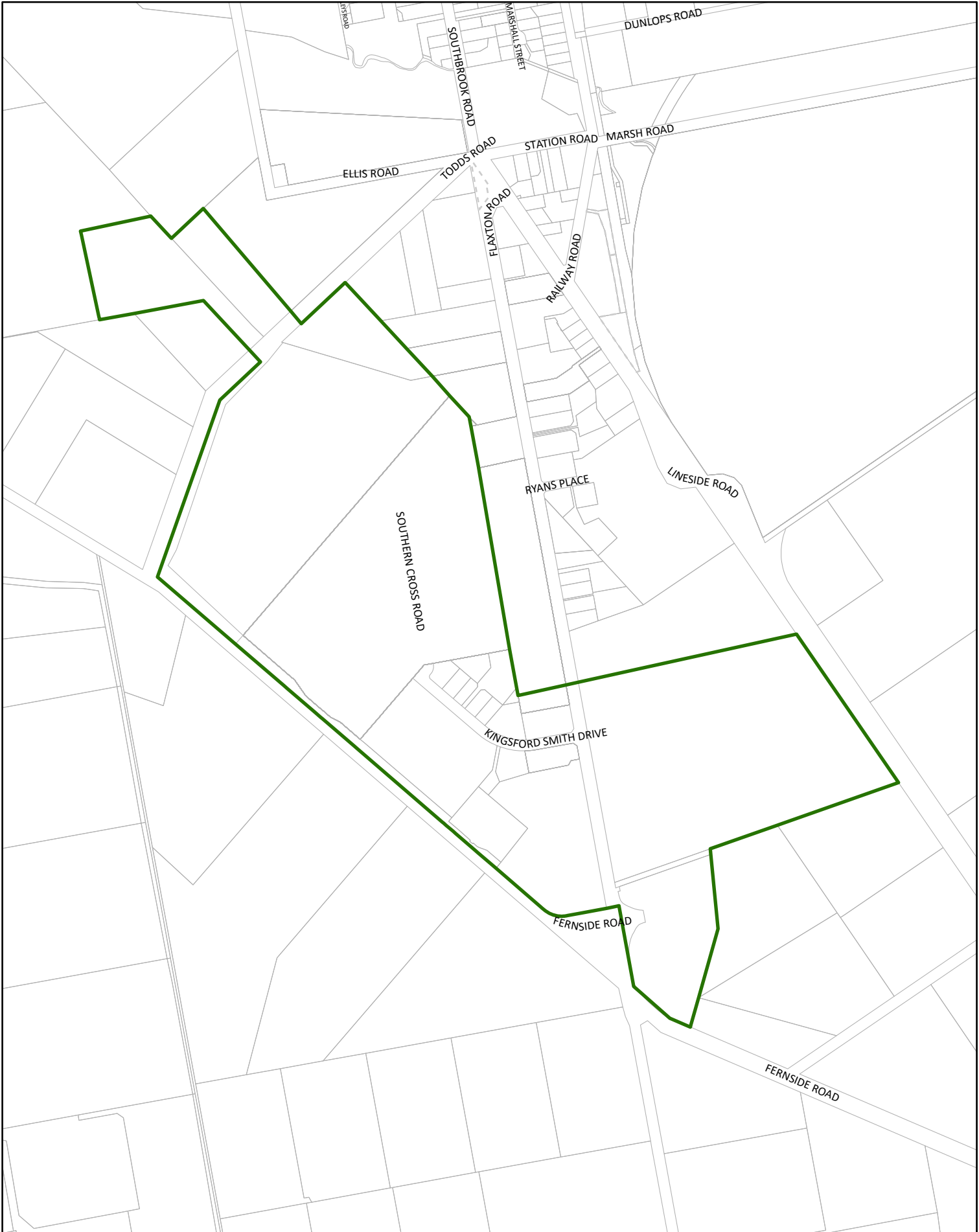
GIS Ref  
**23-002**

Date  
**16/02/2023**



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Development Contribution Area  
Sewer  
**SOUTHBROOK**

Map ID  
**RGa 2**

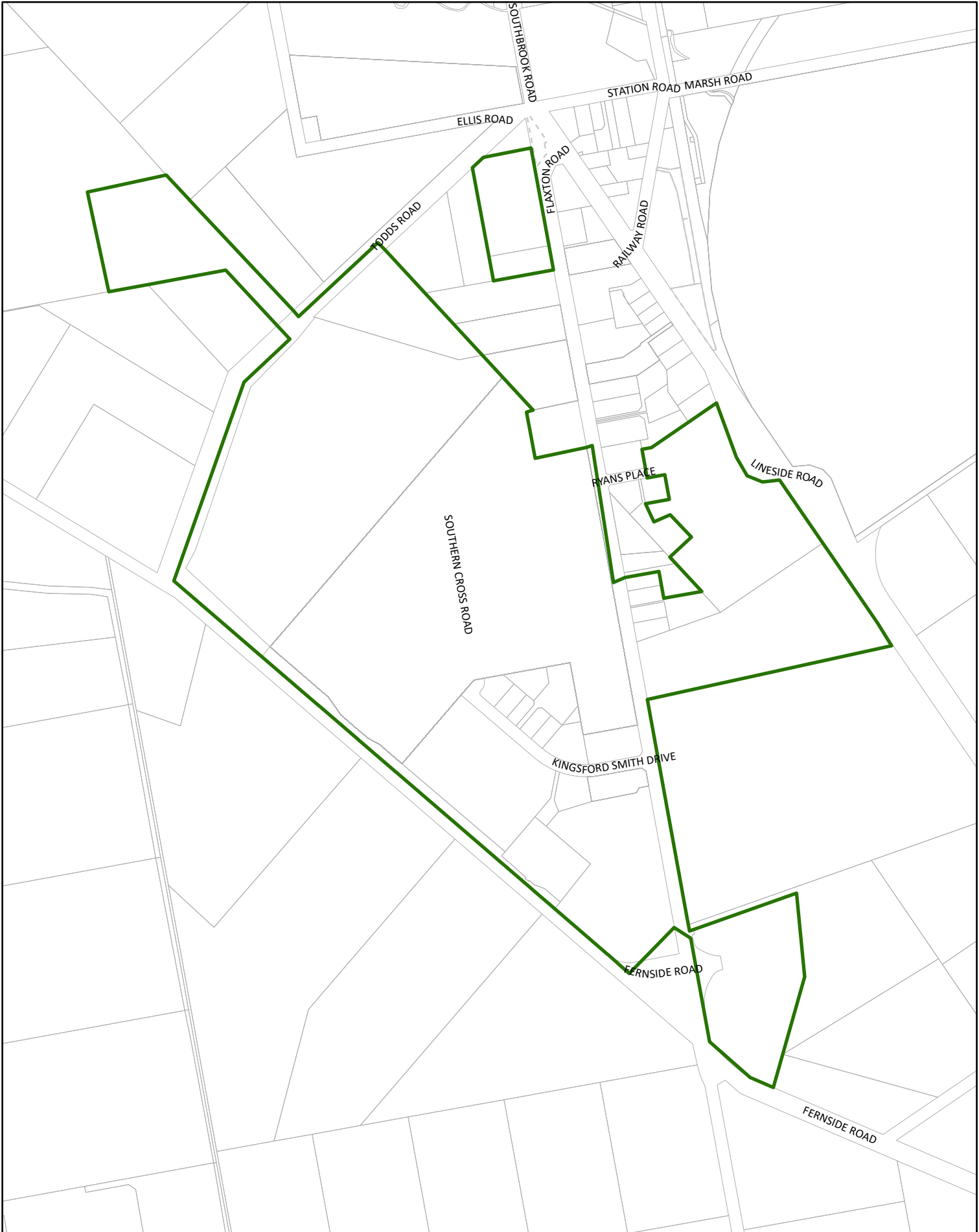
Scale (A4)  
**1:9,000**

GIS Ref  
**23-002**

Date  
**16/02/2023**



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Development Contribution Area  
Stormwater  
**SOUTHBROOK**

Map ID  
**RGA 3**

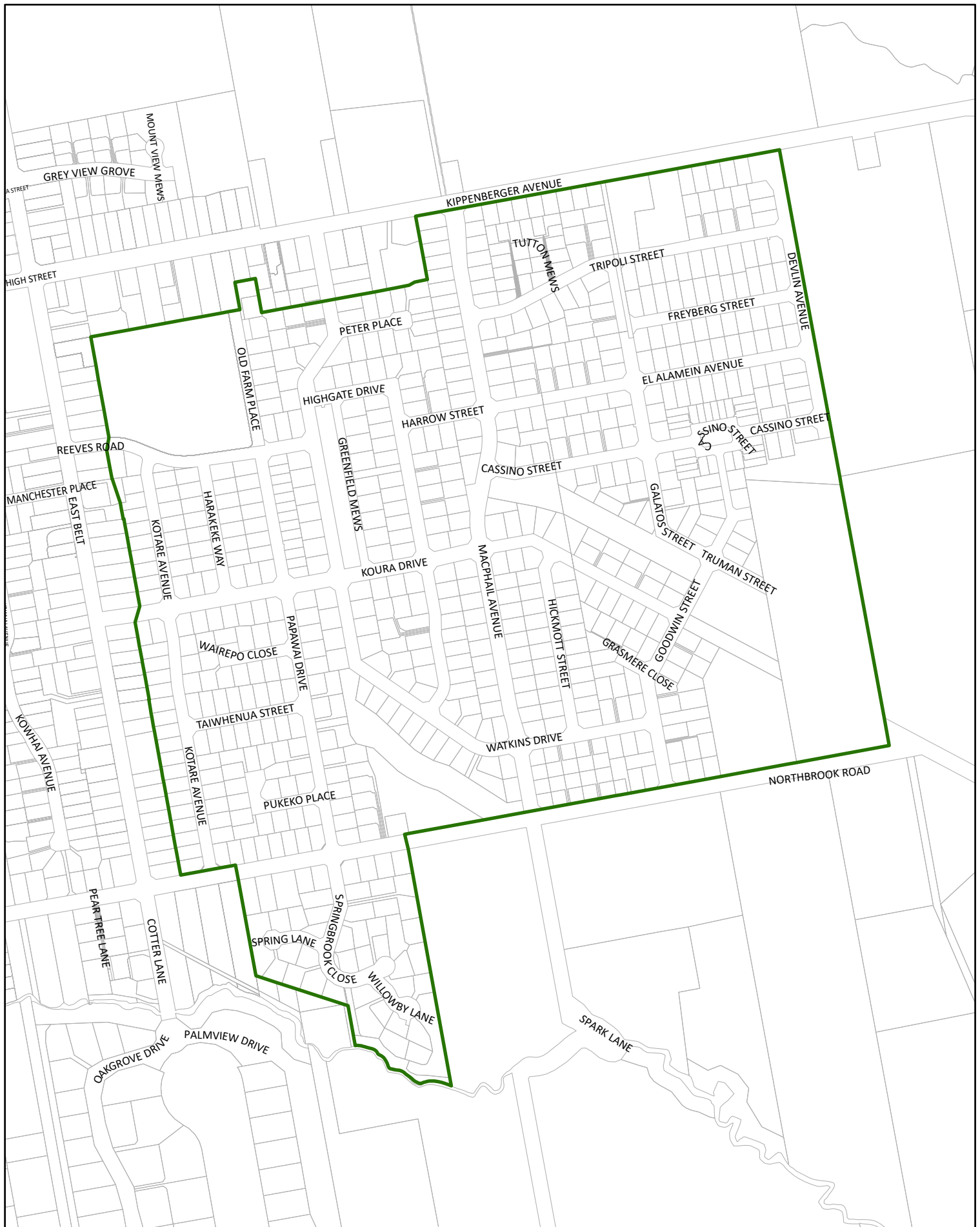
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**1:8,000**

GIS Ref  
**23-002**

Date  
**16/02/2023**



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Development Contribution Area  
Water and Sewer  
**EAST RANGIORA**

Map ID  
**RGA 4**

Scale (A4)  
**1:6,500**

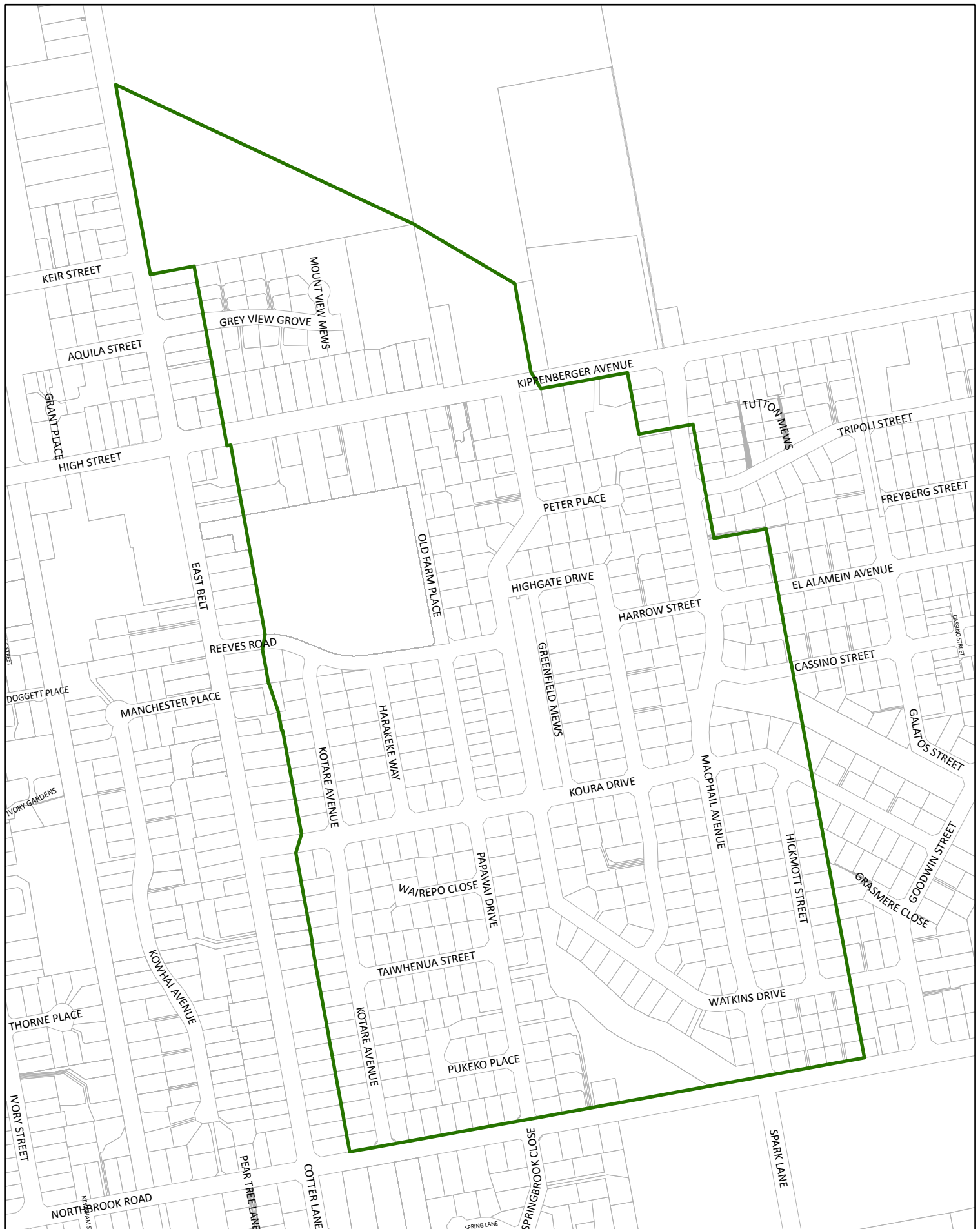
GIS Ref  
**23-002**



Date  
**16/02/2023**

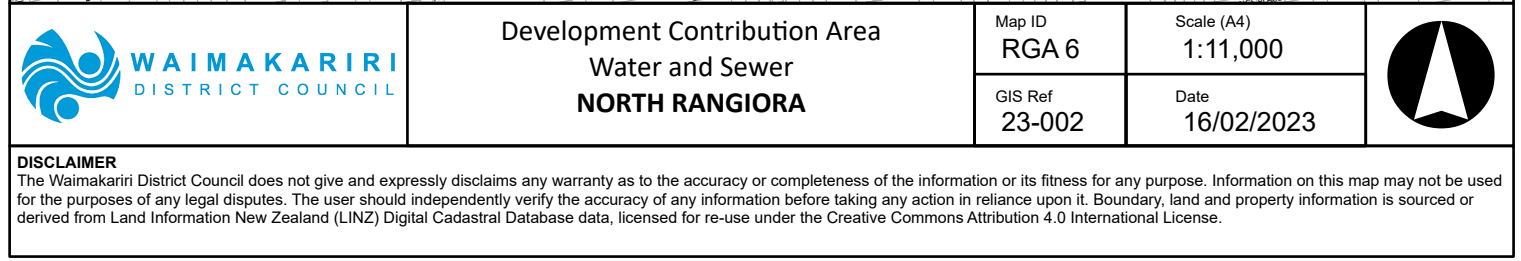


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 <div>WAIMAKARIRI DISTRICT COUNCIL</div>	Development Contribution Area Stormwater EAST RANGIORA	Map ID RGA 5	Scale (A4) 1:5,500	
		GIS Ref 23-002	Date 16/02/2023	
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**Development Contribution Area**  
**Enverton Drive / Ballarat Road Stormwater**  
**NORTH RANGIORA**

Map ID  
**RGA 7**

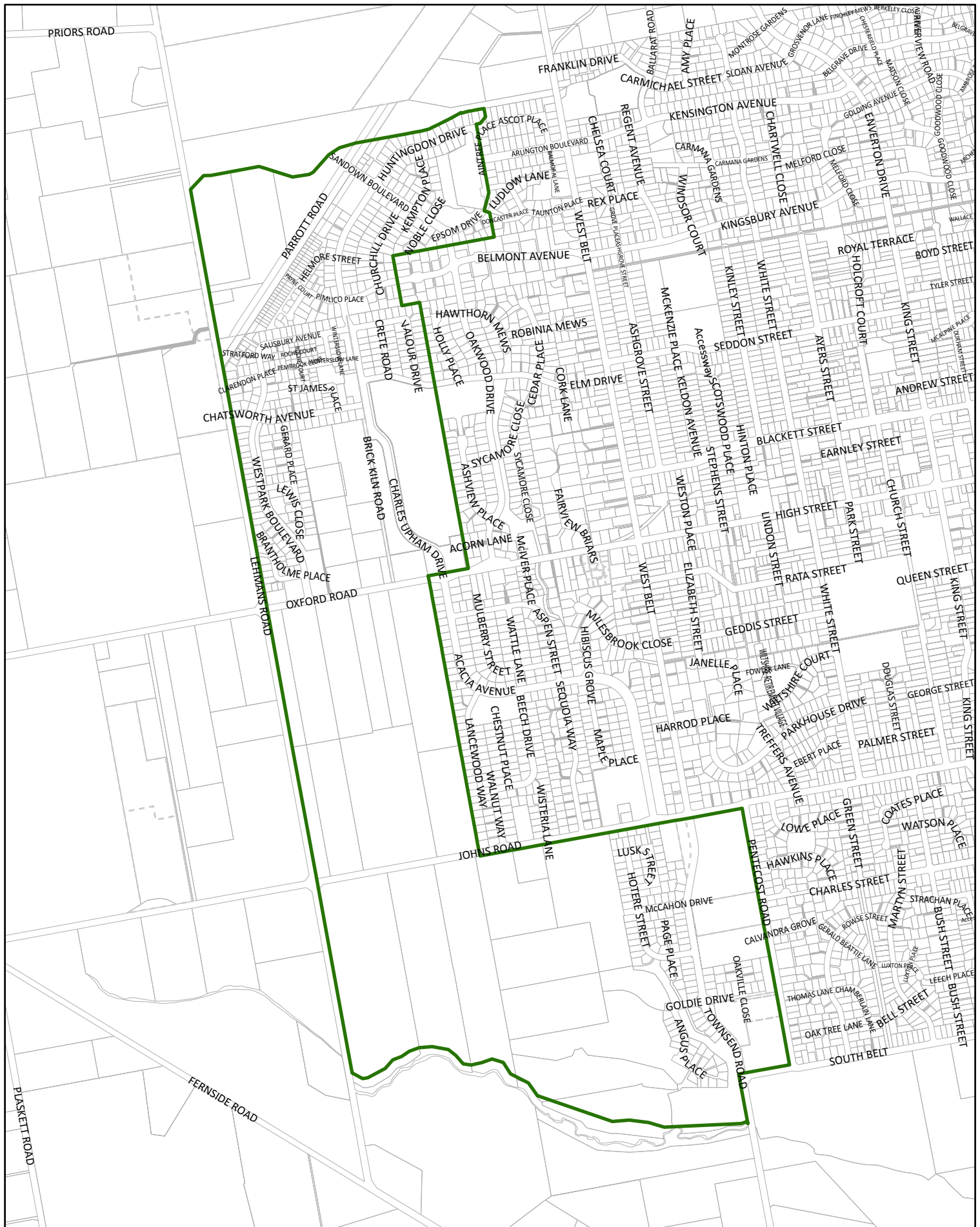
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**1:1,500**



GIS Ref  
**23-002**

Date  
**16/02/2023**



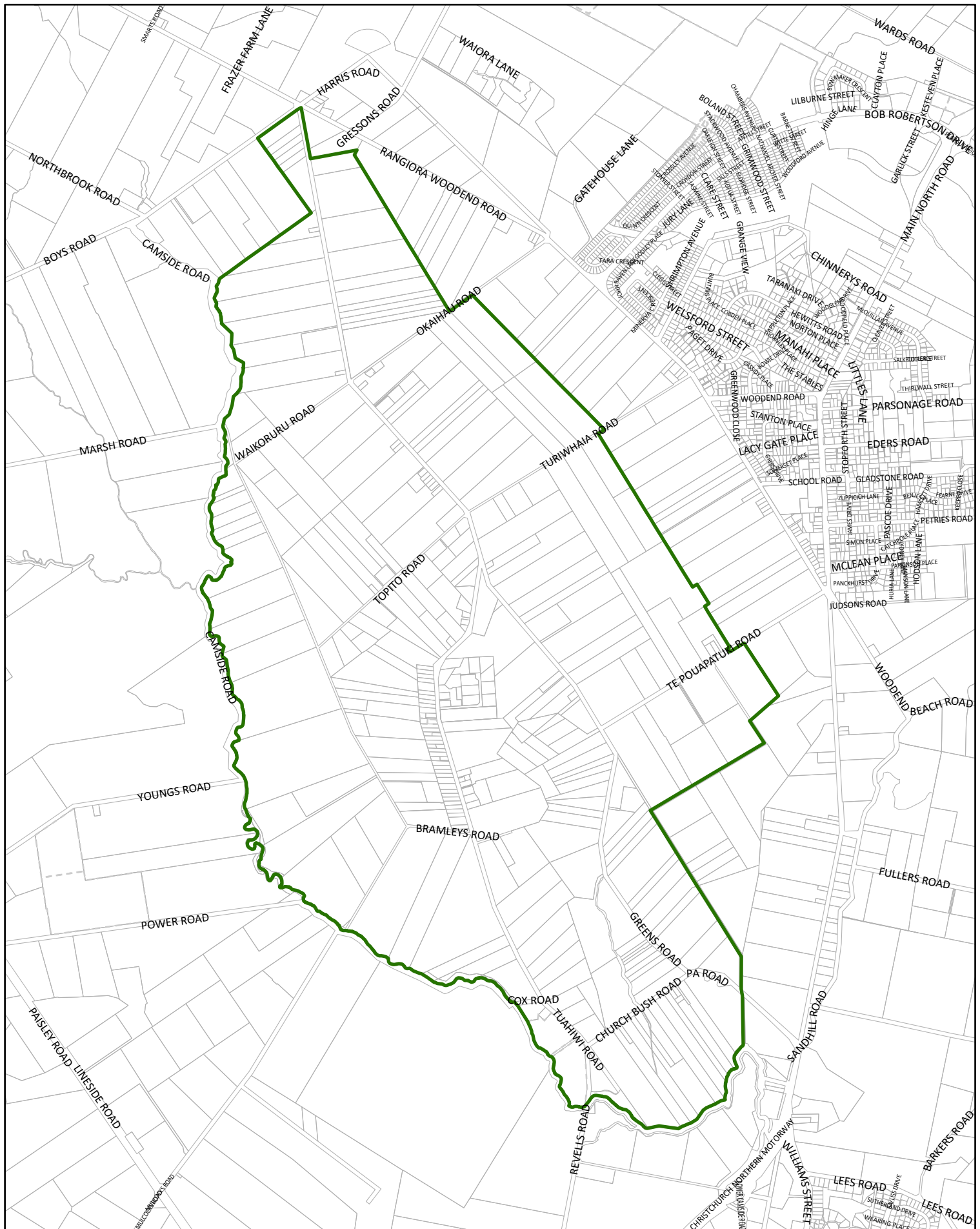
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 <b>WAIMAKARIRI</b> DISTRICT COUNCIL	<p>Development Contribution Area Water and Sewer <b>WEST RANGIORA</b></p>	Map ID <b>RGA 9</b>	Scale (A4) <b>1:14,500</b>	
		GIS Ref <b>23-002</b>	Date <b>16/02/2023</b>	

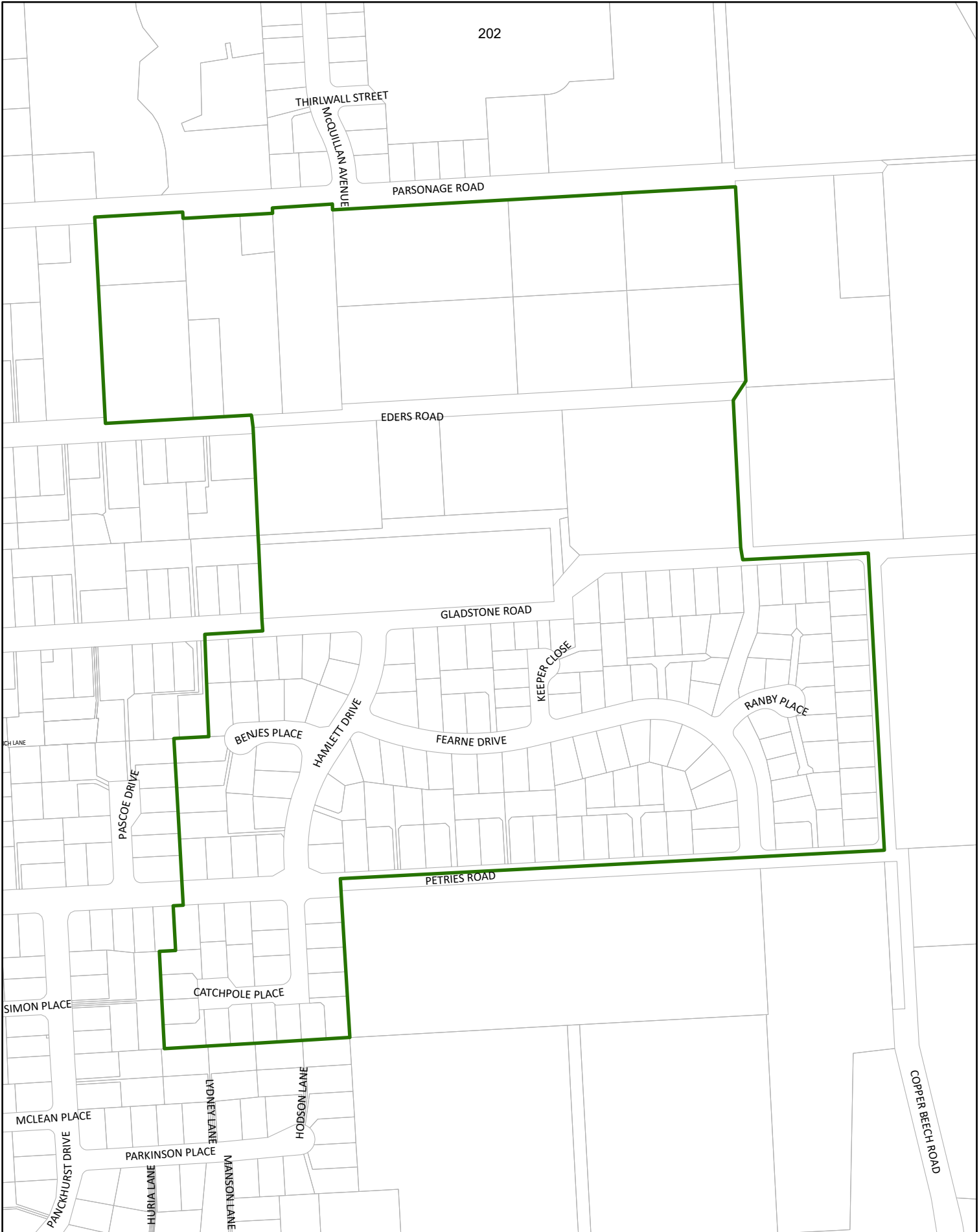
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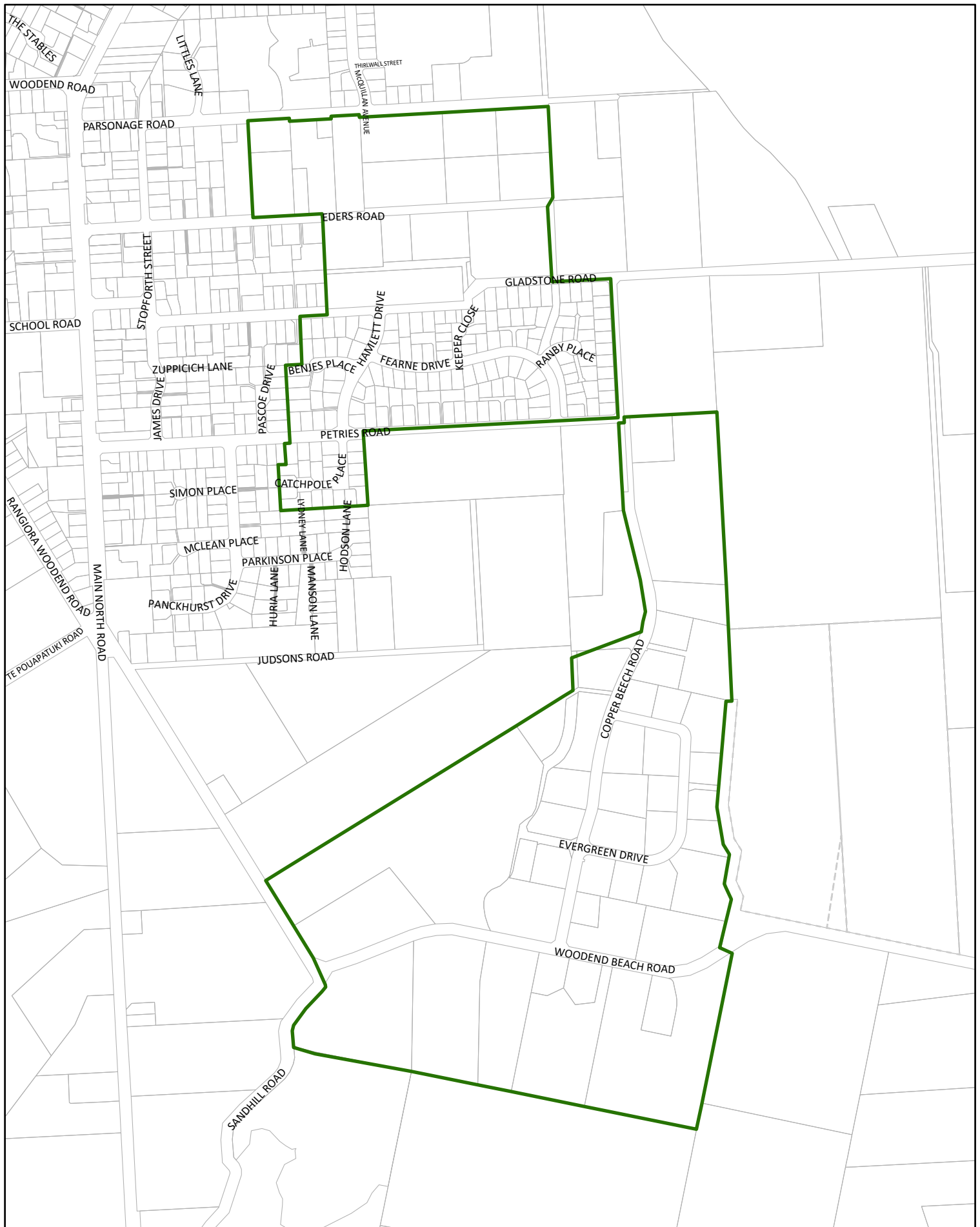






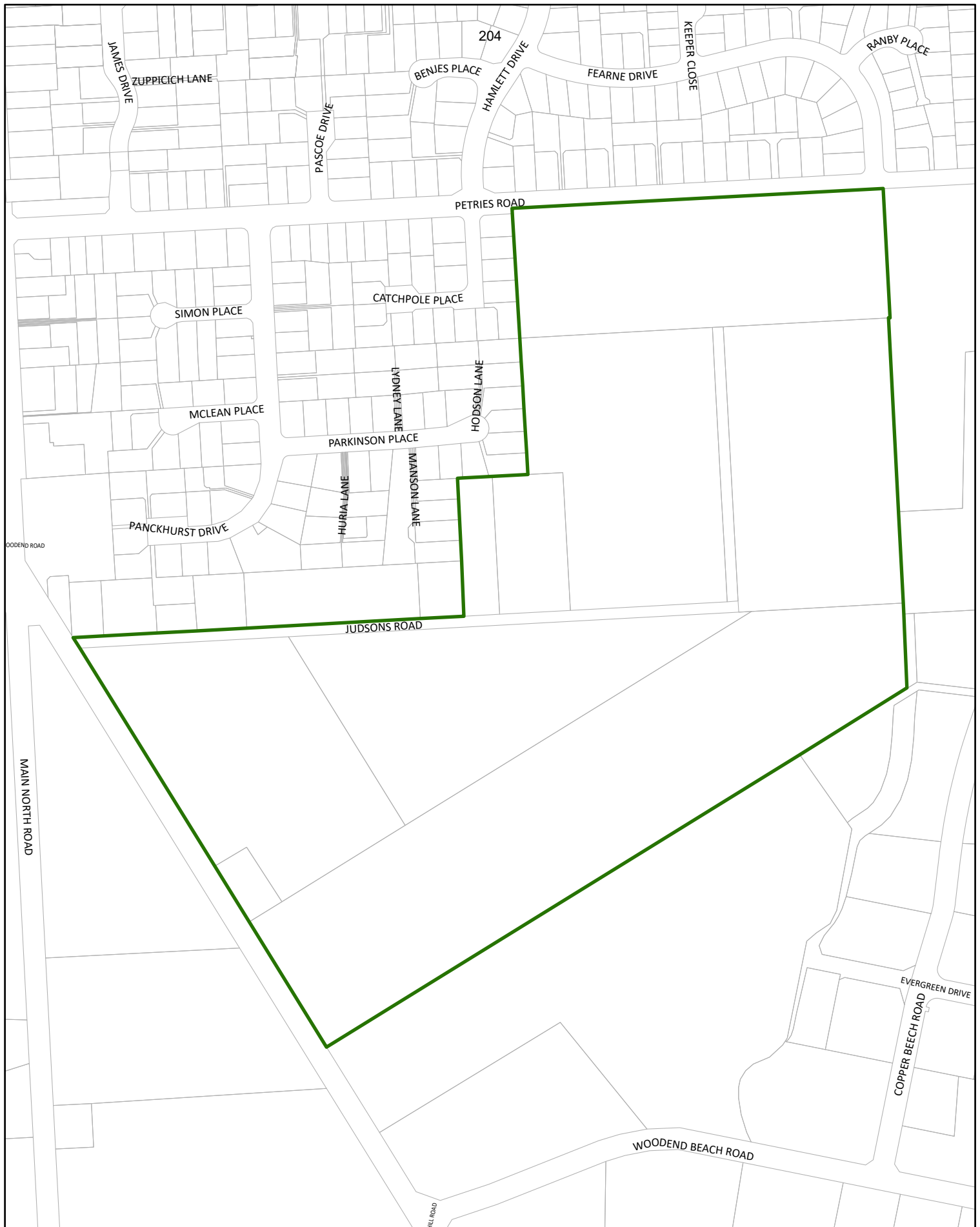
 <div>WAIMAKARIRI DISTRICT COUNCIL</div>	Development Contribution Area Water TUAHIWI	Map ID TUA 1	Scale (A4) 1:23,500	
		GIS Ref 23-002	Date 16/02/2023	
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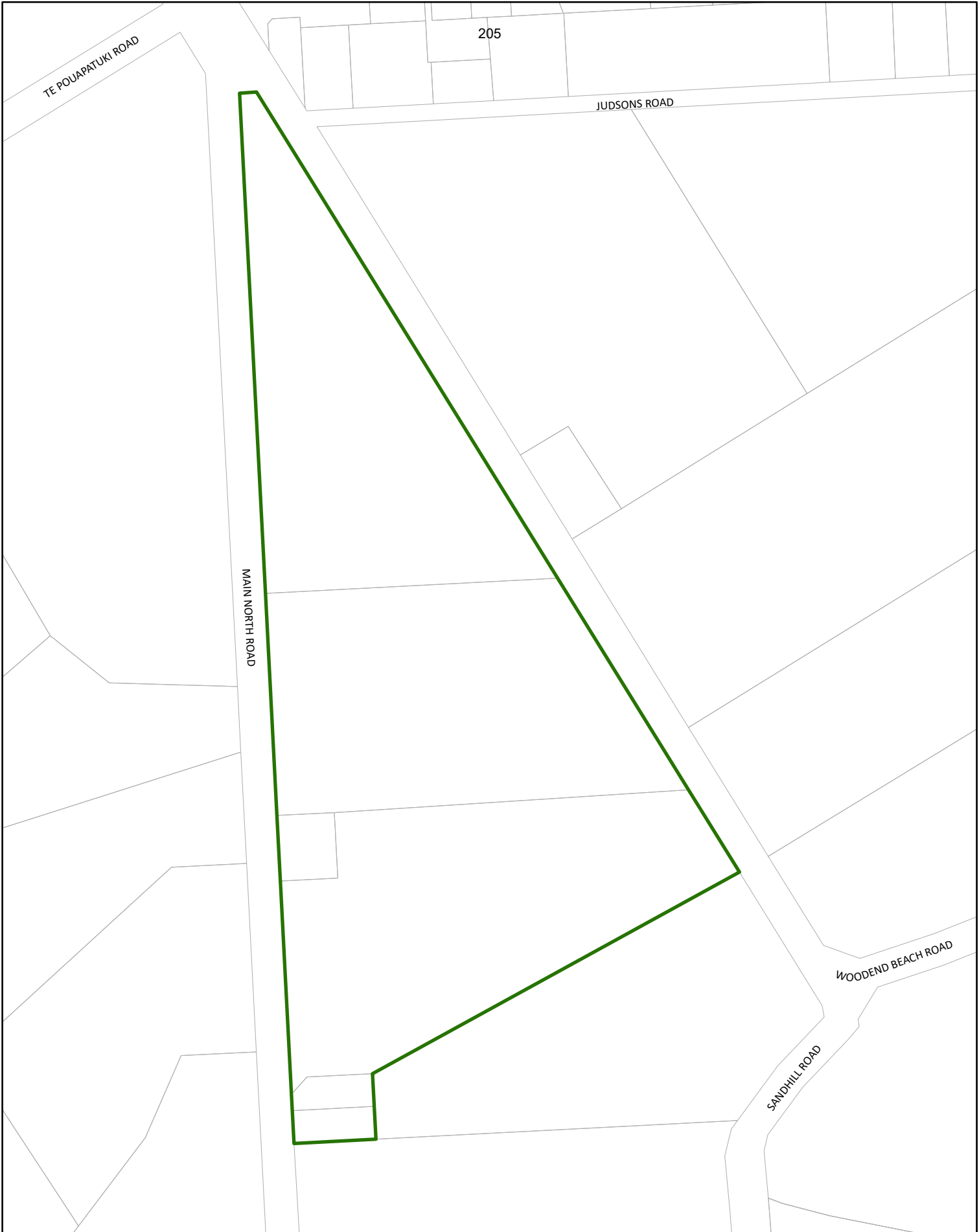
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		GIS Ref 23-002	Date 16/02/2023	
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 <b>WAIMAKARIRI</b> DISTRICT COUNCIL	<b>Development Contribution Area</b> <b>Stormwater</b> <b>WOODEND</b>	Map ID <b>WND 2</b>	Scale (A4) <b>1:4,500</b>	
		GIS Ref <b>23-002</b>	Date <b>16/02/2023</b>	

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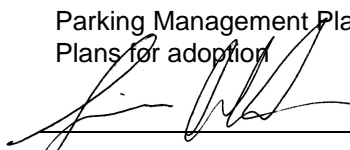
 <b>WAIMAKARIRI</b> DISTRICT COUNCIL	<b>Development Contribution Area</b> <b>Stormwater</b> <b>WOODEND COMMERCIAL</b>	Map ID <b>WND 3</b>	Scale (A4) <b>1:3,000</b>	
		GIS Ref <b>23-002</b>	Date <b>16/02/2023</b>	
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<b>Development Contributions:</b>		
All contribution charges are shown inclusive of GST.		
Council's full Development Contribution Policy should be consulted when determining an assessment		
	<b>Long Term Plan 2024-25</b>	<b>Annual Plan 2025-26</b>
<b>WATER</b>		
<a href="#">Cust</a>	12,188	11,488
<a href="#">Fernside</a>	1,569	1,636
<a href="#">Garrymere</a>	9,570	12,345
<a href="#">Kaiapoi</a>	1,787	1,937
<a href="#">North East Kaiapoi DCA</a>	761	794
<a href="#">East North East Kaiapoi</a>	205	204
<a href="#">West Kaiapoi DCA</a>	3,854	3,980
<a href="#">Mandeville</a>	3,670	4,255
<a href="#">Ohoka</a>	7,151	7,557
<a href="#">Oxford</a>	18,488	17,582
<a href="#">Oxford 1</a>	9,880	9,514
<a href="#">Oxford 2</a>	4,794	6,226
<a href="#">Poyntzs Road</a>	3,563	3,577
<a href="#">Rangiora</a>	9,047	8,784
<a href="#">East Rangiora DCA</a>	154	160
<a href="#">North Rangiora Outline Development Plan Area</a>	6,750	6,744
<a href="#">West Rangiora</a>	1,960	1,807
<a href="#">West of Bellgrove (Kippenberger Ave)</a>	115	115
<a href="#">Outer East Rangiora</a>	2,128	2,501
<a href="#">Southbrook (m2)</a>	1.00	1.00
<a href="#">Summerhill</a>	12,163	12,604
<a href="#">Tuahiwi</a>	10,066	10,150
<a href="#">Woodend - Tuahiwi water</a>	6,271	6,809
<a href="#">Waikuku Beach</a>	559	578
<a href="#">West Eyreton</a>	667	696
<a href="#">Woodend</a>	9,599	8,074

<b>Development Contributions:</b>		
All contribution charges are shown inclusive of GST.		
Council's full Development Contribution Policy should be consulted when determining an assessment		
	<b>Long Term Plan 2024-25</b>	<b>Annual Plan 2025-26</b>
<b>SEWER</b>		
<a href="#">Eastern Districts</a>	6,088	6,032
<a href="#">Kaiapoi</a>	2,220	2,193
<a href="#">North East Kaiapoi</a>	296	261
<a href="#">West Kaiapoi</a>	1,992	2,077
<a href="#">East North East Kaiapoi Reticulation</a>	7,402	7,402
<a href="#">Rangiora</a>	2,064	1,361
<a href="#">Todds Rd Business Zone (per hectare)</a>	118,924	118,924
<a href="#">Southbrook Stage 2 (m2)</a>	2.48	2.50
<a href="#">East Rangiora DCA Other Properties</a>	10,238	10,664
<a href="#">East Rangiora DCA (Gilberthorpes)</a>	2,620	2,719
<a href="#">Outer East Rangiora Sewer</a>	5,254	4,767
<a href="#">West of Bellgrove (Kippenberger Ave)</a>	839	839
<a href="#">Inner West Rangiora DCA</a>	2,205	2,267
<a href="#">West Rangiora DCA</a>	2,993	3,120
<a href="#">North Rangiora DCA</a>	8,201	8,539
<a href="#">Fernside</a>	17,712	17,712
<a href="#">Tuahiwi</a>	4,348	4,679
<a href="#">Mandeville, Ohoka, Swannanoa - new properties</a>	16,973	17,754
<a href="#">Mandeville, Ohoka, Swannanoa - existing properties wishing to connect</a>	1,942	2,032
<a href="#">Waikuku Beach</a>	1,807	1,853
<a href="#">Woodend</a>	-	-
<a href="#">East Woodend DCA</a>	8,655	8,968
<a href="#">Oxford Sewer</a>	26,468	23,700
<a href="#">Loburn Lea Sewer</a>	18,375	18,375
<b>DRAINAGE</b>		
<a href="#">Rangiora</a>	45	46
<a href="#">West of Bellgrove (Kippenberger Ave)</a>	28,225	28,225
<a href="#">East Rangiora</a>	9,291	9,682
<a href="#">South West Rangiora DCA</a>	8,822	8,088
<a href="#">North Rangiora - Enverton Drive East</a>	7,551	7,875
<a href="#">North Rangiora - Enverton Drive / Ballarat Rd</a>	3,309	3,450
<a href="#">Southbrook</a>	9.02	9.19
<a href="#">Todds Rd Business Zone (per hectare)</a>	72,436	72,436
<a href="#">Coastal Urban</a>	-	-
<a href="#">East Woodend DCA</a>	10,681	11,444
<a href="#">Woodend DCA</a>	2,784	2,784
<a href="#">Woodend DCA (Commercial) (m2)</a>	8.65	8.65
<a href="#">Kaiapoi</a>	-	-
<a href="#">North East Kaiapoi</a>	-	-
<a href="#">North East Kaiapoi Commercial (m2)</a>	-	-
<a href="#">East North East Kaiapoi</a>	2,166	2,166

<b>Development Contributions:</b>		
All contribution charges are shown inclusive of GST.		
Council's full Development Contribution Policy should be consulted when determining an assessment		
	<b>Long Term Plan 2024-25</b>	<b>Annual Plan 2025-26</b>
<a href="#">West Kaiapoi</a>	2,968	3,096
<a href="#">Mill Road ODP</a>	32,319	32,803

<b>Development Contributions:</b>		
All contribution charges are shown inclusive of GST.		
Council's full Development Contribution Policy should be consulted when determining an assessment		
	<b>Long Term Plan 2024-25</b>	<b>Annual Plan 2025-26</b>
<b>ROADING</b>		
<a href="#">District</a>	10,121	10,549
<a href="#">Southbrook (m2)</a>	0.69	0.69
<a href="#">East Woodend</a>	7,022	7,022
<a href="#">West Rangiora DCA</a>	3,555	3,555
<a href="#">West Kaiapoi DCA</a>	5,931	5,931
<a href="#">West Kaiapoi DCA - new collector Rd</a>	10,227	8,420
<a href="#">Kaiapoi North</a>	764	764
<a href="#">Kaiapoi South MUBA (m2)</a>	30	30
<a href="#">Kaiapoi East MUBA (m2)</a>	-	-
<a href="#">Outer East Rangiora Rooding</a>	5,298	4,277
<a href="#">Outer East Rangiora Rooding (Eastern Link Road)</a>	3,855	3,855
<a href="#">South West Rangiora (West Belt Extension to Townsend Road)</a>	7,196	7,196
<b>RESERVES</b>		
<a href="#">District-wide</a>	1,630	1,573
<a href="#">Neighbourhood, including district-wide</a>	15,943	16,201
<b>COMMUNITY INFRASTRUCTURE</b>		
<a href="#">District</a>	1,451	1,485

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION****FILE NO and TRIM NO:** BAC-03-101 / 250506078279**REPORT TO:** COUNCIL**DATE OF MEETING:** 3 June 2025**AUTHOR(S):** Heike Downie, Strategy & Centres Team Leader, on behalf of the Parking Management Plan Project Advisory Group (PAG)**SUBJECT:** Parking Management Plans for Rangiora and Kaiapoi town centres – Final Plans for adoption**ENDORSED BY:**  
(for Reports to Council,  
Committees or Boards)  
General Manager  
Chief Executive**1. SUMMARY**

- 1.1. On behalf of the Parking Management Plan Project Advisory Group (PAG), this report presents the final *Rangiora and Kaiapoi Parking Management Plans* (PMPs) for Council adoption. This follows Council's approval to consult on the proposed approaches to managing and meeting parking demand and supply out to 2040 in the two town centres over February and March this year, and subsequent feedback received.
- 1.2. The purpose of the PMPs for the Rangiora and Kaiapoi town centres is to provide a roadmap of approaches that collectively manage and meet parking demand and supply in the two town centres over the next 15 years in order to meet the needs of communities.
- 1.3. The final PMPs (Attachments i and ii) are a culmination of considerable work undertaken since the project commenced in March 2024, following Council's adoption of the *Moving Forward: Waimakariri Integrated Transport Strategy 2035+*. In summary, this work included a strategic context review, early engagement with businesses and the wider community, a stakeholder workshop which Community Board members and Councillors also attended, detailed technical investigations and analysis, several engagement points with elected members, and wide public consultation on proposed approaches to meeting and managing parking demand and supply.
- 1.4. The final PMPs outline the purpose and scope of the documents, parking good practice, the current state of parking in the two town centres, the future state of parking, recommended actions, a high-level implementation plan for each town centre, and notes for monitoring and evaluation.
- 1.5. Proposed approaches to managing and meeting parking demand and supply out of 2040 for the two town centres – which are a combination of strategic responses to optimise existing assets, manage demand and increase supply – were released for public consultation in February 2025. The proposed approaches were generally supported through the submissions received.
- 1.6. Staff held several targeted engagements with elected members since the project commenced, including four workshops with Council throughout the project and four (two each) with the Rangiora Ashley and Kaiapoi Tuahiwi Community Boards. Councillors and Community Board members also attended an Inquiry by Design workshop held with key stakeholders in September 2024. This report to Council is the third for this project – to date Council by decision endorsed a programme for developing PMPs and approved public consultation on proposed approaches to managing and meeting parking demand and

supply for the two town centres out to 2040. Paragraph 3.10 provides a detailed summary of elected member engagement points.

- 1.7. At the most recent workshop with Council held on 25 March 2025, staff provided a summary of feedback received through public consultation together with an overview of the proposed content for the PMPs for Council discussion. Feedback gained at the workshop has been integrated into the final PMPs as relevant.
- 1.8. The intervention and investment approaches for Rangiora and Kaiapoi town centres differ to reflect each centre's unique current parking occupancy trends, and modelled future demand influenced by a range of factors including population projections and anticipated land use changes out to 2040.
- 1.9. For Kaiapoi town centre, it is expected that parking demand can be met by the existing supply, and the Kaiapoi Town Centre PMP's focus is largely on optimising the current parking supply through a range of measures, including refining and extending time restricted parking, improving wayfinding and enforcement, reviewing parking for special uses (mobility, cycle, loading zones etc), investigating opportunities to convert on-street parallel parking to angled parking where it is safe to do so, and monitoring the Charles Street Park and Ride facility. Assessing on-site parking requirements for any future development that may progress on the Mixed Use Business Areas (MUBAs) is also important.
- 1.10. The Rangiora Town Centre PMP includes the same optimisation measures over the next five years (excluding relating to MUBAs), with the addition of trialling parking technology to test its role in data collection and targeting enforcement.
- 1.11. A reasonably high predicted parking demand for Rangiora town centre to 2040 means that the Rangiora Town Centre PMP includes measures to manage demand and increase supply. Graduated priced parking (where the first hour or two is free, with charges applied thereafter) by 2035 is identified as a demand management tool. Parking supply in the Rangiora town centre will be increased by reconfiguring the off-street Blake Street carpark to create more parks in the 2026/27 financial year (subject to funding approval processes), by acquiring another central site for more at-grade parks by 2035, and by adding another parking facility by 2040. The latter could be an area on the periphery of the centre for all-day parking, and/or a central parking building. This approach allows for flexibility for longer term investments.
- 1.12. Since Council's adoption of its *2021 District Parking Strategy*, significant technical and strategic Council work has occurred in the parking space through the development of the *Moving Forward: Waimakariri Integrated Transport Strategy 2035+* and subsequently, through the development of the two *Parking Management Plans* that are the subject of this report. The PAG are recommending that a number of relatively minor edits are approved to the District Parking Strategy via this report (summarised in 4.7, and contained in Attachment v), to bring it in line with current data and to ensure there is consistency across the strategic documents.
- 1.13. The PMP project is overseen by the PAG, which consists of the following members: General Manager, Strategy, Engagement and Economic Development, Simon Hart (*Project Sponsor*); Strategy and Business Manager, Mark Maxwell; Roading and Transport Manager, Joanne McBride; Environmental Services Manager, Billy Charlton; Communications and Engagement Manager, Alistair Gray; Planner, Brooke Benny; Senior Transportation Engineer, Shane Binder; Senior Engineering Advisor, Don Young; Business and Project Advisor, Gina Maxwell; and Strategy and Centres Team Leader, Heike Downie (*Project Lead*). The project is supported by transport consultants Abley.

#### Attachments:

- i. Rangiora Town Centre Parking Management Plan (250502076136)
- ii. Kaiapoi Town Centre Parking Management Plan (250512082282)
- iii. Summary of feedback from public consultation on proposed approaches to managing and meeting parking demand and supply out to 2040 (250521090083)

- iv. Summary of context and background, project approach and key messages heard through stakeholder and community engagement (250506078538)
- v. District Parking Strategy – Updated June 2025 (250527094331)

## 2. **RECOMMENDATION**

**THAT** the Council:

- (a) **Receives** Report No. 250506078279.
- (b) **Adopts** the *Rangiora Town Centre Parking Management Plan* (250502076136) and the *Kaiapoi Town Centre Parking Management Plan* (250512082282).
- (c) **Notes** that the *Rangiora Town Centre Parking Management Plan* and the *Kaiapoi Town Centre Parking Management Plan* have been endorsed by the Parking Management Plan Project Advisory Group, whose Terms of Reference includes to 'review the final Plan(s), provide feedback, and support it being recommended to Council for adoption', and on whose behalf this report is written.
- (d) **Notes** that the development of the *Rangiora Town Centre Parking Management Plan* and the *Kaiapoi Town Centre Parking Management Plan* has been informed by a series of technical assessments and considerable early stakeholder engagement, including elected member involvement, and that wider community feedback on proposed approaches to managing and meeting parking demand and supply was sought through the formal public consultation process during February and March 2025.
- (e) **Notes** that 51 submissions were received during formal public consultation, which are summarised in Attachment iii (250313043016).
- (f) **Notes** that the *Rangiora Town Centre Parking Management Plan* and *Kaiapoi Town Centre Parking Management Plan* reflect the PAG's recommendations, following public consultation, and the content discussed, and feedback gained at previous Council workshops.
- (g) **Notes** that the Rangiora Ashley and Kaiapoi Tuahiwi Community Boards have been engaged in this project, by way of workshops held, members' attendance at the Inquiry by Design stakeholder workshop, and the opportunity for the Community Boards to submit on the proposed approaches during public consultation.
- (h) **Notes** that following adoption, staff will develop costs and prepare funding bids for any actions that require additional or re-directed funding, which will be considered through the Annual Plan and/or Long Term Plan processes on which the community has the opportunity to comment.
- (i) **Nominates** the General Manager, Strategy, Engagement and Economic Development to confirm any minor edits to the *Rangiora Town Centre Parking Management Plan* and *Kaiapoi Town Centre Parking Management Plan* (final print ready version) as required prior to finalising.
- (j) **Notes** that the work on the Parking Management Plans has highlighted the opportunity to make minor updates to the *District Parking Strategy* adopted by Council in 2021 to bring it in line with current information and data, and to ensure there is consistency across Council's strategic documents including the *Rangiora Town Centre Parking Management Plan* and *Kaiapoi Town Centre Parking Management Plan* and the Council's *Moving Forward: Waimakariri Integrated Transport Strategy 2035+* adopted in 2024.
- (k) **Approves** the updated *District Parking Strategy* (Attachment v, trim 250527094331) which contains editorial updates as listed in 4.7 of this report, noting that the changes are minor and do not amend the directions and objectives of the Strategy, and noting that in summary these updates:



- i. Provide consistency with the *Parking Management Plans*' target parking occupancy range and with references and intent in the *Parking Management Plans* to graduated paid parking as a measure to manage demand
  - ii. Place a more consistent focus on urban intensification as a factor impacting on parking supply and demand, given the *National Policy Statement on Urban Development* is now in legislation
  - iii. Provide more clarity in references to active modes parking and infrastructure
  - iv. Provide scope for introducing resident parking permit schemes as a strategic tool
- (I) **Circulates** this report to the Rangiora Ashley and Kaiapoi Tuahiwi Community Boards, acknowledging their involvement during the course of the Parking Management Plan project.

### 3. **BACKGROUND**

#### Background, Context and Project Approach

- 3.1. The Council owns and controls significant public parking assets in both Rangiora and Kaiapoi town centres and undertakes parking related enforcement. These two centres play the most pivotal roles in the District and face the most growth pressures and related demand. Because of this, the Council has committed significant parking related budget in its Long Term Plan and Infrastructure Strategy for additional parking supply.
- 3.2. The Parking Management Plan (PMP) project is an implementation project identified in the Council's *Moving Forward: Waimakariri Integrated Transport Strategy 2035+* as well as the 2021 *District Parking Strategy*. The purpose of the PMPs for the Rangiora and Kaiapoi town centres is to provide a roadmap of approaches that collectively manage and meet parking demand and supply for the District's two largest centres over the next 15 years in order to meet the needs of communities. This then enables more deliberate decisions regarding Council investment in parking related interventions and investment.
- 3.3. The full context and background for the PMP project has been shared with Council on several previous occasions - during workshops, in pre-reading memos, and in previous Council reports throughout this project. Attachment iv provides a summary of the relevant project context and background, together with more detailed information on project approach and key messages heard through stakeholder and community engagement through a range of channels.
- 3.4. The PMP project involves four key phases as shown in Figure 1. Adoption of the PMPs marks completion of Phase 3. As discussed further in paragraph 6.1, Phase 4 of the project involves developing costs to implement the PMPs and preparing budget bids for Council's considerations through future Annual Plan and/or Long Term Plan processes for actions that require funding, on which the community has another opportunity to comment.

*Figure 1: Parking Management Plans Project Phases*



#### Key Messages Heard through stakeholder and community consultation

- 3.5. Staff have undertaken considerable early engagement over 2024 to help inform proposed approaches to managing and meeting parking demand and supply for Rangiora and Kaiapoi town centres out to 2040, which were then released for wide public consultation over February and March this year. Details of key messages heard through engagement are contained in Attachment iv. Early engagement included:
- reviewing previous parking related consultation feedback
  - administering surveys of town centre businesses, employees and visitors
  - holding evening meetings with businesses
  - facilitating an Inquiry by Design (IBD) workshop with key stakeholders, elected members and staff
  - holding several workshops with Council and the Rangiora Ashley and Kaiapoi Tuahiwi Community Boards (see para 3.10 for more details)
- 3.6. In summary, early engagement has revealed that parking and accessibility is considered important to encourage town centre visitations, connected through good pedestrian routes and well-managed traffic. For Rangiora town centre in particular, there are concerns that there is an under-supply of parking (including for short stay and all-day parking), traffic flow and congestion issues on main streets, and insufficient parking enforcement. There is less concern relating to parking availability in Kaiapoi town centre.
- 3.7. The results to Council's early engagement surveys show that, particularly for Rangiora town centre business owners / operators, it is harder to find a park than it is for shoppers / visitors. It was thought that parking for special uses such as mobility, cycle parking, loading zones etc should be reviewed to ensure they meet demand, and that there is likely an unwillingness to pay for parking. The survey results showed that generally, there is a low tolerance for walking from a carpark to a town centre destination for more than a few minutes.
- 3.8. Discussions at the IBD workshop held in September 2024 showed a general open-mindedness and appetite for Council to investigate extending the time restricted footprint in the centres, enhancing existing time restrictions, and implementing parking technology and graduated paid parking when the parking occupancy warrants it. Improving wayfinding, signage and enforcement are considered important to optimise the existing supply.
- 3.9. The formal public consultation process over February and March 2025 – which outlined and sought feedback on proposed measures to optimise existing assets, manage parking demand, and increase parking supply – attracted 51 submissions. In summary, feedback gained revealed good support for the measures proposed, particularly: refining time restrictions, improving wayfinding, reviewing parking for special uses, reconfiguring the Blake Street carpark, and adding more parking facilities in the Rangiora town centre. Consultation revealed some reservations for measures to apply time restrictions to more areas and to trial parking technology in the Rangiora town centre (though there was still more support than opposition). There is an openness to introducing graduated priced parking in the Rangiora town centre by 2035. Attachment iii provides a summary of submissions received.
- 3.10. Staff have facilitated several targeted engagement points with elected members throughout the PMP project, as listed below. These have helped to ensure that there are ample opportunities to discuss any known key issues and challenges that are important to consider and address; that findings from key technical investigations and community and stakeholder engagements are shared as the project developed; and that proposed approaches underpinned by a technical evidence base and early engagement have been considered thoroughly by elected members ahead of public consultation. Staff have integrated feedback gained from these engagement points throughout the process. Ultimately, this consistent engagement approach has ensured that elected members are well informed about the project and has enabled confidence in approach and directions contained in the PMPs. Targeted engagement points with the Council and the Rangiora Ashley and Kaiapoi Tuahiwi Community Boards are listed below:

- Project introduction workshop with Council (and separately also with Rangiora Ashley and Kaiapoi Tuahiwi Community Boards) in June 2024, covering the background and context, scope for PMPs, and project approach. This provided an opportunity to brainstorm key issues and options relating to parking.
- Report to Council in July 2024 where Council adopted a programme approach for developing PMPs.
- Inquiry by Design (IBD) workshop with elected members (Council and Community Boards), key external stakeholders and staff in September 2024, which generated discussion about current issues and future options for parking in both town centres.
- Workshop with Council (and separately also with Rangiora Ashley and Kaiapoi Tuahiwi Community Boards) in October 2024, where staff provided details about the town centre parking modelling outputs, developing scenarios, and key messages from stakeholders and the community to date. This workshop also provided the opportunity for Council to further discuss key intervention and investment approaches for Rangiora and Kaiapoi town centres.
- Workshop with Council in December 2024, where staff presented proposed approaches for managing and meeting parking demand and supply in Rangiora and Kaiapoi town centres out to 2040, with a view of gaining elected member buy-in to develop consultation material based on these.
- Report to Council in February 2025 where Council approved to publicly consult on proposed approaches for managing and meeting parking demand and supply in the Rangiora and Kaiapoi town centres out to 2040.
- Workshop with Council in March 2025 where staff provided a summary of feedback received from public consultation and an overview of the proposed content for the PMPs for Council discussion / feedback.

#### Summary of Key Technical Inputs

- 3.11. Several technical investigations have been carried out, outputs of which have been shared and discussed with Council during previous engagements and have informed the interventions and investments articulated in the PMPs. These include regular parking surveys for Rangiora and Kaiapoi town centres, parking models, a review of data including parking complaints and infringements, a review of parking tools and strategic responses available, development of future scenarios, and a multi criteria assessment process of scenarios. Each PMP (Attachments i and ii) provides details of the technical investigations undertaken, and a summary of outputs, particularly from the parking surveys and parking models. Section 4 of this report summarises the strategic responses and outlines the key directions within the PMPs.
- 3.12. In both town centres, Council's parking surveys show that peak parking occupancy of Council owned off-street parking occurs from around mid-morning until shortly after noon. In Rangiora town centre, the overall occupancy of the public parking supply sits at below 60%, and in Kaiapoi town centre, at around 37%. Most in demand is the Council off-street supply, which in Rangiora reaches around 74% occupancy during peak periods. The PMPs confirm a target parking occupancy range of between 70% and 85%. This is considered a good balance that ensures appropriate use of prime town centre land (that is not underutilised by otherwise vacant car parks) and having suitable parks available to avoid shopper / visitor frustration in seeking a park, which increases traffic circulation and non-compliant parking occurring in the centres. This range means that at peak times, nearly one in every 3 (at 70% occupancy) to one in every 7 or so (at 85% occupancy) will be available to park in.
- 3.13. The parking model for the Kaiapoi town centre (the model is a 'what-if' tool to understand the impacts of changes in land use activity, parking demand, parking supply and parking time restrictions on the availability and usage of parking) demonstrates that parking demand will increase by 100 spaces to 2030 and (a further 100 spaces to) 200 spaces to 2040. This is forecast to increase average parking occupancy across the town centre from

43% to 49% by 2030 and to 55% by 2040. This remains well below the target occupancy range of 70-85% and therefore, the current parking provision is anticipated to satisfactorily meet future demands over the coming 15 years. It is acknowledged that by 2040 parking occupancies north of the river will experience higher levels approaching the target occupancy range (at 70%), however the model shows there is still ample capacity within the network.

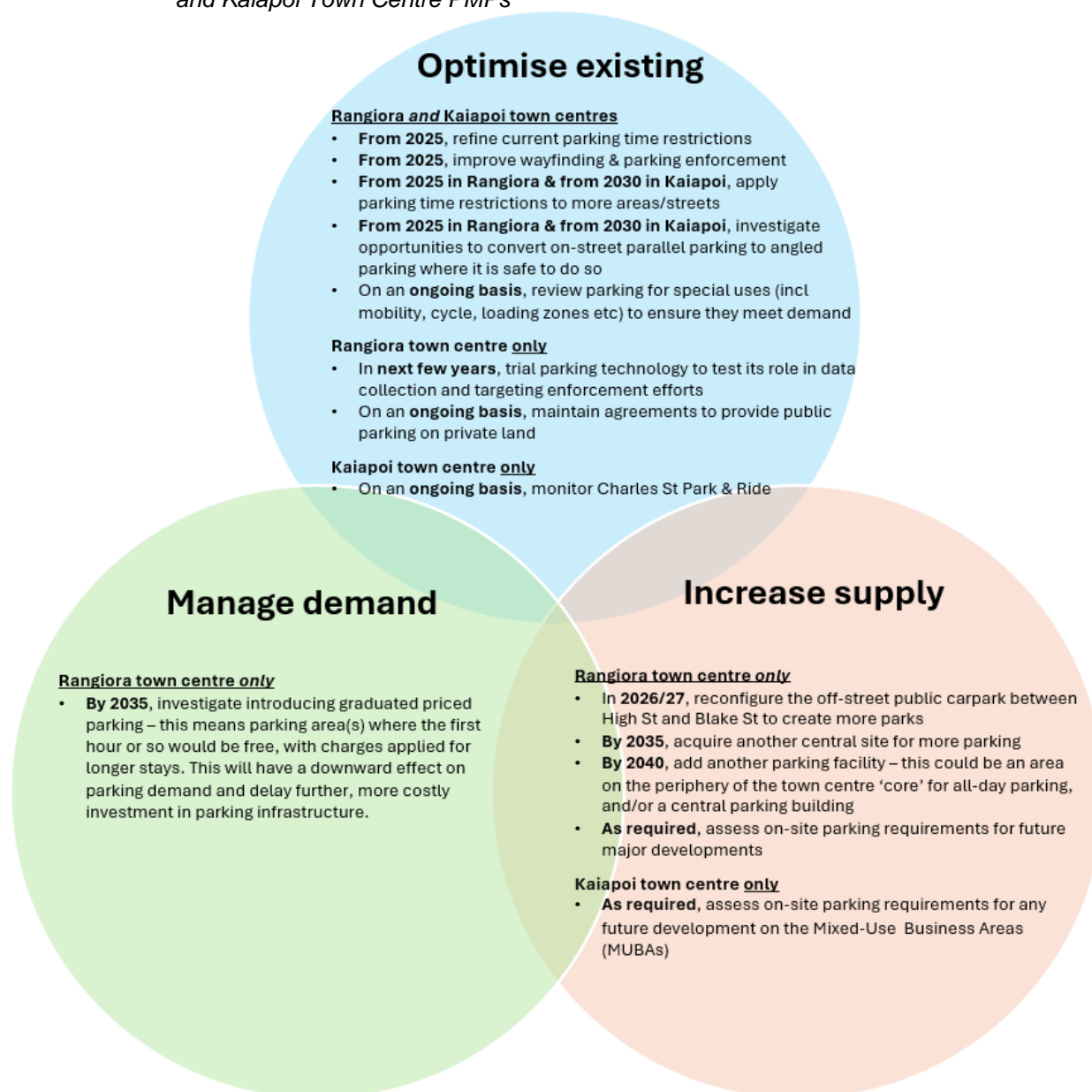
- 3.14. The Rangiora town centre parking model shows that across this town centre, it is estimated that peak weekday parking demand will increase by approximately 200-250 spaces by 2030 and (a further 200 spaces to) 400-450 spaces by 2040. This increases average parking occupancy across the town centres from 59% to 65% by 2030 and to 71% by 2040. Whilst the overall provision generally meets demand satisfactorily, there will be widespread areas within the town centre that are likely to be over-subscribed. Parking in the Premium On-street Area (High Street and portions of immediately adjacent streets) and in the Core Area (bounded by King, Blackett, Ashley and Queen Streets) is likely to be at the top end or exceeding the target occupancy range of 70-85% by 2040.
- 3.15. There is some existing capacity within the Premium On-street and Core Areas which can absorb a small amount of growth, especially if parking management measures are implemented to make smarter use of existing assets. However, it is estimated that an additional 60 public car parks are required by 2030 to ensure the Premium On-street and Core Areas function well. With continued parking demand between 2030 and 2040 as Rangiora and the District continue to grow, a further 200 or more public car parks are anticipated to be required between 2030 and 2040.

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

##### Rangiora and Kaiapoi Town Centres Parking Management Plans

- 4.1. The PMPs provide for a range of tools available to Council for managing and meeting parking demand and supply, which fit within three broad strategic responses that have been discussed at several engagement points with Council and stakeholders to date, and were consulted on publicly over February and March 2025. These are:
  - Optimising the existing parking supply through best practice parking management
  - Managing demand for parking
  - Increasing parking supply through investing in infrastructure
- 4.2. These responses articulated in the PMPs, which are accompanied by several intervention and investment actions as shown in Figure 2, do not sit in isolation but rather, provide a hybrid approach to meet different objectives at different stages. It is also acknowledged that the different responses have varying degrees of effect on key factors relevant to town centres, such as cost, traffic, urban amenity and public perception. For example, whilst increased infrastructure to provide more parks may result in the most positive public perception (relative to other responses), it is also the costliest response, creates the most traffic in centres, and is less 'place-focused' in light of urban amenity outcomes.

Figure 2: Summary of intervention and infrastructure responses articulated in Rangiora and Kaiapoi Town Centre PMPs



- 4.3. As shown in Figure 2, the intervention and investment measures for Rangiora and Kaiapoi town centres differ to reflect each centre's unique current parking occupancy trends, and modelled future demand influenced by a range of factors including population projections and anticipated land use changes out to 2040. These technical factors are summarised in 3.11 to 3.15 of this report and discussed in more detail in Attachment iv.
- 4.4. Whilst particularly the sub-area north of the river in the Kaiapoi town centre will experience parking occupancy levels approaching the target parking occupancy range by 2040, the parking model shows that overall, there is predicted to still be ample capacity within the network. Therefore, the Kaiapoi Town Centre PMP focuses on optimising the current parking supply with clear guidance around monitoring ongoing performance, whilst acknowledging the potential impact and need to assess parking requirements of the Mixed Use Business Areas (MUBAs) as development proposals progress (for example, as a

condition on sale of land). An action to regularly monitor the use of the Charles Street Park and Ride facility is also included, and because of the north of the river sub-area's predicted higher occupancy by 2040, directions to employ measures to optimise existing assets as demand increases in this sub-area are called out as a focus.

- 4.5. For Rangiora town centre, as outlined in section 3 of this report, technical work has indicated a reasonably high demand for additional parks by 2040. During the PMP project, scenarios were developed and assessed against key criteria including affordability, economic wellbeing, urban amenity, feasibility, public support, and sustainability / alternative transport choices. Proposed approaches for the Rangiora town centre were tested through formal public consultation and following this, the Rangiora Town Centre PMP includes a range of measures to optimise the existing parking assets, as well as importantly, measures to manage demand and increase supply in order to adequately and appropriately respond to the projected parking demands. Key influential factors were considered, which include (but are not limited to):

- Optimising existing parking alone through measures such as refining and extending time restrictions, improving wayfinding and enforcement, converting parallel parks to angled parks where safe to do so etc (see Figure 2) does not meet long term demands for parking, and additional interventions and investments are required.
- There's an opportunity to reconfigure the public off-street carpark facility at Blake Street shortly (subject to funding approval processes) to gain more spaces, as well as to secure an additional central site and configure this to add to the short-stay parking stock by 2035 (location to be considered in light of key criteria such as proximity to the town centre core, key anchors, good pedestrian routes etc); however, there is still demand for an additional significant infrastructure investment by 2040.
- Flexibility is provided for an additional significant infrastructure investment by 2040, allowing time in the years leading up to this to actively explore opportunities for Council to acquire suitable land on the periphery of the town centre for an off-street facility for all-day parking, or progress plans for a central future retail / car parking building.
- Introducing graduated paid parking optimises the existing parking supply and can reduce demand - it therefore delays additional costly parking infrastructure. To that end the Rangiora Town Centre PMP provides for the introduction of graduated priced parking (where the first hour or two is free with charges applied thereafter) by 2035, when the parking occupancy trigger is expected to be reached to warrant it.
- Trialling parking technology in the next few years (subject to funding approval processes for related costs) allows testing the role of technology in regular parking data collection, targeting enforcement efforts (by identifying overstayers) and futureproofing for introducing graduated pricing in the future; a trial will enable the benefits of this to be understood with minimal initial expense.
- The PMP acknowledges that Council operates under a lease agreement with private property owners to provide and manage public carparking on large portions of privately owned town centre land, and that it is important that agreements are actively maintained for longevity where possible.

#### Edits to the 2021 District Parking Strategy

- 4.6. Since Council's adoption of its 2021 *District Parking Strategy* – which provides a high level framework of policies and principles that guide how parking will be managed and supplied within District – significant technical and strategic Council work has occurred in the parking space through the development of the *Moving Forward: Waimakariri Integrated Transport Strategy 2035+* and subsequently, through the development of the two PMPs that are the subject of this report.
- 4.7. The February 2025 PMP report to Council seeking approval to consult on proposed approaches noted that the PAG would recommend that some edits to the *District Parking Strategy* are presented to Council for approval at the time of seeking adoption of PMPs. A

number of relatively minor edits to the *District Parking Strategy* are recommended, to bring it in line with current information and data and to ensure there is consistency across the strategic documents. This report recommends some editorial updates to the Strategy (as contained in Attachment v); these edits in summary:

- Update references to relevant national, regional, and local strategic context documents to reflect the current suite, as well as update District population projections.
- Adjust references to the development of Parking Management Plans to align with the purpose articulated in Attachments i and ii, together with better clarifying the relationship between the *District Parking Strategy* and PMPs, and the role of regular parking surveys in parking monitoring and review.
- In response to the now legislative *National Policy Statement on Urban Development*, provide a clearer focus on urban intensification as a measure that impacts on parking demand and supply.
- Update references made to exceeding a parking occupancy of 85% to reflect the agreed range of 70-85% stated in the PMPs, noting that the *District Parking Strategy* then provides a set of guiding policies and principles to consider, and the role of the PMPs are to identify the specific interventions and investments to make on a location-specific basis.
- Provide more clarity in references to active modes regarding parking, whilst retaining a focus on kerb space.
- Provide scope and guiding principles for the introduction of resident parking permit schemes to respond to potential future issues in residential areas that experience high parking demand or where parking time-restrictions apply.
- Refresh references made to the policy that enables priced parking as a potential strategic tool to manage parking demand, to better align with the direction articulated in the Rangiora Town Centre PMP and by adding a principle that careful consideration needs to be taken to ensure that priced parking does not negatively impact the parking performance of other areas of the parking network.

### **Implications for Community Wellbeing**

There are implications on community wellbeing by the issues and options that are the subject matter of this report, as the provision of parking in the District's two main town centres has an accessibility and convenience impact on a large proportion of Waimakariri's residents and local businesses. Feedback gained through considerable engagement with the community has helped to inform the direction of the PMPs for Rangiora and Kaiapoi town centre.

- 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 not specifically 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, as matters related to carparking in town centres typically gain interest within the community and with stakeholder groups.

Attendance at the September 2024 IBD workshop included representatives of key stakeholder groups to ensure their concerns were heard early in the project. These included the Community Boards, local businesses and developers, Enterprise North Canterbury and the Waimakariri Access Group.

Evening meetings were also held and surveys administered to capture the views of businesses. Key stakeholder groups and local businesses were alerted when public consultation commenced to encourage feedback through submissions. Feedback gained through the submissions process and other engagement has helped to inform the direction of the PMPs for Rangiora and Kaiapoi town centre.

### 5.3. **Wider Community**

The wider community is likely to be affected by, or to have an interest in the subject matter of this report, as matters related to carparking in town centres typically gain interest within the community and with stakeholder groups.

As outlined in this report, an early engagement survey was developed to provide the opportunity for shoppers and visitors to the centres to share their views early in the project. In addition, community feedback on previous consultations related to parking matters was reviewed at the commencement of the project.

Proposed approaches for meeting and managing parking demand and supply were publicly consulted on over February and March 2025. Fifty-one submissions were received and feedback gained has been taken into account during the development of the Rangiora and Kaiapoi Town Centre PMPs.

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

### 6.1. **Financial Implications**

There are financial implications of the decisions sought by this report, as the PMPs will require budget to implement. Phase 4 of the project (see Figure 1), following adoption, involves developing costs and preparing budget reports for the 2026-27 Annual Plan and/or the 2027-37 Long Term Plan. Both provide opportunities for Council to fully consider implementation costs and any related budget decisions will be made as part of those processes.

It is also noted that the 2024-34 Long Term Plan and Infrastructure Strategy includes budget allocated to parking related projects in the two town centres. Having adopted PMPs for these centres provides the framework for appropriately directing such budget and confirms the required timeframes for interventions and investments.

The budget for developing the PMPs is included in the Annual Plan/Long Term Plan, but rather is met through the Better Off Funding, Climate Change Response Programme – Stage 1 Development.

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

The recommendations in this report do have sustainability and/or climate change impacts. Potentially meeting future parking demand through additional parking infrastructure supports private vehicle travel, as opposed to mode shift and more sustainable transport choices. However, other interventions proposed in this report seek to manage parking demand and do have a role in supporting mode shift and more sustainable travel modes.

### 6.3 **Risk Management**

#### Budget to implement PMPs

There are some risks arising from the adoption/implementation of the recommendations in this report, in that the PMPs (Attachments i and ii) contain high-level implementation actions, and the full cost of delivering them is currently undetermined. As shown in Figure 1 and discussed in 6.1, Phase 4 of the PMP project involves developing costs and preparing budget reports for the 2026-27 Annual Plan and/or the 2027-37 Long Term Plan. This has been communicated consistently with Council throughout the project.

Also as noted in 6.1, the 2024-34 Long Term Plan and Infrastructure Strategy do include budget allocated to parking related projects already, and adopted PMPs assist in appropriately directing such budget and confirm required timeframes. Where existing budgets do not suffice and additional or redirected budget is required, Council will have



the opportunity to consider any financial implications through the Annual Plan and/or Long Term Plan process, which mitigates any financial risks.

#### Timeframes for and scope of interventions and investments

While the measures contained in the PMPs have been developed to be directive to provide sufficient level of certainty particularly over the short and medium-term, long-term interventions and investments are framed with sufficient flexibility in timeframes and scope, to manage any unknown risks and maintain relevance in the face of change. Whilst the PMPs include timeframes for interventions and investments, these are intended to be indicative only, as particular measures are triggered by movements of parking occupancies within individual town centre sub-areas, allowing ample flexibility to respond to needs as they arise.

In addition, the PMPs are envisaged to be 'living documents' where technical data is continually monitored, and appropriate triggers for interventions and investments are reviewed and employed, drawing on a comprehensive evidence base.

The PMPs also clearly acknowledge that some measures to optimise existing parking assets require engineering assessments to determine the suitability of any proposed changes "on the ground", and that other important matters are taken into account at the time such as community feedback, infringement data, and the needs of visitors to adjacent land use activities, for example. This approach manages any feasibility and scope risks in that it appropriately places final checks and balances with detailed implementation planning.

#### Community and stakeholder engagement

The PMP project has undergone significant stakeholder and community engagement, as summarised in throughout this report and detailed in Attachment iv. This approach has not only importantly ensured that community and stakeholders views have helped to inform the directions contained in the PMPs, but also managed any risks that key stakeholders (including both town centre business communities) and the wider community were unaware of the project. The formal public consultation process over February and March 2025 has reduced the risk that final PMPs are developed in absence of messages gained through wide community feedback.

If for some reason the project was halted and the PMPs not adopted by Council, there is a risk that the current significant project momentum is lost alongside stakeholder buy-in and confidence.

### **6.3 Health and Safety**

There are no health and safety risks arising from the adoption/implementation of the recommendations in this report.

## **7. CONTEXT**

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

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

### **7.2. Authorising Legislation**

Local Government Act 2002

A number of legislative documents are relevant in this matter including, but not limited to: Government Policy Statement on Land Transport, National Policy Statement on Urban Development, National Parking Management Guidance 2021.

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

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

- Enterprises are supported and enabled to succeed
- Infrastructure and services are sustainable, resilient, and affordable
- There are sufficient and appropriate locations where businesses can set up in our District
- Public spaces are diverse, respond to changing demographics and meet local needs for leisure and recreation
- Our community has equitable access to the essential infrastructure and services required to support community wellbeing

#### 7.4. **Authorising Delegations**

Council has the authority to approve and adopt new Council strategies and plans.



# Rangiora Town Centre Parking Management Plan

June 2025



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# Executive Summary

Parking plays a critical role within Waimakariri by supporting economic growth through appropriate access to commercial and retail activity, as well as to important social and recreation services. Parking needs to be managed carefully so that it supports all different modes of transportation and optimises parking supply to align with the District's sustainability goals.

The Waimakariri District is growing rapidly and is expected to be home to an additional 20,000 new residents by 2040, reaching an estimated population of 90,000. This growth needs to be planned for well, whilst looking after the vibrancy and health of the District's centres. The Council's town centre strategies identify that access to the centres and parking contribute to making town centres successful and help to underpin economic benefits for local businesses.

This Rangiora Town Centre Parking Management Plan addresses these challenges by building on the Waimakariri District Parking Strategy developed in 2021, as well as drawing direction from the wider Integrated Transport Strategy adopted by the Council in 2024. Both these documents provide the context and mandate for developing parking management plans for the District's main centres. The Parking Strategy in particular sets the broader objectives for the management of parking and this Parking Management Plan actions that strategy using both an evidence-based approach and a collaborative one through engaging and consulting with stakeholders and the local community.

Comprehensive parking survey data, parking infringement and complaints, and feedback from the community has provided a picture of the current state of parking in the Rangiora town centre. This mix of technical analysis and input from the community provides a baseline against which we can measure how well we are doing in meeting parking needs going forward.

Currently there are 3748 car parks in the Rangiora town centre study area. On-street parking comprises 40% of the total parking supply in the town centre. Off-street public parking operated by Council comprises only 13% of the total supply, with the remaining 47% being privately provided.

During a typical weekday 59% of the wider town centre carparks are occupied; however, the Core Area within King Street, Blackett Street, Ashley/Ivory Streets and Queen Street is busier with up to 80% of carparks being occupied. As the town and wider District grow over the coming 15 years, there will be demand for a further 400–450 parking spaces. This expected demand means that parking occupancies are anticipated to increase accordingly to 71% across the wider area, and that parking demand in the Core Area will exceed the supply, causing a shortfall of available parking spaces. This Parking Management Plan sets a desirable target occupancy range of between 70% and 85%, which is considered appropriate for the Rangiora town centre context.

A staged approach to managing parking is proposed in this Plan. Broadly, this makes the best use of existing assets, manages demand and increases supply in a staged fashion as more capacity is required to meet growth. Notably this includes re-configuring the Blake Street car park and identifying two further off-street sites to meet future needs. A trial for testing the benefits of introducing parking technology to improve enforcement and data collection is included, as is managing parking in a different way by introducing a graduated pricing scheme by 2035. The Plan includes an ongoing commitment to review the use of, and provide for, special use spaces including mobility parks, cycle parking, loading zones and EV parks.

The specific actions with corresponding staging are shown in the summary implementation plan below.

Timing	Action
From 2025 ("next few years")	Commence 'optimise existing assets' approach: <ul style="list-style-type: none"> <li>• Refine existing time restrictions</li> <li>• Improve wayfinding</li> <li>• Improve parking enforcement.</li> </ul> Ongoing monitoring of parking availability and local refinements where required: <ul style="list-style-type: none"> <li>• Expand time restriction footprint as town centre continues to develop</li> <li>• Convert on-street parallel to angled parking where safe to do so.</li> </ul> Trial parking technology to test its role in data collection and targeting enforcement efforts. Reconfigure the off-street public car park between High Street and Blake Street to create more spaces.
By 2035 <sup>1</sup>	Investigate introducing graduating priced parking. Acquire another central site for more parking.
By 2040 <sup>2</sup>	Add another parking facility.
Ongoing	Review number, location and design of parking for special uses to ensure they meet demand (cycling, mobility etc). Assess on-site parking requirements for future major developments. Maintain agreements to provide public parking on private land.

As this Plan is implemented it is important to continue to monitor how parking is being used and evaluate how well the Plan continues to meet the needs of the community and visitors to our town centre. A commitment to ongoing data collection and analysis, and ongoing engagement provides an essential feedback loop to strive to improve the parking outcomes for the local community.

<sup>1</sup> Or when the target occupancy range is consistently exceeded across the Core and Premium On-street Parking Areas.

<sup>2</sup> Or when the target occupancy range is consistently exceeded across any of the sub-areas.



# Purpose and Scope

**The purpose of this Parking Management Plan for the Rangiora town centre is to provide a roadmap of approaches that collectively manage and meet parking demand and supply in the Rangiora town centre over the next 15 years in order to meet the needs of our community.**

## Purpose

Parking plays a critical role by supporting economic growth through access to commercial and retail activity, as well as to social and recreation services. Parking needs to be managed carefully so that it supports different modes of transportation and optimises demand and supply to align with the District's sustainability goals.

The Waimakariri District is growing rapidly and is expected to be home to an additional 20,000 new residents by 2050, reaching an estimated population of 90,000 by the same time. This growth needs to be planned for well, whilst looking after the vibrancy and health of the District's centres. The Council's town centre strategies identify that access to the centres and parking are important elements that contribute to making town centres successful and help to underpin economic benefits for local businesses.

The Rangiora town centre is the largest centre in the Waimakariri and the primary centre for shopping and services for its wide catchment population. It provides a range of important commercial, retail and hospitality/visitor offerings. Its catchment population is expected to continue to increase, bringing with it continued demand for retail, office space, social infrastructure, community facilities and entertainment, and it is important that parking is planned for well as part of this growth.

The Council adopted a Waimakariri District Parking Strategy (the Parking Strategy) in 2021, which outlines the ways in which Council will supply and manage public parking to ensure parking is provided at the right location, at the right time, at the right price and with the right management controls.

The objectives of the Parking Strategy are:

1. Parking is managed efficiently and effectively
2. Parking occupancy is maintained at desired levels
3. Alternative transport mode infrastructure is prioritised
4. Good urban design is achieved
5. Parking management and provision is cost effective
6. The road is safe for all users
7. Economic development is supported.

In 2024, the Council adopted its first Integrated Transport Strategy 2035+. Both this and the Parking Strategy identify the need for Parking Management Plans to address current or future parking issues including higher density developments. In the case of Rangiora, the town centre has a variety of parking users and is experiencing increased activity and parking demand as the District grows.

The National Policy Statement on Urban Development 2020 (NPS-UD) removed the ability for councils to set minimum car parking requirements for developments, other than for mobility car parking. This means that private developments may be less likely to provide their own parking, putting more demand on public parking resources in the future.

Council has limited ability to control the provision and management of parking that is privately owned and operated. This Parking Management Plan (PMP) focuses on actions that Council can implement to provide for the needs of the community with respect to public parking operated by Council but still acknowledges that the privately operated parking also has an important role in satisfying future demand for parking.

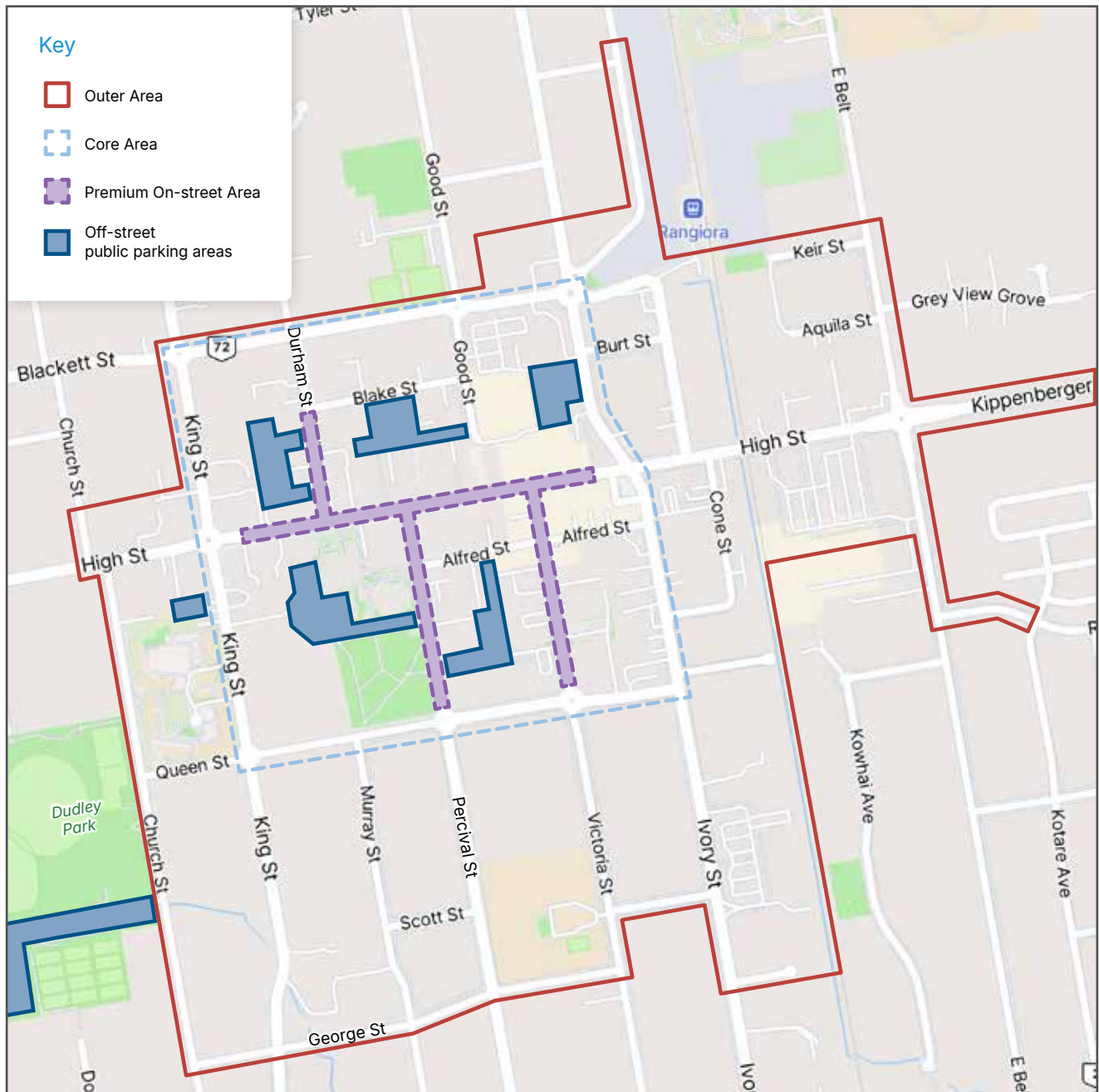


## Scope

The geographic scope of this PMP for the Rangiora town centre is shown in Figure 1. For reporting purposes, the study area includes the town centre Core Area (shown in dashed blue) and Outer Area (shown in solid red) which tend

to be used for non-residential parking due to their proximity to business and retail activities. In addition, the Premium On-street Area in the centre of town including High Street, Durham Street, Percival Street and Victoria Street (highlighted in purple) is also reported separately.

**Figure 1 Rangiora Town Centre Parking Management Plan scope**



## Development of the Plan

There have been a number of inputs and stages to develop this PMP in a collaborative manner. This includes engagement with Council,

Community Boards and other stakeholders to help inform and develop options, as well as formal consultation on proposed approaches with the wider community as outlined below.

### Strategic context review

- Relevant national policy frameworks and regional policy direction.
- Key local strategic frameworks: Rangiora Town Centre Strategy; District Development Strategy; District Plan etc.

### Technical investigations

- Stocktake of existing parking inventory.
- Undertake parking survey to understand occupancy.
- Develop parking models.
- Review parking tools and strategic responses.
- Develop options, future scenarios and staging approach.

### Engagement

- Review previous consultation feedback on parking.
- Surveys of businesses and town centre visitors.
- Meetings with businesses.
- Workshops with Council, Community Boards and other stakeholders.
- Community consultation on staged approaches.

### Confirmation

- Consider engagement feedback.
- Formulate Parking Management Plan (this document).
- Council adopts final Parking Management Plan.

### Implementation

- Implementation of actions commences.
- Any new budget sought through Annual Plan/Long Term Plan.



# Parking Good Practice

Parking has a complex interaction with the look, feel and operation of a town centre and influences travel choice. Free, convenient and available parking will generally be highly utilised and will facilitate the use of private vehicle travel over other options. Conversely, parking fees, time restrictions and other parking management techniques can be used to reduce parking demand or support different users.

Parking is important for people who are required to drive, such as the mobility impaired, and it is critical for servicing businesses in the current transport environment. There are also many journeys within Waimakariri where there are no alternative travel modes available.

To that end, good practice in the Waimakariri context means recognising and responding to meeting the needs of an urban and rural District, which often places competing demands on the transport system. Driving to the town centres especially for those living in rural areas needs to be easy, while it is also important that those who live in the town centre are enabled to walk or cycle.

A consideration that needs to go hand-in-hand with Council's approach to parking provision in the Rangiora town centre is also ensuring we make good use of prime central town centre land. It is important to balance the desire for convenient central parking with enabling other opportunities for intensified land use in centres through commercial/mixed use development, which consolidates and activates continued economic activity.

The NZTA Parking Management Guidance<sup>3</sup> includes the following key principles of parking management. These principles have been considered through the development of this PMP.

- Prioritise public space to deliver the highest value.
- Efficiently use space dedicated to parking.
- Prioritise those with the greatest need for parking.
- Equitably pay for the costs of parking provision.
- Ensure parking supports wide transport outcomes.
- Ensure parking supports a quality urban form.
- Make evidence-based decisions.
- Provide a high-quality user experience.

<sup>3</sup> nzta.govt.nz





## Target parking occupancy

Parking spaces should be well used but not full. Too few vacant spaces means drivers will circulate looking for a space, adding to congestion and emissions, or choosing to go elsewhere. Conversely, if parking is under-utilised (because there is an over-provision of spaces, or parking time limits are too restrictive) then parking spaces will not appropriately play their role in enabling access to opportunities or make best use of town centre land.

Therefore, parking interventions and investments made should aim to achieve a target parking

occupancy of 70-85% during the peak parking window. This means that at peak times, nearly one in every three (at 70% occupancy) to one in every seven or so (at 85% occupancy) will be available to park in. This is considered an appropriate target range in the Rangiora town centre context.

It should be noted that lower parking occupancies may be appropriate for special uses such as mobility parking and loading zones as these are for specific users.

### <70% parking occupancy

- More than 1 in 3 parking spaces are available.
- Parking is under-utilised and not enabling access to opportunities or making best use of prime town centre land.
- Lower thresholds may be appropriate for special uses (e.g. mobility parking).

### 70-85% parking occupancy

- Between nearly 1 in 3 and 1 in 7 parking spaces are available.
- An appropriate target range for efficient use of parking.

### >85% parking occupancy

- Less than 1 in 7 parking spaces are available during peak times.
- Drivers circulate looking for a parking space causing congestion/emissions or choose to go elsewhere.



# Current State of Parking in Rangiora Town Centre

## Parking users

Rangiora town centre has a particularly broad range of parking demand by a range of users.

The users outlined in Table 1 are considered in the development of this PMP.

**Table 1 Parking users and their requirements**

User	Description	Key user requirement
Short term/shoppers	Use of parking for a short period of time associated with a single visit to a retailer or business.	Parking availability. Close proximity to user destinations.
Medium term/shoppers	Use of parking for an extended period of time associated with several visits or one longer visit to a retailer or business (e.g. hairdresser).	Parking availability. In proximity to user destinations.
Mobility parking	Parking for persons with a mobility parking permit.	Parking availability. Very close proximity to destinations. Ease of access.
Commuter parking	Uses parking all day while at work.	Parking availability. Security.
Residents	Use of on-street parking in residential areas.	Parking availability. Very close proximity to their properties.
Taxi/ride share	Taxi/ride share parking zones.	Proximity to activity hubs.
Service vehicles (loading)	Use of loading zones to service businesses.	Very close proximity to businesses.
Electric vehicle charging	Parking for electric vehicles with charging facilities. Currently there are four charging spaces in the Percival Street car park.	Parking availability. Charging infrastructure.
Bus services and coaches	Bus stops and parking for scheduled Metro services.	Dedicated stops and waiting areas.
Council-owned pool vehicles	Vehicles used regularly by Council staff.	Convenient location to Council workplaces.
Cyclists	Use of cycle parking when visiting retailer or business.	Proximity to activities and businesses. Security.
Micro-mobility users	Space to park micro-mobility device when visiting retailer or business.	Proximity to activities and businesses. Security.
Motorcycles	Dedicated motorcycle parking areas.	Parking availability. Security.

## Current parking management approach

Council currently manages some parking spaces using time restrictions and some parking is allocated for special uses. There is currently no priced public parking in Rangiora town centre.

### Time restrictions

Time restricted parking permits parking for a maximum time period, and sometimes for a particular class of vehicle. There are a range of time restrictions used from P5 to P180. With dedicated enforcement, this method is an effective means of managing parking, as it

encourages different parking users to different parking areas depending on the time they require. This minimises circulation within the town centre.

### Special use parking

Special use (or reserved) parking refers to any parking that is only available for a certain use, such as mobility parking. The location and allocation of special use parking is important to ensure that all users are provided for in an equitable manner. Table 2 outlines the types of special use parking.

**Table 2 Special use parking**

Parking use	Description
Mobility parking	Mobility parking is available for use when a mobility permit is displayed, convenient location is particularly important. Mobility parking is typically included on-site for most commercial and retail activities but may be reserved within public parking where a high number of activities are clustered, such as within the town centre.
Loading zones	Parking restricted to loading vehicles. The restriction can apply for certain times only, allowing for dual use of the space, and to discourage loading at busy times of the day. Provision for loading is typically included on-site for most retail activities but may be reserved within public parking where a high number of activities are clustered, such as within town centres.
Bus/coach stops and parking	Bus stop (registered services) is available for registered bus service such as Intercity. Bus stop (coach) is available for any activity/coach services which may include chartered buses, or buses associated with tourist activities. Only available for pick-up/drop-off.
Cycle parking	Cycle parking is generally provided within the amenity strip on streets, and off-street adjacent to key attractions and destinations. Dedicated cycle services and parking could be considered for inclusion in a multi-modal transport hub such as a Park and Ride or town centre bus exchange facility.
Motorcycle parking	Parking restricted for motorcycles only. Generally provided in locations that cannot be used for other uses.
Electric Vehicle (EV) parking	Parking reserved for the use of electric vehicles and generally accompanied by vehicle charging infrastructure. These may have time restrictions to encourage turnover.



## Current parking supply

There are three types of parking supply provided in the Rangiora town centre as shown in Table 3 with a range of time restrictions:

- On-street public parking. This is all operated by Council.
- Off-street public parking. This is all operated by Council.
- Off-street private parking. This is not operated by or under the control of Council and includes supermarket and other business carparks dedicated for customers, staff, anyone who may be leasing the spaces and other visitors.

On-street parking comprises 40% of the total parking supply in the town centre. Off-street public parking operated by Council comprises only 13% of the total supply, with the remaining 47% being privately provided.

In addition, the following special use parking bays are available within the study area:

- 33 mobility car parks
- 8 loading zones
- 4 electric Vehicle charging parks
- 4 motorcycle parks
- 17 spaces currently marked for authorised Council vehicles in the Percival Street carpark, with additional spaces likely proposed later in 2025/26.

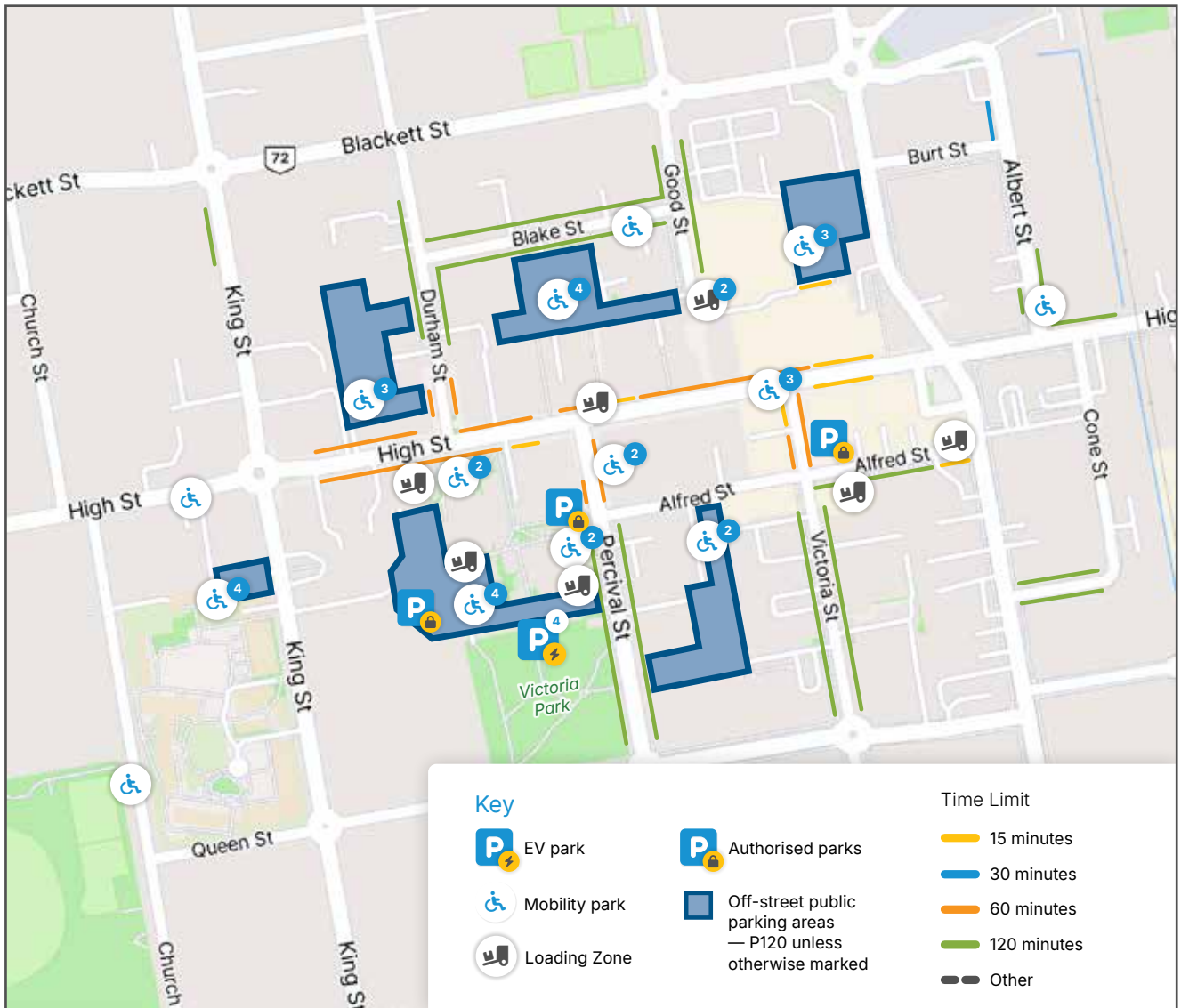
**Table 3 Current parking supply within study area**

	Up to P60	P120	Unrestricted	Private <sup>4</sup>	Total
<b>Premium On-street Area</b>					
On-street	118	96	0	n/a	214
Off-street	n/a	n/a	n/a	n/a	n/a
<b>Core Area</b>					
On-street	0	90	218	n/a	308
Off-street	40	459	0	866	1365
<b>Outer Area</b>					
On-street	0	25	944	n/a	969
Off-street	0	0	0	892	892
<b>All parking in town centre</b>					
On-street	118	211	1162	n/a	1491
Off-street	40	459	0	1758	2257
<b>Totals</b>	<b>158</b>	<b>670</b>	<b>1162</b>	<b>1758</b>	<b>3748</b>

<sup>4</sup> All other parking categories are Council owned.





**Figure 2 Existing parking restrictions<sup>5</sup>**

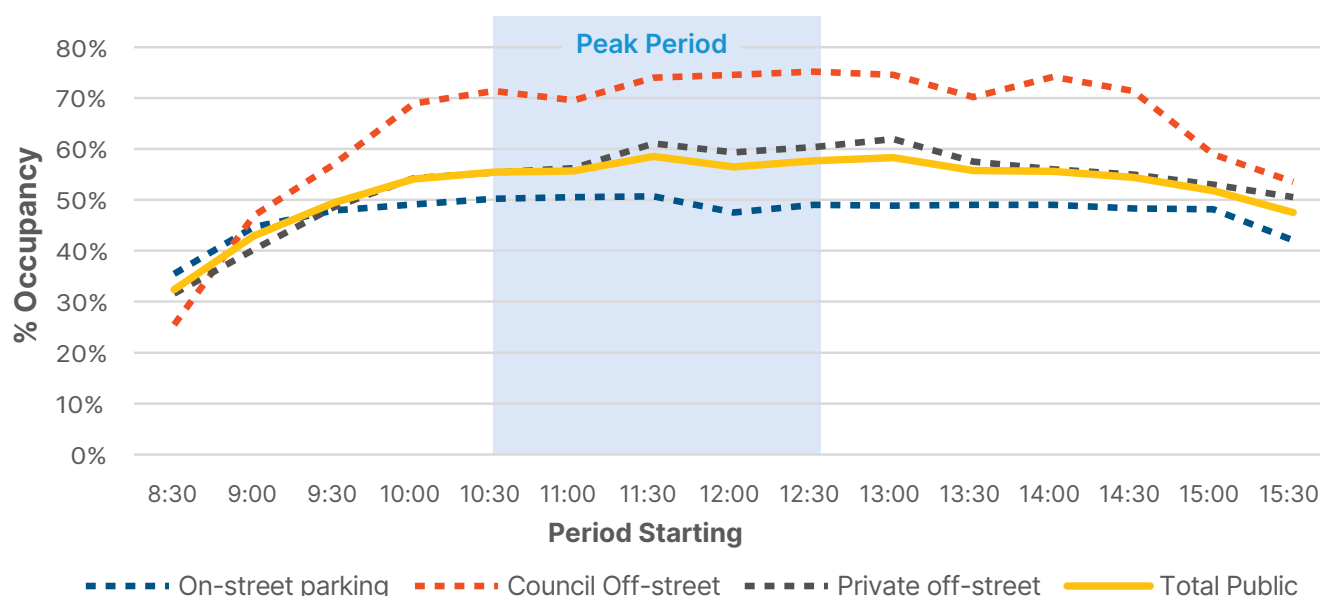
The current parking restrictions by location, and the location of special use bays are illustrated in Figure 2.

There have been recent changes (since the 2022 parking survey) in the time restrictions and number of car parks on sites on Percival Street and Blake Street where Council have added a total of 44 P120 car parks. Council is also in the process of building more P180 parking on a recently acquired site at 309 High Street (the previous Police Station) which will similarly provide an uplift in parking supply of approximately 57 spaces. These changes are not reflected in the 2022 survey results but have been taken into consideration in the future state section of this Plan.



<sup>5</sup> Ref: Waimakariri District Council Parking Map (OpenMaps)



**Figure 3 Parking occupancy by type, weekday 2022**

### Current parking demand

The most recent comprehensive parking survey in the Rangiora town centre was carried out on a weekday in 2022. The peak parking demand period occurred between 10am and 2.30pm with relatively consistent demands over that 4.5 hour period as shown in Figure 3. The parking areas with their corresponding occupancy at 11.30am–12 noon are illustrated in Figure 4. Peak parking is approximately 59% occupied across the town centre, which means that almost two in every three parking spaces are occupied by a vehicle at that time.

Additional site visits have been undertaken in 2024 both during weekdays and weekends to confirm

the location and extent of peak parking demand. Whilst there are pockets within the town centre that may be busier during busy weekend times, the site visits confirmed that the 2022 weekday peak parking surveys remain suitable to understand local parking trends and pressure points.

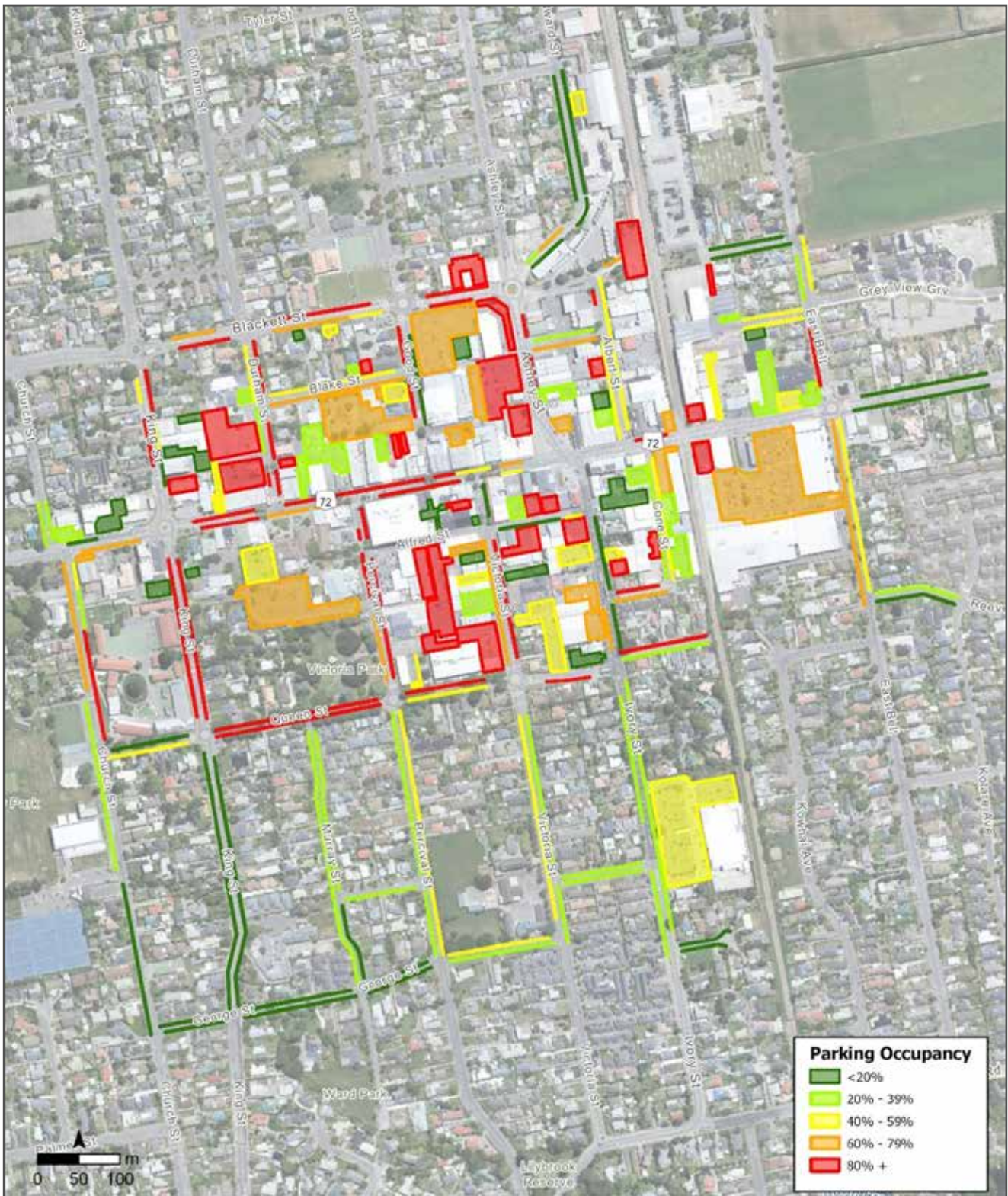
The peak parking occupancy for each of the three subareas is shown in Table 4. This demonstrates that public parking in the Premium On-Street and Core Areas is currently operating within the 70-85% target range, with on-street parking in the Core Area approaching the top end of this range.

**Table 4 Current peak parking occupancy within study area**

	On-street	Off-street public	All public parking	Private <sup>6</sup>	All parking
Premium On-street Area	73%	n/a	73%	n/a	73%
Core Area	80%	74%	76%	58%	67%
Outer Area	35%	n/a	35%	65%	49%
<b>Totals</b>	<b>50%</b>	<b>74%</b>	<b>56%</b>	<b>62%</b>	<b>59%</b>

<sup>6</sup> All other parking categories are Council owned.

**Figure 4 Rangiora peak parking occupancy 2022 (weekday 11.30am–12noon)**





### Parking infringements and complaints

Data summarising parking infringements issued between January 2022 and June 2024 (2.5 years) and complaints received by Council between January and June 2024 (6 months) were reviewed to understand themes.

The location of parking infringements was reviewed. These were filtered down to isolate non-compliant parking which may have been avoided if there were more parking available locally. These infringements were issued over a 2.5 year period between January 2022 and June 2024 and it is noted that the most frequent location where infringements occurred were (in order) Percival Street (283 infringements), Blake Street (260) and High Street (149), with a substantial number also issued in the Blake Street

car park (424) and Percival Street (345) car park. The next highest areas for infringement were Durham Street (84), Victoria Street (72) and the other three Council car parks (746 in total).

The most common types of offences were:

- Parked over the time limit: 82%
- Parked on no stopping lines: 4%.

There were 50 complaints made to Council between January and June 2024 raising concerns about non-compliant parking that may have been avoided if there were more parking available locally. Many of these were in areas where there were no time restrictions so were generally not enforced in the same manner as P60 and P120 areas. The areas with the largest number of complaints were High Street, King Street, Queen Street and Percival Street.



# Future State of Parking in Rangiora Town Centre

## Factors affecting parking supply

Council is currently building more P180 parking on a recently acquired site at 309 High Street (the previous Police Station) which will shortly provide an uplift in parking supply of approximately 57 spaces.<sup>7</sup> This Plan proposes a range of other implementation actions to review, refine and add to the public parking supply over the coming 15 years. Importantly the public parking supply needs to be considered in light of changes in parking demands in the future, so a flexible and evidence-based approach is proposed to meet this challenge.

In the future, private parking supply may also change. Whilst there is no minimum requirement to provide private parking for new development proposals, these proposals may impact on overall parking supply where developers choose to provide parking to customers, workers or visitors to their site. Equally, such proposals may impact on overall parking demand, particularly where no or limited parking is provided on-site, as activities are intensified and new businesses attract customers and more people to the town centre.

Where Council has an agreement with landowners for the use and management of private property for public parking (e.g. the Durham Street off-street carpark), there is a risk that such agreements could be ended in lieu of private development occurring, resulting in a loss of public parking supply.

## Factors affecting parking demand

Waimakariri District Council forecast that the population of Rangiora township will grow from 19,700 people in 2022 to 21,300 (by 8%) to 2030 and to 23,600 (by 20%) to 2040.<sup>8</sup> These growth rates apply to the Rangiora urban area only but sit below Stats NZ medium population growth projections for the wider District of 11% to 2030 and 21% to 2040. As the largest urban town in the District, and its town centre also being the primary centre for shopping and services for more than 60% of the wider District population,<sup>9</sup> it is anticipated that commercial activity in the town

centre is more likely to be consistent with the higher level of growth forecast across the District.

This PMP acknowledges some town centre development proposals known to Council at present as well as key future land and activity intensification opportunities. It can be anticipated that the level of traffic activity and demand for parking is likely to change in line with population forecasts for the District. That is demand for parking is anticipated to increase by 11% and 21% by 2030 and 2040 respectively.

It is noted that there are several other factors that could influence parking demand over the medium to long-term including:

- The provision and uptake of public transport services
- The uptake of walking and cycling
- Changes in shopping behaviours
- Changes in workplace behaviours
- Changes in demographics.

## Likely future state

A parking assessment has been undertaken to determine the impacts of potential and likely changes in parking supply and demand in the Rangiora town centre.

Across the town centre, it is estimated that peak weekday parking demand will increase by approximately 200-250 spaces by 2030 and (a further 200 spaces to) 400-450 spaces to 2040. This increases average parking occupancy across the town centre from 59% to 65% by 2030 and from 59% to 71% by 2040. This is approaching the target parking occupancy range of 70-85%. Whilst the overall parking provision is anticipated to satisfactorily meet future demands over the coming 15 years, there will be widespread areas within the town centre that are likely to be over-subscribed.

<sup>7</sup> The addition of 57 spaces has been factored into analysis of future parking demand and supply.

<sup>8</sup> Council's forecast growth aligns with Stats NZ high growth forecasts for the Rangiora urban area.

<sup>9</sup> Rangiora Town Centre Strategy: waimakariri.govt.nz



To understand this better, the estimated parking occupancy by year are shown in Table 5 and Table 6 for 2030 and 2040 respectively, and is compared against the target occupancy range in Figure 5. This demonstrates that public parking in the Premium On-street and Core Areas is likely to be at the top end or exceed the target range of 70-85% by 2040, whilst in the Outer Area the

total parking supply does not reach the target range in the coming 15 years.

There is some existing capacity within the Premium On-street and Core Areas which can absorb a small amount of growth, especially if parking management measures are implemented to make smarter use of existing assets. However, it is

**Table 5 Forecast average parking occupancy in 2030 within study area**

	On-street	Off-street public	All public parking	Private <sup>10</sup>	All parking
Premium On-street Area	81%	n/a	81%	n/a	81%
Core Area	80%	77%	80%	64%	72%
Outer Area	36%	77%	36%	72%	52%
<b>Totals</b>	<b>56%</b>	<b>77%</b>	<b>59%</b>	<b>69%</b>	<b>64%</b>

<sup>10</sup> All other parking categories are Council owned

**Table 6 Forecast average parking occupancy in 2040 within study area**

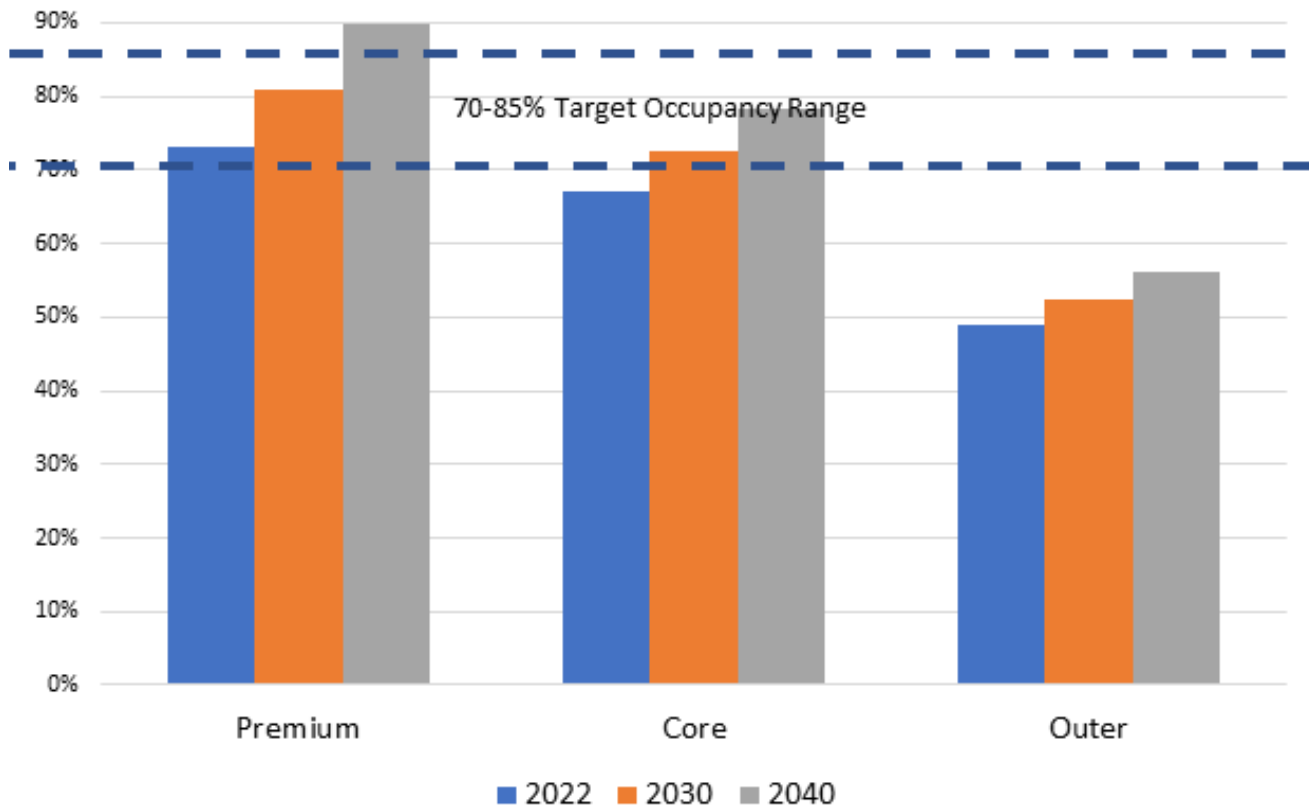
	On-street	Off-street public	All public parking	Private <sup>11</sup>	All parking
Premium On-street Area	90%	n/a	90%	n/a	90%
Core Area	83%	84%	84%	71%	78%
Outer Area	37%	84%	37%	80%	56%
<b>Totals</b>	<b>62%</b>	<b>84%</b>	<b>62%</b>	<b>76%</b>	<b>68%</b>

<sup>11</sup> All other parking categories are Council owned

estimated that an additional 60 public carparks are required by 2030 to ensure the Premium On-street and Core Areas function well. With continued parking demand between 2030 and 2040 as Rangiora and the District continue to grow, a further 200 or more public carparks are anticipated to be required between 2030 and 2040.

The recommended actions presented in the next section of this Plan initially focus on optimising the use of existing assets to meet the needs of all visitors to the town centre. This is supplemented by the addition of public carparking capacity as it is required to ensure that parking occupancies sit comfortably within the target range of 70-85%.

**Figure 5 Forecast parking occupancy compared to target range**



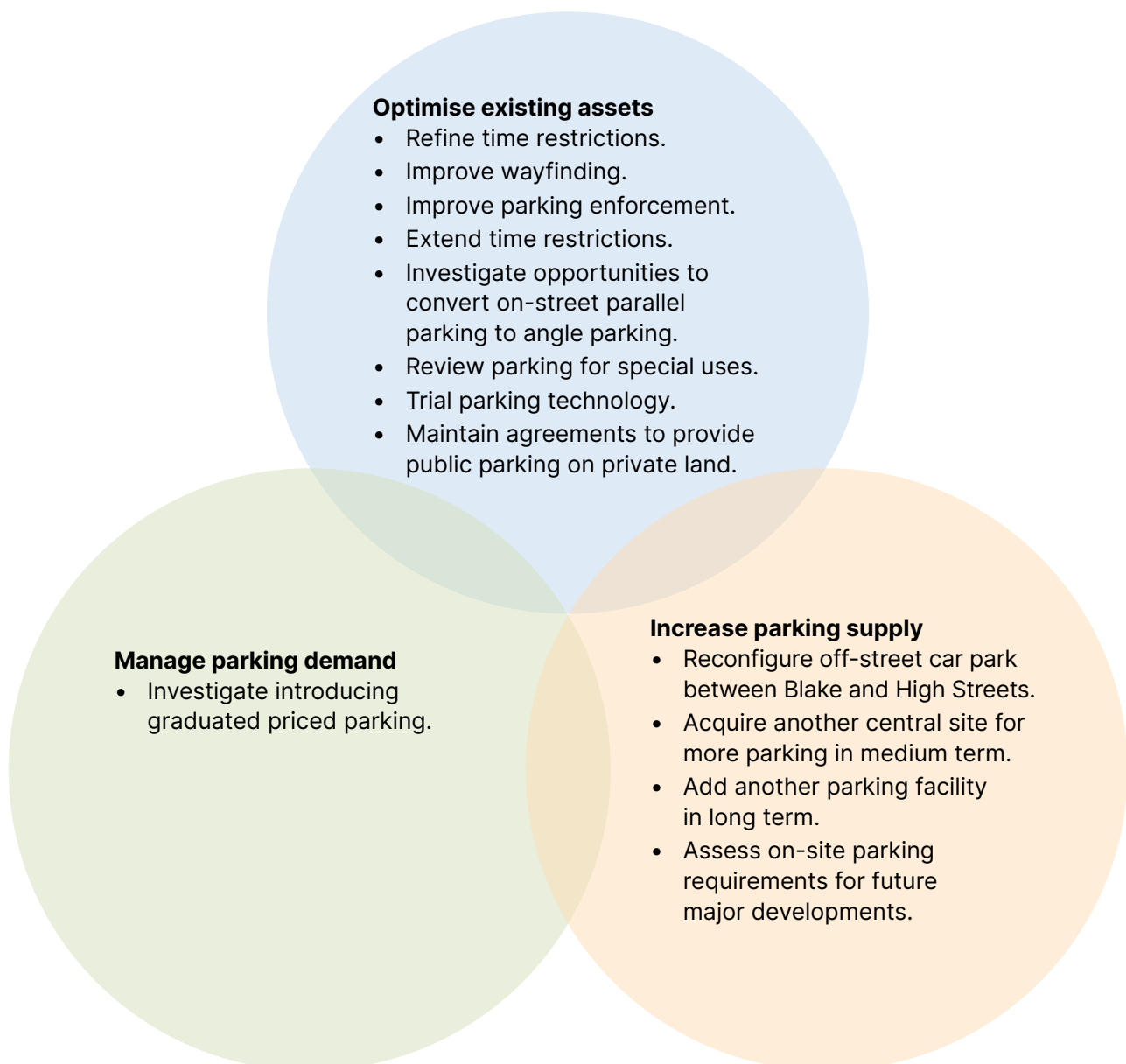
# Recommended Actions

This PMP provides a staged approach to managing parking. Broadly, this makes the best use of existing assets, manages parking demand and increases supply as shown in Figure 6.

In the context of the Rangiora town centre, a combination of all three of these strategic responses is required to address increasing parking pressures over the life of the PMP (out to 2040).

The specific implementation actions have been reviewed considering the Parking Strategy objectives for the Rangiora town centre in Table 7. This demonstrates an excellent level of fit against the objectives and acknowledges that all actions should be considered in line with good urban design principles.

**Figure 6 Implementation actions for Rangiora study area**





**Table 7 Alignment of actions to Parking Strategy objectives**

Action	Parking is managed efficiently and effectively	Parking occupancy is maintained at desired levels	Alternative transport mode infrastructure is prioritised	Good urban design is achieved	Parking management and provision is cost effective	The road is safe for all users	Economic development is supported
<b>Optimise existing assets</b>							
Refine current time restrictions to make them fit better.							
Improve wayfinding.							
Improve parking enforcement.							
Apply time restrictions to more areas/streets to provide more short-stay parking spaces.							
Investigate opportunities to convert on-street parallel parking to angled parking where it is safe to do so.							
Review parking for special uses (including mobility, cycle, loading zones etc) to ensure they meet demand.							
Trial parking technology to test its role in data collection and targeting enforcement.							
Maintain agreements to provide public parking on private land.							
<b>Manage parking demand</b>							
Investigate introducing graduated priced parking.							
<b>Increase parking supply</b>							
Reconfigure the off-street public carpark between High Street and Blake Street to create more parks.							
Acquire another central site for more parking in medium term.							
Add another parking facility on the periphery of the town centre for all day parking and/or a central parking building in the long term.							
Assess on-site parking requirements for future major developments.							



## Wider initiatives to support mode shift

Initiatives which seek to reduce parking demand are important to recognise the vision of the Waimakariri Integrated Transport Strategy (ITS)<sup>12</sup> including “supporting alternative travel choices and encouraging our residents to walk, cycle and use public transport more”.

In addition to the implementation action relating to graduated parking pricing, several of the other implementation actions support this and align with the Parking Strategy objective seeking to prioritise alternative transport mode infrastructure (specifically parking for cyclists, micro-mobility and buses/coaches). This complements a wider suite of initiatives supporting mode choice and the uptake of alternative modes (as included in the ITS) which can also be beneficial in reducing the long-term requirement for private vehicle parking in our town centres.

## Optimise existing assets

### Refine parking restrictions

There is currently a mix of P15, P30, P60 and P120 on-street parking within the town centre. It is important that the number of car parks allocated, and corresponding time restrictions support the needs of short term visitors to the town centre. The Parking Strategy provides a list of key principles relating to the allocation of time restrictions, noting that in some instances it may be suitable to implement shorter or longer restrictions such as P5 and P180 respectively.

The 2022 Rangiora town centre parking survey demonstrated that the time restricted on-street parking in the Rangiora town centre has high occupancies at times of peak parking demand of 73% in the Premium On-street and 80% in the Core Areas. This is expected to increase as a result of future growth. Parking occupancies currently exceed 80% at peak time in many areas of the town centre including much of High Street, Percival Street, Queen Street, King Street, Good Street and the remainder being 60-80% occupied. In short, much of the public parking is operating within or exceeding the target occupancy range. Future anticipated growth will push these public parking occupancies towards 90%.

On-street and off-street public carparks are experiencing a high number of parking infringements which demonstrates that these areas are under pressure, and it is appropriate to review and refine the current time restrictions to optimise the allocation as far as practicable.

This will require an engineering assessment to determine the suitability of any proposed changes but would also take into consideration community feedback, the location and nature of parking infringements, and be mindful of the needs of visitors to adjacent land use activities. The current principle of implementing shorter time restrictions in the more central and convenient areas which progressively increases as you get further away from the town centre should be retained.

In those areas where the parking occupancy target range of 70-85% is consistently exceeded, more provision for time restricted parking should be considered—this is discussed in more detail later in this section.

### Improve wayfinding

Wayfinding doesn't directly affect the supply or demand for parking; however, it helps to ensure a better utilisation of parking if people, particularly visitors, are easily directed to where parking is available. Effective wayfinding can also reduce the amount of circulating traffic looking for parking.

In the context of the Rangiora town centre, wayfinding takes the form of static signs indicating the location of car parking. Online information such as maps on the Waimakariri District Council website also play a role in assisting the public with finding information.

Technology can also play a role to assist with wayfinding in the future where the number of available car parks can be identified and shared with the public using variable messaging signs (VMS) or via an online application. This is currently implemented in Christchurch for the off-street public parking buildings where technology is used to identify the number of occupied and available spaces at each facility. This could be considered further as part of a rollout of graduated parking (in 2035) which is discussed in more detail later in this section.

It is recommended that the current parking signage installed in Rangiora be formally identified and mapped to form the basis of a Rangiora town centre wayfinding plan. This plan would build on existing signage to improve the information made available to the public on-the-ground including directing visitors to the town centre to areas which are generally underutilised including those for short stay parking and potentially special use bays. Improving clear

<sup>12</sup> waimakariri.govt.nz

wayfinding to areas which provide many carparks (e.g. the off-street Council parking facilities) should also be included within this review.

### **Improve parking enforcement**

Enforcement is currently carried out in the town centre by wardens who walk the streets issuing parking tickets. In the context of the Rangiora town centre, the wardens check for overstayers in time restricted parking as well as other illegal parking such as blocking vehicle crossings, parking on yellow lines and occupying mobility parks without a suitable permit. Improving parking enforcement does not necessarily mean allocating more resources but focuses on how things can be done more smartly. More effective enforcement means car parks are more likely to be used for the purposes and time periods they are intended for, which in turn benefits the public who wish to use those parking spaces.

Parking enforcement can be improved with the use of Licence Plate Recognition (LPR) technology, which utilises a camera-mounted vehicle that can read licence plates to determine if a car is parked legally. The direct benefits of using LPR include the automation of identifying infringements and issuing tickets (including capturing images for evidential purposes), and that parking wardens are less likely to come into conflict with members of the public who may be aggrieved about being issued with infringements.

Under this Plan, a trial of LPR is proposed which would likely include the use of a single vehicle to monitor overstaying on time restricted parking in the Rangiora town centre. This is discussed in more detail later in this section.

### **Expand parking restrictions**

As parking occupancies on time restricted parking within the study area is currently high and is anticipated to increase in the coming years as parking demand increases, it is recommended that the current time restricted footprint be reviewed to provide sufficient parking for short-stay visitors.

Anticipated growth in parking demand indicates that the quantity of on-street time restricted parking should increase by approximately 60 parking spaces every five years. This means converting in the order of 180 currently unrestricted spaces to restricted spaces out to 2040.

The flow on effects of displacing all day parking should also be considered as part of this process, as should intuitive boundaries to 'ring-fence' the

time restricted spaces. This would also be an ideal time to review the allocation of parking for special uses which is touched on later in this section.

Indicatively and subject to a more detailed engineering assessment, it is proposed that the parking restriction area could be expanded out to include both sides of Blackett Street, King Street, Queen Street and Ashley Street as a boundary around the town centre as shown in Figure 7. By breaking the expansion of the area down into three stages as shown, the shortfall in on-street parking can be progressively met. The staging shown is indicative but prioritises those areas which demonstrate high levels of demand for short term parking from the 2022 parking surveys. This would increase the current 329 on-street time-restricted parking spaces to 511 by 2040.

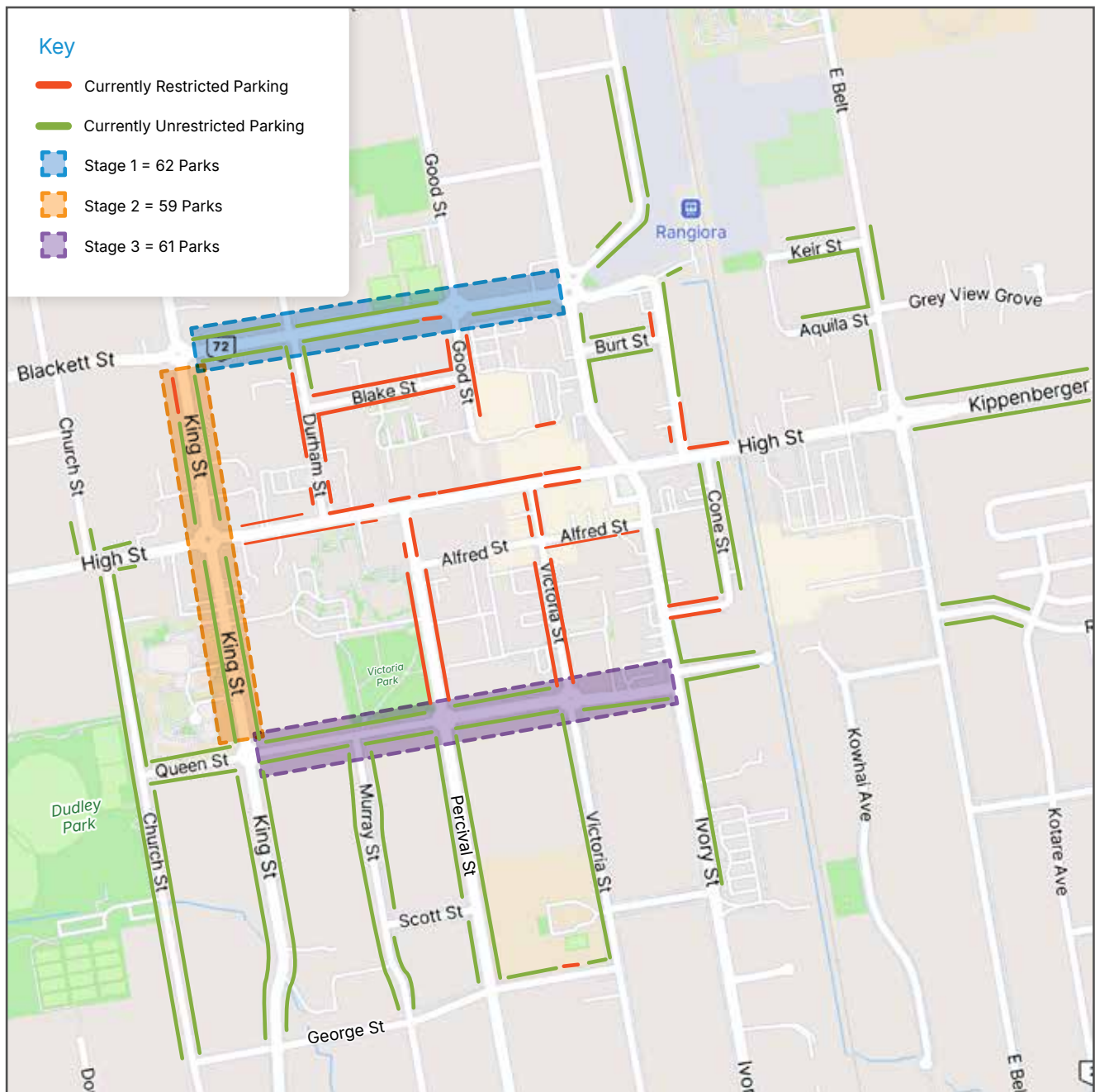
### **Investigate opportunities to convert on-street parallel parking to angled parking where it is safe to do so**

Where additional on-street parking spaces may be required in the town centre, the conversion of existing parallel (to the kerb) parking to angled parking can be a quick win to provide more capacity.

Any such opportunities would need to be subject to an engineering assessment to determine whether there is sufficient width to provide angled parking safely. Achieving this safely can be especially problematic on corridors with cycle lanes or other routes with demand for on-street cycle movement. Angled parking is not safe or appropriate where cycle volumes are substantial due to the potential for conflict when reversing out of angled spaces.

Most of the on-street parking in the study area is parallel parking; however, there are pockets of existing angle parking around the town centre including on Percival Street, Victoria Street, Durham Street and Blake Street. It is recommended that these be reviewed to ensure they operate safely in addition to identifying alternative sites.

For angle parking to operate safely and effectively the road needs to be sufficiently wide (recommend a minimum of 13m for 60-degree angle parking) and the traffic movement function should be low (less than 2,500 vehicles per day) with little or no cycle movements. A preliminary assessment indicates that there may be suitable candidate parking spaces (subject to further assessment) on Percival Street, Victoria Street, Durham Street and Good Street, and it is plausible that an additional 20–30 on-street car parking spaces could be configured.

**Figure 7 Indicative areas for expanded parking restrictions**

### Parking for special uses

Restricted parking spaces for special uses referenced in the Parking Strategy include:

- Mobility parking
- Motorcycle parking
- Loading zones
- Coach/bus parking
- Electric vehicle (EV) parking
- Mobility scooter parking
- Micro-mobility parking
- Cycle parking
- Taxi/rideshare parking.

Whilst it is noted that currently the only dedicated special use parking within the Rangiora study area is mobility parking, loading zones, and EV charging spaces, this should not preclude considering the introduction of other special use parking where there is a demonstrated need. The principles for allocating and locating each type of special use parking is identified in the Parking Strategy.

It is recommended that the threshold occupancy for special use parking is likely to be lower than for other types of parking due to the lower numbers of parks provided and specialist use of



these parks. Parking occupancies towards the bottom of the target 70-85% occupancy range are considered an appropriate threshold at which more special use parking should be allocated although in some instances lower than 70% thresholds may be considered.

It is recommended that regular monitoring of special use parking occupancies and regular consultation with the community including local businesses and accessibility interest groups be undertaken to understand how parking demand changes over time and identify the most desirable locations for special use parking in the town centre.

### **Trial parking technology to test its role in data collection and targeting enforcement**

Parking data in the Rangiora town centre is currently collected every three years to check the parking inventory, understand the level of parking occupancy and measure the length of stay in areas with high parking demand. This data provides a strong evidence base to support ongoing parking management and this Plan recommends that the data collection should continue to monitor and evaluate parking outcomes. This data is currently collected manually with survey staff walking the streets to observe parking and record parking data, which is subsequently checked and analysed.

Parking enforcement is similarly a manual process. It is currently carried out in the town centre by wardens who walk the streets issuing parking tickets as described under the 'improve parking enforcement' heading earlier in this section. In short, opportunities to improve parking enforcement mean car parks are more likely to be used for the purposes and time periods they are intended for, which means they are used more effectively and efficiently, meeting objectives in Council's Parking Strategy.



Both data collection and parking enforcement can be improved with the use of LPR technology. LPR can be implemented by mounting a camera on a vehicle that drives past on-street or public off-street car parking areas, reading licence plates to identify vehicles. This technology is being used and/or trialled in many other urban centres in New Zealand with excellent results. The direct benefits of using LPR include the automated collection and analysis of parking data, automation of identifying infringements and issuing tickets (including capturing images for evidential purposes) – noting discretion can still be applied, visual record of data collected by the LPR camera, and importantly personal safety benefits for parking wardens.

Under this Plan, a trial of LPR is proposed which would likely include the use of a single vehicle to monitor overstaying of time restricted parking in the Rangiora town centre. Should the trial successfully deliver benefits in terms of improving data collection and enforcement and managing associated costs, a formal rollout would be investigated.

### **Actively maintain agreements to provide and manage public parking on private land**

In a few town centre locations such as at Durham Street and Alfred Street, the Council has entered into lease agreements with private property owners that have allowed Council to provide and manage public carparking on large portions of privately owned town centre land. These important arrangements currently significantly add to the overall supply of parking in the town centre, at sites that are in central locations within the Core Area and are well connected to pedestrian routes and key anchors.

As such, it is important that the Council actively maintains such arrangements in agreement with private landowners and continues to honour its responsibilities relating to the management, maintenance, enforcement and amenity of these sites. It is acknowledged that future terminations of such agreements, in lieu of private landowners instead choosing to undertake a different activity on the site, is a risk in that considerable provision of off-street public parking at such locations could be lost.

To that end, Council will continue to endeavour to work collaboratively with private landowners in question to upkeep such agreements for longevity, where possible. If circumstances were to change in the future and agreement(s) for

the provision of public parking on private land are terminated, Council will actively monitor the impact on parking in the wider town centre and employ other measures contained in this PMP to manage and meet demand, being cognisant of the 70–85% target occupancy range.

## Manage parking demand

### Investigate introducing graduated priced parking

Analysis of future parking demand and supply demonstrates that it will become increasingly difficult to locate parking with 60 more carparks required by 2030 and 200–250 more by 2040 to meet forecast growth in demand. Measures to successfully manage and reduce parking demand provide an opportunity to delay costly investment in parking infrastructure such as increasing the capacity of existing parking areas and building new parking facilities.

One means of managing parking demand is to introduce parking charges, though it is not proposed that fully paid parking be implemented as this is not required in the lifetime of this Plan. Instead, a graduated approach is proposed which would enable free parking for the first 60 minutes followed by an hourly parking charge beyond the first hour. This enables more flexibility in how parking is used such that those members of the public who choose to pay to stay longer in premium parking spaces can do so. It is anticipated that implementing graduated priced parking is not required until around 2035 in order to manage parking demand.

Pay-by-plate technology is proposed as the current standard and is successfully installed and operational in many urban areas throughout New Zealand. This is frequently supplemented with the use of parking apps (often with QR codes) to provide flexibility for users. These are used by urban authorities to implement both paid and graduated parking schemes.

With respect to managing parking demand, it is estimated that parking occupancies may reduce by 2–9% in the Core Area over which the graduated parking applies, but it is unlikely to substantially impact on the wider town centre parking occupancy. There may also be a very small shift away from driving and towards other modes of transport.



## Increase parking supply

### Reconfigure the off-street public carpark between High Street and Blake Street

Council is committed to reconfiguring the existing Blake Street off-street public car park. The existing Blake Street car park is a much sought after parking area with relatively high utilisation but is not optimally designed to maximise parking capacity and pedestrian amenity. Whilst this will require further planning and design work, it is anticipated that up to 20 to 40 additional off-street public car parks could be made available on the wider site, significantly increasing the available parking supply.

The re-design will seek to strengthen pedestrian connections to the surrounding areas and make this an attractive parking facility for short stay visitors to the town centre. This increase in capacity coupled with the potential conversion of parallel on street parking to angled parking could

meet the anticipated 60 additional public carparks that are required in the next few years to 2030.

### **Acquire another central site for more parking in medium term**

Beyond 2030 there is the need for an additional 200-250 spaces over the ten years to 2040. Council will investigate with the intent to acquire a new centrally located off-street site to establish a public parking facility. This will most likely provide for time restricted and accessible parking in the same manner as the existing Council-owned public car parks, but may also be candidate for leased parking, EV parking and other uses to meet the future needs of the community.

It is anticipated that this carpark will be required around 2035 or when the parking occupancy in the Premium On-street and Core Areas of the town centre is consistently above 85%. Indicatively an additional 100-125 spaces are likely to be required.

Important considerations in the site selection process include:

- Capacity and layout to ensure it can operate safely and efficiently
- Vehicle crossings which can operate safely with ample manoeuvring space
- Proximity to anchor commercial and retail activities
- Strong local pedestrian connections to the site
- Easy-to-find and access from the wider network further supported with wayfinding.

### **Add another parking facility in the long term**

In the longer term a second off-street parking facility is likely to be needed to fulfil the requirement for an additional 200-250 spaces between 2030 and 2040. This may be a second centrally located off-street site to establish a public parking facility for short term parking and could be a parking building, or may be a site on the periphery of the town centre for workers and other long-term parking. The parking needs of the community will be better known closer to the time and flexibility is enabled in this Plan in the type of parking and the preferred location.

It is anticipated that this carpark will be required around 2040 or when the parking occupancy in the Premium On-street and Core Areas is consistently above 85%. Indicatively a further 100-125 spaces are likely to be required.

The relevant site selection considerations will be different depending on whether a centrally located off-street facility or a site on the town centre periphery for all-day parking is considered most suitable. Key investigative work including relevant site consideration criteria will be developed in the years leading up to 2040. With regard to all-day parking, Council acknowledges also the critical role that the private sector plays in providing parking leasing opportunities in the town centre, and intends to continue to support that as appropriate.

### **Assess on-site parking requirements for future major developments**

For any future major commercial developments that could substantially expand the footprint or intensity of activity within the town centre, an appropriate level of assessment of parking demand should be undertaken. It is acknowledged that (at the time of writing) development applications must meet requirements under the Resource Management Act (1991) or Fast Track Approvals Act (2024). These currently do not include a minimum parking requirement; however, it is plausible that the effects on parking may be considered or addressed through those regulatory processes.

There remains a risk that for any private or public sector-led major development proposal, a shortfall in parking could materialise. This may for example occur where additional commercial floor space is introduced, the mix of activities results in more traffic and parking generation in the town centre, or where residential living may be introduced into the centre of town.

Any such major development proposal must be informed by a robust assessment of the likely parking demand and supply, including an understanding of the wider impacts beyond the site on parking in the town centre. This assessment should ensure any such impacts can be managed, whilst supporting the uptake of alternative modes of transport and integration with the remainder of the town centre.

The regular monitoring of parking supply and demand is fundamental to this assessment, during the planning and design stages, and post-construction to measure the uptake of parking in the vicinity of any major development site and to understand the wider impacts across the town centre.



# High Level Implementation Plan

The following table reflects the actions articulated in this PMP together with relevant timeframes for implementation.

Timing	Action
From 2025 ("next few years")	Commence 'optimise existing assets' approach: <ul style="list-style-type: none"> <li>• Refine existing time restrictions</li> <li>• Improve wayfinding</li> <li>• Improve parking enforcement.</li> </ul> Ongoing monitoring of parking availability and local refinements where required: <ul style="list-style-type: none"> <li>• Expand time restriction footprint as town centre continues to develop</li> <li>• Convert on-street parallel to angled parking where safe to do so.</li> </ul> Trial parking technology to test its role in data collection and targeting enforcement efforts. Reconfigure the off-street public car park between High Street and Blake Street to create more spaces. <sup>13</sup>
By 2035 <sup>14</sup>	Investigate introducing graduating priced parking Acquire another central site for more parking.
By 2040 <sup>15</sup>	Add another parking facility.
Ongoing	Review number, location and design of parking for special uses to ensure they meet demand (cycling, mobility etc). Assess on-site parking requirements for future major developments. Maintain agreements to provide public parking on private land.

This PMP effectively is a framework for meeting and managing parking demand and supply out to 2040—but it is not a detailed plan. It has been developed based on technical assessments, expert advice and feedback from stakeholders and the community, and is designed to provide some flexibility.

It is recognised that while some of the actions recommended can be undertaken in the short term within existing resources, others require varying amounts of additional funding. The full cost of implementing this PMP will be investigated as part of detailed implementation planning. Any additional cost required to implement actions will be sought through the Council's Long Term Plan(s) and/or Annual Plan(s), on which the community has a further opportunity to comment. It is noted that the Council has already committed some budget for parking related projects over the coming years, and this PMP provides a considered

framework for appropriately directing budget and confirming required timeframes for interventions and investments.

Ultimately, Council actions contribute towards achieving Community Outcomes, which are the aspirations for the District indicated by the Waimakariri community and articulated in the Council's Long Term Plan. This PMP specifically contributes towards achieving a number of Community Outcomes that address economic development, infrastructure, public spaces, and equitable access to support community wellbeing.

<sup>13</sup> To be delivered in 2026/27 Financial Year subject to funding approval processes.

<sup>14</sup> Or when the target occupancy range is consistently exceeded across the Core and Premium On-street Parking Area.

<sup>15</sup> Or when the target occupancy range is consistently exceeded across any of the sub-areas.



# Monitoring and Evaluation

The development of this PMP has been founded on a comprehensive parking survey undertaken in 2022. The collection and analysis of survey data is considered an essential input to support the implementation of Council's wider Parking Strategy.

Similarly, data has an essential role in measuring the success of the Rangiora Town Centre PMP following implementation and ensuring that the needs of the public are catered for including local businesses and residents. This requires regular, ongoing data collection and analysis, and a feedback loop to strive to improve the parking outcomes for the local community.

## Annual monitoring

It is recommended that the following monitoring be undertaken every year:

- Review parking complaints received from the public to identify areas for improved management and enforcement;
- Review parking infringement data and subsequent trends that point to where parking provision or controls are inadequate to meet local demands;
- Review crash data to identify safety hazards that may be associated with on-street parking in the vicinity;
- Continue to engage with the public through regular forums to encourage feedback on parking in Rangiora; and
- Engage with key businesses in the Rangiora town centre to understand needs and pain points with respect to the management of parking.

This monitoring provides regular and frequent inputs to respond to the needs of the community.

## Periodic monitoring

Additionally, a more comprehensive parking survey such as the set of 2022 surveys reported in this PMP should be undertaken on a regular basis, ideally every 3 years. The requirement for this survey will in part be informed by the annual monitoring and wider consideration of changes in underlying land use activity and infrastructure in the Rangiora town centre.

A comprehensive parking survey will be scheduled for the same time of year (ie September/October noting that it should not take place during school holidays or adjacent to public holidays) with a similar methodology and specification as per the 2022 surveys. This will include:

- Parking occupancy by time of day across the town centre study area
- Parking duration for time restricted parking including capturing data on over-staying
- Parking occupancy for special use bays including mobility parking and cycle parking.

Parking surveys in recent years have focused on typical weekday parking availability. It is important not to lose sight of weekend parking demands which may be different and over time may become more pronounced than weekday demands. The periodic surveys should strive to be consistent with prior surveys for comparative purposes as far as practicable but must also be flexible enough to capture vital data for future planning.

A full review of any potential data gaps should be undertaken as part of the survey design process to identify any additional data that would respond to changes in the study area or provide better outcomes for the community.



## Evaluation

The survey results will enable the progress against the PMP to be evaluated. The comparison of parking occupancy against the target range of 70-85% occupancy is an important indicator to demonstrate when implementation actions are required. This may happen sooner (or later) than estimated in this Plan as a result of population growth, local developments and a range of other contributing factors.

Where parking in some areas reaches or exceeds the target range, it is recommended that the implementation actions described in this Plan be considered, where appropriate implemented, and the success of these evaluated through further annual and periodic monitoring. Where these actions are not successful in addressing parking pressure in the future or alleviating the concerns of the public, the Plan may need to be revisited.





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# Kaiapoi Town Centre Parking Management Plan

June 2025



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# Executive Summary

Parking plays a critical role within Waimakariri by supporting economic growth through appropriate access to commercial and retail activity, as well as to important social and recreation services. Parking needs to be managed carefully so that it supports all different modes of transportation and optimises parking supply to align with the District's sustainability goals.

The Waimakariri District is growing rapidly and is expected to be home to an additional 20,000 new residents by 2040, reaching an estimated population of 90,000. This growth needs to be planned for well, whilst looking after the vibrancy and health of the District's centres. The Council's town centre strategies identify that access to the centres and parking contribute to making town centres successful and help to underpin economic benefits for local businesses.

This Kaiapoi Town Centre Parking Management Plan addresses these challenges by building on the Waimakariri District Parking Strategy developed in 2021, as well as drawing direction from the wider Integrated Transport Strategy adopted by the Council in 2024. Both these documents provide the context and mandate for developing parking management plans for the District's main centres. The Parking Strategy in particular sets the broader objectives for the management of parking and this Parking Management Plan actions that strategy using both an evidence-based approach and a collaborative one through engaging and consulting with stakeholders and the local community.

Comprehensive parking survey data, parking infringement and complaints, and feedback from the community has provided a picture of

the current state of parking in the Kaiapoi town centre. This mix of technical analysis and input from the community provides a baseline against which we can measure how well we are doing in meeting parking needs going forward.

Currently there are 1897 car parks in the Kaiapoi town centre study area. On-street parking comprises 43% of the total parking supply in the town centre. Off-street public parking operated by Council comprises only 9% of the total supply, with the remaining 48% being privately provided.

During a typical weekday 54% of the town centre carparks to the north of the Kaiapoi River are taken at the busiest time of day and 43% of those to the south of the River are occupied. As the town and wider District grow over the coming 15 years, these parking occupancies are anticipated to increase to 67% and 53% respectively and it will become more difficult to locate parks. Future plans to develop Mixed Use Business Areas (MUBA) as signalled in Council's strategic plans will also require careful planning. This Parking Management Plan sets a desirable target occupancy range of between 70% and 85%, which is considered appropriate for the Kaiapoi town centre context.

A staged approach to managing parking is proposed in this Plan. Broadly, this makes the best use of existing assets, manages demand and increases supply if and when required. In the context of the Kaiapoi town centre the emphasis will be on optimising the use of existing assets; however, as the MUBAs develop, bespoke assessments are recommended to determine the on-site parking requirements as well as the implications for the wider town centre.



The specific actions with corresponding staging are shown in the summary implementation plan below.

Timing	Action
From 2025 ("next few years")	Commence 'optimise existing assets' approach: <ul style="list-style-type: none"> <li>• Refine existing time restrictions</li> <li>• Improve wayfinding</li> <li>• Improve parking enforcement.</li> </ul> Assess on-site parking requirements of South MUBA development (and other MUBAs) prior to development by undertaking bespoke assessment when required.
2030 and onwards	Ongoing monitoring of parking availability and local refinements where required: <ul style="list-style-type: none"> <li>• Expand time restriction footprint as town centre continues to develop</li> <li>• Convert on-street parallel to angled parking where safe to do so</li> </ul>
Ongoing	Review parking for special uses to ensure they meet demand (cycling, mobility etc). Regularly monitor use of the Charles Street Park and Ride car park and address issues as they arise.

As this Plan is implemented it is important to continue to monitor how parking is being used and evaluate how well the Plan continues to meet the needs of the community and visitors to our town

centre. A commitment to ongoing data collection and analysis, and ongoing engagement provides an essential feedback loop to strive to improve the parking outcomes for the local community.



# Purpose and Scope

**The purpose of this Parking Management Plan for the Kaiapoi town centre is to provide a roadmap of approaches that collectively manage and meet parking demand and supply in the Kaiapoi town centre over the next 15 years in order to meet the needs of our community.**

## Purpose

Parking plays a critical role by supporting economic growth through access to commercial and retail activity, as well as to social and recreation services. Parking needs to be managed carefully so that it supports different modes of transportation and optimises demand and supply to align with the District's sustainability goals.

The Waimakariri District is growing rapidly and is expected to be home to an additional 20,000 new residents by 2050, reaching an estimated population of 90,000 by the same time. This growth needs to be planned for well, whilst looking after the vibrancy and health of the District's centres. The Council's town centre strategies identify that access to the centres and parking are important elements that contribute to making town centres successful and help to underpin economic benefits for local businesses.

The Kaiapoi town centre is the second largest centre in the Waimakariri District after Rangiora's and provides a variety of commercial, retail and hospitality/visitor offerings. Kaiapoi can capitalise on the District's anticipated growth, and it is important that parking is planned for well as part of this growth.

The Council adopted a Waimakariri District Parking Strategy (the Parking Strategy) in 2021, which outlines the ways in which Council will supply and manage public parking to ensure parking is provided at the right location, at the right time, at the right price and with the right management controls.

The objectives of the Parking Strategy are:

1. Parking is managed efficiently and effectively
2. Parking occupancy is maintained at desired levels
3. Alternative transport mode infrastructure is prioritised
4. Good urban design is achieved
5. Parking management and provision is cost effective
6. The road is safe for all users
7. Economic development is supported.

In 2024, the Council adopted its first Integrated Transport Strategy 2035+. Both this and the Parking Strategy identify the need for Parking Management Plans to address current or future parking issues including higher density developments. In the case of Kaiapoi, the town centre has a variety of parking users and is also anticipated to accommodate higher density development within the Mixed Use Business Areas (MUBAs).

The National Policy Statement on Urban Development 2020 (NPS-UD) removed the ability for councils to set minimum car parking requirements for developments, other than for mobility car parking. This means that private developments may be less likely to provide their own parking, putting more demand on public parking resources in the future.

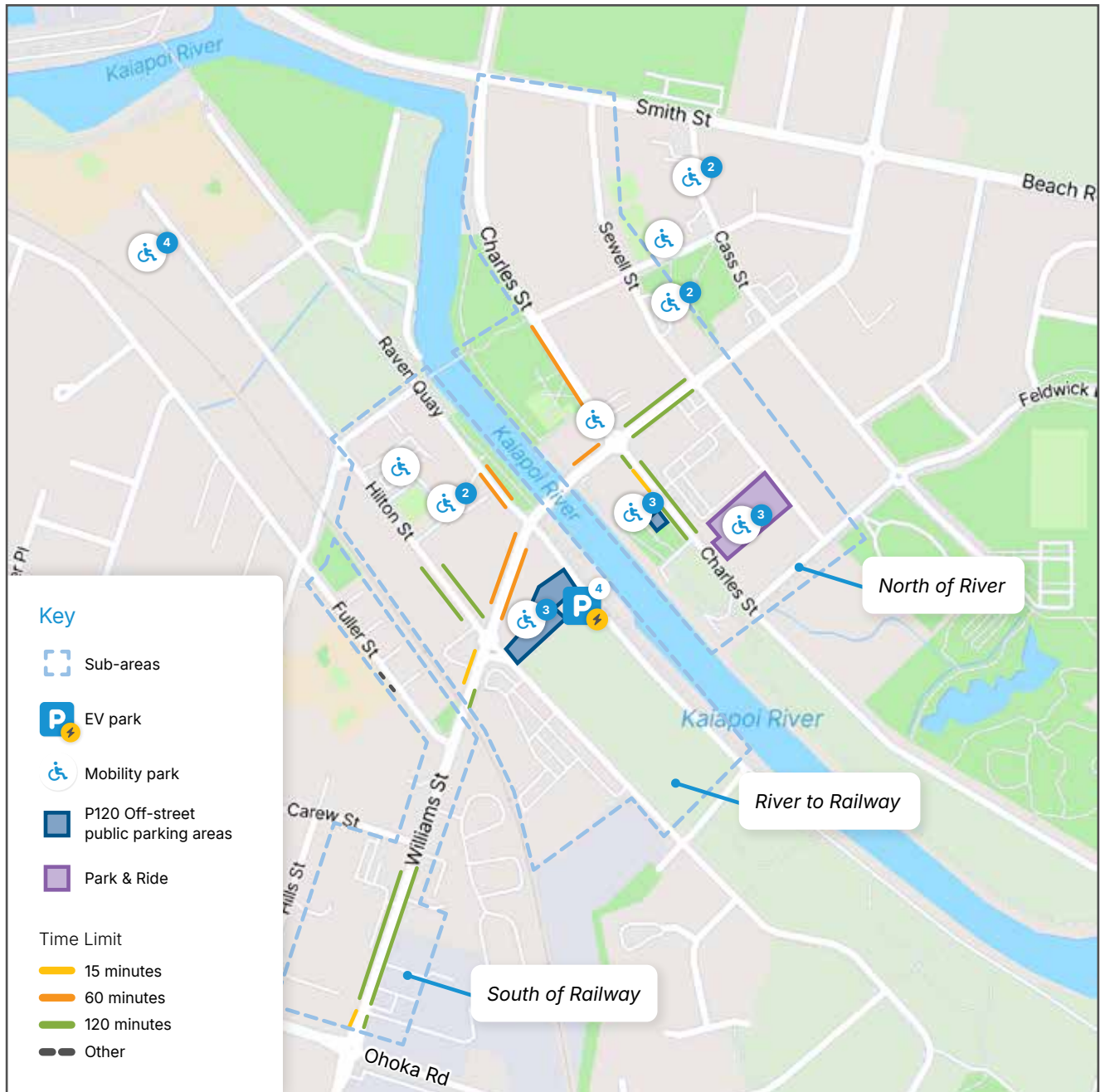
Council has limited ability to control the provision and management of parking that is privately owned and operated. This Parking Management

Plan (PMP) focuses on actions that Council can implement to provide for the needs of the community with respect to public parking operated by Council but still acknowledges that the privately operated parking also has an important role in satisfying future demand for parking.

### Scope

The geographic scope of this PMP for the Kaiapoi town centre is shown in Figure 1. For reporting purposes, the study area is broken down into three geographic sub-areas acknowledging the river and the railway line pass through the study area and neatly divide up parking into three sub-areas.

**Figure 1 Kaiapoi Town Centre Parking Management Plan scope**





## Development of the Plan

There have been a number of inputs and stages to develop this PMP in a collaborative manner. This includes engagement with Council,

Community Boards and other stakeholders to help inform and develop options, as well as formal consultation on proposed approaches with the wider community as outlined below.

### Strategic context review

- Relevant national policy frameworks and regional policy direction.
- Key local strategic frameworks: Kaiapoi Town Centre Plan; District Development Strategy; District Plan etc.

### Technical investigations

- Stocktake of existing parking inventory.
- Undertake parking survey to understand occupancy.
- Develop parking models.
- Review parking tools and strategic responses.
- Develop options, future scenarios and staging approach.

### Engagement

- Review previous consultation feedback on parking.
- Surveys of businesses and town centre visitors.
- Meetings with businesses.
- Workshops with Council, Community Boards and other stakeholders.
- Community consultation on staged approaches.

### Confirmation

- Consider engagement feedback.
- Formulate Parking Management Plan (this document).
- Council adopts final Parking Management Plan.

### Implementation

- Implementation of actions commences.
- Any new budget sought through Annual Plan/Long Term Plan.



# Parking Good Practice

Parking has a complex interaction with the look, feel and operation of a town centre and influences travel choice. Free, convenient and available parking will generally be highly utilised and will facilitate the use of private vehicle travel over other options. Conversely, parking fees, time restrictions and other parking management techniques can be used to reduce parking demand or support different users.

Parking is important for people who are required to drive, such as the mobility impaired, and it is critical for servicing businesses in the current transport environment. There are also many journeys within Waimakariri where there are no alternative travel modes available.

To that end, good practice in the Waimakariri context means recognising and responding to meeting the needs of an urban and rural District, which often places competing demands on the transport system. Driving to the town centres especially for those living in rural areas needs to be easy, while it is also important that those who live in the town centre are enabled to walk or cycle.

A consideration that needs to go hand-in-hand with Council's approach to parking provision in the Kaiapoi town centre is also ensuring we make good use of prime central town centre land. It is important to balance the desire for convenient central parking with enabling other opportunities for intensified land use in centres through commercial/mixed use development, which consolidates and activates continued economic activity.

The NZTA Parking Management Guidance<sup>1</sup> includes the following key principles of parking management. These principles have been considered through the development of this PMP.

- Prioritise public space to deliver the highest value.
- Efficiently use space dedicated to parking.
- Prioritise those with the greatest need for parking.
- Equitably pay for the costs of parking provision.
- Ensure parking supports wide transport outcomes.
- Ensure parking supports a quality urban form.
- Make evidence-based decisions.
- Provide a high-quality user experience.

<sup>1</sup> nzta.govt.nz



## Target parking occupancy

Parking spaces should be well used but not full. Too few vacant spaces means drivers will circulate looking for a space, adding to congestion and emissions, or choosing to go elsewhere. Conversely, if parking is under-utilised (because there is an over-provision of spaces, or parking time limits are too restrictive) then parking spaces will not appropriately play their role in enabling access to opportunities or make best use of town centre land.

Therefore, parking interventions and investments made should aim to achieve a target parking

occupancy of 70-85% during the peak parking window. This means that at peak times, nearly one in every three (at 70% occupancy) to one in every seven or so (at 85% occupancy) will be available to park in. This is considered an appropriate target range in the Kaiapoi town centre context.

It should be noted that lower parking occupancies may be appropriate for special uses such as mobility parking and loading zones as these are for specific users.

### <70% parking occupancy

- More than 1 in 3 parking spaces are available.
- Parking is under-utilised and not enabling access to opportunities or making best use of prime town centre land.
- Lower thresholds may be appropriate for special uses (e.g. mobility parking).

### 70-85% parking occupancy

- Between nearly 1 in 3 and 1 in 7 parking spaces are available.
- An appropriate target range for efficient use of parking.

### >85% parking occupancy

- Less than 1 in 7 parking spaces are available during peak times.
- Drivers circulate looking for a parking space causing congestion/emissions or choose to go elsewhere.



# Current State of Parking in Kaiapoi Town Centre

## Parking users

Kaiapoi town centre has a particularly broad range of parking demand by a range of users.

The users outlined in Table 1 are considered in the development of this PMP.

**Table 1 Parking users and their requirements**

User	Description	Key user requirement
Short term/shoppers	Use of parking for a short period of time associated with a single visit to a retailer or business.	Parking availability. Close proximity to user destinations.
Medium term/shoppers	Use of parking for an extended period of time associated with several visits or one longer visit to a retailer or business (e.g. hairdresser).	Parking availability. In proximity to user destinations.
Mobility parking	Parking for persons with a mobility parking permit.	Parking availability. Very close proximity to destinations. Ease of access.
Commuter parking	Uses parking all day while at work.	Parking availability. Security.
Residents	Use of on-street parking in residential areas.	Parking availability. Very close proximity to their properties.
Taxi/ride share	Taxi/ride share parking zones.	Proximity to activity hubs.
Service vehicles (loading)	Use of loading zones to service businesses.	Very close proximity to businesses.
Electric vehicle charging	Parking for electric vehicles with charging facilities. Currently there are four charging spaces in the Council car park behind the library.	Parking availability. Charging infrastructure.
Bus services and coaches	Bus stops and parking for scheduled Metro services.	Dedicated stops and waiting areas.
Cyclists	Use of cycle parking when visiting retailer or business.	Proximity to activities and businesses. Security.
Micro-mobility users	Space to park micro-mobility device when visiting retailer or business.	Proximity to activities and businesses. Security.
Motorcycles	Dedicated motorcycle parking areas.	Parking availability. Security.



## Current parking management approach

Most of the parking in the Kaiapoi town centre is unrestricted parking. Council currently manages some parking spaces using time restrictions and some parking is allocated for special uses. There is currently no priced parking in Kaiapoi town centre.

### Time restrictions

Time restricted parking allows parking for a maximum time period, and sometimes for a particular class of vehicle. With dedicated enforcement, this method is an effective

means of managing parking, as it encourages different parking users to different parking areas depending on the time they require. This minimises circulation within the town centre.

### Special use parking

Special use (or reserved) parking refers to any parking that is only available for a certain use, such as mobility parking. The location and allocation of special use parking is important to ensure that all users are provided for in an equitable manner. Table 2 outlines the types of special use parking.

**Table 2 Special use parking**

Parking use	Description
Mobility parking	Mobility parking is available for use when a mobility permit is displayed, convenient location is particularly important. Mobility parking is typically included on-site for most commercial and retail activities but may be reserved within public parking where a high number of activities are clustered, such as within the town centre.
Loading zones	Parking restricted to loading vehicles. The restriction can apply for certain times only, allowing for dual use of the space, and to discourage loading at busy times of the day. Provision for loading is typically included on-site for most retail activities but may be reserved within public parking where a high number of activities are clustered, such as within town centres.
Bus/coach stops and parking	Bus stop (registered services) is available for registered bus service such as Intercity. Bus stop (coach) is available for any activity/coach services which may include chartered buses, or buses associated with tourist activities. Only available for pick-up/drop-off.
Cycle parking	Cycle parking is generally provided within the amenity strip on streets, and off-street adjacent to key attractions and destinations. Dedicated cycle services and parking could be considered for inclusion in a multi-modal transport hub such as a Park and Ride or town centre bus exchange facility.
Motorcycle parking	Parking restricted for motorcycles only. Generally provided in locations that cannot be used for other uses.
Electric Vehicle (EV) parking	Parking reserved for the use of electric vehicles and generally accompanied by vehicle charging infrastructure. These may have time restrictions to encourage turnover.



## Current parking supply

There are three types of parking supply provided in the Kaiapoi town centre as shown in Table 3 with a range of time restrictions:

- On-street public parking. This is all operated by Council.
- Off-street public parking. This is all operated by Council.
- Off-street private parking. This is not operated by or under the control of Council and includes supermarket and other business carparks dedicated for customers, staff, anyone who may be leasing the spaces and other visitors.

In addition, the following special use parking bays are available within the study area:

- 10 mobility car parks<sup>4</sup>
- 2 loading zones (William Street and Hilton Street)
- 1 bus only reserved parking (Fuller Street)
- 4 police vehicle parks.

On-street parking comprises 43% of the total parking supply in the town centre. Off-street public parking operated by Council comprises only 9% of the total supply, with the remaining 48% being privately provided.

In the Kaiapoi town centre, only 19% of parking spaces are time restricted. The remainder are unrestricted or private car parking.

**Table 3 Current parking supply within study area**

	Up to P60	P120	Unrestricted	Private <sup>2</sup>	Total
<b>North of River</b>					
On-street	10	35	246	n/a	291
Off-street	0	49	53 <sup>3</sup>	285	387
<b>River to Railway</b>					
On-street	35	53	260	n/a	348
Off-street	11	61	0	445	517
<b>South of Railway</b>					
On-street	24	75	77	n/a	176
Off-street	0	0	0	178	178
<b>All parking in Town Centre</b>					
On-street	69	163	583	n/a	815
Off-street	11	110	53	908	1082
<b>Totals</b>	<b>80</b>	<b>273</b>	<b>636</b>	<b>908</b>	<b>1897</b>

<sup>2</sup> All other parking categories are Council owned.

<sup>3</sup> Charles Street Park and Ride carpark.

<sup>4</sup> In addition there are mobility spaces within private car parks.

The current parking restrictions by location, and the location of special use bays are illustrated in Figure 1 (see page 7).

There have been recent changes (since the 2022 parking survey) in the time restrictions and number of car parks in Charles Street. The Charles Street Park and Ride site P120 parking has recently been converted to Park and Ride spaces with no time restrictions. A further 10 P120 new car parks have also been added to the Tom Ayers Reserve on Charles Street. These changes are not reflected in the 2022 survey results but have been taken into consideration in the future state section of this Plan.

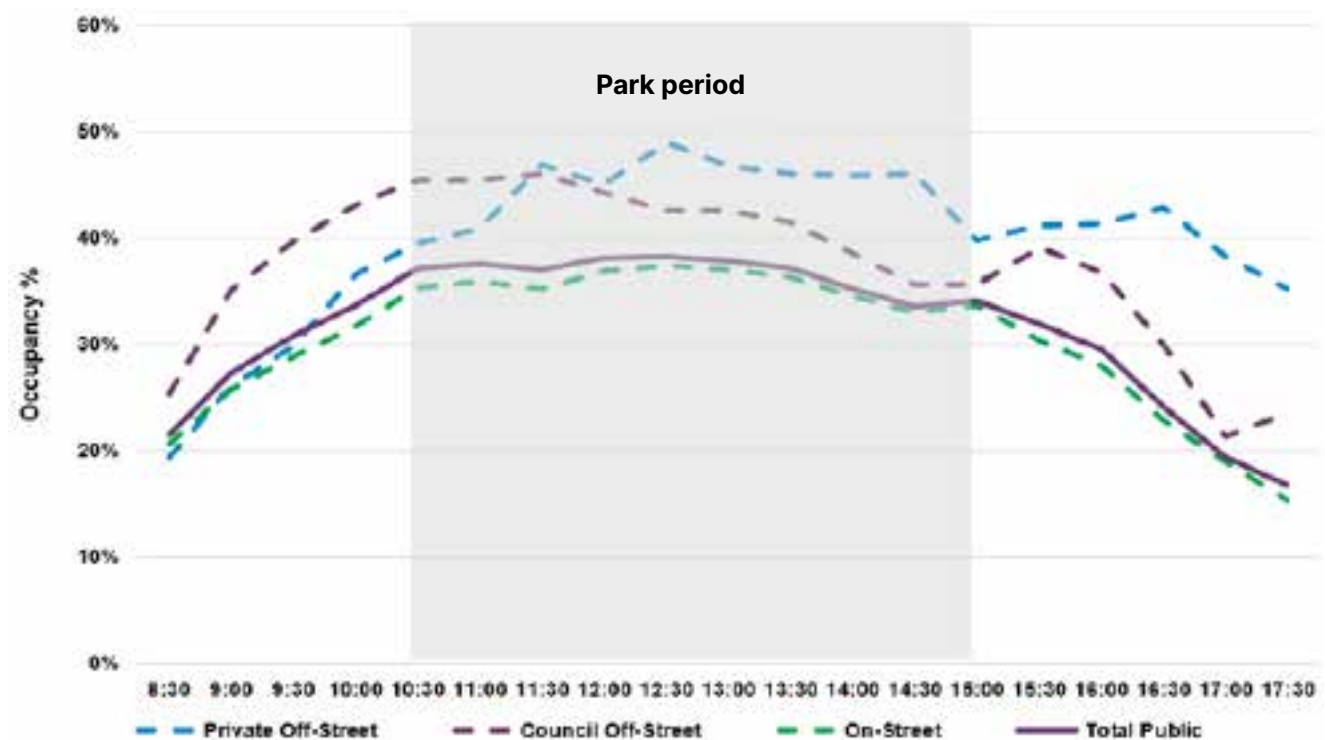
### Current parking demand

The most recent comprehensive parking survey in the Kaiapoi town centre was carried out on a weekday in September 2022. The peak parking

demand period occurred between 10.30am and 3pm with relatively consistent demands over that 3.5 hour period as shown in Figure 2. The parking areas with their corresponding occupancy at 12.30pm are illustrated in Figure 3. Peak parking is around 38% occupancy across the town centre, which means that just over one in every three parking spaces are occupied by a vehicle at that time.

Additional site visits were undertaken in 2024 both during weekdays and weekends to confirm the location and extent of peak parking demand. Whilst there are pockets within the town centre that may be busier during busy weekend times, the site visits confirmed that the 2022 weekday peak parking surveys remain suitable to understand local parking trends and pressure points.

**Figure 2 2022 Parking occupancy by type and time of day**



The peak parking occupancy for each of the three sub-areas is shown in Table 4.

**Table 4 2022 Peak parking occupancy within study area**

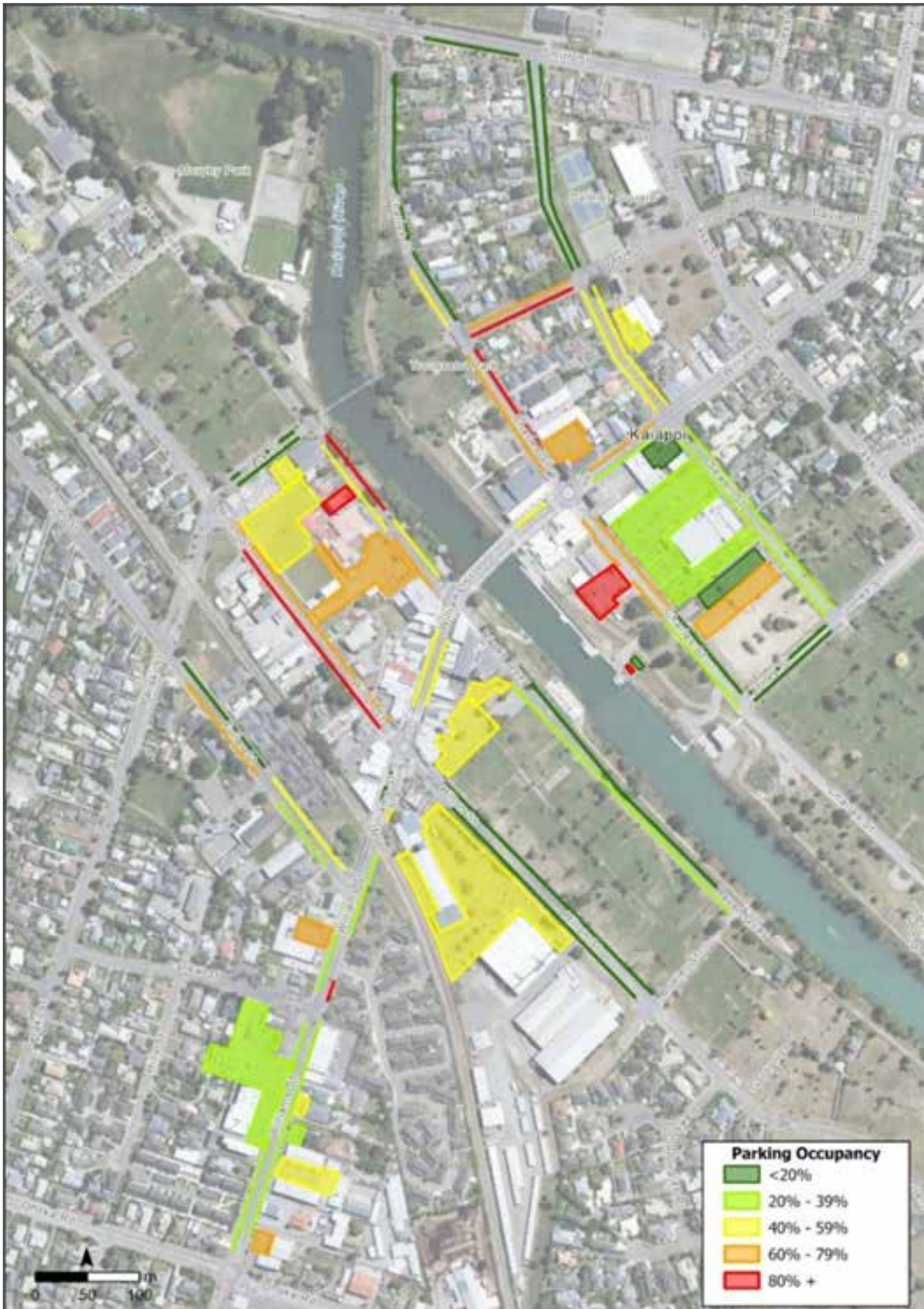
	On-street	Off-street public	All public parking	Private <sup>5</sup>	All parking
North of River	38%	56%	38%	56%	54%
River to Railway	32%	50%	35%	49%	43%
South of Railway	39%	n/a	39%	32%	43%
<b>Total</b>	<b>36%</b>	<b>43%</b>	<b>37%</b>	<b>48%</b>	<b>43%</b>

<sup>5</sup> All other parking categories are Council owned.





**Figure 3 Kaiapoi peak parking occupancy 2022 (weekday 12.30pm)**



## Parking infringements and complaints

Data summarising parking infringements issued between January 2022 and June 2024 (2.5 years) and complaints received by Council between January and June 2024 (6 months) were reviewed to understand themes.

The location of parking infringements was reviewed. These were filtered down to isolate non-compliant parking which may have been avoided if there were more parking available locally. These infringements were issued over a 2.5 year period between January 2022 and June 2024 and the most frequent location where infringements occurred were (in order) Charles Street (83 infringements), Williams Street (41) and Hilton Street (33) with a substantial number also issued in the public carpark behind

the library (26). The most common types of offences were:

- Parked over the time limit: 51%
- Parked on wrong side of the road (vehicle facing in wrong direction): 18%
- Parked on footpath or cycle path: 12%
- Parked on a cultivated area: 5%.

A total of three complaints raised concerns about non-compliant parking from January to June 2024 that may have been avoided if there were more parking available locally. These were located on Williams Street (north of Ohoka Road) and Charles Street to the north. This relatively low number demonstrates a high level of compliance that is consistent with areas with plentiful parking available.





# Future State of Parking in Kaiapoi Town Centre

## Factors affecting parking supply

In the future, development proposals may impact on parking supply where developers choose to provide parking to customers, workers or visitors to their site.

Kaiapoi was significantly affected by the 2010/2011 Canterbury earthquakes, with large areas of land subsequently red-zoned. Through earthquake recovery and future urban development planning, portions of the red-zoned land near the Kaiapoi town centre have since been signalled for enabling future mixed-use development. The Kaiapoi Town Centre Plan 2028 and Beyond<sup>6</sup>, and before that the Waimakariri Residential Red Zone Recovery Plan 2016<sup>7</sup> identify three areas for potential future mixed use redevelopment as Mixed Use Business Areas (MUBAs). These are located within or adjacent to the parking study area as shown in Figure 4. Within the lifetime of this PMP, the South MUBA may develop.

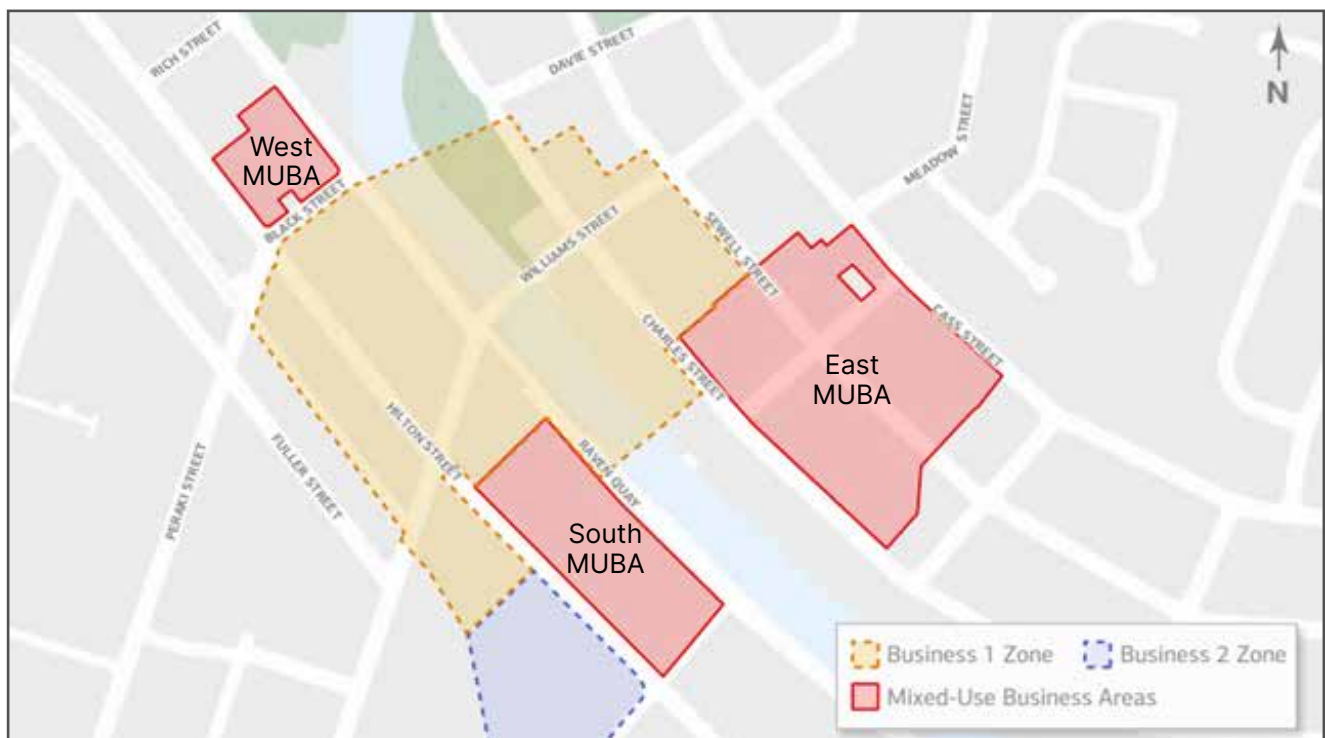
A current proposal for development of the South MUBA includes residential units and commercial floor area. Although the actual number of car parks to be provided is unknown at this time this will be established through subsequent investigation and design work.

For the purposes of this Plan and understanding impacts on public parking in the Kaiapoi town centre, it is assumed that up to an additional 6,500sqm gross floor area (GFA) of commercial floor space will be provided. It is recommended that when more details are available, a specific parking assessment for the South MUBA site be undertaken. It will be important for Council to work with the developer across the medium to long-term to ensure a reasonable supply of public parking is available to respond to parking demand generated by the development and proposed increase in commercial GFA and activity.

<sup>6</sup> waimakariri.govt.nz

<sup>7</sup> waimakariri.govt.nz

**Figure 4 Location of Kaiapoi MUBAs<sup>8</sup>**



<sup>8</sup> Source: Fig 1 Kaiapoi Town Centre Plan 2028 and beyond)



## Factors affecting parking demand

Waimakariri District Council forecast that the population of Kaiapoi township will grow from 13,400 people in 2022 to 15,100 (by 13%) to 2030 and to 16,700 (by 24%) to 2040.<sup>9</sup> In the absence of specific development proposals in the Kaiapoi in town centre the level of traffic activity and demand for parking is likely to follow a similar growth trajectory. That is demand for parking is anticipated to increase by 13% and 24% by 2030 and 2040 respectively.

Earlier in this section the South MUBA is introduced as a significant potential local development within the lifetime of this Plan. The assumed additional up to 6,500 sqm of GFA is an approximate 10-15% increase in the commercial GFA within the wider Kaiapoi town centre and is generally commensurate with the growing population within the urban area.

There are several other factors that could influence parking demand over the medium to long term including:

- The provision and uptake of public transport services
- The uptake of walking and cycling
- Changes in shopping behaviours
- Changes in workplace behaviours
- Changes in demographics.

## Likely future state

A parking assessment has been undertaken to determine the impacts of potential and likely changes in parking supply and demand in the Kaiapoi town centre.

Across the study area and based on the forecast growth described above, it is estimated that peak weekday parking demand will increase by 100 spaces to 2030 and (a further 100 spaces to) 200 spaces to 2040. This is forecast to increase average parking occupancy across the study area from 43% to 49% by 2030 and from 43% to 55% by 2040. This remains well below the target parking occupancy range of 70-85%. Therefore, the current parking provision is anticipated to satisfactorily meet future demands over the coming 15 years.

These estimated parking occupancies by year are shown in Table 5 and Table 6 for 2030 and 2040 respectively, and is compared against the target occupancy range in Figure 5. This demonstrates that although by 2040 the parking occupancies to the north of the river will likely approach the target range of 70-85%, the total parking supply is sufficient for the forecast demand in the coming 15 years.

<sup>9</sup> Council's forecast growth aligns with Stats NZ high growth forecasts

**Table 5 Forecast average parking occupancy in 2030 within study area**

	On-street	Off-street public	All public parking	Private <sup>10</sup>	All parking
North of River	43%	63%	42%	63%	60%
River to Railway	36%	56%	39%	55%	48%
South of Railway	43%	n/a	43%	36%	48%
<b>Totals</b>	<b>40%</b>	<b>48%</b>	<b>41%</b>	<b>54%</b>	<b>48%</b>

<sup>10</sup> All other parking categories are Council owned

**Table 6 Forecast average parking occupancy in 2040 within study area**

	On-street	Off-street public	All public parking	Private <sup>11</sup>	All parking
North of River	47%	70%	47%	70%	67%
River to Railway	40%	62%	44%	60%	53%
South of Railway	48%	n/a	48%	40%	53%
<b>Totals</b>	<b>44%</b>	<b>53%</b>	<b>46%</b>	<b>60%</b>	<b>54%</b>

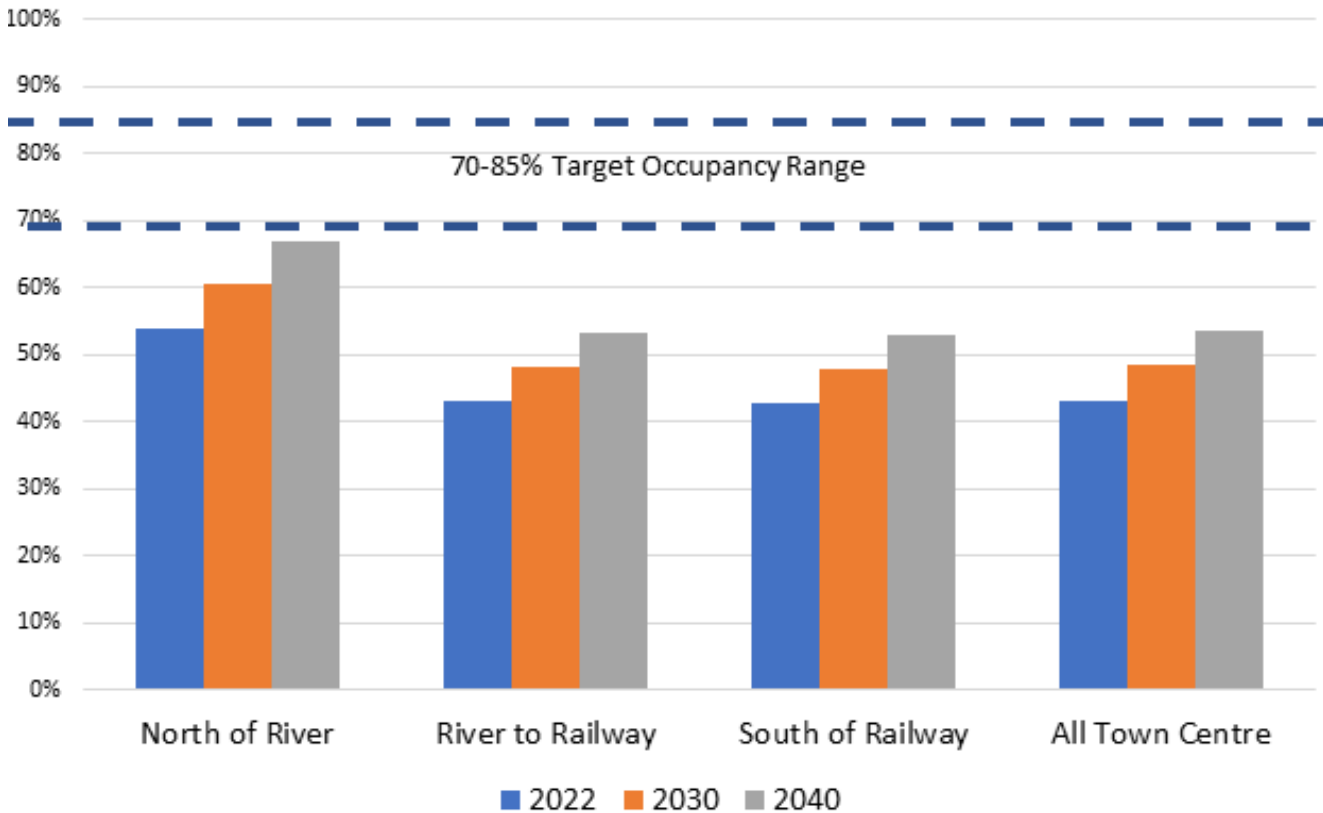
<sup>11</sup> All other parking categories are Council owned

It is unlikely that new on-street and off-street parking areas will be required in the coming 15 years; however, it is important to continue to review and refine the use of the existing town centre parking.

The recommended actions presented in the following section of this Plan focus on optimising

the use of existing assets to meet the needs of parking users in the town centre. In addition, as each Kaiapoi MUBA is planned and designed the specific parking needs of each should be appropriately assessed in the context of the wider town centre.

**Figure 5 Forecast parking occupancy compared to target range**

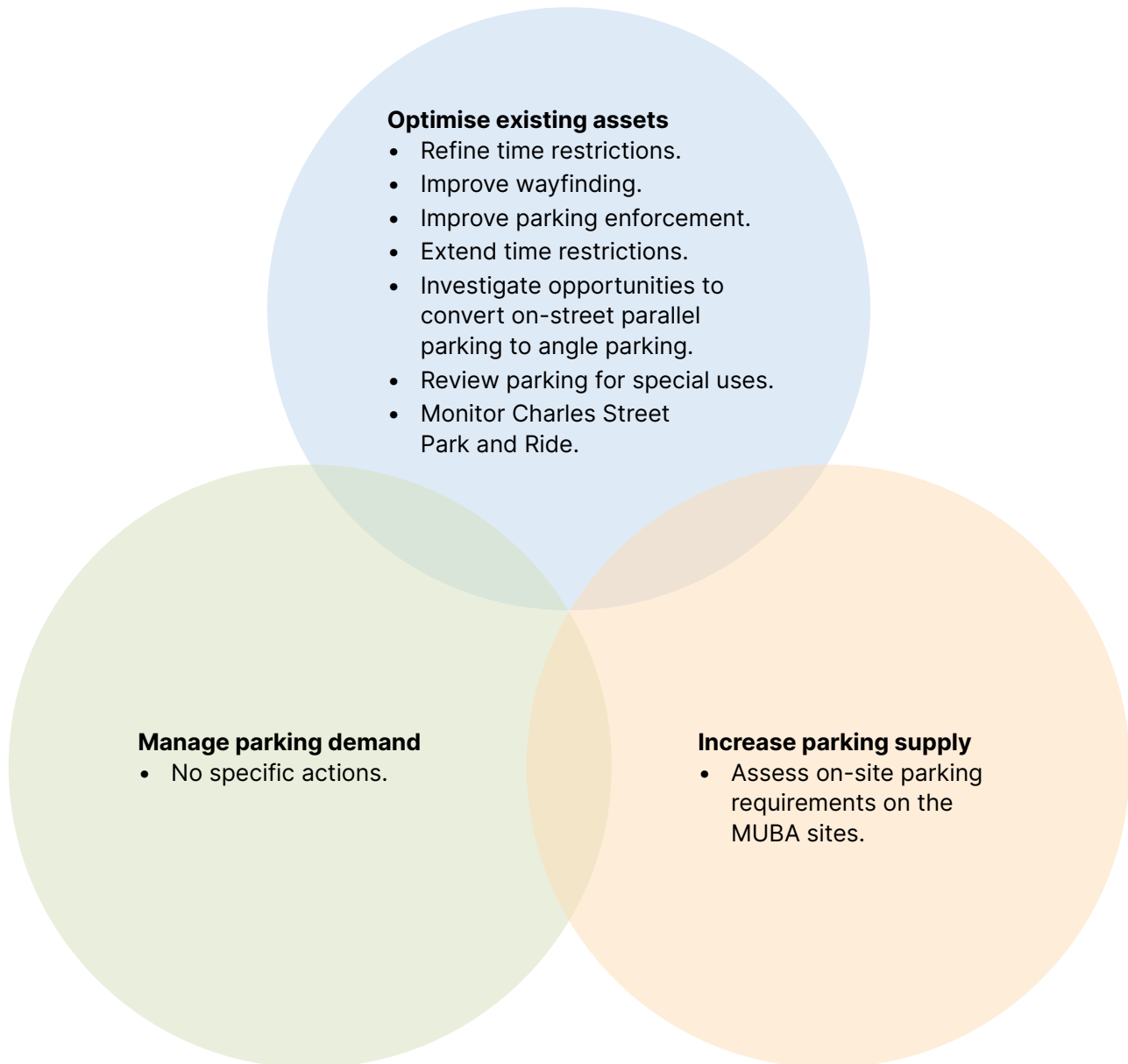


# Recommended Actions

A staged approach to managing parking is proposed through this PMP. Broadly, this makes

the best use of existing assets, manages parking demand and increases supply as shown in Figure 6.

**Figure 6 Implementation actions for Kaiapoi study area**



In the context of the Kaiapoi town centre the emphasis will be on optimising the use of existing assets; however, as the Mixed Use Business Areas develop, bespoke assessments are recommended to determine the on-site parking requirements as well as the implications for the wider town centre.

The specific implementation actions have been reviewed considering the Waimakariri District Parking Strategy objectives for the Kaiapoi town centre in Table 7. This demonstrates an excellent level of fit against the objectives and acknowledges that all actions should be considered in line with good urban design principles.

**Table 7 Alignment of actions to Parking Strategy objectives**

Action	Parking is managed efficiently and effectively	Parking occupancy is maintained at desired levels	Alternative transport mode infrastructure is prioritised	Good urban design is achieved	Parking management and provision is cost effective	The road is safe for all users	Economic development is supported
<b>Optimise existing assets</b>							
Refine current time restrictions to make them fit better.							
Improve wayfinding.							
Improve parking enforcement.							
Apply time restrictions to more areas/streets to provide more short-stay parking spaces.							
Investigate opportunities to convert on-street parallel parking to angled parking where it is safe to do so.							
Review parking for special uses (including mobility, cycle, loading zones etc) to ensure they meet demand.							
Regularly monitor use of Charles Street Park and Ride station and seek opportunities to support uptake of public transport.							
<b>Increase parking supply</b>							
Assess on-site parking requirements on the MUBA sites.							

## Optimise existing assets

### Refine parking restrictions

There is currently a mix of P15, P60 and P120 on-street parking within the town centre. It is important that the number of car parks allocated, and corresponding time restrictions support the needs of short term visitors to the town centre. The Parking Strategy provides a list of key principles relating to the allocation of time restrictions, noting that in some instances it may be suitable to implement shorter or longer restrictions such as P5 and P180 respectively.

The 2022 Kaiapoi town centre parking survey demonstrated there is relatively high use of time restricted parking on Williams Street either side of the River, Charles Street, Raven Quay, Hilton Street and behind the library. All these areas had substantial numbers of parking infringements.

It is recommended that the existing time restrictions are reviewed and refined to optimise the allocation as far as practicable. This will require an engineering assessment to determine the suitability of any proposed changes but would also take into consideration community feedback, the location and nature of parking infringements, and be mindful of the needs of visitors to adjacent land use activities. The current principle of implementing shorter time restrictions in the more central and convenient areas which progressively increases as you get further away from the town centre should be retained.

In areas where the parking occupancy target range of 70-85% is consistently exceeded, more provision for time restricted parking should be considered—this is discussed in more detail later in this section.

### Improve wayfinding

Wayfinding doesn't directly affect the supply or demand for parking; however, it helps to ensure a better utilisation of parking if people, particularly visitors, are easily directed to where parking is available. Effective wayfinding can also reduce the amount of circulating traffic looking for parking.

In the context of Kaiapoi town centre wayfinding takes the form of static signs indicating the location of car parking. Online information such as maps on the Waimakariri District Council website also play a role in assisting the public with finding information.

It is recommended that the current parking signage installed in Kaiapoi be formally identified and mapped to form the basis of a Kaiapoi town centre wayfinding plan. This plan would seek to improve the information made available to the public on-the-ground including directing visitors to the town centre to areas which are generally underutilised including those for short stay parking and potentially special use bays. Maintaining clear wayfinding to the Park and Ride spaces should also be included within this review.

### Improve parking enforcement

Enforcement is currently carried out in the town centre by wardens who walk the streets issuing parking tickets. In the context of the Kaiapoi town centre, the wardens check for overstayers in time restricted parking as well as other illegal parking such as blocking vehicle crossings, parking on yellow lines and occupying mobility parks without a suitable permit. Improving parking enforcement does not necessarily mean allocating more resources but focuses on how things can be done more smartly. More effective enforcement means car parks are more likely to be used for the purposes and time periods they are intended for, which in turn benefits the public who wish to use those parking spaces.

Parking enforcement can be improved with the use of Licence Plate Recognition (LPR) technology, which utilises a camera-mounted vehicle that can read licence plates to determine if a car is parked legally. The direct benefits of using LPR include the automation of identifying infringements and issuing tickets (including capturing images for evidential purposes), and that parking wardens are less likely to come into conflict with members of the public who may be aggrieved about being issued with infringements.

Under the Rangiora Town Centre Parking Management Plan a trial of LPR is proposed which would likely include the use of a single vehicle to monitor overstaying on time restricted parking in the Rangiora town centre. Whilst the primary purpose of the trial is to improve enforcement and data collection in Rangiora, it is recommended that during the trial period the vehicle could also be deployed in Kaiapoi town centre to understand the potential benefits to parking enforcement in both study areas.



### Expand parking restrictions

As parking occupancies on time restricted parking within the study area increases, it is recommended that the current time restricted footprint be reviewed to provide sufficient parking for short-stay visitors. The preferred location for expanding this area should be adjacent to those parts of town that are directly impacted. For example, if short-stay parking to the north of the river is in short supply then the nearest adjacent unrestricted parking in that

sub-area should ideally be converted to time restricted parking.

The flow on effects of displacing all day parking should also be considered as part of this process, as should intuitive boundaries to 'ring-fence' the time restricted spaces. This would also be an ideal time to review the allocation of parking for special uses which is touched on later in this section.

Indicatively, at the appropriate time the parking restriction area could be expanded for each sub-area as shown in Figure 7.

**Figure 7 Indicative areas for expanded parking restrictions**



### **Investigate opportunities to convert on-street parallel parking to angled parking where it is safe to do so**

Where additional on-street parking spaces may be required in the town centre, the conversion of existing parallel (to the kerb) parking to angled parking can be a quick win to provide more capacity. Any such opportunities would need to be subject to an engineering assessment to determine whether there is sufficient width to provide angled parking safely. Achieving this safely can be especially problematic on corridors with cycle lanes or other routes with demand for on-street cycle movement. Angled parking is not safe or appropriate where cycle volumes are substantial due to the potential for conflict when reversing out of angled spaces.

Most of the on-street parking in the study area is parallel parking; however, there are pockets of existing angle parking around the town centre including on Charles Street, Hilton Street, Fuller Street and Peraki Street. It is recommended that these be reviewed to ensure they operate safely in addition to identifying alternative sites.

For angle parking to operate safely and effectively the road needs to be sufficiently wide (recommend a minimum of 13m for 60-degree angle parking) and the traffic movement function should be low (less than 2,500 vehicles per day) with little or no cycle movements. Potential candidates that generally meet this criteria and could be investigated further include Fuller Street and Hilton Street to the west of Williams Street and some portions of Charles and Sewells Streets.

### **Parking for special uses**

Restricted parking spaces for special uses referenced in the Parking Strategy include:

- Mobility parking
- Motorcycle parking
- Loading zones
- Coach/bus parking
- Electric vehicle (EV) parking
- Mobility scooter parking
- Micro-mobility parking
- Cycle parking
- Taxi/rideshare parking.

Whilst it is noted that currently the only dedicated special use parking within the Kaiapoi study area is mobility parking, this should not preclude considering the introduction of other special use parking where there is a demonstrated need. The principles for allocating and locating each type of special use parking is identified in the Parking Strategy.

It is recommended that the threshold occupancy for special use parking is likely to be lower than for other types of parking due to the lower numbers of parks provided and specialist use of these parks. Parking occupancies towards the bottom of the target 70–85% occupancy range are considered an appropriate threshold at which more special use parking should be allocated although in some instances lower than 70% thresholds may be considered.

It is recommended that regular monitoring of special use parking occupancies and regular





consultation with the community including local businesses and accessibility interest groups be undertaken to understand how parking demand changes over time and identify the most desirable locations for special use parking in the town centre.

**Regularly monitor use of Charles Street Park and Ride station and seek opportunities to support uptake of public transport**

The location of the Charles Street Park and Ride is unique in the context of the Waimakariri District. The parking allocated for the Park and Ride is centrally located and is therefore premium parking which could be provided for other parking purposes if it is under-subscribed. Similarly if it is over-subscribed the overflow of Park and Ride users onto neighbouring unrestricted parking is likely to frustrate other workers and visitors to the town centre.

It is recommended that the use of the Park and Ride be monitored (at least) annually to ensure that an appropriate quantity of space is allocated for this purpose coupled with monitoring feedback from the community as to the level of provision and convenience of these spaces.

Should the uptake of Park and Ride be detrimental to the availability of adjacent parking required for other purposes, additional capacity could be added at other sites and/or new sites may need to be identified elsewhere in the Kaiapoi urban area that meet the demands for the service.

## Manage parking demand

Whilst the Plan does not include any specific implementation actions intended to manage parking demand, it remains important to recognise the vision of the Waimakariri District Integrated Transportation Strategy (ITS)<sup>12</sup> including “supporting alternative travel choices and encouraging our residents to walk, cycle and use public transport more”.

The relatively low parking occupancies currently observed in the Kaiapoi town centre mean that the Plan does not rely on managing or reducing parking demand to avoid high parking occupancies in the future with associated negative outcomes such as parking circulation and congestion in the town centre.

Several of the implementation actions shown in Table 7 align with the Parking Strategy objective which seeks to prioritise alternative transport mode infrastructure (specifically parking for cyclists and Park and Ride users). However, it is recommended that a wider suite of initiatives supporting mode choice and the uptake of alternative modes (as included in the ITS) can also be beneficial in reducing the long-term requirement for private vehicle parking in our town centres.

<sup>12</sup> waimakariri.govt.nz



## Increase parking supply

### Assess on-site parking requirements on the MUBA sites

If developed, the three MUBA sites would likely to transform the Kaiapoi town centre and depending on the mix of activities introduced, potentially generate significant parking demand. Such demand and on-site provision for parking will all become more clear in later planning and design stages.

The development of each MUBA site must be informed by a robust assessment of the likely parking demand and supply (for example,

as a condition on sale of land), including an understanding of the wider impacts beyond the site on parking in the town centre. This assessment should ensure any such impacts can be managed, whilst supporting the uptake of alternative modes of transport and integration with the remainder of the town centre.

The regular monitoring of parking supply and demand is fundamental to this assessment, both during the planning and design stages, and post-construction to measure the uptake of parking in the vicinity of the MUBAs and wider impacts across the town centre.



# High Level Implementation Plan

The following table reflects the actions articulated in this PMP together with relevant timeframes for implementation.

Timing	Action
From 2025 ("next few years")	Commence 'optimise existing assets' approach: <ul style="list-style-type: none"> <li>• Refine existing time restrictions</li> <li>• Improve wayfinding</li> <li>• Improve parking enforcement.</li> </ul> Assess on-site parking requirements of South MUBA development (and other MUBAs) prior to development by undertaking bespoke assessment when required.
2030 and onwards <sup>13</sup>	Ongoing monitoring of parking availability and local refinements where required: <ul style="list-style-type: none"> <li>• Expand time restriction footprint as town centre continues to develop</li> <li>• Convert on-street parallel to angled parking where safe to do so</li> </ul>
Ongoing	Review parking for special uses to ensure they meet demand (cycling, mobility etc). Regularly monitor use of the Charles Street Park and Ride car park and address issues as they arise.

This PMP effectively is a framework for meeting and managing parking demand and supply out to 2040—but it is not a detailed plan. It has been developed based on technical assessments, expert advice and feedback from stakeholders and the community, and is designed to provide some flexibility.

It is recognised that while some of the actions recommended can be undertaken in the short term within existing resources, others require varying amounts of additional funding. The full cost of implementing this PMP will be investigated as part of detailed implementation planning. Any additional cost required to implement actions will be sought through the Council's Long Term Plan(s) and/or Annual Plan(s), on which the community has a further opportunity to comment. It is noted that the Council has already committed some

budget for parking related projects over the coming years, and this PMP provides a considered framework for appropriately directing budget and confirming required timeframes for interventions and investments.

Ultimately, Council actions contribute towards achieving Community Outcomes, which are the aspirations for the District indicated by the Waimakariri community and articulated in the Council's Long Term Plan. This PMP specifically contributes towards achieving a number of Community Outcomes that address economic development, infrastructure, public spaces, and equitable access to support community wellbeing.

<sup>13</sup> When the target occupancy range is consistently exceeded across local areas





# Monitoring and Evaluation

The development of this PMP has been founded on a comprehensive parking survey undertaken in 2022. The collection and analysis of survey data is considered an essential input to support the implementation of Council's wider Parking Strategy.

Similarly, data has an essential role in measuring the success of the Kaiapoi Town Centre PMP following implementation and ensuring that the needs of the public are catered for including local businesses and residents. This requires regular, ongoing data collection and analysis, and a feedback loop to strive to improve the parking outcomes for the local community.

## Annual monitoring

It is recommended that the following monitoring be undertaken every year:

- Review parking complaints received from the public to identify areas for improved management and enforcement
- Review parking infringement data and subsequent trends that point to where parking provision or controls are inadequate to meet local demands
- Review crash data to identify safety hazards that may be associated with on-street parking in the vicinity
- Review the use of the Charles Street Park and Ride
- Continue to engage with the public through regular forums to encourage feedback on parking in Kaiapoi
- Engage with key businesses in the Kaiapoi town centre to understand needs and pain points with respect to the management of parking.

This monitoring provides regular and frequent inputs to respond to the needs of the community.

## Periodic monitoring

Additionally, a more comprehensive parking survey such as the set of 2022 surveys reported in this PMP should be undertaken on a regular basis, ideally every 3 years. The requirement for this survey will in part be informed by the annual monitoring and wider consideration of changes in underlying land use activity and infrastructure in the Kaiapoi town centre.

A comprehensive parking survey will be scheduled for the same time of year (ie September/October noting that it should not take place during school holidays or adjacent to public holidays) with a similar methodology and specification as per the 2022 surveys. This will include:

- Parking occupancy by time of day across the town centre study area
- Parking duration for time restricted parking including capturing data on over-staying
- Parking occupancy for special use bays including mobility parking and cycle parking.

Parking surveys in recent years have focused on typical weekday parking availability. It is important not to lose sight of weekend parking demands which may be different and over time may become more pronounced than weekday demands. The periodic surveys should strive to be consistent with prior surveys for comparative purposes as far as practicable but must also be flexible enough to capture vital data for future planning.

A full review of any potential data gaps should be undertaken as part of the survey design process to identify any additional data that would respond to changes in the study area or provide better outcomes for the community.

## Evaluation

The survey results will enable the progress against the PMP to be evaluated. The comparison of parking occupancy against the target range of 70-85% occupancy is an important indicator to demonstrate when implementation actions are required. This may happen sooner (or later) than estimated in this Plan as a result of population growth, local developments and a range of other contributing factors.

Where parking in some areas reaches or exceeds the target range, it is recommended that the implementation actions described in this Plan be considered, where appropriate implemented, and the success of these evaluated through further annual and periodic monitoring. Where these actions are not successful in addressing parking pressure in the future or alleviating the concerns of the public, the Plan may need to be revisited.





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## Summary of Submissions Received to Rangiora and Kaiapoi Town Centre Parking Management Plans Project, March 2025

To inform the development of Parking Management Plans for Rangiora and Kaiapoi town centres, the Council consulted on proposed approaches for meeting and managing parking demand and supply out to 2040 in both, Rangiora and Kaiapoi town centres. The proposed measures align with three high level strategic responses to parking:

- Optimising existing parking supply
- Managing parking demand
- Increasing parking supply

Wide-spread awareness of the consultation was raised through a number of means, including:

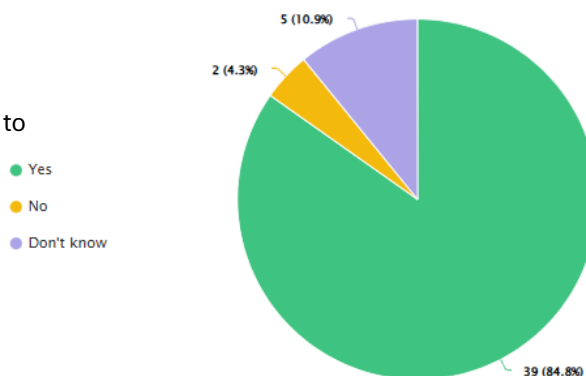
- Council's Let's Talk page
- messages sent to Council's existing database of engaged residents, stakeholders and businesses
- emails to all who had shared their thoughts through the early engagement process, including those who responded to Council's business and town centre visitor parking surveys
- through media channels such as the newspaper and social media

An online survey form was available to submit feedback through; submissions could also be made over email. The Let's Talk consultation page was visited around 300 times during the consultation period from mid-February to mid-March 2025, and a total of 51 responses were received. This report provides an overview of the feedback received.

### Kaiapoi town centre – OPTIMISE EXISTING

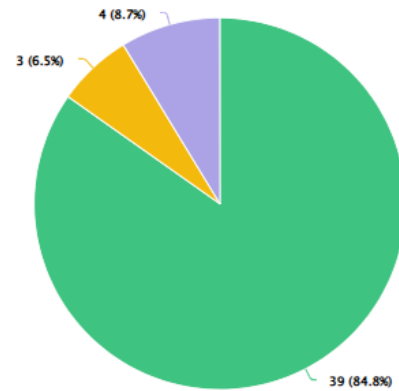
**Do you agree with the following proposed measures to make the best use of Kaiapoi town centre's existing parking supply?**

Q1: Refine current parking time restrictions to make them fit better (e.g. allowing longer parking in some areas, shorter in others)?



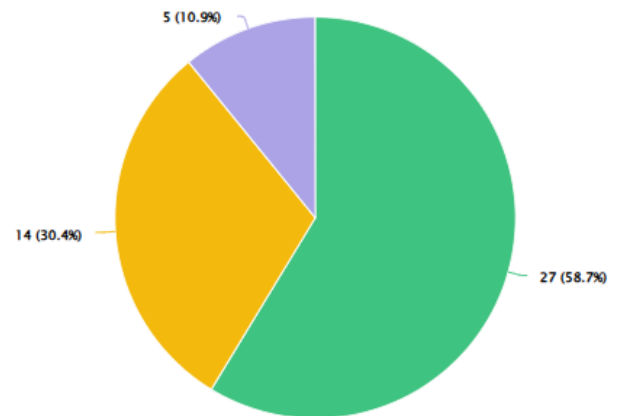
Q2: Improve wayfinding to town centre parking (e.g. more / better signs to parking)

● Yes  
● No  
● Don't know



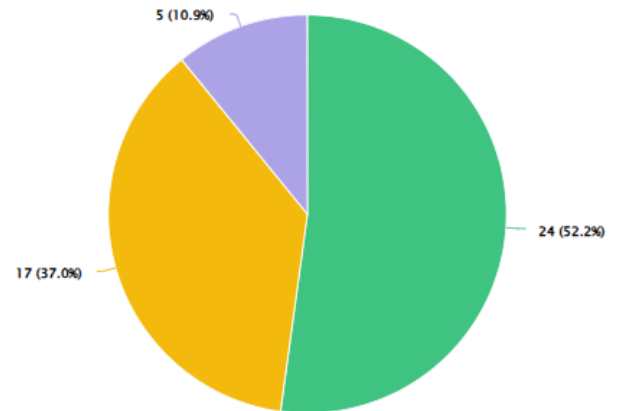
Q3: Improve parking enforcement (e.g. addressing overstayers)

● Yes  
● No  
● Don't know



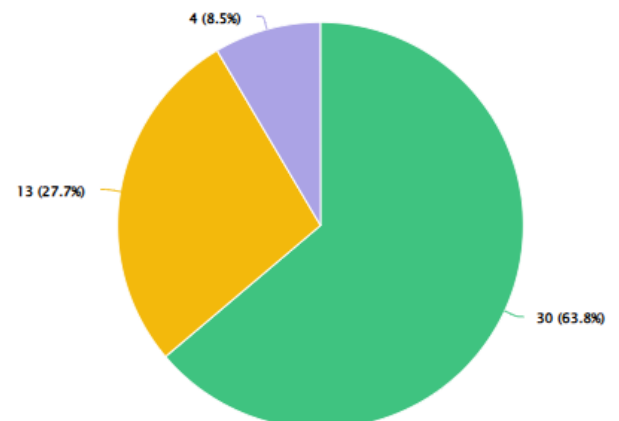
Q4: Apply time restrictions to more areas / streets in the future (e.g. extend area of restricted parking further down key streets)

● Yes  
● No  
● Don't know



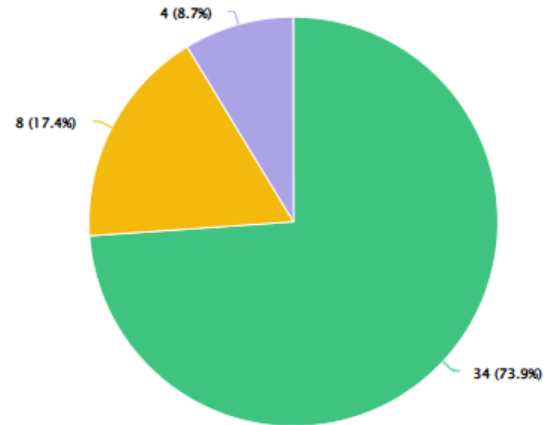
Q5: Investigate opportunities to convert on-street parallel parking to angled parking where safe to do so in the future

● Yes  
● No  
● Don't know



Q6: Review parking for special uses (e.g. amount and location of parking for cycles, mobility permit holders, loading zones etc)

● Yes  
● No  
● Don't know



Q7: Do you have any comments on making best use of Kaiapoi town centre's existing parking supply?

Twenty-three respondents provided comments to this question. Comments addressed a range of topics and are summarised at a high level below.

Summary of comments (in no particular order):

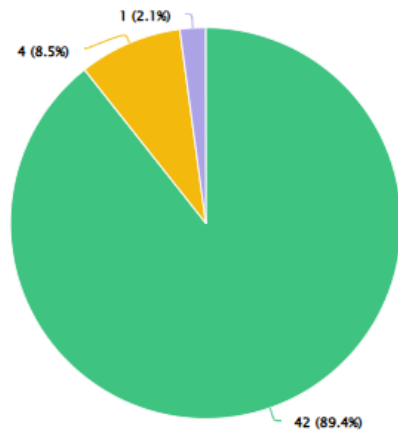
- All-day parking: suggestions to encourage longer time restriction parking by the wharf, on the Red Zone / Mixed Use Business Area (MUBA) land, or otherwise designated all-day parking area (latter could be paid parking). The need to reduce all-day parking in the town centre core was mentioned.
- Alternative transport modes: suggestions to decrease use of cars in town centre by encouraging and facilitating use of cycles, public transport instead.
- Angled parking: thought difficult and dangerous (due to needing to reverse, and limited visibility) and unsuccessful when installed elsewhere.
- Cost: need to understand that free parking is still paid through by rates and isn't free
- Mobility parking: need mobility parking in centre of town; need all-day mobility park for those who work in the centre.
- More parking infrastructure: Kaiapoi has a lack of parking. Consider new parking on edge of red zone land both sides of the river.
- Paid parking: not supported, people would rather walk further, it could negatively impact businesses. Support option to pay for a nearby park for convenience. All-day parking could be paid.
- Time restrictions: town centre should have time restricted parking.
- Other: support for proposals. Current parking arrangement works well. Supermarket carpark also used more widely for town centre visits.

## Rangiora town centre – OPTIMISE EXISTING

**Do you agree with the following proposed measures to make the best use of Rangiora town centre's existing parking supply?**

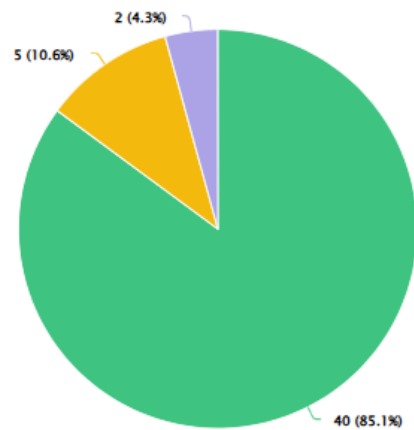
Q8: Refine current parking time restrictions to make them fit better (e.g. allowing longer parking in some areas, shorter in others)

Yes  
No  
Don't know



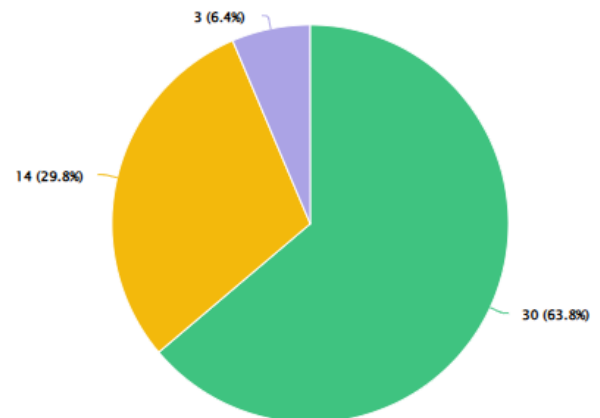
Q9: Improve wayfinding to town centre parking (e.g. more / better signs to parking)

Yes  
No  
Don't know



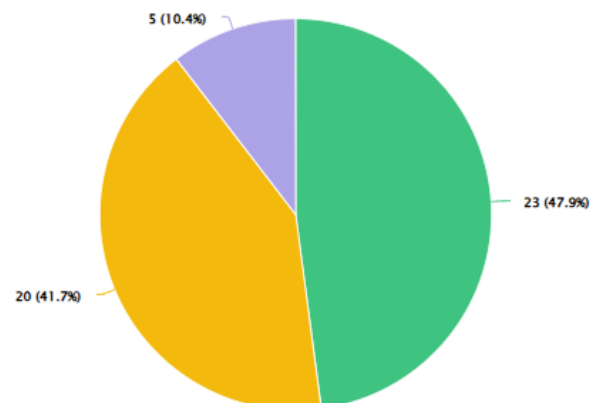
Q10: Improve parking enforcement (e.g. addressing overstayer)

Yes  
No  
Don't know



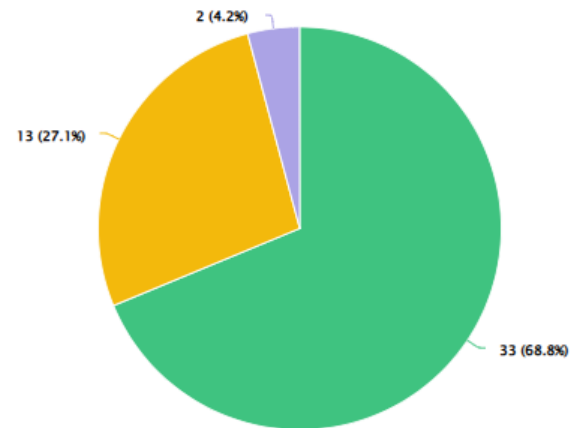
Q11: Apply time restrictions to more areas (e.g. introduce time restricted parking to Queen, King, Blackett and Ivory Streets)

Yes  
No  
Don't know



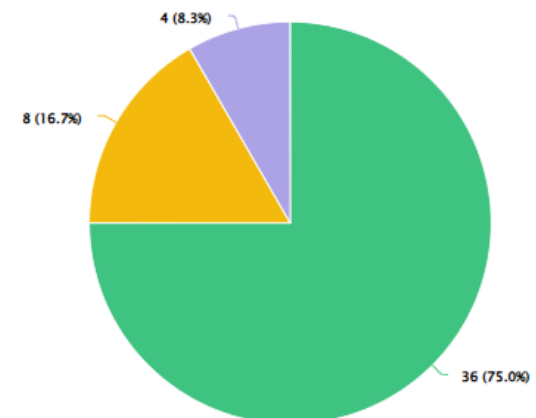
Q12: Investigate opportunities to convert on-street parallel parking to angled parking where safe to do so (e.g. Victoria Street north of Queen Street)

● Yes  
● No  
● Don't know



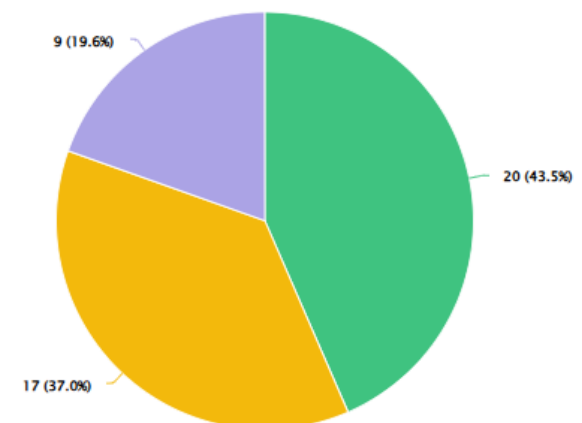
Q13: Review parking for special uses (e.g. amount and location of parking for cycles, mobility permit holders, loading zones etc)

● Yes  
● No  
● Don't know



Q14: Trial parking technology to test its role in data collection and targeting enforcement efforts

● Yes  
● No  
● Don't know



Q15: Do you have any comments on making best use of Rangiora town centre's existing parking supply?

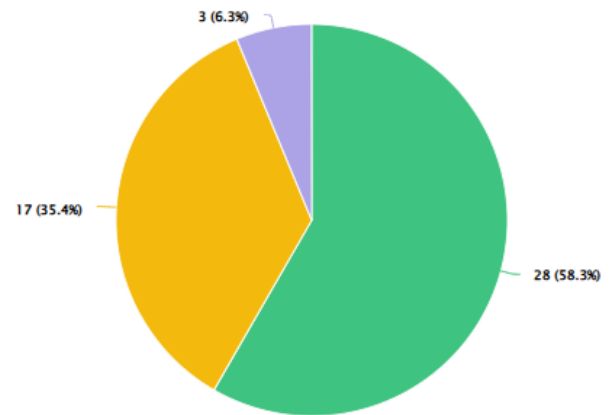
Thirty-two respondents provided comments to this question. Comments spanned a range of topics and comments are often repetitive with responses provided through comments to other questions relating to Rangiora town centre parking. For this reason, a summary of all Rangiora town centre comments is provided collectively on page 8 below.

## Rangiora town centre – MANAGE DEMAND

Do you agree with the following proposed measures to manage demand for parking in the Rangiora town centre?

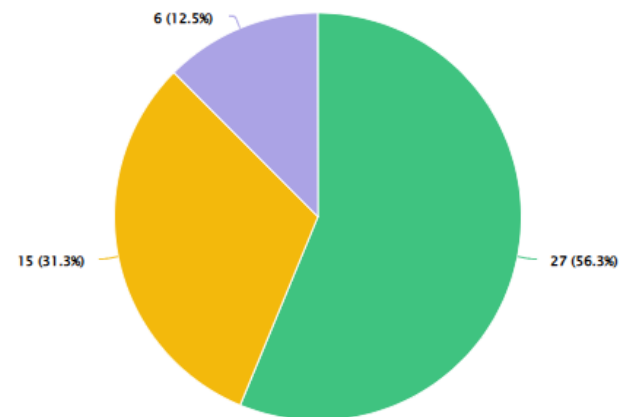
Q16: Pilot graduated priced parking in trial location(s) (e.g. where first hour or two is free with charges applied for longer stays) in the next few years?

● Yes  
● No  
● Don't know



Q17: Investigate introducing graduated priced parking in some areas by about 2035 (or when occupancy trigger is reached)

● Yes  
● No  
● Don't know



Q18: Do you have any comments on reducing parking demand in the Rangiora town centre?

Thirty respondents provided comments to this question. Comments spanned a range of topics and comments are often repetitive with responses provided through comments to other questions relating to Rangiora town centre parking. For this reason, a summary of all Rangiora town centre comments is provided collectively on page 8 below.

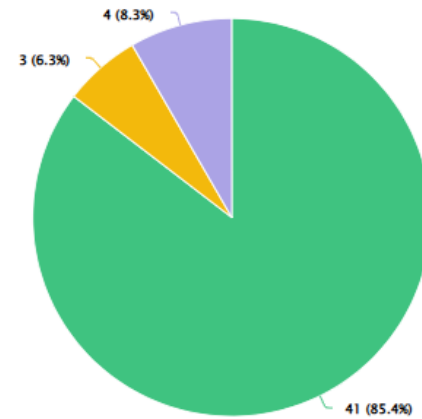
## Rangiora town centre – INCREASE SUPPLY

Modelling shows that demand for parking in Rangiora town centre means more parking infrastructure is needed in the future to stay within our desired occupancy range. Do you agree that Council should look to meet this demand through the following measures?



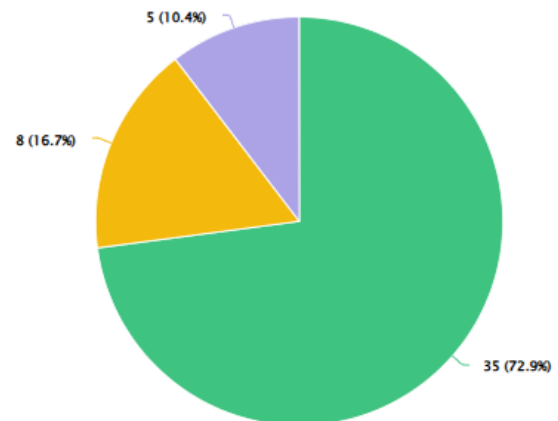
Q19: Reconfigure the off-street public carpark between High and Blake Streets in the short term to create more parks

● Yes  
● No  
● Don't know



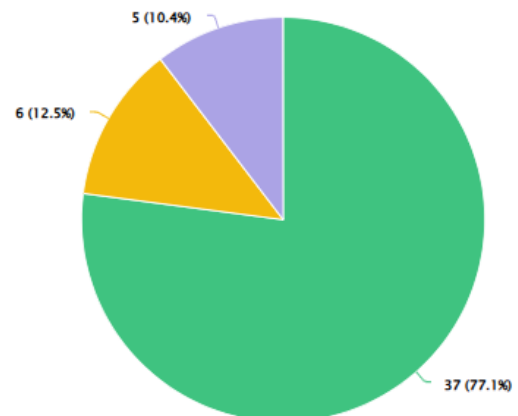
Q20: Acquire another central site in the medium term for more public parking

● Yes  
● No  
● Don't know



Q21: Add another parking facility in the longer term – all-day parking area on periphery of town centre 'core', and/or central parking building

● Yes  
● No  
● Don't know



Q22: Do you have any comments on how Council could meet future demand for parking infrastructure in Rangiora town centre?

Twenty-nine respondents provided comments to this question. Comments spanned a range of topics and comments are often repetitive with responses provided through comments to other questions relating to Rangiora town centre parking. For this reason, a summary of all Rangiora town centre comments is provided collectively on page 8 below.

Q23: Do you have any other comments relating to parking in the Rangiora town centre or Kaiapoi town centre?

Twenty-three submitters provided comments. Most of the comments against this question repeated with or resonated others made in response to other questions. Individual comments are included at attachment i.

**Summary of comments provided in response to questions 15, 18 and 22 (Rangiora town centre):**

- All-day parking: Provide all-day parking for town centre staff (including Council staff) elsewhere to increase supply – cheap public transport should be part of this plan, could also be priced. Centre staff dislike parking too far as need to walk in the dark in evenings. Current issue of busy / conflicting parking on King Street – Council should support homeowners in high demand parking areas to create more off-street parking. All-day parkers should not expect to park close to the centre. Consider using old police station site for longer term parking. Need Park'n Ride for all-day town centre staff.
- Alternative transport: provide infrastructure (e.g. bike stands) to encourage alternative modes, decreasing car use. Need cheap public transport within town so people can travel to centre. Need enforced motorcycle parking. Don't provide for cyclists as they do not pay for roads. People need to park further and walk. Businesses could offer incentives for staff to part further or travel by other means. Rangiora is small and very negotiable by walking, cycling etc, which also enhancing physical and mental health. Need better priority for pedestrians and cyclists through infrastructure, and better promotion of walking and cycling. Developers should be required to provide pedestrian and cycle facilities. Consider Park'n Ride options or small bus at regular intervals into centre of Rangiora.
- Angled parking: considered difficult and dangerous (due to poor visibility). Supporting and oppositional comments re possible angled parking on Victoria Street and Percival Street. Angled parking when installed along High Street didn't work.
- Additional parking infrastructure: support for reconfiguring Blake Street carpark. Need more parking to cater for growing population. Should redesign and fully seal Durham Street carpark. Need to acquire more land for additional off-street parking. Convert land to parking (suggestions include Toyota land on Percival Street and Luisettis land). Make better use of space to increase parks. Support for parking building (Blake St site frequently mentioned) – efficient use of land and its inevitable, a good investment for long-term growth. A couple of respondents state parking building reservations (e.g. unlikely to be cost-effective).
- Paid parking: consider an annual paid parking pass for business owners. Opposition to paid parking with concern it'll deter people visiting the centre and businesses may suffer. Paying for parking suitable for parking building. Keep parking charges low. Support for paid parking, revenue to contribute to a parking building in future. Older people don't use paid parking and have difficulty with machines accepting only cards for payment. A percentage of cost to install paid parking should be met by local businesses.
- Parking enforcement: need better / much more enforcement of overstayers to deter repeated behaviour. Opposition to 'continued surveillance' of those parking in restricted areas. Enforcement can generate revenue. Enforcement can be seen as harmful to attractiveness of visiting the centre.
- Time restrictions: Main streets should be P30. Restrictions less than 2 hours is unhelpful if want to do a few things in the centre. Ensure times are appropriate as some central Christchurch restrictions are too short for business meetings. Extending time restrictions to more areas creates distances for shoppers, some of whom aren't very mobile. Support for additional parking restrictions in outer streets. Concerns introducing time restrictions will have effect of pushing all-day parkers further out. Keep most off-street parking at P120, with small areas within it as P60.
- Cost: it costs to provide 'free' parking as paid for by rates. Should be looking at cutting costs / be mindful of costs. Price of parking should be put on retailers.
- Mobility parking: specific suggestions for locations for mobility parks (see attachment i). Need more mobility parks near shops.
- Other: a variety of other comments were made, see attachment i for details.

## **Rangiora and Kaiapoi Town Centre Parking Management Plans Project: Summary of Context and Background, Project Approaches and Key Messages Heard through stakeholder and community consultation**

### Context and Background

Since early 2024, staff have been working on a project to develop a Parking Management Plan (PMP) for Rangiora and Kaiapoi town centres. This is an implementation project identified in the recently adopted (February 2024) *Moving Forward: Waimakariri Integrated Transport Strategy* (ITS) and funded from the Better Off Funding, Climate Change Response Programme – Stage 1 Development. *“Ensure Council’s Parking Management Strategy optimises parking demand and supply, while continuing to monitor the effectiveness of parking enforcement”* is highlighted in one of the ITS’s five Key Moves. The Strategy’s high level implementation table identifies an action to ensure Council’s Parking Plan optimises parking demand and supply aligning with the district’s sustainability goals. Other actions also touch on continuing to monitor the effectiveness of parking enforcement and investigating incentives to encourage travel behaviour change (which would lessen the demand on centre parking).

In December 2021, the Council adopted the *District Parking Strategy*, which provides a framework to guide Council’s efforts and decision-making in managing parking within the Waimakariri District. Its overarching goal is to ensure parking is managed appropriately and effectively for our context, which means balancing a competing set of issues that have an influence on parking supply requirements and management criteria. The Strategy outlines 18 policy responses that address the competing demands for public parking space and a diverse range of parking issues, covering such areas as the allocation of roadside parking space, who should be prioritised, provision of additional supply, parking restrictions and the potential introduction of priced parking, amongst other considerations.

Policy 18 refers to the development of parking management plans and identifies that development of these will be prioritised *“for the Rangiora and Kaiapoi town centres that assess key parking issues and provide short, medium and long term recommendations to address these”*, and that *“parking management plans for other locations will be assessed on a case-by-case basis and specific plans created as needed”*. An Action Plan was included as Appendix 1 of the Strategy, and two of the actions agreed by the Council to be carried out within 1-3 years are: *“Update the existing parking management plan for Rangiora and review internally on a triennial basis.”*, and *“Complete a new parking management plan for Kaiapoi and review internally on a triennial basis.”*

In July 2024, Council endorsed a programme approach that sees PMPs developed for Rangiora and Kaiapoi town centres and adopted within 12-18 months, and PMPs developed for the District’s other centres at later stages. To that end, staff and consultants have been focusing on developing PMPs for the District’s two largest centres and have held workshops with the Woodend Sefton and Oxford Ohoka Community Boards in October / November 2024 to discuss pressing parking issues in their wards in the interim.

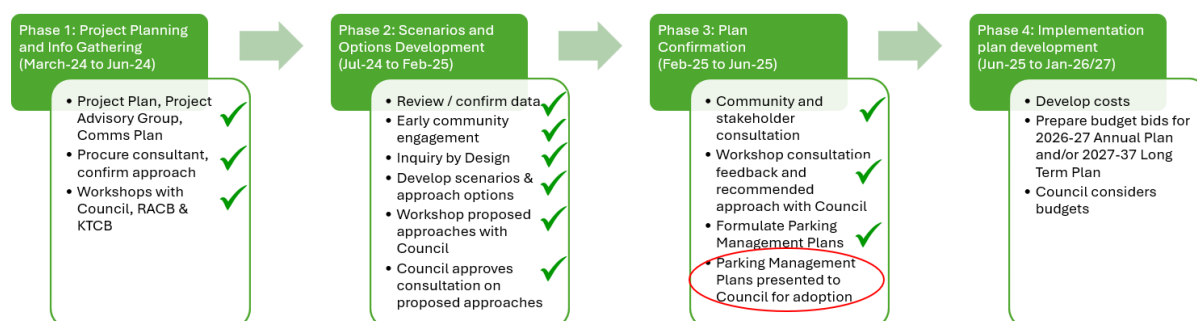
The Council owns and controls significant public parking assets in both Rangiora and Kaiapoi town centres and undertakes parking related enforcement. These two centres play the most pivotal roles in the District and face the most growth pressures and related demand. Because of this, the Council has committed significant parking related budget in its Long Term Plan (LTP) and Infrastructure Strategy (IS) for additional parking supply. The role of the PMPs is to provide clear direction for addressing current and future parking in Rangiora and Kaiapoi town centre, which then enables more deliberate decisions regarding Council investment in parking related infrastructure and interventions.

The Waimakariri District is growing rapidly and is expected to be home to an additional 20,000 new residents by 2040, reaching an estimated population of 90,000 by the same time. This growth needs to be planned for well, whilst looking after the vibrancy and health of our centres. Both the Rangiora and Kaiapoi town centre strategies identify that access to the town centre and parking are important elements that contribute to making town centres successful and help to underpin economic benefits for local businesses. Through the development of PMPs, we importantly also need to recognise and respond to meeting the needs of an urban and rural District, which often places competing demands

on our transport system. We need to make it easy for people to drive to our town centres especially for those living in rural areas, while also enabling more easily those who live in town to walk or cycle to the centres. Meeting parking demands continues to play an essential role in helping to support the economic resilience of our centres. However, a critical consideration that needs to go hand-in-hand with Council's ultimate approach to parking provision in our centres is also ensuring we make good use of prime central town centre land. It is important to balance the desire for convenient central parking with enabling other opportunities for intensified land use in our centres through commercial / mixed use development, which consolidates and activates continued economic activity.

### Project Approach

The PMP project is being delivered through four key phases as shown below.



The project approach incorporates several engagement points, both with key stakeholders and elected members. To date, staff have engaged with elected members as follows:

- A workshop with Council in June 2024 to introduce the project, provide the context, drivers and scope, outline the project approach, and provide an opportunity to discuss key issues and options.
- Workshops with both the Rangiora Ashley and Kaiapoi Tuahiwi Community Boards in June 2024 to introduce the project, provide the context, drivers and scope, outline the project approach, and provide an opportunity to discuss key issues and options.
- Report to Council in July 2024 to endorse a programme for developing PMPs
- An Inquiry by Design workshop with key stakeholders including members of the Rangiora Ashley and Kaiapoi Tuahiwi Community Boards and Council held in September 2024
- A workshop with Council in October 2024 to provide a project update, messages heard through early engagement and discuss intervention and investment options
- Workshops with both the Rangiora Ashley and Kaiapoi Tuahiwi Community Boards in October 2024 to provide a project update, messages heard through early engagement and highlight intervention and investment options to explore
- A workshop with Council in December 2024 to discuss developing intervention and investment options and to gain buy-in for proposed approaches to managing and meeting parking demand and supply for public consultation
- Report to Council in February 2025 to seek approval to publicly consult on proposed approaches for the two town centres
- A workshop with Council in March 2025 to provide a summary of feedback received and an overview of the proposed content for the PMPs for Council discussion / feedback

### Key messages heard through stakeholder and community engagement

Considerable early engagement has been undertaken to inform the proposed approach to parking in Rangiora and Kaiapoi town centres, which were then publicly consulted on over February and March 2025, and key messages have been distilled from a range of sources including:

- existing community feedback relating to town centre parking gained through previous Council consultations
- meetings held with Rangiora and Kaiapoi town centre businesses in August 2024

- surveys directed at town centre business owners / operators and the wider public / users of the town centre in August 2024
- Inquiry by Design workshop held with key stakeholders, elected members and staff in September 2024

In brief, parking and accessibility is considered important to encourage town centre visitations, connected through good pedestrian routes and well-managed traffic. For Rangiora town centre in particular, there are concerns that there is an under-supply of parking (including for short stay and all-day parking), traffic flow and congestion issues on main streets, and insufficient parking enforcement. There is less concern relating to parking availability in Kaiapoi town centre. There are suggestions that parking restrictions could be enhanced for both town centres. The results to Council's survey show that, particularly for Rangiora town centre business owners / operators, it is harder to find a park than it is for the public. Around three in four survey respondents representing the public / town centre users find parking easy. Provision for special parking uses is thought to be about right. One in three respondents representing business owners / occupiers would pay for parking, while only 13% of the wider public would. Generally, there is a low tolerance for walking from a carpark to a town centre destination for more than a few minutes.

A review has been undertaken of existing community feedback related to town centre parking gained through previous consultations undertaken by Council, including through the:

- District Parking Strategy
- Customer Satisfaction Survey 2022
- Parking in Kaiapoi town centre survey
- Rangiora Town Centre Strategy
- Kaiapoi Town Centre Plan
- Rangiora's North of High Redevelopment Plan and Parking Building
- Quick Poll for 2021-31 LTP on Parking Building
- Integrated Transport Strategy
- Greater Christchurch 2050 Consultation
- Community Survey 2019
- District Development Strategy 2018

The key message was that parking and accessibility is considered important to encourage town centre visitations, connected through good pedestrian routes and well-managed traffic. Some specific messages in summary were:

- Top perceived issues: undersupply of parks; traffic flow / congestion on main streets; need all-day parking
- Town centre strategies: need more / better located parks, or all-day parks
- Surveys: changing satisfaction with off-street parking over last 10 years: from 30% to 65% in Rangiora; from 40% to 44% in Kaiapoi
- Mixed views on need for a parking building in Rangiora

In August 2024, staff held evening public meetings in Rangiora and Kaiapoi town centres to which town centre businesses were invited to attend. The key messages heard at these meetings were:

- Kaiapoi town centre:
  - No pressing perceived problem with parking
  - Need to refresh parking time restrictions to ensure they are right
- Rangiora town centre:
  - Reviewing parking supply and management is critical
  - Parking issues are heightened in weekends due to lack of enforcement
  - Need more / better parking enforcement
  - Safety concerns for staff walking too far in evenings in winter
  - Need to balance needs of short-term (visitors) and long-term (commuters) parkers

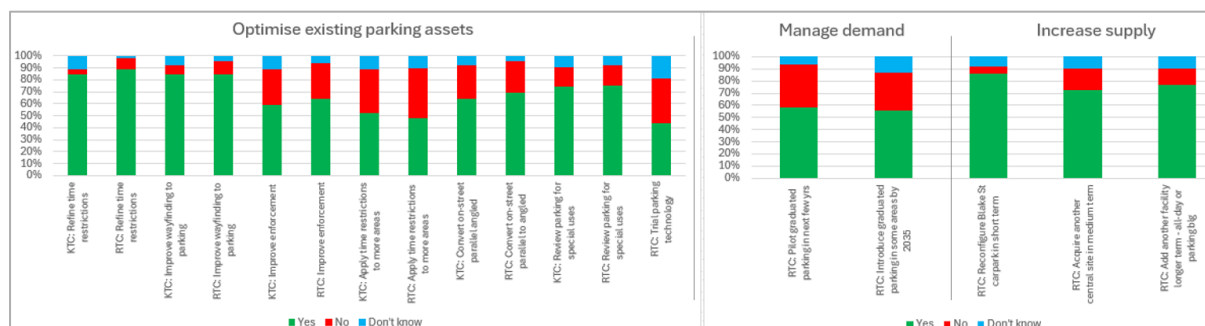
Staff also developed and administered online surveys directed at town centre business owners / operators, and the wider public / users of the town centres. Twenty-six surveys were returned from business owners / operators (77% of which operate in Rangiora town centre, 23% in Kaiapoi), and 195 surveys were returned from the wider public (87% of these respondents primarily visit Rangiora town centre and answered questions accordingly with Rangiora town centre in mind, and 13% primarily visit Kaiapoi town centre and answered questions with Kaiapoi in mind). In summary, the survey results, which represent Rangiora town centre more heavily than Kaiapoi town centre due to survey response figures, show that:

- 57% of businesses find parking difficult ('hard to find', or 'can't find')
- 74% of the general public say finding a park is never an issue, it takes 1-2mins, or there's no problem off-peak. Only 25% find parks hard to find.
- Provision for special parking uses (mobility, cycle, loading zones, pick up/drop off zones, motorbike, EVs) is thought to be about right but need more shopper / short stay parking
- Businesses think we need more commuter parking
- 54% of businesses wouldn't pay for parking (31% would)
- 77% of the general public wouldn't pay for parking (13% would)

46% of business owners/operators would only walk up to 2 minutes from a park to work, another 46% would walk 3 to 5 minutes. 39% of the general public would walk up to 2 minutes from a park to their destination and 47% would walk 3 to 5 minutes. 15% of the general public would walk more than 5 minutes, and only 8% of business would.

Discussions at the Inquiry by Design workshop held in September showed a general open-mindedness and appetite for Council to investigate parking interventions to manage parking demand, particularly in Rangiora town centre, such as extending the time restricted footprint in the centre, enhancing existing time restrictions, and trialling parking technology and graduated parking when the parking occupancy warrants it. The option of a parking building for Rangiora town centre was not overtly supported by attendees. Improving wayfinding, signage and enforcement are considered important in order to optimise the existing supply.

Formal public consultation was undertaken over February and March 2025 on proposed approaches to managing and meeting parking demand and supply in the Rangiora and Kaiapoi town centres out to 2040. The proposed approaches centred around three key strategic responses to optimise existing assets, manage parking demand, and increase parking supply. A total of 51 responses were received during the consultation period. In brief summary, consultation revealed good support for the measures proposed, particularly: refining time restrictions, improving wayfinding, reviewing parking for special uses, reconfiguring the Blake Street carpark, adding more parking facilities in the Rangiora town centre. Consultation revealed some reservations for measure to: apply time restrictions to more areas and to trialling parking technology in the Rangiora town centre, noting that overall there was more support for these measures than there was opposition. Submissions proved openness to trialling and then introducing graduated priced parking in the Rangiora town centre by 2035. The following graphs provides a summary of responses to the quantitative questions posed during public consultation.



Attachment iii to report 250506078279 provides a more comprehensive summary of submissions received through the formal public consultation phase.





# DISTRICT PARKING STRATEGY

Updated June 2025

# Summary

Parking plays a critical role within Waimakariri by supporting economic growth through appropriate access to commercial and retail activity, as well as to important social and recreation services.

As a result of changes to the National Policy Statement on Urban Development, which removed minimum parking standards from the District Plans of Tier 1, 2 and 3 local authorities, and a desire to ensure parking continues to meet current and future demand driven by urban area intensification, we have developed this District Parking Strategy to provide a framework which guides our efforts and decision-making in managing parking related matters within the Waimakariri District.

Our overarching goal with this parking strategy is to ensure parking is managed appropriately and effectively for our context, which means balancing a competing set of issues that have an influence upon parking supply requirements and management criteria.

This parking strategy outlines 18 policy responses that address the competing demands for public parking space and a diverse range of parking issues, covering such areas as: the allocation of roadside parking space, who should be prioritised, provision of additional supply, parking restrictions and the potential introduction of priced parking, amongst other considerations.

Through the policy responses, we seek to balance community parking needs while also being mindful of changes in the wider transport landscape, such as the move away from petrol vehicles to a range of transport technologies like electric vehicles, micro-mobility or e-bicycles, and the associated infrastructure and space requirements needed for these as well as greater public transport options within our communities.

This parking strategy provides guidance to Council planning and operational staff as to what responses should be applied and when.



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# Introduction

Public parking is an integral part of the transport network for the Waimakariri District, it affects many aspects of a journey including accessibility, safety, congestion, travel times and the appeal of the District as a destination. It can also support the District's economic development and growth potential by providing access to a range of employment, business, retail, recreational and social activities.

Waimakariri District Council is responsible for managing public parking to ensure equitable access for residents and visitors. In our role, we supply car parking and enforce parking regulations, as well as facilitate parking results that fulfil desired strategic outcomes. On a day-to-day basis we oversee all on and off-street public parking across the Waimakariri District. Moving forward, a key issue for us is balancing the future supply of parking against transport emission reduction targets and the needs of our growing communities. We will also need to provide parking for other transport modes such as cycling within our town centre areas.

Waimakariri District's population is expected to grow by 30,000 to a population of around 100,000 by 2050, so demand for parking will increase due to population growth and urban area intensification, putting more pressure on our town centres and other key activity areas. The rural nature of our District sees a strong reliance on cars and with limited public transport options, we must cater to the different needs of our communities over this time by addressing a wide range of parking requirements and by maintaining the right balance of parking stock. This can be challenging, as community surveys show that public perceptions of adequate supply can often be at odds with technically optimal levels.

When balancing community expectations against need, we must carefully consider the interrelationship between climate change-related transport emission targets and the ongoing provision of parking supply; we should not be looking to oversupply on parking to incentivise a petrol transport fleet. Future car parking will still be required for a growing supply of electric vehicles and as new transport technologies develop and evolve, there will be increasing competition for public car parking spaces, which must also accommodate a range of alternative transport modes like bicycles and e-scooters. Cars do not reduce congestion or improve road safety, whereas public and active transport does both. So prioritising the allocation of some parking to support alternative transport is a positive step which may help reduce public parking demand over time and support Council in more efficiently managing limited parking resources.

We must also be mindful of future parking supply not coming at the expense of progress toward important urban design outcomes. Public parking can take up valuable land that could be better used to support the development of additional commercial, housing or social/recreational infrastructure for our communities.

The supply of additional parking also comes at a price which can sometimes be borne by the community, so Council must weigh up the benefits of additional supply against any financial considerations.

Taking all these things into account, this District Parking Strategy outlines the ways in which Council will supply and manage public parking to ensure parking is provided at the right location, at the right time, at the right price and with the right management controls.



## Parking Strategy purpose

The purpose of this Parking Strategy is to:

- Outline a range of parking policies that guide our actions and help us respond to and manage parking more effectively and efficiently
- Provide guidance about where and when it may be appropriate to supply additional parking
- Address key parking issues within the District
- Demonstrate to the public how public parking is to be managed.

## Scope

This document primarily addresses Council owned or managed parking (on or off-street) on public or private land and does not materially address private parking owned by individuals or businesses.

The District Plan provides guidance to developers about the design requirements for private parking spaces, including minimum supply requirements for accessible car parks.

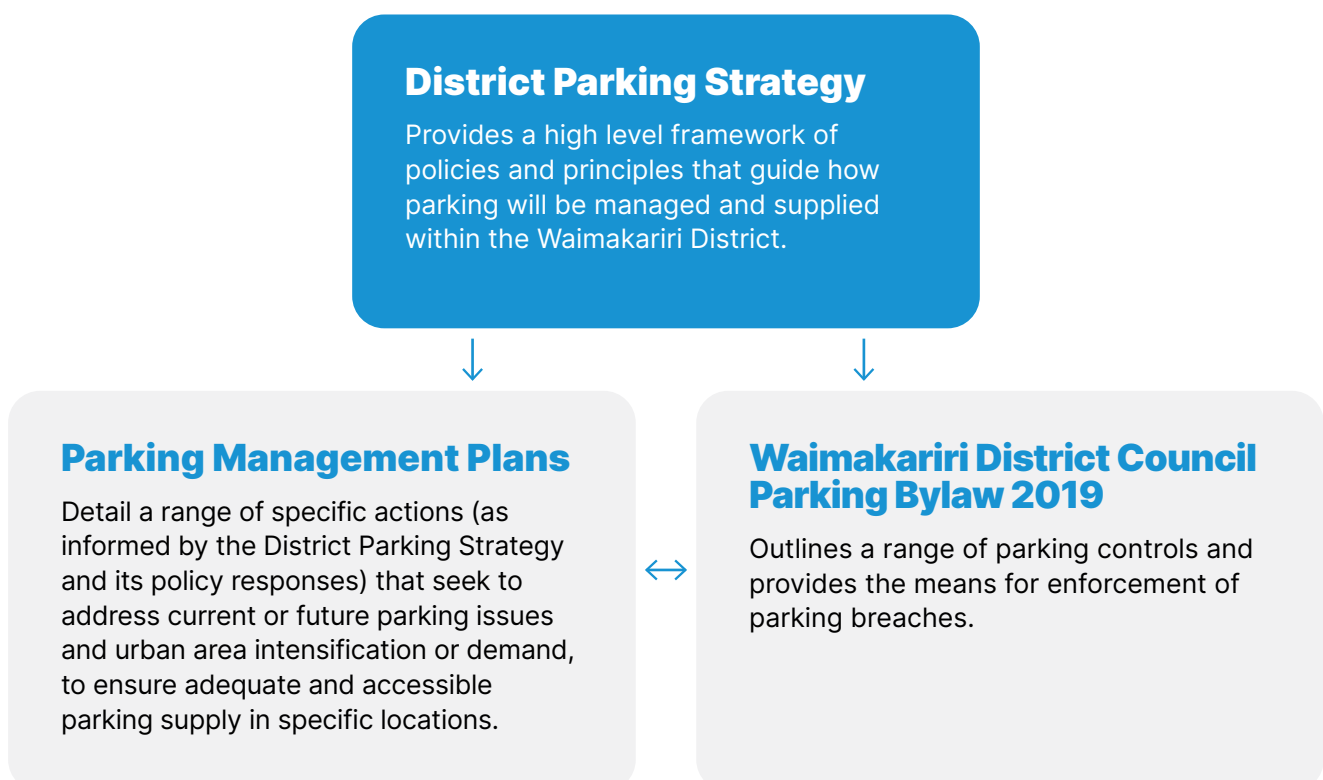
## Strategic context

The strategic direction for parking management in the Waimakariri District is set out in this District Parking Strategy.

Parking Management Plans (Policy 18) will be developed to outline location specific parking actions that seek to address known parking issues as well as respond to urban area intensification and demand.

The Waimakariri District Council also has an enforceable Parking Bylaw (2019), which sets out the general requirements for parking controls related to vehicle traffic on the road or in any other areas under the management or control of the Waimakariri District Council.

Council's parking management documentation is organised as follows:



The wider transport and accessibility strategic context for the District Parking Strategy is as follows:

## NATIONAL

- National Policy Statement on Urban Development 2020
- Government Policy Statement on Land Transport
- Climate Change Response (Zero Carbon) Amendment Act 2019
- NZTA National Parking Management Guidance
- Climate Change Commission's Ināia tonu nei: a low emissions future for Aotearoa

## REGIONAL

- Greater Christchurch Spatial Plan
- Canterbury Regional Public Transport Plan
- Christchurch Greenhouse Gas Emission Inventories for Financial Years 2018/19 and 2016/17
- Greater Christchurch Transport Plan
- PT Futures

## LOCAL

- Waimakariri Integrated Transport Strategy 2035+
- District Development Strategy 2048
- Long Term Plan Community Outcomes
- Waimakariri District Plan
- Walking and Cycling Network Plan
- Rangiora Town Centre Strategy Blueprint to 2030+ and Beyond
- Kaiapoi Town Centre Plan 2028 and Beyond
- Oxford Town Centre Strategy
- Woodend Pegasus Area Strategy
- Waimakariri Accessibility Plan
- Waimakariri District Council Parking Bylaw 2019
- Business Zone 1 & 2 Public Spaces Policy

## Parking Strategy development

This Strategy has been developed by Council and has been informed by 2020 parking survey data for Rangiora and Kaiapoi, 2021 survey data identifying key parking issues based on community perceptions, and Waka Kotahi's 'National Parking Management Guidance' document which seeks to provide direction on best-practice management of public parking throughout New Zealand.

In February 2021, a working group was established to contribute to the development of the Parking Strategy. The working group was made up of Council staff from the Business & Centres, Roading, Development Planning, Policy, Greenspace, Project Delivery, Environmental Services and Planning Implementation Units.

The draft Parking Strategy was primarily developed during May to July 2021, then released for a month long public consultation period during October and November 2021.

The final District Parking Strategy was adopted by Council in December 2021 and then updated in June 2025.





## Objectives

**Below are our objectives for the effective management and supply of public car parking within the Waimakariri District.**

### 1. Parking is managed efficiently and effectively

We must allocate the right controls at the right time to ensure all Council owned and managed parking is fully maximised to best serve the community. We should be looking to provide additional parking stock only when/where it is most needed and after we have applied all available parking restrictions and resources at our disposal to better manage demand.

- All policies

### 2. Parking occupancy is maintained at desired levels

The target parking occupancy range in our town centres environment is 70-85% for the optimal use of parking space to ensure business land dedicated to parking is not being underutilised and there is a sufficient supply of available parking for those that need it.

- Policy 5 – Parking intervention triggers
- Policy 6 – Parking restrictions
- Policy 7 – Priced parking
- Policy 15 – Parking performance monitoring
- Policy 16 – Parking enforcement
- Policy 17 – Parking awareness

### 3. Alternative transport mode infrastructure is prioritised

One way we can support transport emission targets is by providing and incentivising parking infrastructure and storage for alternative and active transport modes within our town centres and activity areas. While the District will likely continue to accommodate motorised transport of some kind due to its rural nature, we should be helping to facilitate a move to other transport modes in those areas of the community where we can, and be looking to actively support community members who choose to adopt new technologies and public transport by providing access to appropriate parking infrastructure.

- Policy 1 – Road prioritisation table
- Policy 6 – Parking restrictions

- Policy 8 – Parking demand in non-town centre employment or retail/business locations.
- Policy 9 – Parking demand in non-town centre event, sports or cultural locations
- Policy 10 – Parking demand in park and ride locations
- Policy 12 – Parking buildings

### 4. Good urban design is achieved

Our residents and visitors enjoy the unique character of our town centres so it is important to retain the look and feel of them while still providing all the contemporary amenity that people have come to expect and enjoy in these locations. We should be looking to ensure that town centre parking integrates with its surroundings so these environments retain their charm and appeal for people.

- Policy 1 – Road prioritisation table
- Policy 3 – Repurposing existing parking
- Policy 12 – Parking buildings
- Policy 13 – Parking on berms, verges or footpaths
- Policy 18 – Parking Management Plans

### 5. Parking management and provision is cost effective

The ongoing cost of managing and supplying parking is expensive, and expanding parking supply is even more so. We must carefully assess community needs and expectations against all available parking response options to determine the best return on ratepayer investment.

- Policy 2 – Parking supply management
- Policy 4 – Divestment of off-street parking land
- Policy 15 – Parking performance monitoring
- Policy 16 – Parking enforcement

## 6. The road is safe for all users

The safety of all road users must always be at the forefront of any parking interventions or controls that we implement.

- Policy 1 – Road prioritisation table
- Policy 6 – Parking restrictions
- Policy 8 – Parking demand in non-town centre employment or retail/business locations
- Policy 13 – Parking on berms, verges or footpaths
- Policy 14 – Parking on strategic or arterial roads
- Policy 17 – Parking awareness

## 7. Economic development is supported

We need to ensure that public parking and alternative transport mode opportunities and options support relative ease of access to our town centres and other activity areas so that these continue to thrive and support the ongoing economic growth of our District.

- Policy 2 – Parking supply management
- Policy 4 – Divestment of off-street parking land
- Policy 5 – Parking intervention triggers
- Policy 15 – Parking performance monitoring

## Key issues

**The following issues contribute to, or influence the parking situation within the Waimakariri District as of 2021. These issues were identified through research, observations and community surveys.**

### 1. Parking supply

- The Rangiora Town Centre Strategy Blueprint to 2030+, which was adopted by Council in 2020, highlighted the need to supply an additional 600-800 carparks in the Rangiora Town Centre by 2048 to support projected growth.
- The National Policy Statement on Urban Development 2020 (NPS-UD) and the removal of minimum parking standards for new developments may place an additional burden on Council to make up any parking supply shortfalls.
- There is limited land available in some of our town centres on which to develop new carparks, and there is increasing tension between urban design/place making outcomes for this land versus parking needs.
- Council currently relies on the temporary use of some private carparks to bolster the public parking supply but may lose access to these should private development occur at these sites, meaning the public parking supply will be affected.
- There are some narrow residential streets in specific residential areas and as a result of the NPS-UD parking requirement changes, there's potential for more of these. Some developers may choose not to accommodate typical levels of on-street parking as part of their developments, which may result in additional parking pressure and a potential undersupply of car parks when accounting for current car ownership levels per household as well as visitors to these areas. 2018 census data shows that 59.45% of New Zealand homes have access to two or more cars per household.
- The cost of supplying additional car parking is expensive and can range from \$5,500 for one ground-level park to around \$30,000-\$35,000 for a park in a multi-level parking building. As the District grows, it will require additional parking which, combined with increasing pressure on town centre land limiting cheaper parking supply options, will place a burden on the community to pay for more expensive parking infrastructure.

## 2. Parking demand

- There is a high demand for parking in the Blake and Ashley Street public car parks in Rangiora, resulting in localised pressures that are, at times, above desired occupancy levels and warrant an appropriate management response.
- The District supports some activity areas that sustain commercial (small suburban or rural shopping centres) or residentially located (retirement homes, schools, churches etc.) developments of scale which can place pressure on the localised parking supply when these areas are at peak operation.
- Public perceptions of parking availability can be at odds with actual supply, as evidenced through community surveys and anecdotal feedback. This highlights a disconnect between technically optimal supply levels as determined by specialist transport consultants (that aim to make the best use of land resources dedicated to parking to ensure the right level of user access) and some public expectations, where much higher supply levels may be preferred.
- Public parking behaviour as evidenced through enforcement monitoring shows that some people prefer to park in immediate proximity to their desired destination as walking for 2–10 minutes may be perceived as a barrier to town centre/destination access.
- There is a growing demand for all-day parking options within the town centre for workers who do not wish to park in residential areas on the periphery of the town centres.
- Traditionally, public car parking in the Waimakariri District has been free of charge. As the cost of managing existing parking and funding an increased supply escalates, Council must explore the ways in which it can make parking infrastructure more affordable for the ratepayer. While the implementation of priced parking (user pays) could generate parking revenue to aid in this process, there is some hesitancy in introducing priced parking schemes in case it has an adverse impact on future shopping/visitation behaviour and the economic performance of the District. Appropriate research in this area is required to aid any decision-making process.
- High parking demand in some areas can exacerbate road congestion, road safety

and existing network performance issues prompting the need to review management controls at these locations, i.e. add additional supply, review current restrictions or incentivise parking elsewhere in less subscribed locations in order to balance the distribution of parking more evenly.

- Parking management opportunities are not being fully optimised by Council due to a lack of budget to support the implementation of technologies like smart parking and additional staffing dedicated to parking enforcement.

## 3. On-street parking space management

- Changing priorities in transport use including the move to alternative transport modes (bicycles, e-scooters, car ride share services etc.) place increasing demand on and competition for some parks.
- The changing demographics of our communities and our aging population require different prioritisations in on-street parking space management. Subnational population estimates for the Waimakariri District in 2020 estimate that 34% of the local population is aged 40–64 years and 20% are 65 years or over.

## 4. Transport emissions

- As the District is rural in nature, there is a high reliance on cars for travel and access purposes in contrast to metropolitan areas where there are usually more options. Rangiora is seen as the main service town of the District providing key access to a range of business and retail services. Due to limited public transport options, and with active transport modes (bicycles, e-scooters) not always being appropriate for wide intra-district travel, it is harder to transition the community out of their vehicles. A reasonably high level of car parking is still likely to be required to meet the travel and access needs of the community for district services.
- Council is mindful of not over supplying on parking to incentivise a growing petrol fleet with its implication of increased transport emissions. However, sufficient parking must still be provided to meet the needs of the community at different stages as we transition through the various transport changes over the coming years such as the move to electric vehicles and other alternative transport technologies.

- Transport emissions targets and future changes in travel could result in a reduction in parking demand over the long term depending on the type of technologies that are commonly adopted.
- Public transport options within the District are few and offer limited coverage of our towns/ some settlements due to the spread out nature of our communities.

## 5. Ratepayer perceptions

- Council completes a regular customer satisfaction survey to gain insight into the perception of residents to the services and facilities provided by Council. The 2019 survey showed that 60.5% were generally satisfied with Rangiora off-street parking, while 32.9% were generally dissatisfied. 53.2% were satisfied with Kaiapoi off-street parking, while 13.3% were generally dissatisfied. While parking supply is currently sufficient for both town centres, there is a disconnection between what is deemed technically optimal supply to what is preferable by some members of the community.
- The same survey highlighted that 54.1% of the community were satisfied with the provision for cycling (parking infrastructure and the like) while 14.7% were dissatisfied. Given the growing ownership of e-bikes, there is a need to review the levels of cycling infrastructure in our activity areas to ensure supply is consistent with demand and incentivises adoption of this active transport mode.
- The provision for park and ride shows that 34.9% were generally satisfied, while 16.6% were dissatisfied. This was before the establishment of the new Rangiora (River Road and Southbrook Road/South Belt) and Kaiapoi (Charles Street and Wrights Road) park and ride sites.
- A short community parking survey (Let's Talk Parking) was completed in 2021 to identify the top three parking issues within the District from the community's perspective. 400 people contributed to the survey and the top three issues identified were: an undersupply of carparks (49% of contributors), traffic flow/ congestion on the main streets in the town centres (39%), and limited town centre parking for all-day workers (37%).





# Policies

**The following parking policies provide a framework that responds to parking issues within the District. They outline a range of actions or principles that respond to different parking requirements and scenarios.**

- Policy 1 looks at on-street parking and determines what uses should be prioritised in the town centre (commercial or key activity area), residential, industrial and rural areas.
- Policies 2-4 primarily address parking supply across the District.
- Policies 5 and 6 look at the application of parking restrictions and the situations under which parking interventions and controls might need to be implemented.
- Policy 7 summarises how Council would manage priced parking should it be implemented sometime in the future. Currently public parking within the Waimakariri District is free.
- Policies 8-14 outline a range of parking actions or principles for specific parking demand and scenarios across the District that require a bespoke, rather than generalised, response.
- Policy 15 shows how Council will monitor and measure the ongoing performance of the existing parking network through regular surveying to support future strategic decision making about parking.
- Policies 16 and 17 relate to public awareness of parking through enforcement measures and greater visibility around parking with better signage in our town centres.
- Policy 18 proposes the creation of Parking Management Plans that align with the parking strategy and provide a course of action as to how parking issues will be specifically managed in locations like our town centres.



## Policy 1 – Road prioritisation table

The following parking priority table provides a generalised framework for how parking space should be allocated and what type of use takes priority in certain locations.

Order	Town Centre or Key Commercial/Retail Areas	Residential	Rural	Industrial
1	Pedestrian amenity	Pedestrian amenity	Efficient movement of goods and people	Efficient movement of goods and people on the roads
2	Urban design and place making	Residents parking	Urban design, amenity and place making	Loading zones
3	Mobility parking	Long-stay parking	Parking	Pedestrian amenity
4	Short-stay parking	Urban design and place making		Bus parking/stops
5	Cycle and micro-mobility parking	Efficient movement of goods and people on the roads		Cycle and micro-mobility parking
6	Bus parking/stops	Bus parking/stops		Long-stay parking
7	Loading zones	Cycle & micro-mobility parking		Short-stay parking
8	Taxi parking/stops			
9	Efficient movement of goods and people on the roads			
10	Long-stay parking			

### Departures from the road prioritisation table:

- Some variations to this prioritisation table may occur for the scenarios listed in policies 8-14 as a result of any specialist responses that may be required.
- The application of the road prioritisation table to strategic and arterial roads within the District will be assessed on a case-by-case basis so that parking management does not compromise their use as key transport corridors and/or exacerbate the potential for congestion. However, where these roads pass through town centres, consideration will be given to applying the road prioritisation table hierarchy as appropriate.
- Scenarios where the priority order is having a significantly detrimental effect on parking demand, the performance of the road network, is restricting existing property access or negatively impacts general road safety.



## Policy 2 – Parking supply management

Council may consider investment into additional parking infrastructure where there is not enough supply to meet existing demand and where other alternatives have first been explored to maximise parking efficiencies, such as reviewing parking restrictions or our stance on priced parking. The following criteria should be considered before investing in additional parking supply.

CRITERIA	DESCRIPTION
Maximise on-street parking space and parking efficiencies	Parking efficiencies have been fully maximised (within the realm of available funded resources) but parking pressures have not been sufficiently alleviated.
Council funding	Council has made provision for investment into additional parking infrastructure through the Long Term Plan or Annual Plan processes.
Private sector partnerships	Opportunities for private sector contributions to multi-level parking infrastructure are available.
Loss of temporary carparks	Council loses access to leased private carparks making the parking supply insufficient to meet demand.
Level of service targets	Parking occupancy in areas regularly exceed the range of 70-85% during peak periods.
Strategic growth	Where current parking supply is not sufficient to cater for future projected commercial gross floor area and population growth for a location, future development should include additional parking supply and transport mode-change infrastructure and storage.
Regional transport network	Changes of scale to the regional transport network signal a requirement for additional parking in strategic areas, which may encourage more public transport use, i.e. park and ride sites.
Other modes	Additional on-street space for active mode travel and parking will be explored for their potential to help alleviate parking pressures and reduce single-occupant vehicle travel and congestion.
Climate change	Council will continue to monitor behaviour change, trends, and regional plus national government policies around climate change and adjust supply accordingly. However, Council should not be looking to over supply parking to enable/provide for a growing private transport fleet of petrol reliant vehicles.

## Policy 3 – Repurposing existing parking

Council may opt to repurpose the use of existing on-street or off-street carparks to support wider transport outcomes, strategic developments and town amenity improvements. For example: provision for micro-mobility and cycle lanes (infrastructure) and parking (storage), shared paths, public transport connectivity, place making projects, general amenity improvements or to support developments.

The following criteria should be considered before any repurposing is undertaken:

- The identified area is an ideal location for the repurposed activity
- The repurposed activity better caters to a current need or demand
- Other transport modes/alternatives are available to encourage mode shift
- The repurposed activity has no adverse effect on existing roading operations and the ability to use adjacent parking
- The repurposed activity has no adverse effect on road and pedestrian safety.

#### Policy 4 – Divestment of off-street parking land

Council owns and manages a range of off-street car parks that are crucial components of the overall public parking supply within the District. If there is an issue of a future oversupply and/or changes are required in parking locations as a result of developments or strategic transport upgrades and initiatives, Council may wish to divest existing car parks.

The following criteria should be considered before any divestment is undertaken:

- The remaining parking supply will be sufficient to support current and future (in the short term) levels of demand
- Future commercial gross floor area, housing and population growth areas and any associated parking needs
- The proximity to high use public transport options
- Council developments that may require the strategic relocation of existing facilities and associated parking requirements
- The location of current or future key transport corridors
- The process for divestment and any legal or regulatory implications that may impact the future use of the land.



## Policy 5 – Parking intervention triggers

When the parking performance of a designated parking area regularly exceeds a parking occupancy range of 70-85% during peak periods, Council will assess the situation to determine the most appropriate response.

The following table provides the trigger points that signal when a new parking control or intervention is needed and will be recommended in areas of high demand. They will be applied on a case-by-case basis.

TRIGGER POINT	POLICIES
The occupancy of time restricted parking areas/zones regularly exceeds the range of 70-85% during peak periods	Where appropriate, consider reducing existing time restrictions to manage demand. Where applicable, introduce new time restrictions in unrestricted parking areas immediately adjacent to the pressurised areas to alleviate parking demand. Where time restrictions are no longer effective, consider the introduction of priced parking.
The occupancy of priced parking areas/zones regularly exceeds the range of 70-85% during peak periods	Consider increasing hourly parking rates (in line with Policy 7) to manage demand. Review criteria for the supply of additional parking and apply as appropriate.
The occupancy of public unrestricted parking regularly exceeds the range of 70-85% during peak periods	Carefully consider time restrictions in areas that experience short stay demand in close proximity to the town centres, industrial or key goods/service retail areas.
Substantial repeated parking on rural road berms causing either damage to the berm or traffic safety impacts	Work with the adjacent land activity that is generating the primary parking demand to accommodate this demand off the road corridor wherever possible. Consider provision of public parking only as a last resort.

## Policy 6 – Parking restrictions

The application of parking restrictions helps Council to manage and control the use of public parking space. The following table lists the parking principles that will be applied against the range of parking scenarios most needed to meet parking demand in the District.

RESTRICTION	DESCRIPTION	PRINCIPLES
Motorcycle parking	Parking provided for the use of motorcycles or mopeds.	<ul style="list-style-type: none"> <li>Dedicated parking for motorcycles or mopeds will be considered in on-street or off-street parking areas within town centre environments and elsewhere, particularly where specific demand has been identified.</li> <li>Motorcycle parking will typically be located in spaces too small to accommodate a standard carpark.</li> <li>Parking time limits may be applied in busy areas.</li> </ul>

## Policy 6 – Parking restrictions (cont.)

RESTRICTION	DESCRIPTION	PRINCIPLES
Loading zones	<p>Parking provided for the loading or unloading of goods or passengers. These include:</p> <ul style="list-style-type: none"> <li>• General purpose loading zones</li> <li>• Good vehicles only loading zones.</li> </ul>	<ul style="list-style-type: none"> <li>• Consideration will be given to the installation of on-street loading zones in town centre zones where there is limited or insufficient opportunity for off-street loading at the rear of buildings.</li> <li>• Public goods vehicle only loading zones will be located in dense business or retail areas where there is a high demand for goods loading or unloading, i.e. on main streets or immediate side streets. These loading zones will be for the sole use of vehicles of appropriate size whose primary purpose is the carriage of goods in the course of trade.</li> <li>• Public general purpose loading zones will typically be located in high demand areas or where there is a general need for goods and passenger loading or unloading. These loading zones can be utilised by the general public for loading and unloading.</li> <li>• Loading zones will not typically be installed in rural, industrial, or outlying commercial zones, where it is expected that loading will be accommodated onsite.</li> <li>• All loading zones will be subject to time restrictions, usually no more than 10-15 minutes.</li> <li>• Loading zones should be avoided within angled parks.</li> <li>• Where possible, combine time-based loading (e.g. morning) with other uses of the zone at different times.</li> <li>• Requests for the addition or removal of loading zones will be subject to the following criteria: appropriateness of the location, sufficiency of the existing loading zone supply, current or anticipated utilisation of the loading zone, impact on the existing general parking supply, impact on the existing road network and road safety.</li> </ul>

## Policy 6 – Parking restrictions (cont.)

RESTRICTION	DESCRIPTION	PRINCIPLES
Coach/bus parking	<p>Parking provided for the use of passenger transport buses, which includes:</p> <ul style="list-style-type: none"> <li>• Short-term public transport layover parking</li> <li>• Longer-term public transport parking</li> <li>• Coach parking.</li> </ul>	<ul style="list-style-type: none"> <li>• Short-term layover parking will be located at the start of key transport routes.</li> <li>• Longer-term public transport and coach parking will generally be located at the periphery of town centres or in designated locations like park and ride facilities and schools.</li> <li>• Public transit bus stops are to be installed on public transport routes in consultation with Environment Canterbury/Metro.</li> <li>• Coach parking will also be considered in areas with high visitor demand such as entertainment/ cultural and sports facilities of scale and reserves.</li> </ul>
Electric vehicle parking	<p>Off-street parking provided for the use of electric vehicles for charging and parking.</p>	<ul style="list-style-type: none"> <li>• Council will generally not fully fund dedicated electric vehicle parking. However, consideration may be given to leasing public land to commercial providers in order to facilitate supply within the Waimakariri District.</li> <li>• Council supported electric vehicle parking will only be considered for areas of high demand, such as in key activity centres or along strategic transport corridors.</li> <li>• Before installing additional supply to bolster existing electric vehicle charger stock, consideration will be given toward capacity upgrades of existing stations to see if that sufficiently caters for increased demand.</li> <li>• Any electric vehicle parking on public land will be off-street.</li> <li>• Charging fees may apply and their application will be at the sole discretion of the commercial provider of the electric vehicle charging stations.</li> <li>• Parking time restrictions may be applied to electric vehicle parks.</li> </ul>



## Policy 6 – Parking restrictions (cont.)

RESTRICTION	DESCRIPTION	PRINCIPLES
Mobility parking	Parking provided for the use of vehicles displaying mobility permits.	<ul style="list-style-type: none"> <li>• Preference will be given to installing mobility car parks on side streets in town centres where off-street mobility car parks are not already present within 200m of an accessible route to the destination. Consideration may also be given to locating a supply of mobility parking on the main streets in the town centres due to demand for key services, like medical/health-related services.</li> <li>• Mobility parking will also be considered in other non-town centre commercial/mixed use zones like neighbourhood shopping areas or at sports, events and cultural centres. At these locations mobility parking will be avoided on busy roads and confined to side streets, level surfaces or to existing community facility car parks.</li> <li>• Generally, mobility parking will not be provided in residential, rural or industrial areas.</li> <li>• Mobility permit holders are entitled to the following parking concessions when parking in a standard time-limited space:               <ul style="list-style-type: none"> <li>• P30: permitted to park an additional 30 minutes.</li> <li>• P60: permitted to park an additional 60 minutes</li> </ul> </li> <li>• All other time limits are subject to their usual parking time restriction without concession.</li> <li>• Dedicated mobility parks that display a time restriction do not have an additional concession.</li> <li>• The illegal use of mobility parks will be subject to parking fines enforcement.</li> </ul>
Mobility scooter parking	On-street or off-street designated mobility scooter parking sites.	<ul style="list-style-type: none"> <li>• Council will generally not provide designated mobility scooter parking areas on public land.</li> </ul>



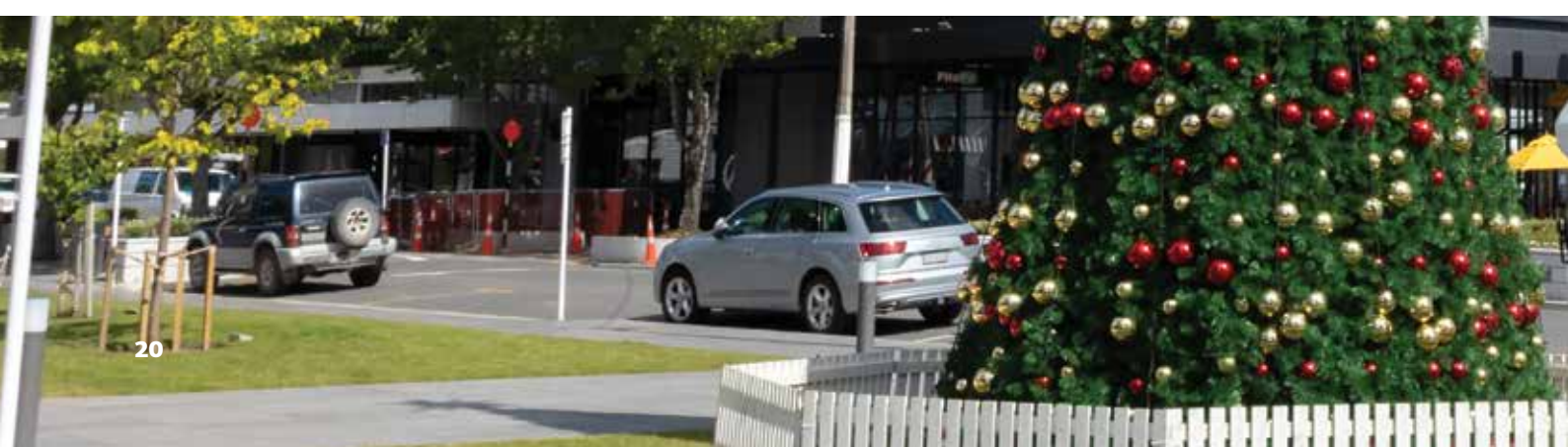
## Policy 6 – Parking restrictions (cont.)

RESTRICTION	DESCRIPTION	PRINCIPLES
Micro-mobility parking	Footpath or on-street parking and lanes provided for motorised scooters and other small powered transport devices.	<ul style="list-style-type: none"> <li>Designated micro-mobility parking and lanes can be located adjacent to the footpath (but in areas that do not impede pedestrian access) or, in on-street or off-street parking spaces.</li> <li>Micro-mobility parking will typically be considered in areas of high demand - town centres, and at activity/recreation centres and transit stops.</li> <li>Micro-mobility parking is generally not installed in rural, residential or industrial zones.</li> </ul>
Bicycle parking	Footpath or on-street parking infrastructure provided for unpowered bicycles or e-bikes.	<ul style="list-style-type: none"> <li>Bicycle parking and lanes will be prioritised in areas of high demand, town centres, activity/recreation centres and transit stops.</li> <li>Priority will be made toward the provision of covered and secure bicycle stands for long-stay bike parking.</li> <li>Bicycle parking can be located adjacent to the footpath (but in areas that do not impede pedestrian access) or, in on-street or off-street spaces.</li> <li>Bicycle parking is generally not installed in rural, residential or industrial zones.</li> </ul>
Taxi/Ride-share parking	On-street or off-street designated taxi or ride-share parking sites.	<ul style="list-style-type: none"> <li>Provision for dedicated taxi/ride-share parking will be evaluated in the future in town centres or in high-use entertainment/hotel locations, subject to demand.</li> </ul>



## Policy 6 – Parking restrictions (cont.)

RESTRICTION	DESCRIPTION	PRINCIPLES
Time restrictions	On-street or off-street parking where a maximum time limit is applied to encourage parking turnover.	<ul style="list-style-type: none"> <li>• Time restrictions are typically not installed in residential, rural or industrial zones unless there is a specific need.</li> <li>• The following time restrictions will be applied in the Waimakariri District: P5, P15, P30, P60, P120 and P180.</li> <li>• P5/15/30 restrictions will generally be applied to businesses with demand for a fast parking turnover such as: dairies, dry cleaning, schools, banks, post offices, cinemas, hotels etc. Typically, one carpark will be restricted to consolidate the needs of multiple businesses in the surrounding area.</li> <li>• P60 restrictions will typically be applied in town centres and neighbourhood shopping areas, predominantly on the principal shopping streets.</li> <li>• P120/180 restrictions can be employed in town centres and neighbourhood shopping areas to support parking turnover where all-day parking is discouraged. Generally, these restrictions will be located in areas immediately adjacent to and surrounding principal streets up until the residential fringes of the key shopping areas.</li> <li>• Time restrictions in town centre or key commercial/retail areas can be misused by all-day parkers with cars being moved around. Therefore, the illegal use of time restricted parks will be subject to parking fines enforcement.</li> </ul>



## Policy 7 – Priced parking

Public parking within the Waimakariri District is currently free of charge. Council can opt to introduce priced car parking (such as graduated priced parking where the first hour or two is free and charges are applied thereafter) as a tool to manage parking demand and reduce occupancy in premium parking areas in town centres. Priced parking could enable Council to better prioritise short-stay parking and help fund future parking infrastructure to meet the needs of our growing communities. It could also better support the efficient and equitable use of parking generally across the District.

Demand-responsive priced parking offers a flexible approach where prices can be adjusted in certain areas to better manage parking pressures and ensure parking is more evenly distributed across the available supply in our town centres.

If introduced, the principles for applying priced parking would be as follows:

- Apply demand-responsive priced parking where prices are adjusted according to the demand for parking in a specific area, i.e. high demand areas attract higher prices, and lower demand areas lower prices. As a result, prices can change gradually in areas over time.
- Priced parking fees will be set to maintain occupancy within the target occupancy range of 70-85%. The prices and any adjustments to these will be market driven and not revenue driven. Generally, prices will be set as low as possible in order to reach the desired occupancy thresholds and to ensure availability of parks for those who need them.
- Fees should be set at a level that retains the appeal of the District as a destination, particularly the town centre shopping areas.
- Priced parking can be applied with or without time limits.
- For areas that experience wide variances in demand across the day, peak and off-peak parking charges may be applied.
- On special event days, prices may be adjusted from their usual levels to better manage anticipated parking demand levels.
- Generally, short-stay visitor parking will be prioritised over all-day parking through appropriate pricing.
- The illegal use of priced parks will be subject to parking fines enforcement. The parking fines schedule is available on the Waimakariri District Council's website.
- Careful consideration to ensure that priced parking does not negatively impact the parking performance of other areas of the parking network, especially those adjacent to where the pricing has been applied.

## Policy 8 – Parking demand in non-town centre employment or retail/business locations

There are a number of significant non-town centre employment areas or retail/businesses within the District that require parking management to better utilise supply during peak operational hours.

The following approaches will be applied to manage any parking issues in these areas. These sit above (in order of application) but are complementary to, the road use prioritisation table from Policy 1.

- Apply the relevant parking management policies listed in this document to manage parking demand.
- Short-stay visitor parking will generally be prioritised over all-day parking (depending on the mix of businesses/services operating in these areas).
- Where appropriate, deter all-day parking in key shopping/service areas through the application of time restrictions and enforcement.
- Consideration will be given to the supply of additional parking as per the criteria at Policy 2.







- Prioritise public transport service and infrastructure upgrades, where the service already exists or is proposed.
- Prioritise alternative transport mode parking and lanes, where safe and appropriate to do so.
- Prioritise and provide for safe pedestrian walking thoroughfares to all-day (non-restricted) public parking areas.

### **Policy 9 - Parking demand in non-centre event, sports or cultural locations**

Sports, event and cultural facilities play an important role in the District by providing social, cultural and recreational outlets for the community. Demand for access to these areas can result in parking pressures during peak operational hours.

The following approaches will be applied to manage parking demand and sit above (in order of application) but complementary to, the road use prioritisation table from Policy 1:

- Apply the relevant parking management policies listed in this document in order to manage parking demand.
- Provide for a mixture of time restricted and unrestricted parking to cater for proposed use/visitation scenarios.
- Consider advocating for more public transport exposure/coverage in these areas.
- Prioritise alternative transport mode parking and lanes at these locations.

### **Policy 10 - Parking demand in park and ride locations**

Council continues to invest significantly into park and ride locations throughout the District to help facilitate the use of community and public transport for journeys connecting throughout North Canterbury and to Christchurch.

The following approaches will be applied to manage parking demand and sit above (in order of application) but complementary to, the road use prioritisation table from Policy 1:

- Apply the relevant parking management policies listed in this document in order to manage parking demand.
- Prioritise public transport and carpooling parking at these locations.
- Prioritise alternative transport mode parking and lanes at these locations.

- Parking may be a mixture of time restricted and unrestricted parking to cater for proposed use/visitation scenarios (i.e. short-stay versus all-day parking) depending on the carpark's use. Parking restrictions should prioritise use by public transport and carpool users.

### **Policy 11 - All-day parking**

All-day parking is available on the periphery of the town centres but there is demand for long-stay parking in core locations. Town centre parking will generally be prioritised for short-stay purposes (two hours or less) to ensure large scale community and visitor access to town centre services. However, Council may consider the application of long-stay parking in some central areas of low demand or where there is a demonstrable need and a specific opportunity to implement this parking without adversely impacting the short-stay supply.

The following approaches will be applied to manage parking demand and sit above (in order of application) but complementary to, the road use prioritisation table from Policy 1:

- Consider the inclusion of some all-day parking options within any multi-level parking building developments where Council is a development partner.
- Generally, long-stay public parking will be prioritised over short-stay parking in key industrial employment areas where there is an absence of goods/service retail establishments.
- All-day parking will be prioritised in residential areas on the periphery of the town centre where residential properties have access to off-street parking. Careful consideration of the extension of any town centre time or pricing restrictions into these areas must be undertaken before any restrictions are applied.
- In accordance with the prioritisation table under Policy 1, for residential areas with little or no access to off-street parking, residents parking may be prioritised over other types of on-street parking. An intervention may include the implementation of resident parking permit schemes (Policy 19).

### **Policy 12 - Parking buildings**

Off-street ground level parking takes up important town centre land that could otherwise be utilised for additional business or community infrastructure that might better serve the needs of the community. Town centre land can also be highly desirable and in

limited supply (such as in Rangiora) meaning Council must explore the ways it can provide adequate parking within the confines of current or available resources. Off-street parking buildings can resolve some of these issues through the provision of bulk supply for a range of parking requirements across multiple levels meaning smaller land parcels can be utilised to meet projected parking targets.

The following parking requirements will be prioritised for any multi-level parking building developments that Council may be involved in:

- Prioritise short-stay visitor/shopper parking over long-stay/all-day parking for most parks.
- Consider provision of some long-stay/all-day parking on upper levels but apply priced parking to these carparks.
- Consider the application of priced parking generally throughout the building to help manage parking demand and to fund and/or recover the infrastructure costs.
- Prioritise an appropriate level of mobility parking in the lower levels.
- Prioritise alternative transport mode parking (bicycles/micro-mobility) in the lower levels.
- Consider supporting and adopting smart parking technology systems to improve the monitoring and management of parking stock and to promote the parking options to users, potentially reducing vehicle circulation on proximity streets.
- Ensure good development design outcomes to ensure the building integrates well with the urban form and character of its location.

### **Policy 13 – Parking on berms, verges or footpaths**

The Waimakariri District Council's Parking Bylaw 2019 provides controls for parking on grass verges, berms and footpaths. Parking is not permitted on grass berms, verges or gardens in residential areas, or on paved/landscaped

footpath areas generally within the District. Parking is generally not permitted on grass verges or berms in all other areas if it is likely to cause damage or is an obvious safety hazard.

### **Policy 14 – Parking on strategic or arterial roads**

The Waimakariri District accommodates a number of key strategic and arterial roads that are critical for the efficient movement of goods and people across and through the District. While these roads traverse rural areas of the community, many also intersect with key commercial and residential areas meaning there is more demand on road space at these critical intersection points.

Parking on strategic or arterial roads will be assessed on a case-by-case basis. However, the following approaches will be applied to manage parking demand and sit above (in order of application) but are complementary to, the road use prioritisation table from Policy 1.

- Where possible, in accordance with the road prioritisation table and other parking management priorities listed in this document to manage parking demand in areas where these roads intersect with town or key activity centres including those in residential or industrial areas.
- Special consideration will be given to ensuring the utilisation of these roads as key transport/travel/access corridors is not adversely impacted (speed or time) by any parking interventions (except, where appropriate, in town centre environments).
- Parking may be removed where it impacts on the road's capacity to carry the maximum number of goods/services/passengers in the course of the day, especially during peak times or if parking causes safety or access issues.

### **Policy 15 – Parking performance monitoring**

A critical aspect of parking management is in maximising efficiencies within existing parking stock to ensure optimal occupancy - making





the best use of land resources while ensuring people can find parks. Surveying has traditionally helped Council to assess whether existing supply is sufficient to meet demand, the condition of current parking stock, and to determine the best type of parking required to manage demand. However, smart parking technology could also be utilised for its effectiveness in supporting regular monitoring and management of public parking.

The ongoing performance monitoring of parking within the town centres and other areas of high public parking demand, will be approached in the following ways:

- Prioritise a triennial review of district parking restrictions to ensure current restrictions are appropriately managing parking demand and reaching the required coverage areas.
- Prioritise the completion of triannual parking surveys of Rangiora and Kaiapoi with the support of specialist transport consultants to assess parking supply, occupancy, turnover and duration of stay, and to provide parking data from which to base future parking related decisions.
- Consider supporting and adopting smart parking technology systems to improve the monitoring and management of existing parking stock.

### Policy 16 - Parking enforcement

Parking enforcement is an important way of managing public parking demand in a fair and equitable way. The enforcement of time restrictions and/or the application of priced parking can help with parking turnover so that parking is kept within desired occupancy levels.

Parking enforcement is primarily monitored and managed through the efforts of the Council's parking enforcement or parking warden staff.

Local enforcement includes: the monitoring of public parking areas and restrictions

(including mobility spaces, loading zones and bus lanes) to ensure compliance; ensuring vehicles have a current Warrant of Fitness (WOF) and vehicle registration.

The illegal use of public car parks will be subject to parking fines enforcement, and unwarranted or unregistered vehicles will be subject to the relevant infringement notices.

A list of the current parking fines is available on the Council's website.

### Policy 17 – Parking awareness

Clear and visible parking communications and wayfinding signage for all parking modes help residents and visitors to understand the parking options available within the District and any rules that might apply, potentially reducing time spent looking for parking. Council will support greater parking awareness by looking to:

- Prioritise the ongoing assessment of parking related signage by parking enforcement officers during daily monitoring operations to ensure it remains current and relevant.
- Prioritise the implementation of wayfinding signage in strategic locations to help users locate parking options within the District.
- Look to adopt smart parking digital signage if implementing smart parking technology systems, to provide real-time parking options for users and reduce the likelihood of vehicle circulation.
- Ensure parking information on the Council website is reviewed regularly so it stays current.

### Policy 18 – Parking Management Plans

Parking Management Plans outline parking management responses for specific locations or areas that might require parking management within the District. The development of these Plans will be Council's primary response in managing



parking supply and demand. They provide a strategic platform from which to holistically address parking issues and urban intensification or demand across key urban areas, through the direct application of selected policy responses from within the District Parking Strategy appropriate to a particular location or context.

The development of Parking Management Plans will be managed in accordance with the following:

- Parking Management Plans should consider and apply the relevant policies outlined in the District Parking Strategy, when seeking interventions to manage parking demand in key urban areas.
- Prioritise the creation of Parking Management Plans for the Rangiora and Kaiapoi town centres that assess key parking issues and provide short, medium and long term recommendations to address these.
- When the parking occupancy range of 70-85% at peak periods is regularly exceeded (Policy 5), Parking Management Plans may be developed or updated depending on whether a change in parking management responses are required.
- Parking Management Plans for other locations will be assessed on a case-by-case basis and specific plans created as needed.
- Parking Management Plans should include: a general assessment of the current parking supply and occupancy data; any known or anticipated parking problems; any parking related requests/feedback from the community; consider existing town centre plans for their urban design/development outcomes; and any district or regional transport projects of relevance.

- Prioritise the triennial review of all Parking Management Plans by Council staff.
- Parking surveys are one of a range of factors that will help inform the development of Parking Management Plans and the specific policy responses applied in context to manage parking demand in key locations.

### Policy 19 - Parking Permits

Permit parking is not currently available within the Waimakariri District. The implementation of permit parking may be considered in the future in residential areas where there is little or no off-street parking for residents but where public on-street unrestricted parking demand is high, or where other parking restrictions (time restricted or paid parking) have been introduced in residential areas as a way to manage all-day parking demand in these locations.

If introduced, the principles for applying permit parking would be as follows:

- Prioritise permit parking for residents in residential areas where there is little or no off-street parking available, but high demand for on-street parking by the community.
- Prioritise permit parking for residents in residential areas where there are applied parking restrictions, and where demand for on-street parking for residents may be high.
- Permit parking fees should be set at a level that easily enables residents on-street parking.

## Monitoring and Review

A review of this District Parking Strategy will be important in ensuring the parking policies remain relevant and appropriate for addressing parking matters in the Waimakariri District.

An internal review will be undertaken triennially and the document updated to reflect any new

amendments after the proposed changes go through an appropriate public consultation period.

The implementation table (Appendix 1) will be reviewed on an annual basis to ensure the delivery of the key actions against the identified timelines.





# Further Information

## References

Find links to some of these documents at [waimakariri.govt.nz/letstalk](http://waimakariri.govt.nz/letstalk)

### Waimakariri District Council

- Let's Talk Parking Survey. 2021.
- Rangiora Town Centre Strategy Blueprint to 2030+ and Beyond. 2020.
- Draft Rangiora Town Centre Car Parking Plan. 2020.
- Waimakariri District Council Parking Bylaw 2019.
- Customer Satisfaction Survey Research Report. 2019.

### Abley Limited

- Rangiora Town Centre Parking Survey. 2020
- Kaiapoi Town Centre Parking Survey. 2020

### Auckland Transport

- Parking Strategy. 2015.

### Christchurch City Council

- Draft Christchurch Central Parking Policy. 2020.
- Christchurch Suburban Parking Policy. 2019.

### Waka Kotahi (New Zealand Transport Agency)

- Draft National Parking Management Guidance. 2020.

### New Zealand Government

- National Policy Statement on Urban Development 2020.

### Statistics New Zealand

- Subnational population estimates by age and sex. 2020.

### Climate Change Commission

- Ināia tonu nei: A low emissions future for Aotearoa. 2021.

## Glossary of terms

### Demand-responsive priced parking

Where parking charges and fees are set in response to parking demand, for example higher demand areas attract higher fees, and lower demand areas lower fees.

### E-Bicycles

Pedal bicycles that are integrated with electric motors to assist with propulsion.

### Electric vehicles

Motor vehicles that are partially or fully powered with electric power.

### Enforcement Officer

A person who has been appointed as an Enforcement Officer by the Council under the Local Government Act 2002 or a person who is an Enforcement Officer under the Land Transport Act 1998

### Kerbside

The area of the road beyond the kerb that is commonly used for carparking, bus stops, vehicle pick-ups and drop offs, or loading and unloading of goods.

### Grass berm

The area of footpath which is laid out in grass.

### Grass verge

The area of public road that includes grassed, paved or other landscaped areas.

### Long-stay parking

Refers to all-day parking for town centre workers.

### Micro-mobility

Small lightweight transportation vehicles that are usually targeted at one user and tend to operate at speeds below 25km/h.

### Off-street parking

Refers to parking that is usually located in designated public car parking areas such multi-level parking buildings or ground level parking sites.



**On-street parking**

Refers to parking that is on the street (kerbside) adjacent to the footpath, this can be either parallel, perpendicular or angled parking.

**Parking Warden**

A person appointed to hold the office of parking warden appointed by the Council under Section 128(d) of the Land Transport Act 1998.

**Pedestrian amenity**

Refers to the features of a place or building that are aimed at pedestrians.

**Place making**

The multi-faceted and collaborative process of planning and designing a public space for use by a community.

**Priced parking**

The application of parking fees to parking facilities as paid for by the motorist.

**Short-stay parking**

Refers to parking durations of less than two hours for shoppers/visitors.

**Smart parking**

Smart parking utilises technology based software and hardware to manage and monitor parking to aid in the more efficient use of parking spaces.

**Transport emissions**

Refers to the CO2 emissions that are derived primarily from road, rail, air and marine transportation.

**Urban design**

Refers to the process of designing and shaping the physical features of urban environments and planning for services infrastructure.



# Appendix 1 – Action Plan

The actions in the implementation table guide a high level work programme that support the District Parking Strategy's implementation and work alongside the application of the parking policies during normal business operations.

TOPIC	KEY ACTION AND SCOPE	TIMING		
		SHORT 1-3YRS	MED 3-5YRS	LONG 5+YRS
1. District Plan Review	Operative District Plan removal of minimum parking standards for new developments	X		
2. Parking Bylaw 2019	Conduct a review of the Parking Bylaw		X	
3. Parking Restrictions	Conduct an external triennial review of parking restrictions to see if they need to be reduced or amended and/or the coverage areas extended	X	X	X
4. Parking Surveys	Complete biennial parking surveys for Rangiora and Kaiapoi	X	X	X
5. Parking Management Plans	Create a new Parking Management Plan for Rangiora town centre.	X	X	X
	Create a new Parking Management Plan for Kaiapoi town centre.	X	X	X
6. Smart Parking Technology	Investigate smart parking options for our key town centres and the associated implementation/operational costs	X		





## Contact us

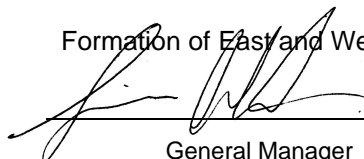
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250527094331

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION****FILE NO and TRIM NO:** BAC-03-12/250507079527**REPORT TO:** COUNCIL**DATE OF MEETING:** 3 June 2025**AUTHOR(S):** Katherine Brocas, Senior Advisor – Project Delivery**SUBJECT:** Formation of East and West MUBA Working Group**ENDORSED BY:**  
(for Reports to Council,  
Committees or Boards)
  
 General Manager

  
 Chief Executive
**1. SUMMARY**

- 1.1. This report seeks to establish an East and West Mixed-Use Business Area (MUBA) Working Group ('the Working Group') to undertake a review of the options to progress the utilisation of the Kaiapoi land identified in attachment i. A Terms of Reference have been drafted for approval, and confirmation of the group's membership is sought.
- 1.2. This report follows a briefing held with Council in April to discuss the Council's aspirations and objectives for the land, and at this briefing Council requested a working group is formed to progress the project.
- 1.3. The main purpose of this Working Group would be to prepare recommendations to be presented to the new Council in late 2025 / early 2026 informing the potential tenure, class of activity, timeframes and process for progressing the development of the land identified as East and West MUBA.
- 1.4. The Kaiapoi Mixed Use Business Areas collectively consist of around 6.68 hectares of regeneration land adjacent to the Kaiapoi Town Centre. This land was identified within the Waimakariri Residential Red Zone Regeneration Plan, and subsequent Kaiapoi Town Centre Plan for appropriate mixed-use development to support Kaiapoi Town Centre growth.

**Attachments:**

- i. Map of East and West Mixed-Use Business Areas (Trim 250515085971)
- ii. Draft Terms of Reference (Trim 250507079532)

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

- a. **Receives** Report No. 250507079527
- b. **Notes** that at the Council's Briefing on the 8<sup>th</sup> April, Council indicated a desire for an East and West MUBA Working Group to be established
- c. **Approves** the Terms of Reference for the East and West MUBA Working Group as attached in Appendix 2 (Trim 250507079532)
- d. **Appoints** Portfolio holders, Councillor Brent Cairns, Business, Promotion and Town Centres, Deputy Mayor Neville Atkinson, Property and Housing, Councillor Al Blackie,

Regeneration, and Councillor Tim Fulton, District Planning Development to the East and West MUBA Working Group.

- e. **Appoints** the Kaiapoi – Tuahiwi Community Board Chair, Jackie Watson, to the East and West MUBA Working Group.
- f. **Notes** that the East and West MUBA Working Group will be supported by Simon Hart, General Manager, Strategy, Engagement and Economic Development, Rob Hawthorne Property Manager, Matt Bacon, Development Planning Manager, Duncan Roxborough, Strategic and Special Projects Manager and Katherine Brocas Senior Advisor – Project Delivery.
- g. **Notes** that the East and West MUBA Working Group will deliver a report that will be presented for consideration to the new Council following its formation, with recommendations around potential use, tenure, timeframes and process for progressing the East and West MUBA land parcels' development.
- h. **Notes** that the Terms of Reference for the East and West MUBA Working Group as attached in Appendix 2 (Trim 250507079532) reflect the East and West MUBA Working Group concluding at the end of this current term of Council, noting a new Council may wish to review portfolios.
- i. **Nominates** the General Manager, Strategy, Engagement and Economic Development to approve any minor edits to the East and West MUBA Working Group Terms of Reference (attachment ii) as required.
- j. **Circulates** this Report and attachments to the Kaiapoi-Tuahiwi Community Board for their information.

### 3. **BACKGROUND**

- 3.1. The Canterbury earthquakes of 2010 and 2011 inflicted extensive damage on greater Christchurch. In Kaiapoi, The Pines Beach, and Kairaki, nearly 100 hectares of primarily residential land—more than one-fifth of the total residential area—were designated as 'Red Zone' land. The Red Zoned Land was acquired by the Government and subsequently cleared of housing and other improvements. This designation has significantly impacted the communities, businesses, infrastructure, and environment of Kaiapoi and its neighboring areas.
- 3.2. In late 2016 the Waimakariri Residential Red Zone Recovery Plan (the 'Recovery Plan') was adopted with the purpose of identifying the intended long-term uses of the residential red zone in Waimakariri to facilitate recovery from the impacts of the Canterbury earthquakes. The Recovery Plan identified 'Regeneration Areas' which included three 'Mixed Use Business Areas' (the MUBAs), adjacent to the existing Town Centre on the West, South and East. Mixed Use Business Areas described regeneration opportunities that would support the existing Kaiapoi Town Centre areas and enable future growth opportunities.
- 3.3. In late 2018, the Council adopted the 'Kaiapoi Town Centre Plan – 2028 and Beyond'. This plan followed the Recovery Plan's general directions and objectives and provided more specific guidance for future activities and development opportunities within the three Mixed Use Business Areas.
- 3.4. The development of both the Recovery Plan and the Kaiapoi Town Centre Plan involved significant stakeholder and wider community input and consultation. These documents

hence likely form the basis of current community expectation around future development for the Kaiapoi town centre and more specifically, the regeneration areas.

- 3.5. Land Information New Zealand (LINZ) transferred the site from the Government ownership to Council in 2019. LINZ have previously indicated their comfort with development occurring on the MUBA land parcels that align with the intention and objectives of the strategic documents referenced above (the Recovery Plan and the Kaiapoi Town Centre Plan). A discussion with the Government (LINZ) would be triggered if significant deviation on the land was to be proposed.
- 3.6. Under Waimakariri's Proposed District Plan (the PDP), the land will be rezoned to mixed use business and is expected to be operative mid to late 2025. Development within the Mixed-Use Zone must support the regeneration of the area and support the role, function and continued viability and vitality of the Kaiapoi Town Centre. The proposed zoning is permissive of a wide range of activities, including residential, commercial and public facilities being restricted discretionary under the PDP.
- 3.7. Staff presented the strategic context, site and project constraints as well as arrange of options for the potential future tenure, use, process and desired outcomes to Council in a briefing on 8<sup>th</sup> April 2025. The briefing provided an opportunity for Council to consider the background, context, site and project challenges and opportunities and discuss a vision for the future uses of the land in these areas. Various options for progressing the MUBA land were also discussed, which have varying effects on time and cost invested to achieve project outcomes. At the briefing, Councillors indicated a preference for a working group to be established to consider and work through the various challenges, opportunities for the land and report back recommendations to the full Council.

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

- 4.1. This report seeks the approval of the Terms of Reference (attachment ii) and nomination of Elected Members to the Working Group. Members of the Working Group will engage in a positive and collaborative manner to enable the efficient and effective review of the options open to Council in relation to the MUBA land parcels.
- 4.2. It is envisaged that the Working Group regularly meets between June and September 2025 (i.e. over the months remaining during the current Council's term) to discuss the process of determining the future use of the East and West MUBA land parcels. This will include the following:
  - Tenure – Whether future plans involve temporary or permanent activities, or a mix of both
  - Timeframe – Whether future use be staged within the parcels, released per land parcel, both parcels released at once or a mix of these options
  - Process – What does the process look like from the Council's perspective, including the Council's level of control or input into the process and outcomes of any future developments
  - Outcome – What are the Council's priorities for the future development of the land, including priority community outcomes, activity types and an overall strategic direction.
- 4.3. The Working Group will consider the constraints, challenges and opportunities associated with development of both MUBA sites, including reviewing site specific technical information which will inform any recommendations.

- 4.4. The Working Group will deliver a report that will be presented for consideration to the new Council in late 2025 / early 2026 with recommendations around potential use, tenure, timeframes and process for progressing the East and West MUBA land parcels' development. Supporting evidence and information will be provided to enable Council to make a decision on the direction of the project.
- 4.5. No decisions will be made by the Working Group, rather recommendations will be reported back to Council for decision. This in turn enabling staff to progress the appropriate processes to seek development opportunities

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

There are no implications on community wellbeing by the issues and options that are the subject matter of this report. However, any resulting planning for and/or development of the MUBA areas will likely contribute to the economic and social wellbeing of the District.

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

### **5. COMMUNITY VIEWS**

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

Te Ngāi Tūāhuriri hapū are not likely to have an interest in the subject matter of this report, although there may be interest in the future decisions of Council on this topic. The Working Group will consider appropriate opportunities to seek advice from, and partner with mana whenua.

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

There are no groups and organisations affected by or have an interest in the subject matter of this report. It is likely that there will be specific groups within the District who will have specific interests in future decisions of Council.

The Kaiapoi Town Centre Plan – 2028 and Beyond was adopted by Council in October 2018 following significant community consultation and an appropriate submissions process. Additionally, the Waimakariri Residential Red Zone Recovery Plan was also consulted on extensively with the community and this document indicated directions for the MUBA land.

Staff believe these plans reasonably articulates the community's aspirations for the Kaiapoi East and West Mixed-Use Business Areas.

#### **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 no financial implications for the decisions sought by this report.

No budget is required for the work proposed within this report, and as such budget is not included in the Annual Plan/Long Term Plan.

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

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



### 6.3 Risk Management

There are no risks arising from the adoption/implementation of the recommendations in this report.

### 6.3 Health and Safety

There are no health and safety risks arising from the adoption/implementation of the recommendations in this report.

## 7. **CONTEXT**

### 7.1. Consistency with Policy

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

### 7.2. Authorising Legislation

Local Government Act 2002

### 7.3. Consistency with Community Outcomes

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

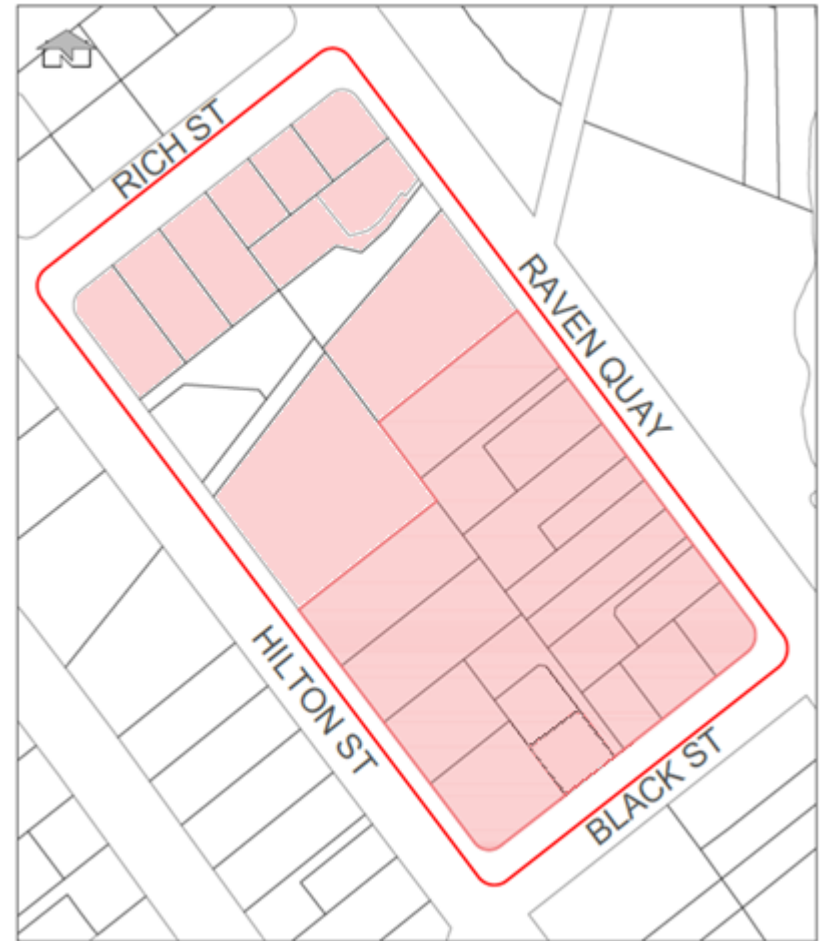
- Our District is resilient and able to quickly respond to and recover from natural disasters and the effects of climate change;
- There are sufficient and appropriate locations where businesses can set up in our District;
- Public spaces are diverse, respond to changing demographics and meet local needs for leisure and recreation.

### 7.4. Authorising Delegations

The Council have the delegated authority to establish a Working Group, nominate members, and approve the Group's Terms of Reference.



KAIAPOI EAST REGENERATION AREA



KAIAPOI WEST REGENERATION AREA



## TERMS OF REFERENCE

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### East and West MUBA Working Group

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#### Purpose

The East and West Mixed-Used Business Area (MUBA) Working Group is established.

The purpose of the East and West MUBA Working Group (the Working Group) is to enable a thorough review of the various options open to Council for the future use of the East and West MUBA land parcels. Following this review, the Working Group will make recommendations to the new Council which will be presented for consideration in late 2025 / early 2026.

#### Membership

- Councillor Brent Cairns, Business Promotions and Town Centres Portfolio Holder
- Councillor Neville Atkinson, Property and Housing Portfolio Holder
- Councillor Al Blackie, Regeneration Portfolio Holder
- Councillor Tim Fulton, District Planning Development Portfolio Holder
- Chairperson Jackie Watson of the Kaiapoi-Tuahiwi Community Board (or their delegate/s)

Staff supporting the Working Group will comprise:

- Simon Hart, General Manager, Strategy, Engagement & Economic Development
- Katherine Brocas, Senior Advisor Project Delivery
- Rob Hawthorne, Property Manager
- Don Young, Senior Engineering Advisor
- Matt Bacon, Development Planning Manager
- Duncan Roxborough, Strategic and Special Projects Manager
- Staff from other departments will attend individual working group meetings as required to provide relevant technical input

#### Quorum

A quorum will be either:

- Three members of the Working Group, or
- Half of the members if the number of members is even, or a majority if the number is odd
- Decisions will be made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). If not possible, the chair makes the final decision.

#### Term

This Terms of Reference is effective from June 2025 until the end of September 2025 when decisions within the current Council term conclude.

#### Roles and Responsibilities

The membership of the Working Group will commit to:

- Attending all scheduled Working Group meetings and if necessary, nominate a proxy.



## TERMS OF REFERENCE

### East and West MUBA Working Group

- Wholeheartedly champion the collaborative working of the Working Group within and outside of work areas and across Council.
- Share all relevant communications and information across all Working Group members.
- Open and honest discussions, with a view to working collaboratively to achieve the group's objectives.

Members of the Working Group will engage in a positive and collaborative manner to enable the efficient and effective review of the options open to Council in relation to the MUBA land parcels. This includes, reviewing the issues and options for the land identified as East and West MUBA land for the following:

- Potential tenure of future developments, including the suitability of temporary, permanent and relocatable activities,
- Potential classes of activities of future developments, including consideration of the various strategic and community outcomes that could form part of the future use framework,
- Potential timeframes and staging of the future use of the land, including considering the land parcels and the effects of releasing parcels of mixed-use land on Kaiapoi and the wider District,
- Potential process options for future activities, including desired levels of Council control over the process and the various lease, sale or tender options available.

Land identified as East and West MUBA are shown below:



The Working Group will consider appropriate opportunities to seek advice from, and partner with mana whenua.



## TERMS OF REFERENCE

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### East and West MUBA Working Group

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#### Deliverables

The Working Group will deliver a report to the new Council which will be presented for consideration in late 2025 / early 2026 with recommendations around potential use, tenure, timeframes and process for progressing the East and West MUBA land parcels' development. Supporting evidence and information will be provided to enable Council to make a decision on the direction of the project.

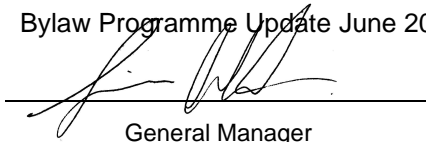
#### Meetings, Frequency and Duration

- Meetings will be held ..... (TBC by the Working Group at their first meeting)
- All meetings will be chaired by the Business Promotions and Town Centre portfolio holder or nominated proxy.
- Meeting agendas and minutes will be provided by the Senior Advisor Project Delivery, this includes preparing agendas and supporting papers and preparing meeting notes and information.
- If required, additional meetings will be arranged outside of these times at a time convenient to members.

#### Amendment, Modification or Variation

This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by the Working Group.

The General Manager, Strategy, Engagement and Economic Development may approve any minor edits to these Terms of Reference as required.

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR INFORMATION****FILE NO and TRIM NO:** POL-01 / 250518087553**REPORT TO:** COUNCIL**DATE OF MEETING:** 3 June 2025**AUTHOR(S):** Sylvia Docherty, Policy and Corporate Planning Team Leader**SUBJECT:** Bylaw Programme Update June 2025**ENDORSED BY:**  
(for Reports to Council,  
Committees or Boards)

  
General Manager


  
Chief Executive
**1. SUMMARY**

- 1.1. This report provides the Council with an update of the current review and feasibility programme for the Council's Bylaws.
- 1.2. Bylaws are local rules made by the Council to help shape how residents and visitors live, work and enjoy our District. They are designed to keep our communities safe, healthy and well managed.
- 1.3. Most bylaws are made under the *Local Government Act 2002*. Other acts, such as the *Land Transport Act 1998* and the *Health Act 1956*, also give councils powers to make bylaws.
- 1.4. Legislation in the *Local Government Act 2002* provides compliance requirements to making and reviewing Bylaws.
- 1.5. The Council has 14 active Bylaws. Staff are currently working on 5 of these Bylaws:

Name of Bylaw	Status
Wastewater Bylaw 2015	Review underway, report to Council August 2025
Alcohol Control Bylaw 2018	Draft Bylaw consultation ended 30 May 2025
Parking Bylaw 2019	New Parking & Traffic Bylaw in development
Signage Bylaw 2019	Review complete, report to Council 3 June
Stock Movement Bylaw 2020	Review complete, report to Council 3 June
Property Maintenance Bylaw 2020	Review due to start July 2025
Solid Waste & Waste Handling Licensing Bylaw 2016	Review due 2026, recent minor amendment
Commercial Charity Bylaw 2017	Review due 2027
Stockwater Race Bylaw 2022	Review due 2027
Water Supply Bylaw 2018	Review due 2018
Vehicle Crossing Bylaw 2019	Review due 2029
Dog Control Bylaw 2019	Review due 2029
Northern Pegasus Bay Bylaw 2024	Review due 2029



Stormwater Drainage & Watercourse Protection Bylaw 2024	Review due 2034
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- 1.6. Staff are working on 3 topics/issues for feasibility of a new Bylaw; animal control, freedom camping and public places. The outcome and recommendations of this work will be reported to Council.

## 2. **RECOMMENDATION**

**THAT** the Council:

- (a) **Receives** Report No. 250518087553.
- (b) **Notes** work on the Bylaw Programme currently includes the following Bylaws:
  - i. Alcohol Control Bylaw 2018
  - ii. Parking Bylaw 2019
  - iii. Signage Bylaw 2019
  - iv. Stock Movement Bylaw 2020
  - v. Waste Water Bylaw 2015.
- (c) **Notes** feasibility studies are underway for possible Bylaws related to animal control, freedom camping and public spaces.
- (d) **Notes** staff will report to Council on the progress or feasibility of each Bylaw separately.
- (e) **Circulates** this report to Community Boards for information.

## 3. **BACKGROUND**

- 3.1. Bylaws are laws made by the Council to address specific issues in the District. Bylaws can be introduced to regulate activities to:
- Protect public health and safety.
  - Maintain public order.
  - Manage land, infrastructure, and services.
  - Reflect community values and expectations.
- 3.2. Section 155 of the *Local Government Act 2002* (LGA) sets out the process for making bylaws. It requires councils to assess whether a bylaw is the most appropriate way to address the identified issue, whether the proposed bylaw is in the most suitable form, and whether it is consistent with the *New Zealand Bill of Rights Act 1990*.
- 3.3. Section 158 of the LGA requires that bylaws must be reviewed no later than five years after the date on which the bylaw was made. Should that date not be met then the bylaw is automatically revoked 2 years after the 5-year deadline i.e. 7 years after the date on which the bylaw was made. It is possible to prepare and adopt a new bylaw during that 2-year period.
- 3.4. Recognising a significant proportion of the Council bylaws are under review concurrently the Strategy and Business staff have undertaken a review of processes to ensure that the analysis and recommendations provided are aligned with best practice.

- 3.5. National and regional networks for local government staff working on Bylaws are available to share good practice, processes and templates and connect on similar Bylaw topics. Many Councils are frequently working on similar issues, for example freedom camping, with the point of difference that they apply the local community context that can lead to different outcomes.
- 3.6. Following the adoption of a new bylaw it is intended that Strategy and Business staff will work with other units in the organisation to support the education, implementation and enforcement of the bylaw. This may include an Implementation Plan, similar to the Northern Pegasus Bay Bylaw 2024 Implementation Plan adopted by the Council at the meeting on 6 May 2025.

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

- 4.1. This report is for information only. Each bylaw review or feasibility will include in-depth analysis of issues and options to support the Council decision.
- 4.2. Staff will assess the effectiveness of Council bylaws with the following approach:
  - 4.2.1. Outline of the Current Bylaw – including perceived issue, the objective(s), scope and enforcement.
  - 4.2.2. Bylaw impact analysis – assess the approach to Bylaw rule compliance e.g. education, enforcement etc.
  - 4.2.3. Assessment of current perceived problem – what evidence is available to define the problem and has it changed since the bylaw was adopted.
  - 4.2.4. Effectiveness of the bylaw – including awareness, compliance, implementation, evidence and unintended consequences.
  - 4.2.5. Identify whether the bylaw is still the best way to address the problem – there is no other rule in place that would provide the same result.
- 4.3. Bylaw reviews have four options following a review:
  - 4.3.1. Option1 – Retain the status quo
  - 4.3.2. Option 2 – Amend the current bylaw
  - 4.3.3. Option 3 – Replace the current bylaw
  - 4.3.4. Option 4 – Revoke the current bylaw and not replace
- 4.4. Staff will provide a recommendation on the four options based on the outcome of the review.

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

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

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

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

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

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

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

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

### 5.3. **Wider Community**

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

Generally, staff will consider community implications as they assess the perceived problem(s) the bylaw seeks to address, the effectiveness of the bylaw and any unintended consequences that result from the bylaw.

As there are several bylaws likely seeking consultation in early 2026 it is proposed that the Special Consultative Procedure be undertaken as a package with the wider community where there is an opportunity to provide information on the purpose and benefits of Council bylaws at the same time as sharing any proposed bylaw changes.

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

### 6.1. **Financial Implications**

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

This budget is included in the Annual Plan/Long Term Plan. Bylaws reviews are undertaken as part of the Strategy and Business BAU work programme.

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

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

### 6.3 **Risk Management**

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

### 6.3 **Health and Safety**

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

## 7. **CONTEXT**

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

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

### 7.2. **Authorising Legislation**

*Local Government Act 2002*

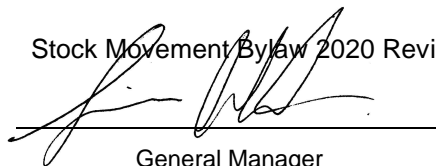
### 7.3. **Consistency with Community Outcomes**

The Council's community outcomes are not relevant to the actions arising from recommendations in this report.

### 7.4. **Authorising Delegations**

7.4.1. The Council has the authority to make decisions in relation to the setting of Bylaws.

7.4.2 The Council delegates the administration of Council bylaws to the appropriate Committee.

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION****FILE NO and TRIM NO:** BYL-76/250515086574**REPORT TO:** COUNCIL**DATE OF MEETING:** 3 June 2025**AUTHOR(S):** Dianna Caird – Senior Policy Analyst  
Shaun Maxwell – Roading Compliance Officer**SUBJECT:** Stock Movement Bylaw 2020 Review**ENDORSED BY:**  
(for Reports to Council,  
Committees or Boards)  
General Manager  
Chief Executive**1. SUMMARY**

- 1.1. This report advises the Council of the findings from the Section 155 Review of the Stock Movement Bylaw 2020 and provides recommendations from the assessment.
- 1.2. The Waimakariri District Council Stock Movement Bylaw 2020 (attachment ii) was adopted on 5 May 2020 and enables the Council to set out the requirements for moving stock or crossing stock on roads under the care, control or management of the Council.
- 1.3. The Stock Movement Bylaw 2020 (the Bylaw) is made using bylaw-making powers in section 22AB – livestock – of the Land Transport Act 1998 (LTA) and section 145 of the Local Government Act 2002 (LGA).
- 1.4. The Bylaw has been reviewed to comply with LGA Section 158 timeframe to review the Bylaw no later than five years after the date on which the bylaw was made. The review also complies with the bylaw review procedure set out in LGA Section 160. The LGA Section 155 requires that a council makes certain determinations as to the appropriateness of the Bylaw as part of the review process.
- 1.5. The Bylaw has helped address issues with stock movement and stock crossing, but there are limits to its effectiveness. There are no other viable options, outside of a bylaw to manage the issues. The community depends on the council's implementation of a bylaw for regulating stock movement in the District.
- 1.6. Since the Bylaw was adopted on 5 May 2020, the Council has received 50 customer service requests relating to non-compliant stock movements.
- 1.7. The Section 155 Review Assessment identifies that the Bylaw is no longer fit for purpose in its current form. The reasons are discussed within this report under section 4 (Issues and Options), as well as in the Section 155 Report produced as part of this review. These issues have been identified following analysis of Council customer service requests related to livestock movements, engagement with internal stakeholders and research into how other territorial authorities manage the same issues.
- 1.8. The Section 155 on the Stock Movement Bylaw 2020 findings can be summarised as the Bylaw;

- 1.8.1. is the most appropriate way of addressing stock movement related issues within the District.
  - 1.8.2. is not considered to be the most appropriate form of the Bylaw due to poor wording causing uncertainty, out of date references and out of date clauses.
  - 1.8.3. does not have implications or inconsistencies under New Zealand Bill of Rights Act 1990.
- 1.9. The recommendations from the Section 155 report can be summarised as:
- 1.9.1. A replacement Bylaw is required because:
    - Out of date clauses need to be removed.
    - New clauses would make the Bylaw easier to administer and increase clarity
    - Administrative changes to bring the Bylaw up to date with the current template and to align with plain language best practices. These changes will increase the Bylaws clarity.

Attachments:

- i. Section 155 Report – Review of the Stock Movement Bylaw 2020 (Trim No. 250513083805)
- ii. Stock Movement Bylaw 2020 (Trim No. 200316035564)

## 2. **RECOMMENDATION**

**THAT** the Council:

- (a) **Receives** Report No. 250515086574.
- (b) **Receives** the Section 155 Report for the review of the Stock Movement Bylaw 2020 TRIM no. 250513083805
- (c) **Approves** the findings of the Section 155 Report on the review of the Stock Movement Bylaw 2020, which was undertaken in accordance with the requirements of the Local Government Act 2002, demonstrating that:
  - i. A bylaw is the most appropriate way of addressing the perceived problems when farmers move livestock on roads.
  - ii. The current Bylaw is not fit for purpose.
  - iii. The current Bylaw is consistent with the New Zealand Bill of Rights Act 1990.
  - iv. A replacement Bylaw is required because:
    - Out of date clauses need to be removed.
    - There is the potential for the addition of some clauses to make the bylaw easier to administer and increase clarity
    - There are a significant number of administrative changes required to bring the Bylaw up to date with the current template and to align with plain language best practices. These changes will increase the Bylaws clarity.
- (d) **Endorse** staff to investigate potential changes to the Stock Movement Bylaw 2020, as per the outcomes of the Section 155 review process.
- (e) **Notes** that work on the Stock Movement Bylaw will continue to progress following Council's approval of the findings of the Section 155 Report. The intention would be to undertake public consultation after reporting to Council in early 2026. Following this, staff will present an updated Bylaw to Council to consider for adoption.
- (f) **Circulates** this report and attachments to Community Boards for information.

### 3. **BACKGROUND**

- 3.1. In rural and semi-rural areas, farmers may need to move stock along or across roads. Having livestock on roads exacerbates risk for road users and those moving the stock, and the livestock. The Bylaw addresses this issue.
- 3.2. The Stock Movement Bylaw 2020 (the Bylaw) allows the Waimakariri District Council (Council) to control the movement of stock along and across roads to ensure:
  - the safety of all road users, including drivers and stock, is not compromised;
  - the inconvenience and nuisance to all road users is minimised;
  - the road structure and surface, and other utilities and structures within the road, are not damaged;

At the same time recognising that farmers need to use the road in some cases to move stock in order to manage their farms efficiently and that drivers on rural roads need to make allowance for stock.
- 3.3. In January 2025, staff began reviewing the Bylaw as required under Section 158 of the Local Government Act 2002 (LGA).
- 3.4. Staff worked with internal stakeholders, namely Rooding Compliance and Environmental Services to understand the overall approach to Bylaw rule compliance and the impact of Bylaw administration on the organisation. Opportunities to improve the Bylaw were also identified. This information, along with council service request data was used to inform the Section 155 report, a requirement of the LGA.
- 3.5. This report shares the Section 155 report in its entirety with the Council and introduces a series of recommendations to improve the management of livestock movement in the Waimakariri District.

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

- 4.1. Key Issues identified in the Section 155 Report
  - 4.1.1. There are multiple administrative issues with the Bylaw that make it harder to understand than it should be. These include confusing language and multiple clauses with the same intent.
  - 4.1.2. There are clauses that are no longer relevant and should be removed – such as the droving of stock to A&P shows in urban areas.
  - 4.1.3. There are out of date definitions and references.
  - 4.1.4. There are issues that are not addressed well or are not addressed at all in the existing Bylaw. This includes management of wandering stock, movement of stock during emergencies (e.g. flooding or fire) and movement of stock under movement control orders.
- 4.2. The issues are discussed in full in the Section 155 Report attached. The extent of the changes recommended mean that every clause in the existing Bylaw has at least one subclause that requires alteration.
- 4.3. Options identified from the Section 155 Report recommendations:
  - 4.3.1. *Option 1 – Retain the status quo*

The Council has the option to retain the current Bylaw as it currently stands, although this is not the preferred option. The current Bylaw does not adequately address the issues it seeks to address.
  - 4.3.2. *Option 2 – Amend the current Bylaw*



The Council has the option to amend the current Bylaw, however, this is also not a preferred option. This is seen as unsuitable due to the number and significance of the recommended changes identified in the Section 155 Report.

**4.3.3. Option 3 – Replace the current Bylaw**

The Council has the option to pursue the recommendations of the attached Section 155 Report and replace the current Bylaw with an updated version. This is the preferred option, due to the number of changes identified in the review process, and the significance of some of these changes.

**4.3.4. Option 4 – Revoke the current Bylaw and not replace**

The Council has the option to revoke the Stock Movement Bylaw 2020 and not replace it. This is not a preferred option as it would be impractical, and there are no other viable options to manage stock movement-related issues within the district.

- 4.4. Should the Council choose to replace the Bylaw, staff will work to prepare a draft Stock Movement Bylaw for Council approval, prior to public consultation.

**Implications for Community Wellbeing**

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

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

**5. COMMUNITY VIEWS**

**5.1. Mana whenua**

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

**5.2. Groups and Organisations**

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

Should the Council choose to replace the Bylaw, local livestock owners would be consulted on any proposed changes in a draft Bylaw to provide staff with an understanding from the farming sector of implications for any changes.

**5.3. Wider Community**

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

The effects are minor however, effective management of stock movement reduces the safety risk to the wider community when livestock are present on rural roads in the District.

Should the Council choose to replace the Bylaw, the community would be consulted on any proposed changes in a draft Bylaw to provide staff with a community understanding of implications for any changes.

**6. OTHER IMPLICATIONS AND RISK MANAGEMENT**

**6.1. Financial Implications**

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

This budget is included in the Annual Plan/Long Term Plan.

The review of the Stock Movement Bylaw 2020 is undertaken as part of the Strategy and Business Unit current work programme.

6.2. **Sustainability and Climate Change Impacts**

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

6.3 **Risk Management**

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

6.3 **Health and Safety**

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

7. **CONTEXT**

7.1. **Consistency with Policy**

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

7.2. **Authorising Legislation**

*Local Government Act 2002*

*Land Transport Act 1998*

7.3. **Consistency with Community Outcomes**

The Council's community outcomes are not relevant to the actions arising from recommendations in this report.

7.4. **Authorising Delegations**

7.4.1. The Council has the authority to make decisions in relation to the setting of Bylaws.

7.4.2. The Council has delegated authority to the Utilities and Roading Committee to administer the Bylaw.

# Report: Review of the Waimakariri District Council Stock Movement Bylaw 2020

## Key Messages

1. This report reviews the Waimakariri District Council Stock Movement Bylaw 2020 (the Bylaw) against the criteria in Section 155 of the Local Government Act 2002.
2. The review highlights that a bylaw is needed to:
  - manage the potential safety risks associated with moving stock on roads
  - identify farmers that damage roads and berms while droving or crossing stock so compliance actions can be taken.
3. The Bylaw is consistent with and does not give rise to any implications under the New Zealand Bill of Rights Act.
4. The Bylaw is not fit for purpose as it contains some out-of-date clauses, is not in the current template for bylaws, and contains some confusing language.

## Outline of the current Bylaw

### *Perceived issue addressed by the Bylaw*

5. In rural and semi-rural areas, farmers may need to move stock along or across roads. Having livestock on roads exacerbates risk for road users and those moving the stock, and the livestock. The Bylaw addresses this issue.

### *Bylaw objective*

6. The Stock Movement Bylaw 2020 (the Bylaw) allows the Waimakariri District Council (Council) to control the movement of stock along and across roads to ensure:
  - the safety of all road users, including drovers and stock, is not compromised;
  - the inconvenience and nuisance to all road users is minimised;
  - the road structure and surface, and other utilities and structures within the road, are not damaged;and at the same time recognising that farmers need to use the road in some cases to move stock in order to manage their farms efficiently and that drivers on rural roads need to make allowance for stock.

### *Section 158 obligations*

7. As required by Section 158 of the Local Government Act 2002 (LGA), the Stock Movement Bylaw 2020 is due to be reviewed through a section 155 report no later than 5 May 2025. The commencement of this review began in January 2025.

### *Scope of the Bylaw*

8. The Bylaw manages the following types of livestock movement:
  - The droving of stock along roads where no specific approval is required, as long as certain conditions are met.
  - The droving of stock along roads in other situations where specific approval is required.

- Where driving of stock is not permitted on some roads and in some circumstances.
- The regular movement of stock from one side of the road to another or between farms, which requires a stock crossing permit.

#### *Bylaw enforcement powers and penalties*

9. Although the Bylaw lists 6 offences, only one offence has an associated penalty. The offence is:
  - 10.6 Any person who allows stock to cause damage to the road structure or surface or other utilities and structures within the road commits an offence against this Bylaw’.
10. The associated penalty is:
  - 11.1 Any person who breaches Clause 10.6 above shall be liable to pay the costs of remedying any damage caused in the course of committing the offence, as provided in Section 176 of the Local Government Act 2002.

#### *Bylaw owners and administrators*

11. The Bylaw is owned by the Waimakariri District Council Roding Team. The Roding Compliance team is responsible for enforcement and issues permits under the Bylaw.

### **Bylaw impact analysis**

#### *Education is the main approach when addressing non-compliance*

12. Roding compliance usually works with the permit holder to educate them in how to better comply with the conditions of their stock movement or stock crossing permit.

#### *Stock movement and stock crossing permit activity since adoption of the Bylaw in 2020*

13. Two stock crossing permits and one stock movement permit have been applied for and approved since the adoption of the Bylaw in 2020.

#### *Compliance checks*

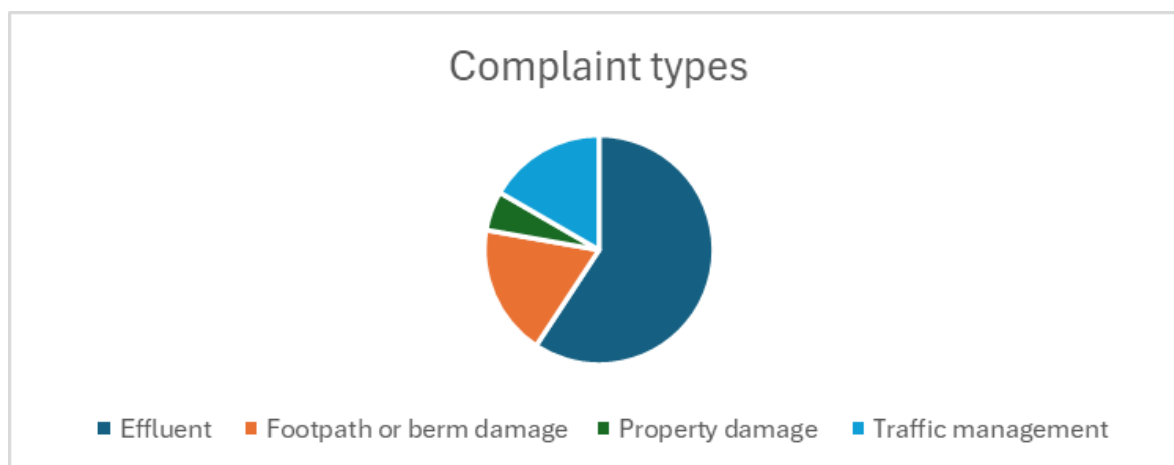
14. Compliance checks are not routinely performed. Compliance monitoring is largely reactionary – checks or inspections are usually made following a complaint from members of the public. When non-compliance is found, compliance staff educate stock owners on how to comply.
15. Infringements are not available to compliance officers under this Bylaw. Cost recovery can only occur with a successful prosecution; however, the cost of prosecution greatly exceeds the costs that could be recovered for the repair of damage.
16. All other offences under the Bylaw do not have associated penalties. Therefore, roding compliance officers can only educate permit holders, or the person responsible for the stock movement that breach the Bylaw. Roding Compliance officers are unable to bring stronger enforcement actions or recover costs incurred from attending complaints that do not fit the definition of damage in clause 10.6 of the Bylaw.

#### *Complaints received by the Council*

17. Council Service Request records and TRIM file (document management) records from May 2020 to December 2024 were analysed for issues relating to stock movement. Since the Bylaw was enacted the following volumes of complaints have been received:

- 2021 (10)
- 2022 (15)
- 2023 (13)
- 2024 (12)

**Figure 1:** Complaint types received by the Council regarding stock movement 2020 - 2024



18. Figure 1 summarises the type of complaint received by the Council:

- Most complaints relate to effluent being left on roads, including effluent damage to road surfaces.
- Traffic management complaints include missing signage or temporary signage being left in place permanently and tape barriers being used without a drover present.
- Footpath/walkway and berm damage includes damage to berms that people maintain outside their homes on rural roads.
- A small number of property damage incidences have occurred where stock have damaged mailboxes or signage.

19. Most of the complaints received by the Council relate to a small number of farms that are repeatedly non-compliant.

#### *Compliance actions*

20. The Roading Compliance team follow the Waimakariri District Council Compliance Framework<sup>1</sup>. Complaints received are initially responded to with staff educating stock owners/permit holders on correct practices. Requests to clean the road may be made. Site visits and meetings may occur where compliance staff provide further instruction on how to comply with the Bylaw. Where property damage has occurred, Council will contact the farm involved and request they repair the damaged property.

21. As the cost of prosecution is prohibitive, compliance officers are, in practice, limited to the voluntary, assisted and directed aspects of the compliance behaviour framework<sup>2</sup>. This has not been effective for a small number of stock owners/farm managers and permit

<sup>1</sup> Waimakariri District Council Compliance Framework TRIM 220321041001

<sup>2</sup> Page 9 of the WDC Compliance Framework

holders that repeatedly breach the Bylaw. Most people moving stock are compliant with the Bylaw or change their behaviour to comply when educated.

## Thematic assessment of the perceived problem

### *Perceived problems - reported by Council staff.*

22. Moving livestock on roads is inherently dangerous. If stock and vehicles collide, the consequences are often significant for both the motorist and the livestock. Waimakariri District has seen significant population growth over the last 5 years. This growth has often occurred on rural fringes. This has increased traffic volumes and introduced a number of motorists that are not used to the presence of stock on roads. Population growth in Waimakariri District means the area is becoming increasingly urbanised, with a number of subdivisions and lifestyle blocks now located in previously rural areas. This brings conflict between farmers and people who are unused to farming practices. The stock movement permit process gives Council staff the opportunity to educate stock owners/managers about safe practices.
23. Permit length and reviews. The current Bylaw grants stock movement or stock crossing permits for 10 years and does not state conditions for review permits. This gives the Council poor control over stock movement when factors influencing safety change. Permit reviews and possible revocations are one of the few options available to roading compliance to direct compliance for non-compliant permit holders.
24. Some definitions are unclear, out of date, or missing and the language used in the Bylaw is sometimes unclear. These are administrative issues; however, a focus should be given to making the Bylaw easier to understand. The Bylaw also needs to be moved to the current Bylaw template.
25. Managing repeatedly non-compliant individuals. The level of non-compliance is low, however there are a small number of repeatedly non-compliant individuals. The options to manage the breaches are limited to education or prosecution due to the Local Government Act.

### *Perceived problems with the Bylaw - reported by the public to the Council*

26. Non-compliance with the Bylaw is the key issue for the public – the non-compliance takes different forms.
27. Leaving effluent on roads. This is the most reported problem in the district. Effluent and mud left on the road can decrease traction for traffic and damage the road surface. It also creates a nuisance for motorists by dirtying cars. This issue can be addressed by farmers using mats at crossings, or by the carriageway being cleaned following stock crossing or droving. Many of the complaints regarding effluent and mud on roads are related to a small number of stock crossing permit holders. The Bylaw does not have a clear process to deter repeated non-compliance.
28. An option to address repeated non-compliance is to include a clause in the new Bylaw that enables farmers to be issued an infringement notice under Section 14 of the Litter Act 1979. Staff have assessed the feasibility of this and indicate it may address an enforcement gap in the Bylaw.



29. Poor traffic management practices. Issues have been reported about signage that is used to warn of stock movement, and the use of tape across the road to direct stock. The current Bylaw does not clearly state when signage should be covered or removed following stock crossing. When signage is permanently left out, it becomes visual pollution and is no longer informative for drivers. If tape is placed across the road to direct stock, a drover needs to be present to remove the tape to allow for vehicles to pass – it is a safety hazard to road users for tape barriers to be unattended.
30. Damage to footpaths and berms. Cattle have been moved along footpaths and shared use paths, causing holes, turning the surface into mud and leaving effluent. The current Bylaw does not clearly state that stock are not to be moved on footpaths or shared use paths. Drivers are encouraged under the Bylaw to keep their stock to the berm as much as possible when moving them. This creates conflict with property owners that carefully maintain the berm outside of their property. (Waimakariri District Council Road Reserve Policy<sup>3</sup>)
31. Although poor traffic management practices are third for number of complaints received – the risk of harm from these Bylaw breaches is highest. Damage to shared use paths can be costly to repair for the Council. The Council can request payment from the stock owner, however if they do not agree, the only way to recover costs is by prosecution. Shared use path damage can also impede the mobility of community members.
32. The number of complaints received have remained consistent over the past 5 years. Traffic management issues such as tape being left across roads has decreased, however signs being left out when stock is not being moved has increased slightly. Effluent and damage complaints have also remained steady. Complaints increase when the ground is wet, as there is a higher likelihood of berm pugging and mud may increase the volume of debris on roads.
33. The perceived issues that this Bylaw addresses are still occurring, indicating the Bylaw is still needed.

## Effectiveness of the Bylaw

- The Bylaw has been assessed against the criteria below and can be shown to be effective. Although there are a small number of breaches of the Bylaw each year, the bylaw is generally effective in managing the impacts of stock movement in the district.
  - Awareness** - do individuals affected know what the Bylaw requires of them?
    - Farmers are aware of the Bylaw requirements and ensure that farm workers are also aware of the requirements to move stock in compliance with the Bylaw.
  - **Compliance** - do individuals comply with what the Bylaw requires of them?
    - Most farmers in the district are compliant with the Bylaw. A small number of farmers repeatedly breach the Bylaw, and a smaller number breach the Bylaw once and are then compliant.
  - **Reporting** - are the public aware that they can report incidents to council?
    - Members of the public are aware of how to report incidents; however, some reports of incidents may be for impacts judged to be minor, or due to people being unaware of what is acceptable practice.

<sup>3</sup> [https://www.waimakariri.govt.nz/\\_data/assets/pdf\\_file/0029/173981/QD-RDG-Policy-001-Road-Reserve-Management-Policy.pdf](https://www.waimakariri.govt.nz/_data/assets/pdf_file/0029/173981/QD-RDG-Policy-001-Road-Reserve-Management-Policy.pdf)

- **Implementation** - do compliance officers use the Bylaw regularly?
  - Stock movement is not an everyday occurrence, and a lot of stock movement is seasonal. Compliance officers may have multiple weeks between occasions where they use the Bylaw.
- **Unintended consequences** - what other things have occurred because of the Bylaw?
  - There have been no unintended consequences resulting from the Bylaw's implementation.

#### *Recommendation – Bylaw objectives*

34. The objectives of the Bylaw are still relevant. Emphasis that farmers moving stock on the road are responsible for the safety of other road users can be made clearer by updating the language as proposed below.

**Table 1: Bylaw Objectives – Current and Proposed**

Existing Bylaw	Proposed Bylaw
<p>To control the movement of stock along and across roads to ensure:</p> <ul style="list-style-type: none"> <li>• the safety of all road users, including drovers and stock, is not compromised;</li> <li>• the inconvenience and nuisance to all road users is minimised;</li> <li>• the road structure and surface, and other utilities and structures within the road, are not damaged;</li> </ul> <p>and at the same time recognising that farmers need to use the road in some cases to move stock in order to manage their farms efficiently and that drivers on rural roads need to make allowance for stock.</p>	<p>To control the movement of stock along and across roads while ensuring:</p> <ul style="list-style-type: none"> <li>• the safety of all road users.</li> <li>• the safety of drovers and stock.</li> <li>• the inconvenience and nuisance to road users is minimised.</li> <li>• the road structure and surface, and other utilities and structures within the road, are not damaged.</li> <li>• that excessive mud or effluent is not left on the road surface.</li> </ul>

#### *Is a bylaw still the best way to address the problem?*

35. The Bylaw meets a regulatory gap between animal management and road safety rules. It enables the Council to control movement of stock on roads and impose requirements that will enhance safety for road users, drovers and livestock.
36. There are no viable alternatives to the Bylaw, or rules under other legislation or Bylaws that would provide similar or the same result. There are no viable alternatives to the Bylaws powers or penalties. If the Bylaw was to be revoked there are no other options to address the issues identified earlier in this report.

#### *Is the Bylaw 'fit for purpose' (no change required)?*

37. The Bylaw is not fit for purpose in its current form. The Bylaw contains clauses that are out of date and no longer required. There are several administrative issues that have been identified in the Bylaw, including the format not meeting the current template. The Bylaw can be made more understandable and clearer by updating some definitions and improving wording and format.

#### *Options for updating the Bylaw*

38. There four options available, they are:

- Retain the status quo
- Amend the current Bylaw via an administrative review.
- Replace the current Bylaw
- Revoke the current Bylaw and not replace

39. A replacement Bylaw is recommended as the review has identified a number of significant issues that are not addressed within the existing Bylaw. A replacement Bylaw would allow for new Bylaw clauses as well as administrative changes.
40. A summary of the key changes to the bylaw and the rationale for the changes is in Table 2 below.

**Table 2** – Recommended changes to the Stock Movement Bylaw

Clause no	Bylaw Clause wording	Bylaw-making power	Recommendation	Rationale for change
All			Rewording most clauses	Align with plain language best practice.
	OBJECTIVES	Local Government Act 2002 Section 145	Administrative update to the new bylaw template.	The objectives of the Bylaw should form part of the Bylaw rather than be part of the preamble.
	<p>DEFINITIONS</p> <p>Words implying the singular include the plural and vice versa.</p> <p>Words importing masculine gender import the feminine and vice versa.</p>	Local Government Act 2002 Section 145	<p>1. Clarification of wording throughout the bylaw.</p> <p>2. Use gender neutral language.</p> <p>3. Update definitions to reflect changes in reference documents.</p> <p>4. Define ‘Damage’</p>	This will aid clarity.
	<b>Regular Movement of Stock</b> means stock being moved from one side of the road to the other more than four times in any seven-day period. <b>Regularly</b> has a corresponding meaning and is independent of the individual identity of animals		Update to include all movements of dairy cows for the purpose of milking.	Regular Movement of Stock is not well defined. This reads as someone could move stock across a road and back once a week every week and not be “regular”,
3	PREAMBLE	Local Government Act 2002 Section 145 Land Transport Act 1998 Section 22AB	Administrative update to the new bylaw template, which does not include a preamble.	The clauses included in the preamble will be included in other parts of the new template.

Clause no	Bylaw Clause wording	Bylaw-making power	Recommendation	Rationale for change
5.2	A person may move livestock along or across any road without the need for specific approval in the following situations and when the following conditions are complied with:	Section 145 of the Local Government Act 2002	<p>All stock movements to be notified in writing to Council in advance.</p> <p>All stock movements of more than</p> <ul style="list-style-type: none"> <li>• 50 cattle, or</li> <li>• 500 sheep, or</li> <li>• Of distances of 1 kilometre or more</li> </ul> <p>requires a stock movement permit.</p>	<p>Stock movements are inherently dangerous, particularly on high-speed rural roads. More control is required to ensure minimum compliance and requiring permits enables the council to ensure stock owners have a minimum level of knowledge of the requirements for safe movement of stock.</p> <p>Notifying the council of stock movement allows the Council to monitor for damage to Council assets and take subsequent action if required.</p>
5.2.1	When returning livestock to a farm in the case of an escape or an emergency on any road, including those named in Schedule A, noting that where possible the conditions in Clause 5.2.2 should be met.	Section 145 of the Local Government Act 2002	Update to include further subclauses regarding responsibilities and liabilities for wandering stock	
		Section 145 of the Local Government Act 2002		<p>Recommendation: Insert clauses to:</p> <ul style="list-style-type: none"> <li>• provide timelines for validity of permits under updated bylaw, and permit review</li> <li>• exempt emergency stock movement.</li> </ul>

Clause no	Bylaw Clause wording	Bylaw-making power	Recommendation	Rationale for change
		Refers Section 75 of the Railways Act 2005		Recommendation: Insert a clause regarding stock movement on railways.
5.2.2 i)	The drover must keep the animals moving along the road at all times to make reasonable progress towards the destination	Land Transport (Road User) Rule 2004 11.14(5)		Recommendation: Add sub-clauses to provide clarity, including possible measures to prevent damage to plantings or animals trespassing on private property.
5.2.3	Any person causing damage to the road structure and surface or other utilities and structures within the road, or Council property in the course of moving any livestock shall be liable for costs incurred by Council to rectify the damage.	Section 145 of the Local Government Act 2002  Section 175 of the Local Government Act 2002	Expand this clause with subclauses	Clarify types of damage that may be addressed under this clause.
		Section 14 of the Litter Act 1979	Investigate Bylaw responses to mud or effluent on the carriageway	Seek appropriate Bylaw tools to reduce the likelihood of this occurring.
		Section 145 of the Local Government Act 2002	Investigate Bylaw responses to stock be driven on cycleways or shared use paths.	Seek appropriate Bylaw tools to reduce the likelihood of this occurring.
		Section 145 of the Local Government Act 2002	Investigate Bylaw options to address tape, string or wire to direct stock being in place out with the activity occurring.	This is a safety hazard for road users.



Clause no	Bylaw Clause wording	Bylaw-making power	Recommendation	Rationale for change
6.3	A permit shall be issued for a period of ten years unless otherwise agreed.	Section 145 of the Local Government Act 2002  Section 22AB of the Land Transport Act 1998	Investigate options to improve the effectiveness of the Bylaw permit system, including: <ul style="list-style-type: none"> <li>○ Issuing of permits</li> <li>○ Length of time</li> <li>○ Exemptions</li> </ul>	The Council should regularly review permit conditions and update conditions if the environment changes – such as an increase in vehicle traffic on the road.
7	STOCK DROVING NOT PERMITTED		Remove this section due to duplication with other Bylaw clauses.	Improve clarity of the Bylaw.
8.4	The Council may from time to time set administration and inspection fees to be paid. These fees will be based on reasonable costs incurred by the Council as a result of the stock crossing permit. These must be paid at the time of application for a stock crossing permit.	Section 145 of the Local Government Act 2002  Section 150 of the Local Government Act 2002	Create a new fee section in the Bylaw, currently located in ‘Regular Movement of Stock’.	Improve clarity of the Bylaw.
8.5	Stock crossing permits may be issued with conditions requiring the installation of a stock underpass within a reasonable period, as determined by Council in consultation with the applicant, on roads where traffic volumes or safety issues are likely to result in unacceptable problems to road users	Section 145 of the Local Government Act 2002	Improve the description of conditions where subclauses note other conditions that may be required if a permit is to be granted.	Improve clarity of the Bylaw.
		Section 145 of the Local Government Act 2002  Section 175 of the Local Government Act 2002	Improve the understanding of “damages” and potential implications	Provide a clearer expectation of implications related to “damages”.

Clause no	Bylaw Clause wording	Bylaw-making power	Recommendation	Rationale for change
			for breaches of the Bylaw.	
10	OFFENCES Bylaw clauses 10.1 to 10.6	Section 145 of the Local Government Act 2002  Section 242 of the Local Government Act 2002  Section 175 of the Local Government Act 2002  Section 176 of the Local Government Act 2002	Simplify and update these clauses.	This approach is in keeping with the Council's compliance framework.
11.1	PENALTIES/REMEDIES Any person who breaches Clause 10.6 above shall be liable to pay the costs of remedying any damage caused in the course of committing the offence, as provided in Section 176 of the Local Government Act 2002.	Section 242 of the Local Government Act 2002  Section 175 of the Local Government Act 2002  Section 176 of the Local Government Act 2002	Update wording to reflect wording changes to offence clause in section 10.	Consistency across the Bylaw.

## Does the Bylaw comply with legislation?

41. The Council is obliged to consider if the Bylaw is drafted in a way that would make it invalid under the Bylaws Act 1910 and the Local Government Act 2002. The issues that could cause invalidity include ultra vires, repugnancy, uncertainty, unreasonableness or being inconsistent with or contains implications under the New Zealand Bill of Rights Act (Bill of Rights). The Bylaw complies with the relevant legislation, although the clarity of the Bylaw needs to be improved.

### *Ultra vires*

42. The Bylaw is not seen to be ultra vires as it has been made under the following Acts. Section 145 of the Local Government Act gives territorial authorities general bylaw making power. Section 22AB of the Land Transport Act 1998 allows road controlling authorities to make certain bylaws. Therefore, the Bylaw operates within the scope of the authority Council is granted by law.

### *Repugnance*

43. The legislative review conducted during the bylaw review process confirms the Stock Movement Bylaw 2020 is not repugnant to any New Zealand Statutory law.

### *Clarity*

44. The Bylaw should be drafted so the public can clearly understand how the bylaw will apply to them. The drafting should avoid uncertainty or confusion. The Bylaw has vague wording, repetition, outdated references and unclear definitions. This gives uncertainty to the Bylaw and the proposed amendments will address these issues.

### *Reasonable*

45. The Bylaw must be reasonable – so it does not unreasonably invade public or private rights. Any interference with those rights must be proportionate to the outcome the Bylaw seeks to achieve. The evaluation of the Bylaw's relevance, effectiveness and efficiency has shown the rules enforced by the Bylaw are reasonable.

### *Bill of Rights*

46. The Bill of Rights establishes four fundamental human rights. These are the right to life and security of the person; democratic and civil rights (including freedom movement and residence); non-discrimination and minority rights; search, arrest and detention. as well as rights in relation to offences and other matters. Council must determine if the Bylaw contains any implications under or is inconsistent with the Bill of Rights.
47. The Bylaw manages the movement of livestock, not the movement of a person. As a result, there are no inconsistencies or implications under the Bill of Rights.

## Next steps

48. Council staff will report to Council and seek decision on the options and recommendations in this report to progress the Bylaw. Should the Council decide to proceed with a replacement Bylaw, staff will prepare a new bylaw iteration for Council decision before the current Bylaw is revoked two years after the review due date i.e. 5 May 2027.

## Review findings: Local Government Act (s155) recommendations

49. From the findings of this report Council staff make the following recommendations:

- (a) A bylaw the most appropriate way of addressing the perceived problems when farmers move livestock on roads.
- (b) The Bylaw is not fit for purpose.
- (c) The Bylaw is consistent with the New Zealand Bill of Rights Act 1990.
- (d) A replacement Bylaw is required because:
  - Out of date clauses need to be removed.
  - There is the potential for the addition of some clauses to make the bylaw easier to administer and increase clarity
  - There are a significant number of administrative changes required to bring the Bylaw up to date with the current template and to align with plain language best practices. These changes will increase the Bylaws clarity.

# WAIMAKARIRI DISTRICT COUNCIL

## STOCK MOVEMENT BYLAW 2020

### OBJECTIVE

To control the movement of stock along and across roads to ensure:

- ~~The~~ the safety of all road users, including drovers and stock, is not compromised;
- ~~The~~ the inconvenience and nuisance to all road users is ~~minimised~~ minimised;
- ~~The~~ the road structure and surface, and other utilities and structures within the road, are not damaged;

and at the same time ~~recognizing~~ recognising that farmers need to use the road in some cases to move stock in order to manage their farms efficiently and that drivers on rural roads need to make allowance for

This review of the  
Stock Movement Bylaw 2008  
was adopted at a Council meeting held on  
~~5 August 2008~~ 30 April 2020

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
~~Policy Administration~~ Manager

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## WAIMAKARIRI DISTRICT COUNCIL STOCK MOVEMENT BYLAW 20~~19~~<sup>20</sup>08

In pursuance of the powers vested in it by the *Local Government Act 2002*, the Waimakariri District Council makes this Bylaw.

### 1 TITLE AND COMMENCEMENT

1.1 This Bylaw may be cited as the Waimakariri District Council Stock Movement Bylaw 20~~08~~<sup>20</sup>08.

1.2 This Bylaw shall come into force on ~~5 August 2008~~ 30 April 2020.

### 2 DEFINITIONS

Words implying the singular include the plural and vice versa.

Words importing masculine gender import the feminine and ~~vice~~ versa versa.

***Alternative Stock Droving Route*** means:

- A route or stock race on the farm, or in the same ownership as the farm, that the stock are travelling within, from or to
- The fenced ~~R~~road of an unformed legal (paper) road
- Includes land behind a temporary fence erected on the ~~B~~berm clear of the ~~C~~carriageway where legal access to the adjacent land cannot be obtained by the drover or where such access is impractical.

***Authorised Officer*** means an officer of the Waimakariri District Council who is authorised, by means of a delegation given under the terms of the Council's Delegations Manual, to carry out the relevant functions or responsibilities.

***Berm*** means the portion of a ~~R~~road between the carriageway and the property boundary.

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

***Carriageway*** means that portion of the ~~R~~road devoted particularly to the use of travelling vehicles, and includes the shoulders of the ~~C~~carriageway.

***Council*** means the Waimakariri District Council.

***Drove*** means to drive, or move stock in mobs or herds along or across a road, and ***drive***, ***driven*** and ***droving*** have equivalent meanings.

***Drover*** means a responsible person physically in charge of the ~~D~~droving of ~~S~~stock.

***Farm*** means an area of land used for agriculture and livestock purposes and includes multiple parcels of land under the same ownership, lease or licence.

***Hours of daylight*** means any time between half an hour before sunrise on any one day and half an hour after sunset on that day. ***Hours of darkness*** has the opposite meaning.

**Livestock/stock** means farmed animals including (without limitation) cattle, dairy cows, sheep, pigs, goats, horses, deer, cameloids, large birds and poultry.

**Mob** means a group (more than one) of livestock being moved from one place to another.

**Pilot vehicles** means and includes any motor cycles, 4 wheel farm bikes, cars, utility vehicles, tractors, or trucks operating and moving with hazard lights in operation in front of or behind the mob.

**Races** means confined areas for moving livestock from one location to another location.

**Regular Movement of Stock** means stock being moved from one side of the road to the other more than four times in any seven day period. **Regularly** has a corresponding meaning and is independent of the individual identity of animals.

**Road** means a road as defined in Section 2(1) of the Land Transport Act 1998 and located within the area of jurisdiction of the Waimakariri District Council and is generally the whole area between property boundaries but excluding any unformed (paper) road.

~~**Signs Manual** means the Manual of Traffic Signs and Markings published by the Land Transport Safety Authority and Transit New Zealand Transport Authority, (NZTA or their successors), and its amendments.~~

**Stock Crossing Permit** means a written consent issued by the Council for the ~~R~~regular ~~M~~ovement of ~~S~~stock.

**Stock Movement** means any movement of livestock/stock on, across or along a road where the animals move by their own efforts and are free of individual control, such individual control being by means of being ridden or led on a bridle, halter, collar, or similar restraint.

**Urban Area** means the area of a town or village that has a designated speed limit of 70km/h or less.

### 3 **PREAMBLE**

- 3.1 It is a general principle that road users must travel at a speed that allows them to stop safely in the prevailing conditions.
- 3.2 However, it is also recognised that when road users face unexpected conditions, those causing these conditions should take steps to advise the road users.
- 3.3 This ~~B~~bylaw has been developed recognising that in rural areas farmers need to move stock along and across roads, but in doing so road users and the physical assets need to be protected.
- 3.4 To meet the objectives of this ~~B~~bylaw the following situations are covered:-
- **The droving of stock along roads ~~whereere~~ no specific approval is required, as long as certain conditions are met.**
  - **The droving of stock along roads in other situations where specific approval is required.**
  - **Where droving of stock is not permitted on some roads and in some circumstances.**
  - **The regular movement of stock from one side of the road to another or between farms, which requires a stock crossing permit.**

3.5 All traffic signs and markings be them temporary or permanent shall be installed to comply with both MOTSAM (Manual of Traffic Signs and Markings) and the TCDM (Traffic Control devices Manual) and any future amendments or replacements.

## 4 STOCK UNDERPASSES

4.24.1 Stock underpasses avoid the need for stock to cross a road and so their use is not covered by this Bylaw.

## 5 STOCK DROVING PERMITTED

5.1 Nothing in this clause shall apply to the regular movement of stock as covered in Clause 8 of this bylaw.

5.2 A person may move livestock along or across any road without the need for specific approval in the following situations and when the following conditions are complied with:

5.2.1 When returning livestock to a farm in the case of an escape or an emergency on any road, including those named in Schedule A, noting that where possible the conditions in Clause 5.2.2 should be met.

5.2.2 On any road not named in Schedule A, provided the following conditions are met:

- a) it is during the hours of daylight;
- b) there is sufficient visibility to render clearly visible a person, vehicle warning sign, or livestock at a distance of at least 250 metres on sealed roads and 170 metres on unsealed roads;
- c) it is more than 10 metres from an urban residential zone boundary;
- d) the number of livestock in any one mob shall not exceed 600 head of cattle or 3,000 head of sheep or 50 head of other livestock;
- e) Each mob shall be accompanied by at least one experienced drover and additional assistance at a ratio that will ensure that animals are under control all the time and are capable of being directed or stopped by the drovers and/or dogs;
- f) drovers and their assistants must wear fluorescent safety vests or similar high-visibility clothing;
- g) the drover shall be responsible for providing adequate warning for traffic by ensuring that clear sight distances are provided at all times by using as a minimum one of the following methods:

### ***Either***

Temporary signs (TW-6 or supplementary "STOCK" sign) placed so that at no time they are no more than 1km in front of and 1km behind the mob and are clearly visible from a distance of at least 250m on sealed roads and 170m on unsealed roads.

### ***Or***

At least two pilot vehicles accompanying the mob with one in front of the mob and one behind the mob positioned so that they are clearly visible from a distance of at least 250m on sealed roads and 170m on unsealed roads at all times.

- h) Animals shall be moved in such a manner and using only such points of access and exit to and from the road so that danger to

other road users and damage to the road, and any Council or private property will be minimised:-

- i) ~~t~~The drover shall keep the animals moving along the road at all times so as to make reasonable progress towards the destination:-
- j) ~~T~~ired, injured or dead animals shall be removed immediately from the road carriageway and within four hours from the berm.

5.2.3 Any person causing damage to the road structure and surface or other utilities and structures within the road, or Council property in the course of moving any livestock shall be liable for costs incurred by Council to rectify the damage.

5.2.4 Any person, being the drover of any livestock on any road or part thereof, shall, where it is necessary to allow any vehicle to proceed along that road or part thereof, take all reasonable practical steps to make a way for, or allow that vehicle to pass through the livestock.

## 6 **STOCK DROVING PERMITTED WITH SPECIFIC APPROVAL**

6.1 Nothing in this clause shall apply to the ~~R~~regular ~~M~~ovement of ~~S~~stock as covered in Clause 8 of this bylaw.

6.2 A person may move livestock along or across any road in the following situations only if written permission is obtained from the Council and the conditions set in that approval are complied with. The Council may only refuse permission if there is a high risk to road safety and inconvenience to road users, and/or a high likelihood of damage to property:

6.2.1 Where conditions in Clause 5.2.2 cannot be met.

6.2.2 On any road named in Schedule A where the stock are being moved and no other reasonable route is available. In this case the conditions in Clause 5 will apply, and time of day restrictions and extra traffic management conditions may be required depending on the particular circumstances. These will be discussed and agreed with the person seeking permission.

6.2.3 Within urban residential boundaries and when required for special events or activities associated with the local A & P Show. In these cases specific conditions will be discussed and agreed with the person seeking permission to ensure the safety and convenience of road users is maintained and damage to property is prevented.

~~6.3.0 — Where conditions in Clause 5.1.2 cannot be met.~~

~~6.5.6.3~~ A permit shall be issued for a period of ten years unless otherwise agreed.

~~6.5.16.3.1~~ Conditions in a permit may be reviewed by the Council if the material factors relating to the activity have changed.

~~6.5.26.3.2~~ Conditions in a permit may be reviewed by the applicant at any time subject to agreement by the Council.

~~6.5.36.3.3~~ A permit is issued to the applicant and he/she remains responsible for ensuring conditions are complied with.



## 7 **STOCK DROVING NOT PERMITTED**

- 7.1 Except as allowed in Clause 5.2.1 no person shall move livestock along or across any road in the following situations:
- 7.1.1 During the hours of darkness;
  - 7.1.2 At any time when there is not sufficient visibility to render clearly visible a person, vehicle, warning sign or livestock at a distance of at least 170 metres;
  - 7.1.3 Within 10 metres of an urban residential zone boundary, except as allowed in Clause 6;
  - 7.1.4 On any road named in Schedule A, except as allowed in Clause 6;
  - 7.1.5 All State Highways contained within the District, except where stock has escaped or a written authority issued by NZTA Transit New Zealand (or their successors) is in place.

## 8 **REGULAR MOVEMENT OF STOCK**

- 8.1 The regular movement of stock from one side of a road to another is only permitted when a Sstock Crossing Permit has been issued.
- 8.2 The regular movement of stock is not permitted on roads in Schedule A, except where a permit has been issued prior to 30 June 2008. No new stock crossing permits will be approved for roads listed in Schedule A.
- 8.3 Where it is possible and reasonable to drive the stock along an Alternative Sstock Droving Route then this shall be used rather than the road. In these cases a Sstock Crossing Permit will not be approved.
- 8.4 The Council may from time to time set administration and inspection fees to be paid. These fees will be based on reasonable costs incurred by the Council as a result of the Sstock Crossing Permit. These must be paid at the time of application for a Sstock Crossing Permit.
- 8.5 Stock crossing permits may be issued with conditions requiring the installation of a stock underpass within a reasonable period, as determined by Council in consultation with the applicant, on roads where traffic volumes or safety issues are likely to result in unacceptable problems to road users.

## 9 **SCHEDULE A**

- 9.1 Schedule A lists roads in the Waimakariri District on which stock movement is restricted and regular movement of stock is not permitted.
- 9.2 The Council may, by resolution, add roads to or remove roads from Schedule A at any time. In doing so, the Council will consult with the affected parties in accordance with the *Local Government Act 2002*.

## 10 **OFFENCES**

- 10.1 Any person who drives stock along or across roads when and where the conditions in Clause 5 are not met commits an offence against this bylaw.
- 10.2 Any person who drives stock contrary to the approval conditions given under Clause 6 commits an offence against this bylaw.
- 10.3 Any person who drives stock when and where driving is not permitted under Clause 7 commits an offence against this bylaw.
- 10.4 Any person who regularly drives stock along or across a road without first obtaining a stock crossing permit from the Council commits an offence against this bylaw.

~~10.5~~ Any person who regularly drives stock across a road, other than at a place for which a ~~S~~stock ~~C~~crossing ~~P~~permit has been granted, or contrary to the conditions of such a permit, commits an offence against this bylaw.

~~10.6~~

~~10.7~~~~10.5~~ Any person who fails to comply with a notice given under Section 335 of the Local Government 2002 commits an offence against this bylaw.

~~10.8~~~~10.6~~ Any person who allows stock to cause damage to the road structure or surface or other utilities and structures within the road commits an offence against this bylaw.

## ~~11~~ **PENALTIES/REMEDIES**

~~12~~

~~13~~~~11~~ Any person who commits an offence against this bylaw shall be liable for fines as provided in Section 242 of the Local Government Act 2002.

~~13.1~~~~11.1~~ Any person who breaches Clause 10.~~6~~~~7~~ above shall be liable to pay the costs of remedying any damage caused in the course of committing the offence, as provided in Section 176 of the *Local Government Act 2002*.

## ~~14~~~~12~~ **BYLAW TO BE REPEALED**

~~14.1~~~~12.1~~ All bylaws concerning stock movement in force made by the Council or its predecessors are hereby repealed, provided that this repeal shall not affect the past operation of any such repealed bylaws, or the validity or invalidity of anything done or suffered, or any right required, or duty or liability incurred under those bylaws.

~~The resolution to review this Bylaw was passed by the Waimakariri District Council's Utilities & Roading Committee held on the 18 December 2007, which was confirmed adopted at a subsequent meeting of the Council held on the 5 August 2008.~~

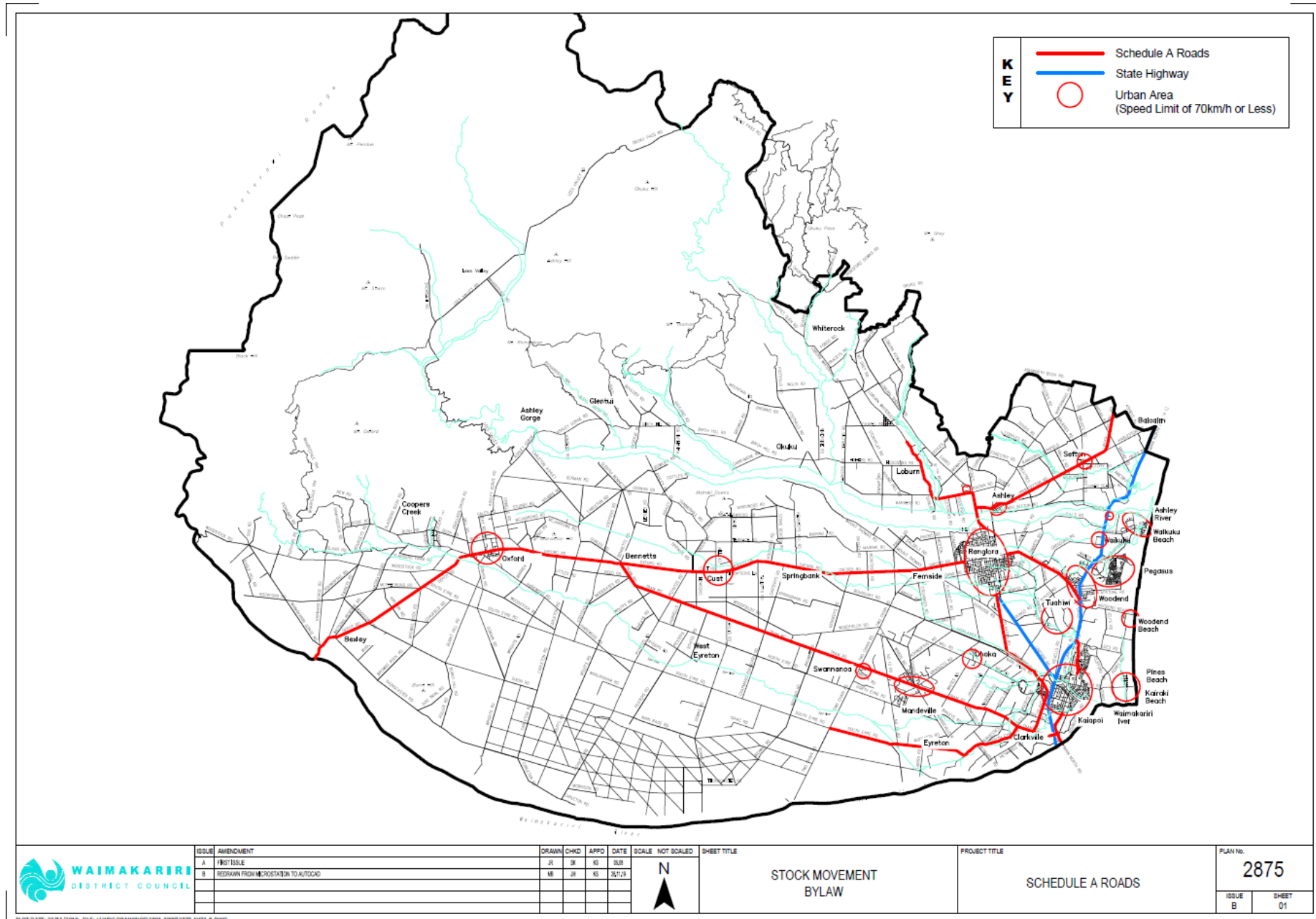
**WAIMAKARIRI DISTRICT COUNCIL STOCK MOVEMENT BYLAW 2008**

**SCHEDULE A**

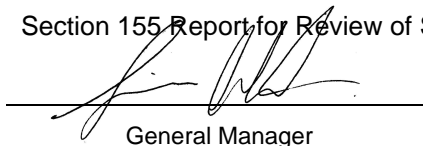
**ROADS IN THE WAIMAKARIRI DISTRICT UPON WHICH STOCK MOVEMENT IS RESTRICTED UNDER CLAUSE 6 OF THE BYLAW**

**Note that the roads in Schedule A are all of the strategic and arterial roads in the District as well as all of the urban roads. The only exceptions are Rangiora Woodend Road, part of Island Road and South Eyre Road which are collector roads.**

1. All roads within Urban areas
2. Main North Road
3. Williams Street
4. Tram Road
5. Smith Street
6. Millton Avenue
7. Cones Road from Milton Avenue to Dixons Road
8. Dixons Road, Loburn, from Cones Road to Barkers Road
9. Loburn Whiterock Road from Barkers Road to Barwells Road
10. Oxford Road
11. Depot Road
12. Kippenberger Avenue
13. Rangiora Woodend Road
14. Island Road
15. Skewbridge Road
16. Flaxton Road
17. Fawcetts Road
18. Upper Sefton Road from Fawcetts Road to the Hurunui District Council Boundary
19. South Eyre Road from Diversion Bridge to Tram Road



## APPENDIX A - MAP

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION****FILE NO and TRIM NO:** BYL-61/250123010714**REPORT TO:** COUNCIL**DATE OF MEETING:** 3 June 2025**AUTHOR(S):**  
Lexie Mealings – Graduate Policy Analyst  
Shelley Milosavljevic – Senior Policy Planner**SUBJECT:** Section 155 Report for Review of Signage Bylaw 2019**ENDORSED BY:**  
(for Reports to Council,  
Committees or Boards)  
General Manager  
Chief Executive**1. SUMMARY**

- 1.1. The purpose of this report is to advise Council of the findings from the Section 155 Review of the Signage Bylaw 2019 and provide recommendations from the assessment.
- 1.2. The Waimakariri District Council Signage Bylaw 2019 (Bylaw) was adopted on 4 February 2020 and sets out the requirements for signage on Council owned land and premises within the District.
- 1.3. The Bylaw is made pursuant to the bylaw-making powers set out under section 145 of the Local Government Act 2002 (LGA). The Bylaw has been reviewed at this time to comply with the review timeline set out in section 158 of the LGA, meaning a bylaw must be reviewed no later than five years after the date on which the bylaw was made. This review also complies with the review procedure set out in section 160 of the LGA. Section 155 requires that a Council makes certain determinations as to the appropriateness of a bylaw as part of the review process.
- 1.4. The Signage Bylaw 2019 (Bylaw) has helped address numerous issues relating to signage within the District, but it has become apparent in the review process that there are limitations to its effectiveness. There are no other viable options outside of a bylaw. The community depends on the Council's implementation of a bylaw to regulate signage.
- 1.5. Since the Bylaw was last adopted on 4 February 2020, the Council has received 399 service requests relating to non-compliant signage in Council road reserve (as of 8 May 2025).
- 1.6. In general, the Bylaw is fit for purpose, however, there are some issues that could be better addressed in order to strengthen its form and effectiveness. These are discussed within this report under section 4 (Issues and Options), as well as in the Section 155 Report produced as part of this review.
- 1.7. These issues have been identified following targeted early engagement with internal and external stakeholders, analysis of Council service requests related to signage, and research into how other territorial authorities deal with the same issues.
- 1.8. To summarise the findings of the Section 155 Report, the Signage Bylaw 2019:
  - 1.8.1. Is determined to be the most appropriate way of addressing signage-related issues within the District.

- 1.8.2. Is not considered to be the most appropriate form of bylaw with regard to uncertainty in the way it is worded with an unclear scope and incorrect references, contributing to the need for amendments.
- 1.8.3. Has the potential to be inconsistent with the New Zealand Bill of Rights Act 1990 (NZBORA) but is a justified limitation consistent with section 5 of NZBORA.
- 1.9. To summarise the recommendations arising from the Section 155 Report:
  - 1.9.1. The Bylaw requires some minor administrative changes.
  - 1.9.2. Significant changes in relation to clause 9 (Footpath Signage and Advertising) are recommended.
  - 1.9.3. Digital signage and trailer/vehicle signage have been identified as emerging areas of issue within the Signage Bylaw and should be reassessed when this Bylaw is next due to be reviewed in 2030. The rationale for not undertaking this as part of the current review process is due to the relatively low number of service requests relating to these issues, and the need to collect additional data over the next five years to support any potential changes.
  - 1.9.4. Consideration should be given to implementation of the Signage Bylaw to support awareness and effectiveness of the Bylaw.

Attachments:

- i. Section 155 Report for the review of the Signage Bylaw 2019 (Trim No.250123010727)

## 2. **RECOMMENDATION**

**THAT** the Council:

- (a) **Receives** Report No.250123010714.
- (b) **Receives** the Section 155 Report for the review of the Signage Bylaw 2019 (Trim No. 250123010727).
- (c) **Approves** the findings of the Section 155 Report on the review of the Signage Bylaw 2019, which was undertaken in accordance with the requirements of the Local Government Act 2002, demonstrating that:
  - i. The Signage Bylaw 2019 is the most appropriate way of addressing problems associated with signage on Council owned land and premises within the District.
  - ii. The Signage Bylaw 2019 is not considered to be the most appropriate form of Bylaw with regard to uncertainty.
  - iii. The Signage Bylaw 2019 is potentially inconsistent with the *New Zealand Bill of Rights Act 1990* (NZBORA) but is a justified limitation consistent with s5 of NZBORA.
  - iv. Improvements to the current Bylaw are recommended to include minor administrative changes and a more significant amendment to clause 9, related to Footpath Signage and Advertising.
- (d) **Endorse** staff to investigate the potential for a replacement Signage Bylaw, as per the outcomes of the Section 155 review process.
- (e) **Notes** that work on the Signage Bylaw will continue to progress following Council's approval of the findings of the Section 155 Report. The intention would be to undertake public



consultation after reporting to Council in early 2026. Following this, staff will present an updated Bylaw to Council to consider for adoption.

- (f) **Circulates** this report and attachments to Community Boards for information.

### 3. **BACKGROUND**

- 3.1. The first Waimakariri District Council Signage Bylaw was adopted by Council in 2012. The Bylaw was reviewed for the first time in 2019 and was amended as a result of this review.
- 3.2. The purpose of the Signage Bylaw 2019 is to ensure that signs within the Waimakariri District are erected, maintained and displayed in a way that does not create a nuisance or present a danger to pedestrians and vehicles.
- 3.3. The Bylaw covers temporary and permanent signage located on Council road reserve, parks and reserves and any building or structures owned by Council.
- 3.4. The Bylaw requires that any sign located on privately owned premises within the district to comply with provisions in clauses 5 (General), 11 (Signs Affecting Traffic) and 13 (Signage Content), but otherwise the Bylaw does not apply to any sign on privately owned premises as these must comply with the District Plan.
- 3.5. In November 2024, staff began reviewing the Signage Bylaw 2019 as per a legislative requirement under section 158 of the Local Government Act 2002 (LGA).
- 3.6. Staff conducted internal stakeholder interviews on the effectiveness of the Bylaw over November and December 2024, with external stakeholder engagement progressing over January and February 2025. The information collected as a result of these discussions was used to inform the section 155 report, alongside service request data to reinforce what staff heard from these groups.
- 3.7. In April 2025, staff presented a workshop to the District Planning and Regulation Committee to provide a brief introduction to the Section 155 Report, which is the subject of this report, as well as to the review process. The intention for this report is to share the Section 155 Report in its entirety with Council, alongside the series of recommendations that come with it.

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

- 4.1. **Key issues identified in the Section 155 Report**
  - 4.1.1. **Ease of use:** It became evident through discussions with internal and external stakeholders alike that the Signage Bylaw 2019 is not easy to understand and apply if you are not familiar with bylaws in general. The inclusion of a summary at the beginning of the Bylaw document would help to explain the general effects of the Bylaw with the aim of reducing invalidity issues with uncertainty through its form. This is a method used in other Council bylaws, and more specifically to this topic, in signage related bylaws created by other territorial authorities.
  - 4.1.2. **Applicability matrix:** In addition to a summary, an 'applicability matrix' would also aid in clarity of the Bylaw clauses. This could work by improving navigation of the Bylaw for those not familiar with the format of bylaws in general, pointing them directly to the clauses which will be applicable to their specific needs.
  - 4.1.3. **Clarity:** Clause 2 (Purpose and Objectives) and 3 (Scope) include unnecessary repetition and are unclear.

- 4.1.4. **Signage content:** Clause 13 (Signage Content) of the Bylaw should be added alongside clauses 5 & 11 to the scope which is in reference to requirements for signage on private land under the Bylaw. The reasoning for this has been discussed at length in the Section 155 Report.
- 4.1.5. **Definitions:** Following internal stakeholder interviews, it was recommended that there should be some changes to the listed definitions within the Bylaw. These are discussed within the Section 155 Report.
- 4.1.6. **Advertising displays/display of goods:** The Bylaw does not have the scope to deal with advertising displays/displays of goods on footpaths. It is recommended that any reference to 'advertising displays' within the Bylaw be removed to better align with the scope, and to allow this to be potentially included in a Public Spaces Bylaw (currently being investigated) where it could be better provided for.
- 4.1.7. **Footpath signage and advertising:** Internal and external stakeholders alike commented on how it would be beneficial from an accessibility point of view for footpath signage to be on one side of the footpath. This clause could be amended to state that signage should be on the kerbside of the footpath for this reason, whilst making allowances for signs to be placed on the building side in specific scenarios.
- 4.1.8. **Election signage:** It was noted in the review process that there is misalignment between the Signage Bylaw 2019, the District Plan, and Council's Political Hoardings on Council Land and Buildings Policy. It is possible for this to be addressed in an updated Bylaw, should this be deemed appropriate.
- 4.1.9. **Laneway signage:** Although it has been noted that it may not be appropriate to deal with this issue at this time, it has been recognised that signage placement down laneways in town centres is an issue. As part of the implementation following this Bylaw review, it is proposed that relevant staff collaborate on a non-bylaw method to address this issue.
- 4.2. The identified issues above convey the problems had with the current version of the Signage Bylaw and how Council could look to address them. These issues are discussed at length in the Section 155 Report produced alongside this report, as well as the more minor administrative changes.
- 4.3. **Options arising from Section 155 Report recommendations**
  - 4.3.1. **Option 1 – Retain the status quo**  
Council has the option to retain the current Bylaw as it currently stands, although this is not the preferred option. As conveyed in the Section 155 Report attached to this report, the current Bylaw does not adequately address the issues this Bylaw seeks to address.
  - 4.3.2. **Option 2 – Amend the current Bylaw**  
Council has the option to amend the current Bylaw, however, this is also not a preferred option. This is seen as unsuitable due to the number and significance of the recommended changes identified in the Section 155 Report.
  - 4.3.3. **Option 3 – Replace the current Bylaw**  
Council has the option to pursue the recommendations of the attached Section 155 Report, and replace the current Bylaw with an updated version. This is the preferred option, due to the number of changes needed which were identified in the review process, and the significance of some of these changes.
  - 4.3.4. **Option 4 – Revoke the current Bylaw and not replace**

Council has the option to revoke the current Signage Bylaw 2019 and not replace it. This is not a preferred option as it would be impractical, and there are not other viable options to manage signage-related issues within the district.

### **Implications for Community Wellbeing**

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

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

## **5. COMMUNITY VIEWS**

### **5.1. Mana whenua**

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

### **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 review process which contributed to this report included targeted engagement with internal and external stakeholders on this issue to ensure their voices have been heard prior to this time. If Council were to want staff to progress towards a public consultation for a new Signage Bylaw, these stakeholders would be notified as soon as possible to ensure they will have an adequate amount of time to put in a submission, should they wish to.

### **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.

However, as discussed in the Section 155 Report included as an attachment to this report, there are some clauses within the Bylaw that could potentially be seen as an interference with the right to Freedom of Expression under the New Zealand Bill of Rights Act 1990 (NZBORA), as well as a minor infringement on the Freedom of Movement. This has been discussed in detail within the Section 155 Report, and the outcome of that analysis demonstrated that these potential interferences can be demonstrably justified in a free and democratic society and are therefore reasonable and consistent with Section 5 of NZBORA.

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

### **6.1. Financial Implications**

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

The review of this Bylaw is being carried out using existing Strategy and Business Unit staff resources. This project is a programmed Strategy and Business Unit project for the 2024/2025 and 2025/2026 financial years.

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

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

### **6.3 Risk Management**

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

### 6.3 **Health and Safety**

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

## 7. **CONTEXT**

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

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

### 7.2. **Authorising Legislation**

*Local Government Act 2002*

*Land Transport Act 1998*

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

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

- Social: Council commits to promoting health and wellbeing and minimising the risk of social harm to its communities.
- Economic: Enterprises are supported and able to succeed.

### 7.4. **Authorising Delegations**

7.4.1. The Council has the authority to make decisions in relation to the setting of Bylaws.

7.4.2. The Council has delegated authority to the District Planning and Regulation Committee to administer the Bylaw.

## **Section 155 Report – Review of Signage Bylaw 2019**

### **1.0 Background to the Signage Bylaw 2019**

The purpose of the Waimakariri District Council's Signage Bylaw (Bylaw) is to ensure that signs are erected, maintained and displayed in such a manner that they do not create nuisance or present danger to pedestrians and vehicles alike. The Bylaw seeks to achieve this through the objectives of enhancing road safety in the district by avoiding dangerous placement of signs that could impair visibility, and avoiding public nuisance by ensuring signage on footpaths does not obstruct the passage of pedestrians.

The Bylaw is applicable to temporary and permanent signage located on Council premises which includes, but is not limited to, Council road reserve, parks and reserves, and any buildings or structures which Council owns. Any privately owned signage in the district is required to comply with the District Plan, as well as clauses 5 (General Provisions), 11 (Signs Affecting Traffic) and 13 (Signage Content) of the Bylaw. Signage erected in State Highway road reserve within the district is not required to comply with the Bylaw, or traffic safety/directional sign erected by Council or the New Zealand Transport Agency.

Part two of the Bylaw includes control measures such as a guide to exemptions under this Bylaw, offences and breaches, and penalties. Implementation of this Bylaw is done through reactive enforcement, primarily provided by Council's Environmental Services Unit and Roding Unit.

The first Waimakariri District Signage Bylaw was adopted by Council in 2012 and became operative on the 4<sup>th</sup> of December that year. After being reviewed and consulted in 2019, the Signage Bylaw 2019 was adopted by Council on 4 February 2020, replacing the 2012 version.

As required by Section 158 of the Local Government Act 2002 (LGA), the Signage Bylaw 2019 is due to be reviewed through a section 155 report at the beginning of 2025. This review commenced in November 2024.

Section 160 of the LGA sets out the specific procedure Council must use when carrying out a review of a bylaw. This requires Council to follow Section 155 of the LGA to determine whether the bylaw being reviewed is the most appropriate way to address the identified problems. Once it has been determined that a bylaw is the best way to address the problem, the Council must determine whether the bylaw is the most appropriate form of bylaw, and whether it gives rise to any implications under the New Zealand Bill of Rights Act 1990 (NZBORA). To meet the requirements of Section 155, the following sections of this report will outline the processes used to conduct an effectiveness analysis of the Bylaw and the options that arose from this, followed by if

the form of this bylaw is appropriate, and whether it gives rise to any implications under NZBORA.

## **2.0 Determination of the best way to address the perceived problems**

Issues that the Signage Bylaw 2019 intends to address revolve around the impact that inappropriate signage can have on health and safety as well as public nuisance. There are several perceived issues that the Bylaw seeks to address, these include, but are not limited to:

- Non-compliant signage placed in Council road reserve, contributing to misuse of Council owned premises
- Signage put up in areas where it impacts on the health and safety of road users, such as:
  - o On the corner of a busy intersection where it blocks the visions of road users
  - o Signage that could be deemed as distracting to drivers, such as placement too close to a roundabout
- Advertising signage on footpaths in town centres placed in a manner which has impacts on accessibility for those with low vision, in a wheelchair or a specific disability

At present, the overall approach to Signage Bylaw rule compliance is primarily achieved through reactive enforcement. This refers to compliance officers responding to Council service requests concerning signage which may be breaching the Bylaw. It appears that education has not been a key part of implementation, resulting in members of the public sometimes being unaware there even is a Signage Bylaw in this district (unless they unknowingly breach it). This information is important to consider when reviewing the data analysis portion of this report.

In November 2024, staff began working through the review process for the Signage Bylaw 2019 to understand how effective the Bylaw has been. Impact analysis of the Bylaw is critical in determining whether a bylaw is still the most appropriate tool to use to address the aforementioned problems, as well as if these problems are still occurring. This analysis provides insight on how successful the Signage Bylaw 2019 has been in addressing the previously identified issues, and whether these issues still need to be addressed. This analysis considered the following:

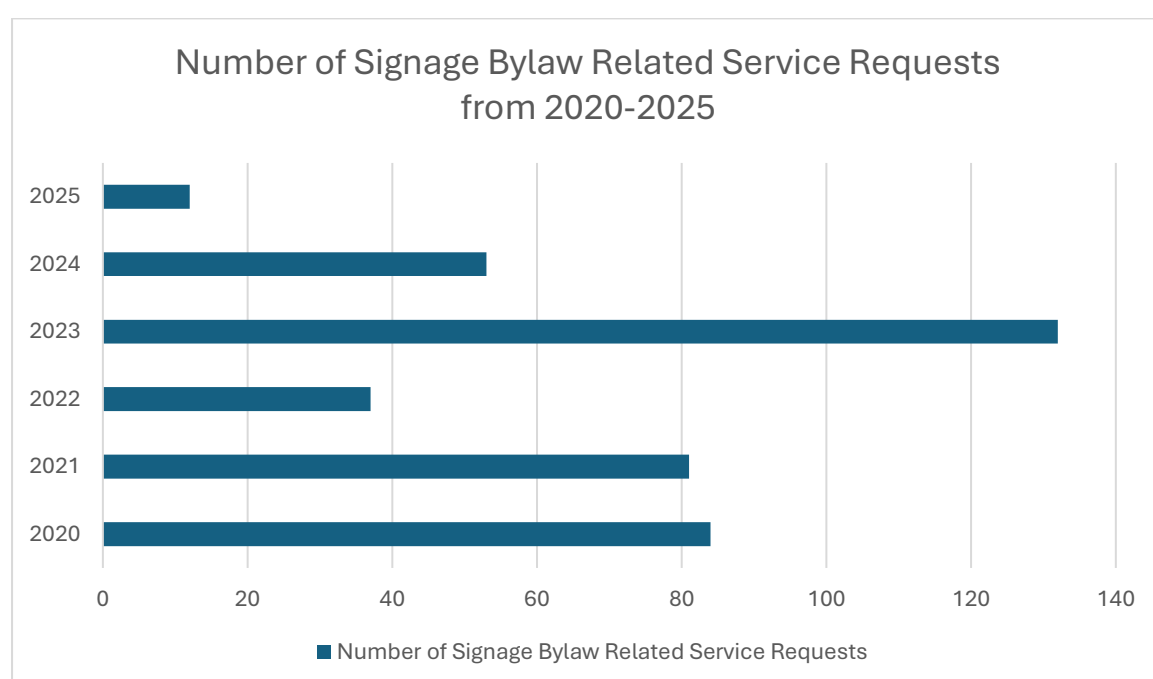
- Council Service Request Records – *February 2020 to May 2025*
- Council information management records relating to Signage Bylaw breaches – *February 2020 – May 2025*
- Exemption requests and outcomes



- Internal stakeholder discussions with representatives from the Environmental Services, Development Planning, Roding, Community, Governance and Business and Centres teams
- External stakeholder discussions with the Waimakariri Access Group and local businesses
- Methods utilised by other councils when addressing signage issues

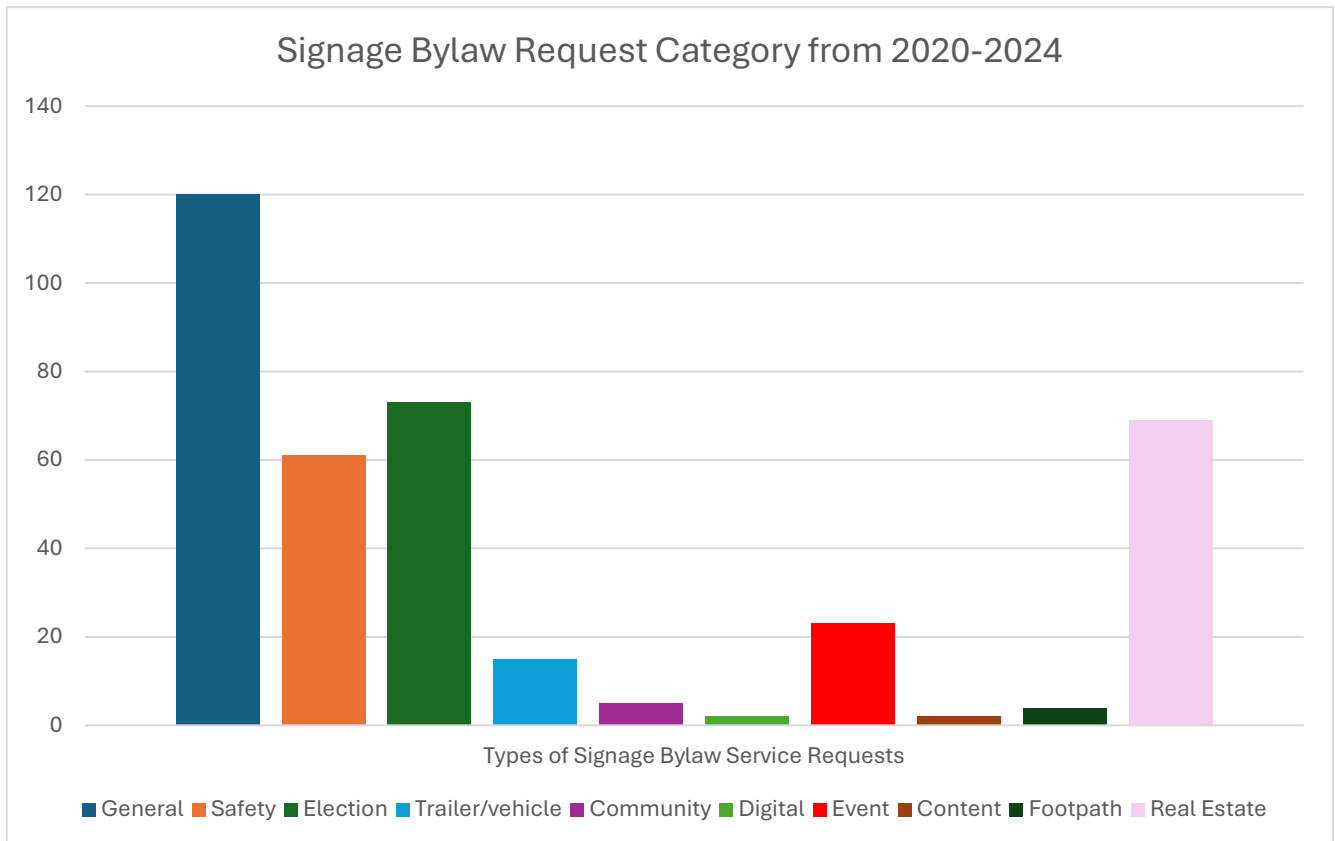
Through analysing these documents and sources, it was evident that the perceived problems that the Bylaw seeks to address are still occurring and have not changed. To demonstrate this, the following section of this report will go through an analysis of these sources and the data received since the Signage Bylaw 2019 was adopted.

### Analysis:



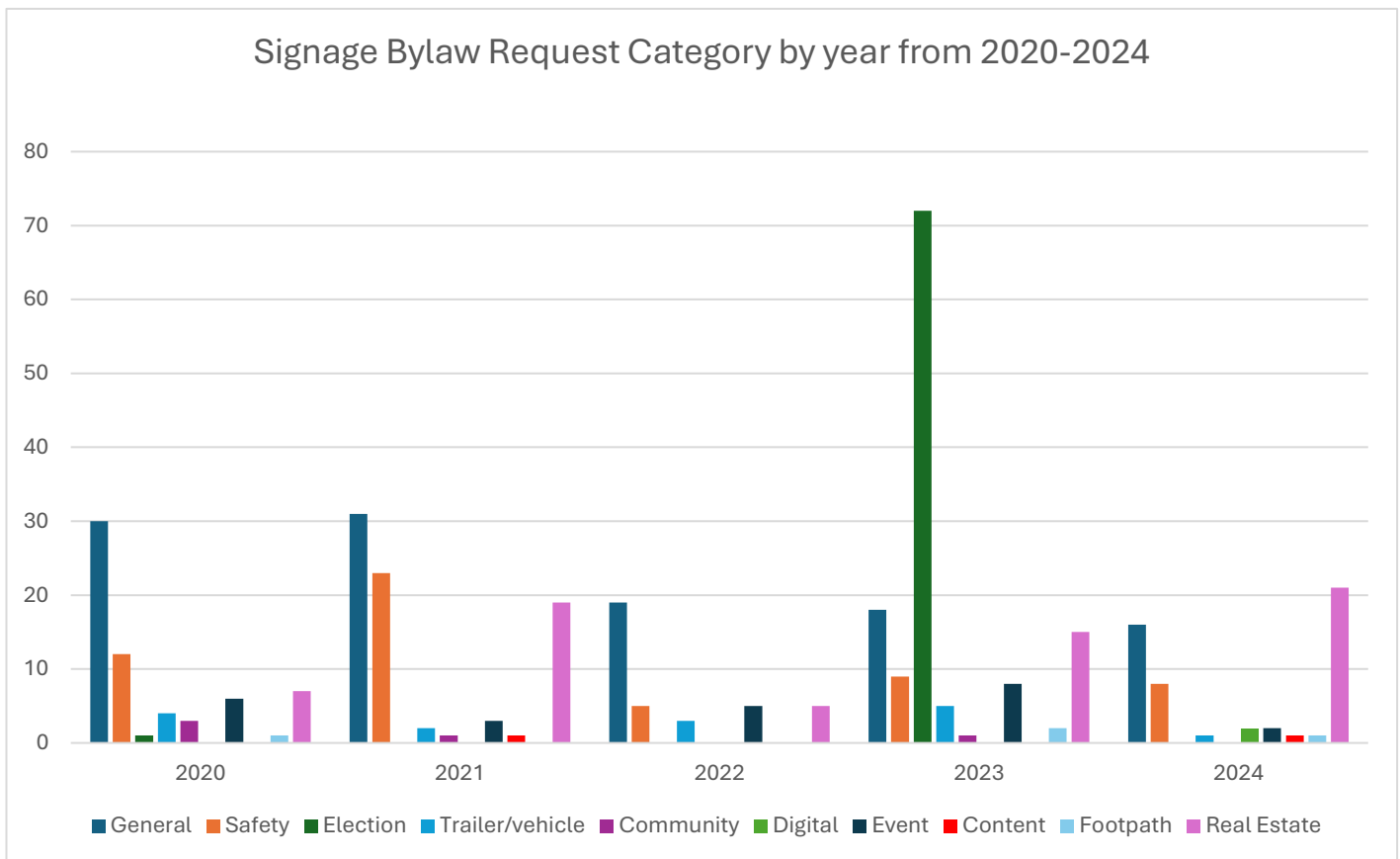
Between the 4<sup>th</sup> of February 2020 and the 8<sup>th</sup> of May 2025, there has been a total of 399 service requests related to potential Signage Bylaw breaches. The average number of service requests over this time period has been 66.5 each year. It is important to note that a service request does not always indicate a definite breach of the Bylaw, but is a mechanism used to report potential breaches of the Bylaw for Council compliance to investigate. So far in 2025, there have only been 12 Signage Bylaw related service requests which could be attributed to how early into the year we are currently. In 2022, the Council responded to the lowest number of Signage Bylaw related requests for a full year (between 2020 and 2024), and this has been explained as the result of a staffing shortage at that time. In 2023, the central government election from that year was accredited to be the main reason for the significant increase in these requests during that time.

The following graph has been provided to give some insight into the types of Signage Bylaw service requests that have been received over the same period of time in order to assess whether or not the perceived problems are still occurring, and if they remain the same.



It is important to note that the above graph depicts categories arising from Signage Bylaw clauses, and that the service requests used to form this graph have been categorised based on the main issue being dealt to within each request. An example of this would be a service request categorised as relating to elections, which was also seen as breaching the traffic safety elements of the Bylaw. Over the time period of 2020-2025, it is clear that service requests of a general Signage Bylaw related nature were the most prevalent. General is in reference to any service request that was a potential breach of the general provisions of the Bylaw, or of an unspecified nature. Election signage was the second most significant category, followed by real estate signage, and then signage breaching the health and safety aspects of the Bylaw. This assists in depicting which Signage Bylaw clauses have been the most significant from a compliance perspective over this time period.

The following graph goes into more detail on the categorisation of these service requests, specific to each year being monitored as part of this report. Since there is little data relating to 2025, this has been excluded from this graphic.



From this graph, it is relatively clear that the Bylaw categories which receive the most consistent attention through signage related service requests are general, safety, elections and real estate. As mentioned earlier in this report, 2023 was a central government election year which saw to an unusually high concentration of requests relating to this topic. Prior to 2024, there were no formal service requests relating to digital signage, however, towards the end of 2024 there were two. Internal stakeholders commented on digital signage becoming more of a relevant issue with a few notable examples being erected around the district, indicating that this may be an issue to monitor more closely for the next review of this Bylaw. Trailer/vehicle signage is another category that was mentioned by internal stakeholders as being an issue which is difficult to deal with, and although there doesn't appear to be a large amount of these requests in relation to other categories, they have stayed fairly consistent over each year since the Bylaw was last reviewed. For these reasons, it would be fair to suggest this is another issue to monitor closely for the next review of this Bylaw. The rationale for not undertaking this as part of the current review process is due to the low number of

service requests relating to these issues, and the need to collect additional data over the next five years to support any potential changes.

In terms of exemption requests, since the last review of this Bylaw, there have only been four recorded requests, two of which were accepted. Throughout the internal stakeholder interview process, it was noted by staff in the Environmental Services Unit, Roding Unit and Business and Centres team that exemption requests are rare, and it is preferred that these only occur in circumstances where allowing the signage would aid in supporting the aims of the Bylaw itself.

Demonstrated through the 399 service requests received since February 2020, it could be assumed that there is a general awareness of how Bylaw breaches may be reported to the Council. Compliance officers use the Bylaw on a regular basis, and commented on how they believe it has been effective in achieving the objectives of the Bylaw since its last review. Analysis of this Bylaw has also indicated that these objectives remain the same. That being said, education around what the Bylaw is and how it works could be something to prioritise in the future, as a number of external stakeholders were unaware that a Signage Bylaw existed.

Early engagement with the Waimakariri Access Group indicated that the Bylaw could be strengthened by negotiating uniformity of signage on town centre footpaths. Comments from the group referred to town centre footpaths acting like a 'maze' at times, which makes it difficult for people with vision impairment, as well as those with wheelchairs. This is because at present under clause 9, signs can be placed on either side of the footpath.

It is also worth noting that laneways were identified as areas within town centres that tend to have issues with signs located all over the footpath with some spilling out onto the main street area, not directly outside the business being promoted. This was noted as a potential problem with regard to accessibility needs by internal and external stakeholders alike as these often end up in front of pedestrian crossings or, once again, create a 'maze'. In terms of a solution for this, staff suggest that this issue may be better addressed through a non-bylaw solution and will be investigating what may work best in the future when it comes to implementation, alongside education.

In the interest of conducting a review that considered not just the views of internal stakeholders and service request data, staff involved in this process went out on foot to talk to local town centre businesses about the Bylaw and the review. This was done based on feedback received during the hearings process for the previous review which indicated that the district's business community did not feel that they were adequately engaged with. For the most part, business owners spoken to in person indicated they did not have any notable issues with the current version of the Bylaw. A staff member at

one store commented on the impact of reactive enforcement, and how they felt this contributed to unequal treatment of signage in town centres.

Only two businesses in the Rangiora Town Centre opted to fill out the survey in person, with 15 businesses asking for an email link and approximately ten asking for a paper copy. In the Kaiapoi Town Centre, there were no paper copies filled out in person, with two businesses opting for an email link, and approximately five asking for a paper copy. Despite the interest shown at the time of the engagement, the survey return rate was incredibly low with the only recorded responses being those who filled the survey out in person. Based on this, as well as the nature of conversations had at each location, it is clear that most business owners/representatives were relatively content with the current state of the Bylaw, as long as they were still enabled to use signage outside of their premises. Staff will seek to directly engage with business owners again during the consultation process for this Bylaw review, given the nature of the proposed changes.

### **Conclusion:**

The conclusions drawn from the effectiveness analysis is that a bylaw is still the most efficient tool Council can use to address the problems associated with signage in the Waimakariri District. Based on feedback from internal stakeholders and analysis of service requests dating back to February 2020, if a Signage Bylaw did not exist, it is expected that signage issues relating to health and safety and public nuisance would become more prevalent. Revoking the Signage Bylaw would restrict Council's capacity to protect the public from nuisance and limit the health and safety concerns that come with inappropriate signage. For these reasons, it is believed that a bylaw is still the most appropriate tool to utilise to address signage related problems in the Waimakariri District.

Once a bylaw has been identified as the most appropriate methods to address the identified issues, Council should consider what option may work best for the situation. Staff have identified the options in the following section for the Council to consider.

### **3.0 Is the Bylaw still the best way to address the problem?**

#### **Options Analysis:**

##### **Option 1 – Revoke the current Bylaw and not replace it**

This option is not practical nor advisable. Based on the content of this report, it is clear that the Signage Bylaw is needed in order to manage signage related issues in the district.

##### **Option 2 – Retain the status quo**

Adopting the current Signage Bylaw without any change is not a preferred option as it will not address the range of issues identified through the effectiveness analysis or correct administrative issues within the Bylaw.

##### **Option 3 – Amend the Bylaw**

This is not a preferred option as some of the changes recommended in this report are significant enough to warrant the need for a replacement Bylaw, consulted on through a special consultative procedure.

##### **Option 4 – Replace the current Bylaw with a new Bylaw**

A replacement Signage Bylaw is the preferred option given the number and significance of the proposed changes to the Bylaw. Based on the feedback received, there is one clause in the Bylaw which could require more significant changes, with other amendments made to address minor issues missed during the previous review period and to aid in clarity.

A summary of the key proposed changes made through a replacement Bylaw and the rationale for doing so are presented in the table below:



<b>Signage Bylaw Clause</b>	<b>Proposed changes</b>	<b>Rationale for changes</b>	<b>Level of significance</b>	<b>Enabling legislation</b>
1. General	Administrative changes  Add reference to section 22AB of the LTA 1998	Updating sub-clause 1.1 and 1.2 with new dates  Reference to section 22AB of LTA 1998 is in relation to clause 6 (vehicle and trailer signage)	Minor	s145 LGA 2002  s22AB LTA 1998
2. Purpose and objectives	Rewording  Removal of 'advertising displays'	Removal of unnecessary repetition  Removal of advertising displays under 2.3.2. to better align with the scope and to make arrangements for this to be better included in a Public Spaces Bylaw	Minor	s145 LGA 2002
3. Scope	Rewording sub-clause 3.1  Addition of clause 13 to sub-clause 3.2	Rewording sub-clause 3.1 to make it easier to understand/eliminating uncertainty  Clause 13 should also be included under sub-clause 3.2 as it is also applicable to signage on private property under the Code of Ethics and relevant Code of Practice issued by the New Zealand Advertising Standards Authority, as well as the Human Rights Act 1993 and the Films, Videos, and Publications Classification Act 1993. It should be noted that the threshold for a sign on private property being removed for signage content reasons is high due to the Right to Expression under the New Zealand Bill of Rights Act 1990, however, it is still applicable.	Minor	s145 LGA 2002
4. Definitions	Changing 'changeable message signage' to 'digital sign'	To align this definition with the term used for these kinds of signs in the Proposed District Plan	Minor	s145 LGA 2002

Signage Bylaw Clause	Proposed changes	Rationale for changes	Level of significance	Enabling legislation
	<p>Adding why 'frangible' is important in the context of signage to its definition</p> <p>Adding extra content to the definition of 'public place'</p>	<p>To provide clarity as to why frangible is important for signage from a health and safety perspective</p> <p>To clarify what kinds of places are included under the term 'public place' by strengthening the definition</p>		
9. Footpath Signage and Advertising	<p>Removal of mention to display of goods for sale in sub-clauses 9.1 and 9.2</p> <p>Introduce sub-clauses relating to a requirement to place footpath signage on the kerbside of a footpath where possible</p> <p>Adding a diagram to further clarify this clause</p> <p>Correcting reference to clauses 10.1 and 10.4</p>	<p>Within the scope of this Bylaw, the display of goods for sale is not adequately provided for. The removal of this has been discussed above.</p> <p>In reference to 9.2, it has also been identified that the Council does not issue any license to occupy for any business goods for sale on footpaths, nor is it seen as a feasible task. This essentially renders this sub-clause redundant and further enforces the need to remove it.</p> <p>The regulation of goods for sale on footpaths may be better served under a Public Places Bylaw, which will be investigated sometime in 2025.</p> <p>Introduction of sub-clauses relating to signage on kerbside of footpath has been recommended based on internal/external stakeholder feedback indicating that this would aid in reducing public nuisance and increased accessibility. A diagram could be added to support this.</p>	Significant	s145 LGA 2002

<b>Signage Bylaw Clause</b>	<b>Proposed changes</b>	<b>Rationale for changes</b>	<b>Level of significance</b>	<b>Enabling legislation</b>
11. Signs Affecting Traffic	Change reference from clause 12 to clause 11 under sub-clause 11.3	Sub-clause 11.3 has an incorrect reference to Clause 12 when referring to Schedule 1 of the Bylaw, which is used to assess whether a sign complies with Clause 11 of the Bylaw in its entirety. This should have said Clause 11 rather than Clause 12 as clause 12 is Location of Election Signs, and is not applicable to Schedule 1 of the Bylaw	Minor	s145 LGA 2002
12. Location of Election Signage	<p>Changing sub-clause 12.2.3 to say eight weeks rather than nine weeks prior</p> <p>Change 12.2.4 to say one week after rather than by midnight prior</p> <p>Adding an explanatory note</p>	<p>This change is recommended to align with what the Political Hoardings on Council Land and Buildings Policy and the District Plan stipulate with regard to when signs can be put up/must be taken down for local body elections</p> <p>Explanatory note could be added to provide more clarity and context for this clause, as recommended by staff through the internal interview process</p>	Minor	s145 LGA 2002

In addition to the proposed changes to the Bylaw, it is also proposed that a summary page be added to the Bylaw document. This summary would not be part of the Bylaw itself but would assist in explaining the general effects of the Bylaw. This would be done to ensure the Bylaw is easily understood and to make sure that there is no uncertainty in its application to signage related matters. This summary would be inclusive of an 'applicability matrix' which serves the purpose of making it easy for anyone reading the Bylaw to quickly understand which clauses will be most relevant to the type of signage they are wanting to put up.

In general, there have been edits made to the use of 'section' throughout the Bylaw to be 'clause' instead. This has been done as the wording of 'section' is generally used within policies rather than bylaws which tend to have 'clauses'. This is an administrative change proposed to align the wording of this bylaw with other Council bylaws.

#### **4.0 Form of the Bylaw**

Once a bylaw has been identified as the most appropriate method to address the identified issues, Council should consider if the bylaw is made to be the most appropriate form of a bylaw. In this case, form is in reference to how a bylaw is written and whether its form gives rise to any invalidity issues under the Bylaws Act 1910 and the Local Government Act 2002. These invalidity issues include ultra vires, repugnancy, uncertainty and unreasonableness.

The Signage Bylaw is not seen to be ultra vires as it has been made under Section 145 of the LGA which gives territorial authorities general bylaw making power, as well as Section 22AB of the Land Transport Act 1998 (LTA) which allows road controlling authorities to make certain bylaws. Therefore, the Bylaw is operative within the scope of the authority Council is granted by law.

As per the results of a legislative review conducted as part of the bylaw review process, the Signage Bylaw 2019 is not repugnant to any New Zealand statutory law. Signage in the Waimakariri District is also controlled by the District Plan, and there has been coordination between staff reviewing the Bylaw as well as staff in the Development Planning Unit to ensure there are no inconsistencies between the Proposed District Plan and an amended version of the Signage Bylaw.

Regarding how a bylaw has been drafted, the public must be able to clearly understand if and how a bylaw will apply to them to avoid uncertainty as a result of the form of the bylaw. At present, the Signage Bylaw has some vagueness in wording, an unclear scope, and incorrect references. Therefore, it could be determined that there is a level of uncertainty to the current Bylaw and the proposed amendments could be made to address these issues.

Lastly, when assessing the form of the Bylaw, it should be analysed for unreasonableness. In this context, unreasonableness refers to the degree of invasion on public and private rights. If there is interference with these rights, it must be proportionate to the outcome the bylaw seeks to achieve otherwise it should be investigated if less interference could be done to achieve the same objective. In the case of the Signage Bylaw, an evaluation of the bylaw's relevance, effectiveness and efficiency has demonstrated that the rules enforced by the Bylaw are reasonable. The following section of this report goes into more detail regarding the Signage Bylaw and the NZBORA, which also reinforces the notion that the Bylaw is a reasonable response to Signage related problems in the district.

## **5.0 New Zealand Bill of Rights Act 1990**

The Council must determine whether the Bylaw gives rise to any implications under the New Zealand Bill of Rights Act 1990 (NZBORA), and ensure it is not inconsistent with the Act. NZBORA establishes certain fundamental human rights as well as rights in relation to offences and other matters. The LGA states that no bylaw may be made to be inconsistent with NZBORA, notwithstanding Section 4 of that Act.

NZBORA specifically identifies four types of rights. These are life and security of the person; democratic and civil rights (including freedom of expression); non-discrimination and minority rights; search, arrest and detention.

The current Signage Bylaw contains clauses that place restrictions on the placement and location of signage. This could potentially be seen as an interference with the right to freedom of expression.

The current Bylaw includes a clause restricting the parking of vehicles on Council road reserve for the purpose of displaying advertising material. This could also potentially be seen as an interference with the right to freedom of expression, as well as a minor infringement on the right to freedom of movement.

Additionally, the current Bylaw contains a clause which restricts the display of signage that has any discriminatory, objectionable, or defamatory content on it. This clause could also be seen as an interference with the right to freedom of expression.

The rights and freedoms contained in the Bill of Rights may be subject only to such reasonable limits prescribed by law as can be demonstrably justified in a free and democratic society. On this basis, the Council is entitled to limit rights and freedoms in NZBORA through the bylaw clauses if those limits are demonstrably justified in a free and democratic society.

During the last review of the Signage Bylaw in 2019, Council affirmed that the aforementioned Bylaw clauses are reasonable and consistent with NZBORA. While the Signage Bylaw gives rise to some implications under the NZBORA, the Bylaw is not inconsistent or repugnant with the Act and is a proportionate response. The Bylaw is also justified and reasonable as it contributes to the successful management of signage issues within the District. These limitations are justified as they are consistent with Section 5 of the NZBORA.

## **6.0 Review Findings: Local Government Act (s155) Recommendations**

As per section 155 (1) of the LGA 2002, the findings of this review indicate that the continuation of a Signage Bylaw is the most appropriate way of addressing signage related issues within the Waimakariri District.

As it has been determined that a Bylaw is the most appropriate way to address this range of issues, section 155 (2) of the LGA 2002 states that the local authority must determine whether this Bylaw is:

- (a) The most appropriate form of bylaw; and
- (b) Gives rise to any implications under the New Zealand Bill of Rights Act 1990, notwithstanding section 4 of that Act

Section four and five of this report have discussed findings related to that section of the LGA 2002, in which it was determined that:

- Aside from issues with uncertainty, the Bylaw is the most appropriate form of Bylaw; and
- Although the Bylaw may give rise to some implications under NZBORA 1990, these limitations are justified as they are consistent with Section 5 of the NZBORA 1990.

The recommendations arising from the review of the Signage Bylaw 2019 are the following:

- This Bylaw requires some minor administrative changes
- Significant changes in relation to clause 9 are required
- These changes are necessary to ensure that the Bylaw has the ability to be as effective as possible, and to address emerging issues identified in this review process
- A special consultative procedure would be required to formally engage with the public on any proposed changes to the Signage Bylaw.



- Digital signage and trailer/vehicle signage have been identified as emerging areas of issue within the Signage Bylaw and should be reassessed when this Bylaw is next due to be reviewed in 2030.
- Implementation of a new Signage Bylaw should include an increase in education concerning signs in the district, as well as the utilisation of non-bylaw methods to address laneway signage issues in town centres.

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR INFORMATION****FILE NO and TRIM NO:** FOR-01 / 250523092016**REPORT TO:** Council**DATE OF MEETING:** 3 June 2025**AUTHOR(S):** Rob Hawthorne, Property Unit Manager**SUBJECT:** Pegasus Bay Forestry Fire Nov 2022 - Salvage Report & Planting Program**ENDORSED BY:**  
(for Reports to Council,  
Committees or Boards)  
General Manager  
Chief Executive**1. SUMMARY**

- 1.1. This report provides background information on the lease relationship Waimakariri District Council (the Council) has with Te Kōhaka O Tūhaitara Trust (the Trust), a fire that occurred in November 2022, the resulting loss of trees along the coast of Pegasus Bay, the salvage program undertaken by Council on behalf of the Trust (alongside the associated, proposed reimbursement), and the replanting program proposed.
- 1.2. The purpose of the report is to seek approval in principle for Council to expand its forestry operation on the Trust's land by incorporating additional forestry areas, damaged in the fire, into Council's ownership and management, under a revised lease.
- 1.3. The current lease with Council commenced in 2012 and covers an area of 271 Ha. Both parties have a shared responsibility for things such as land care and managing environmental effects, compliance with legislation and regulations, as well as public access, health and safety. As the owner of the land the Trust is responsible for obligations under the Emissions Trading Scheme (ETS).
- 1.4. In addition to the commercial, production grade forestry the Trust have approximately 92.3 Ha of forest. In general, these trees are inferior to the commercial, production grade forestry stands, partly due different soils, exposure to the coastal winds, erratic planting and a lack of active forestry management over many decades.
- 1.5. The fire, commonly referred to as the Pegasus Fire, was initiated by youth setting off fireworks. The Pegasus Fire covered approximately 4 kilometres of coastline and a large area of land, with a total 87.6 Ha of trees damaged.
- 1.6. The Council owned forestry estate is covered by insurance and following the fire most of the 41.9 Ha damaged or destroyed by the fire have been cleared and replanted. Details about this, and the insurance settlement, is covered in a separate report to the Audit and Risk Committee.
- 1.7. The focus of this report to Council is on the non-commercial forestry directly affected by the fire. The Trust owns most of this with a total of 39.8 Ha damaged or destroyed. In addition, Council administers 5.9 Ha of damaged or destroyed forestry between the Trust land and the ocean. The trees on both areas were un-insured.
- 1.8. Council's response to the fire damaged trees extended to a clearance and salvage operation covering all 92.3 Ha of forestry mentioned above. This provided some synergies around infrastructure and for some areas salvage revenue that went to offset costs. The main drivers for the salvage of uninsured forestry were:
  - 1.8.1. a mix of escalating health and safety concerns (as the trees slowly degraded),

- 1.8.2. the potential to lose any value the damaged trees had, if left too long, (and)
- 1.8.3. the need to address the likely penalties associated with the Environmental Trading Scheme (ETS) that would be likely to accrue if the dead or dying forestry was not cleared and replanted within a prescribed period (4 years).
- 1.9. Most of the insured forestry was planted in 2018 /19 and had minimal value, or none, and these were simply cleared, root raked and subsequently planted.
- 1.10. The wider salvage project generated revenue of \$528,000, from the sale of logs and sundry material, but incurred a cost of 740,000. This equated to a net loss of \$4,253.80 per Ha. With 38.9 Ha of damaged or destroyed trees, the Trusts share of this loss / cost equates to \$165,472.82.
- 1.11. The Trust has ETS obligations to replant any pre-1990 areas deforested within 4 years. Of the 38.9 Ha 7.7 Ha is post 1989 so technically only 31.2 Ha needs to be replanted. The bulk of the salvage operation occurred over 2023 and 2024 years, so the Trust has until 2027 / 2028 to replant the 31.2 Ha.
- 1.12. The cost of replanting 31.2 ha in Pinus Radiata is approximately in \$161,470. Planting natives is two to three times more expensive, and the general coastal environment is very challenging with a much lower success rate for natives than Pine trees. The Trust does not have cash reserves to reimburse Council or undertake the replanting. It does acknowledge the need to reimburse Council and intends to sell some of its 14,880 Carbon Credits to cover this reimbursement. The market value of Carbon Credits is currently \$55 / NZU but commonly sits around \$60 / NZU.
- 1.13. In the same way the trust is looking to sell Carbon Credits to fund the replacement of the 31.2 Ha as failure to replant the trees in the prescribed time would result in a potential fine from the Ministry of Primary Industries that is likely to exceed \$1 million.
- 1.14. The Trust does not wish to manage a commercial forestry activity on an ongoing basis and has enquired about Council's willingness to expand its forestry operation to include the additional area. This presents Council with potential for both economies of scale and increased profit alongside increased risks, discussed further in the report
- 1.15. On balance, the staff recommendation is to accept the proposal to expand Councils forestry operation on Trust land with the replant of the 31.2 Ha being funded by the Trust.

Attachments:

- i. Fire Salvage Replant Map
- ii. Fire Replant (establishment) Budget Report 2025 2027

## 2. **RECOMMENDATION**

**THAT** the Council

- (a) **Receives** Report No. 250523092016
- (b) **Notes** that Te Kōhaka O Tūhaitara Trust have agreed to reimburse Council for costs associated with the Pegasus Bay Forestry Fire, assessed as being \$165,472.82. An invoice will be raised in the current financial year for the funds owing. These funds will go to the forestry revenue account 10.167.050.1515.
- (c) **Notes** Council leases 271 Ha from Te Kōhaka O Tūhaitara Trust for forestry purposes
- (d) **Notes** that Te Kōhaka O Tūhaitara Trust propose to fund the replant of 32.1 Ha of their forestry at an estimated cost of \$161,470. but do not wish to be a commercial forestry operator. They propose this forestry be transferred to Council and the lease varied.
- (e) **Accepts** the proposal referenced in 2 (d), delegating to the Chief Executive and the Property Manager authority to progress this transfer and vary the lease.

### 3. **BACKGROUND**

- 3.1. Council has a long history with the coastal reserve between Kairaki and Waikuku. In 1998 Ngai Tahu and Council established the Trust as joint settlers. After this an occupancy arrangement with the Trust was put in place to cover Council's ongoing ownership and management of production forest on the Trust land.
- 3.2. The Trust have a long-term vision of restoring the native environment and maximising the public access and use of the Tūhaitara Reserve Park. Council is also interested in environmental and recreation outcomes associated with the Reserve but also have a commercial interest in the trees.
- 3.3. The current lease with Council commenced in 2012 and covers an area of 271 Ha. It is terminable by the Trust on 12 months' notice - but with the Trust being required to compensate Council for the value of production forest.
- 3.4. A rent review due in 2017 was not actioned by the Trust until 2022. Subsequent to this, discrepancies in relation to forestry areas have held up progress finalising the review. The final position in relation to this review is close to being resolved and it is intended to incorporate the outcome of that and, any arrears that have accrued, with the financial settlements outlined in this report.
- 3.5. Both parties have a shared responsibility for matters such as land care and managing environmental effects, compliance with legislation and regulations, as well as public access, health and safety. As the owner of the land the Trust is responsible for obligations under the Emissions Trading Scheme (ETS).
- 3.6. In addition to the commercial, production grade forestry the Trust have approximately 92.3 Ha of forest. In general, these trees are inferior to the commercial, production grade forestry stands, partly due different soils, exposure to the coastal winds, erratic planting and a lack of active forestry management over many decades.
- 3.7. The fire, commonly referred to as the Pegasus Fire, was initiated by youth setting off fireworks. The Pegasus Fire covered approximately 4 kilometres of coastline and a large area of land, with a total 87.6 Ha of trees damaged.
- 3.8. The Council owned forestry estate is covered by insurance and following the fire most of the 41.9 Ha damaged or destroyed by the fire have been cleared and replanted.
- 3.9. The following image shows an aerial of the various insured 'Blocks' with areas where trees were lost - depicted by the colours red, blue, yellow and purple.



Image 1 – Damaged insured forestry blocks aerial

- 3.10. Further details about this, and the insurance settlement, is covered in a separate report to the Audit and Risk Committee. A copy of this report is attached for information.
- 3.11. The following image shows an aerial of the various uninsured areas where trees were damaged from the fire as depicted by the orange colour (Trust trees) and the red coloured areas (Council trees). The other two areas shown in pink are commercial forestry areas under Council control that were damaged by the fire but are yet to be replanted.



Image 2 – Damaged un-insured forestry blocks aerial

- 3.12. The focus of this report, to Council, is on the non-commercial forestry directly affected by the fire. Most of this was owned by the Trust with a total of 39.8 Ha damaged or destroyed. An additional 5.9 Ha of forestry was damaged or destroyed between the Trust land and ocean. This area is administered by Council's Greenspace Team. The trees on both areas were un-insured.
- 3.13. Council's response to the fire damaged trees extended to a clearance and salvage operation covering all 92.3 Ha of forestry mentioned above. This provided some synergies around infrastructure and for some areas salvage revenue that went to offset costs. The main drivers for the salvage of uninsured forestry were:
  - 3.13.1. a mix of escalating health and safety concerns (as the trees slowly degraded,
  - 3.13.2. the potential to lose any value the damaged trees had, if left too long, (and)
  - 3.13.3. the need to address the likely penalties associated with the Environmental Trading Scheme (ETS) that would be likely to accrue if the dead or dying forestry was not cleared and replanted within a prescribed period (4 years).
- 3.14. Leaving any of the damaged, or dying trees, exposed the public to serious hazard, even more so if exposed faces of forestry stands were left following the harvest of the older insured tree crop.
- 3.15. Most of the insured forestry was planted in 2018 /19 and had minimal value, or non, and these were simply cleared, root raked and subsequently planted.
- 3.16. The wider salvage project generated revenue of \$528,000, from the sale of logs and sundry material, but incurred a cost of 740,000. This equated to a net loss of \$4,253.80 per Ha. With 38.9 Ha of damaged or destroyed trees, the Trusts share of this loss / cost equates to \$165,472.82.
- 3.17. The Trust has ETS obligations to replant any pre-1990 areas deforested within 4 years.
- 3.18. Of the 38.9 Ha 7.7 Ha is post 1989 so technically only 31.2 Ha needs to be replanted.
- 3.19. The bulk of the salvage operation occurred over 2023 and 2024 years, so the Trust has until 2027 / 2028 to replant the 31.2 Ha.
- 3.20. A replant of the 7.7 ha block has merit due to its positive location for access and soils and would be eligible for ETS credits. This option will be considered in a separate report that considers a wider forestry strategy for Council and the Trust.

- 3.21. The cost of replanting 31.2 ha in Pinus Radiata is approximately in \$161,470. Planting natives is two to three times more expensive, and the general coastal environment is very challenging, with a much lower success rate for natives than Pine trees.
- 3.22. The Trust does not have cash reserves to reimburse Council or undertake the replanting. It does acknowledge the need to reimburse Council and is actively exploring the sale of ETC Credits to cover this reimbursement.
- 3.23. In the same way the Trust is looking to sell ETS Credits to fund the replacement of the 31.2 Ha, as failure to replant the trees in the prescribed time would result in a potential fine from the Ministry of Primary Industries that is likely to exceed \$1 million.
- 3.24. The Trust does not wish to manage a commercial forestry activity on an ongoing basis and has enquired about Council's willingness to expand its forestry operation to include the additional area.
- 3.25. More detail is provided in a separate report to Council covering the wider response to the un-insured portion of the Pegasus Fire.

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

- 4.1. The report notes the intention of the Trust to reimburse Council for costs incurred in relation to the salvage operation associated with the Pegasus Bay Forest Fire. No action or decision is needed as staff will progress this directly with the Trust and reporting this here is merely for information.
- 4.2. The proposed transfer of the replanted forest from the Trust to Council ownership involves an ongoing commitment by Council to operating costs such as insurance, silver-culture and ongoing management.
- 4.3. When the long periods of time, involved in forestry activity, are considered the return on investment for forestry is generally modest, and come with a wide variety of risks. These are exacerbated in a location such as this with challenging environmental conditions and a combination of high management and harvest costs associated with public access, along with increased risks around Health and Safety, and fire.
- 4.4. Balancing this, Council is already exposed to these matters and the addition of the 31.2 Ha may add some economies of scale. The economics of the proposal are significantly improved given that the initial planting investment is covered by the Trust.
- 4.5. Council has the Option to:
  - 4.5.1. Reject the proposal
  - 4.5.2. Accept the proposal (with some additional requirements or consideration)
  - 4.5.3. Accept the proposal
- 4.6. On balance, the staff recommendation is to accept the proposal to expand Councils forestry operation on Trust land with the replant of the 31.2 Ha being funded by the Trust.

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

Given that the replant will be progressed either way and that the issues and options deal with ownership rather than material matters, there are no specific implications on community wellbeing.

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



## 5. **COMMUNITY VIEWS**

### 5.1. **Mana whenua**

Te Ngāi Tūāhuriri hapū do have an interest in the subject matter of this report by virtue of their involvement with the Te Kōhaka O Tūhaitara Trust, via Ngai Tahu. However, the primary communication path with Ngai Tahu for any issues or matters relating to the Trust land, including the forestry operations, is via the Trust.

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

Te Kōhaka O Tūhaitara Trust is the main organisations directly affected by, or to having an interest in the subject matter of this report. Other groups actively using forestry areas will also be interested in forestry operations but not in the question of ownership.

### 5.3. **Wider Community**

A significant residential Community live near, or recreate in, the coastal forestry area and, as such, have an interest in management of both exotic and native forestry in this location, and regarding any harvests that occur.

In this instance most people have expressed a level of understanding in relation to the harvest that has occurred however, the wider community is not likely to be directly affected by, or to have an interest in the subject matter of this report, being the question of ownership.

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

### 6.1. **Financial Implications**

The reimbursement of salvage costs will accrue to the forestry account 10.167.050.1515.

The following Table shows a forecast June balance of the forestry account of \$2,208,000.

<b>General Ledger Balances (FORESTRY)</b>			
<b>Total Balance</b>	<b>Long Description</b>		
2,478,513.99	Waimakariri DC Forestry	Balance Sheet	Non-Current Ass Forestry - asset
14,178.49	Waimakariri DC Forestry	Balance Sheet	Non-Current Ass Forestry WIP
-295,264.82	Waimakariri DC Forestry	Balance Sheet Equity	Accumulated Fund
-539,555.99	Waimakariri DC Forestry	Income	Revenue Sawlogs
36,818.88	Waimakariri DC Forestry	Operations	Expenditure Insurance premium
10,680.00	Waimakariri DC Forestry	Operations	Expenditure Valuation fees
26,674.10	Waimakariri DC Forestry	Operations	Expenditure Rates - council
112,558.81	Waimakariri DC Forestry	Operations	Expenditure Operations
1,586.25	Waimakariri DC Forestry	Operations	Expenditure Consultants
5,485.47	Waimakariri DC Forestry	Production/Clea	Expenditure Maintenance
1,430.91	Waimakariri DC Forestry	Fencing	Expenditure Maintenance
10,496.26	Waimakariri DC Forestry	General Mainten	Expenditure Maintenance
9,659.59	Waimakariri DC Forestry	FireBreaks	Expenditure Maintenance
13,257.42	Waimakariri DC Forestry	Te Kohaka O Tuh	Expenditure Lease payments
4,277.02	Waimakariri DC Forestry	Weed Control	Expenditure Maintenance
347,684.00	Waimakariri DC Forestry	Other Expenditure	Forest Cost Salvage
13,480.00	Waimakariri DC Forestry	Other expenditu	Internal Indirect recovery
<b>2,251,960.38</b>	<b>Total</b>		
	<b>less book value</b>		
-237,085.00	138 Woodend		
-115,500.00	Other anticipated Book Value to remove		
-25,876.00	Planting costs		
	<b>Pegasus fire block balance</b>		
169,400.70	Insurance proceeds		
165,472.82	TKt proceeds towards Fire Salvage		
<b>2,208,372.90</b>	<b>TOTAL</b>		
	This excludes revaluation for June 2025		
	There may be some operational cost that need to be reclassified as capital		

These proceeds are not budgeted for in the Annual Plan / Long Term Plan. However, they result in a positive financial implication, as most of the costs in consideration were expended in the 2022/23 and 2023/24 financial years.

The reimbursement will provide additional equity reserves to be called over coming years.

The proposal to increase the area of forest under Council control / ownership would involve an adjustment to the budgeted operating expenditure over the coming 10-year period and beyond. A separate report is being tabled that considers other potential changes and if approved a separate report would be brought back to Council detailing the changes and seeking approval to those budget adjustments.

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

The recommendations in this report do not themselves have an impact on sustainability and / or climate change impacts. The proposed replanting is likely to occur and this will have a positive impact on carbon sequestration.

## 6.3 **Risk Management**

Forestry operations have inherent risks both from financial and health and safety perspectives. The availability of insurance for forestry assets has become increasingly challenging with premiums rising and insurance conditions worsening, in favour of the insurers. However, there are also opportunities to spread the risk and obtain cost efficiencies from scale and the contiguous location of the plantings concerned.

Given that Council is already engaged in this activity and use professional forestry managers to mitigate many of the risks, it is unlikely the overall risk profile will be worse as a consequence of adopting / implementation of the recommendations in this report.

## 6.3 **Health and Safety**

Given that Council is already engaged in this activity and use professional forestry managers to mitigate these risks, it is unlikely the risk profile will be any worse as a consequence of adopting / 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**

Council has authority to operate business functions under Part 8 of the Local Government Act 2002.

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

The actions or recommendations arising from in this report are not directly relevant to Council's Community Outcomes.

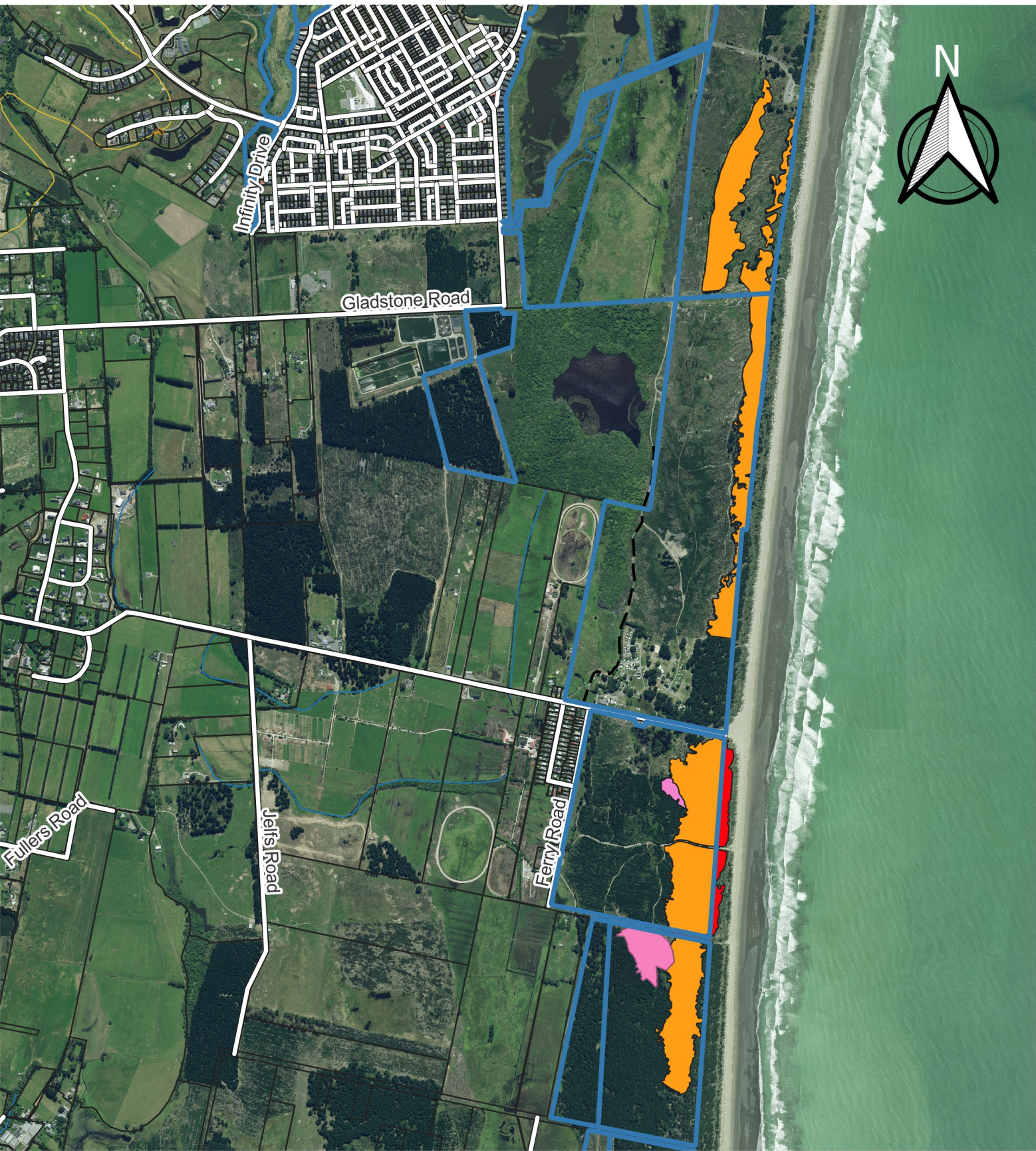
## 7.4. **Authorising Delegations**

Council is authorised to make operational and investment decisions around the various Activities Council is involved in.



# Waimakariri District Council

## WDC & TKTT Pegasus Fire Salvage Replant Map



- |  |                          |                  |
|--|--------------------------|------------------|
| WDC Forest (TKTT Land)<br>(4.17 ha)    | TKTT Forest<br>(39.8 ha) | Title Boundaries |
| WDC Forest ('Greenspace')<br>(2.90 ha) | TKTT Land Parcels        | Waterways        |
|  | Public Roads             | 20 m Contours    |

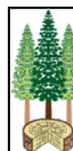
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800 m

Projection: NZTM 2000, ESPG:2193. Imagery: 2015. Map created: 23-05-2025. Data sourced from the LINZ Data Service and licensed for reuse under the CC BY 4.0 licence. Disclaimer: Laurie Forestry Ltd accepts no responsibility or liability for errors in this map. This map is intended for use only at the published scale.



**Laurie Forestry Ltd**





# Laurie Forestry Ltd

Harvesting & Marketing, Consultants & Managers

Rob Hawthorne and Michael Homan  
Waimakariri District Council

Dear Rob and Micheal

This report details the budget requirements for the reestablishment of the Te Kohaka o Tuhaitara Trust forest land which burnt and salvaged in the last few years.

## Establishment

A total area of 39.8 ha is due for replanting in the next two years. Cells marked in blue are costs for the current 2024/25 budget year, green cells are costs for 2025/26, and orange cost for 2026/27. The land will require windrowing this Autumn/Winter so that the weed seedbed can be excited. This will allow an effective kill spray in spring or early summer this year. All the land is sand country and will have to be planted in container grown seedlings which will be ordered for spring 2026.

*Table 1. Summary of blocks and establishment actions through to 2026/27 budget period*

Budget for 2025/26 Plantings								
Block	Location	Plantable Area (ha)	Planting Type	Windrow Cost	Aerial Spraying Cost	Planting Cost	Blanking/Contingency	TOTAL
TKTT Pre90	North/South of Woodend Beach Rd	32.1	Fire replant	\$32,740	\$27,319	\$80,350	\$21,061	\$161,470
TKTT Post89	North of Woodend Beach Rd	7.7	Fire replant	\$8,300	\$6,545	\$19,250	\$5,114	\$39,209
TOTAL		39.8						TOTAL \$200,680
Legend		2024/25 Action		2025/26 Action		2026/27 Action		

The total annual costs for this this establishment work comes to the following. All of the establishment area is comprised of areas burnt in the fires.

*Table 2. Annual establishment budget*

Annual Budget Required for Establishment		
	TKTT Forests	Burnt Areas
2024/25	\$41,040	\$41,040
2025/26	\$33,864	\$33,864
2026/27	\$125,776	\$125,776

### Thinning to Waste

No thinning to waste is required on TKTT land in the next two years.

### Boron Fertiliser

There is no boron fertiliser requirement for TKTT land in the next 2 years. Land planted in 2026 will require boron in 2030.

If there are any questions regarding the content of this report, please feel free to contact me.

Kind regards,

**Lewis MacDonald**

Establishment Manager

Laurie Forestry Ltd

027 4321 425

[lewis@laurieforestry.co.nz](mailto:lewis@laurieforestry.co.nz)

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR INFORMATION****FILE NO and TRIM NO:** FOR-01 / 250523092243**REPORT TO:** Council**DATE OF MEETING:** 3 June 2025**AUTHOR(S):** Rob Hawthorne, Property Unit Manager**SUBJECT:** Forestry Lease and Operations on Te Kōhaka O Tūhaitara Trust Land**ENDORSED BY:**  
(for Reports to Council,  
Committees or Boards)  
General Manager  
Chief Executive**1. SUMMARY**

- 1.1. This report provides background information on the lease relationship Waimakariri District Council (the Council) has with Te Kōhaka O Tūhaitara Trust (the Trust), and the forestry operation undertaken on their land.
- 1.2. The purpose of the report is to seek approval in principle for staff to actively work with the Trust to expand Council's forestry operation on the Trust's land by incorporating additional forestry areas into Council's ownership and management, under a revised lease.
- 1.3. The current lease with Council commenced in 2012 and covers an area of 271 Ha. Both parties have a shared responsibility for things such as land-care and managing environmental effects, compliance with legislation and regulations, as well as public access, health and safety. As the owner of the land the Trust is responsible for obligations under the Emissions Trading Scheme (ETS).
- 1.4. In addition to the commercial, production grade forestry the Trust have approximately 93.7 Ha of forest. In general, these trees are inferior to the commercial, production grade forestry stands, partly due different soils, exposure to the coastal winds, erratic planting and a lack of active forestry management over many decades.
- 1.5. The November 2022 fire, commonly referred to as the Pegasus Fire, decimated approx. 40 Ha of Trust owned forest. This raised awareness of the Trust's exposure to penalties from the Ministry of Primary Industries (MPI) in relation to ETS compliance. If trees planted before 1990 (or subsequently added to the scheme) are not replanted within 4 years MPI can impose significant penalties on the landowner.
- 1.6. The Trust did not have insurance cover and so was exposed to a significant financial issue. The cost of clearing the fire damaged areas was approx. \$4,254 per Ha even with a significant offset from the sale of salvaged timber. That equated to \$165,473.
- 1.7. The cost of replanting 31.2 ha in Pinus Radiata was approximately in \$161,470.
- 1.8. With a potential ETS penalty of approx. \$1.3 Million from MPI the expenditure of \$327,000 is clearly the better response however, the Trust did not have cash reserves to undertake these works or the expertise to manage the process.
- 1.9. Subsequently, they have identified the potential to sell some of their existing Carbon Credits to fund the salvage operation and replanting costs. However, this now leaves the Trust with a much smaller equity balance and less able to respond, if a further fire occurred to the remaining balance of the forestry stands (most of which also fall under an ETS commitment).



- 1.10. By comparison, with insurance in place Council was able to replace the trees damaged and destroyed by the fire without financial stress.
- 1.11. The Trust does not wish to manage a commercial forestry activity on an ongoing basis and has enquired about Council's willingness to expand its forestry operation to include the additional forestry areas.
- 1.12. Laurie Forestry have undertaken a review of the remaining forestry stands in relation to their merchantable value. This is detailed in the following Table.

*Table 1 Indicative net position.*

Block	Area (ha)	Harvest revenue (/ha)	Harvest revenue (total)	Overhead costs (total)	Net Position (total)	Re-establish cost (/ha)	Re-establish cost (total)
Kairaki	2.41	\$10,000	\$24,100	\$7,500	\$16,600	\$3,500	\$8,435
Pines Beach	14.61	\$4,000	\$58,440	\$12,500	\$45,940	\$3,500	\$51,135
Lees Road	22.43	\$2,000	\$44,860	\$27,500	\$17,360	\$3,500	\$78,505
Woodend Beach	5.65	\$8,500	\$48,025	\$22,500	\$25,525	\$3,500	\$19,775
Pegasus Waikuku 1	5.75	\$10,000	\$57,500	\$9,000	\$48,500	\$3,500	\$20,125
Pegasus Waikuku 2	3.04	\$8,500	\$25,840	\$2,500	\$23,340	\$3,500	\$10,640
	<b>53.89</b>		<b>\$258,765</b>	<b>\$81,500</b>	<b>\$177,265</b>		<b>\$188,615</b>

- 1.13. This indicates that the total net proceeds of a sale of the existing trees is close to funding a replant of the areas with a commercial production grade forest. In addition, Ecan consenting costs of up to \$25,000 are likely.
- 1.14. This clearly carries risk for Council although it should be noted that current log prices, on which this forecast is based are currently at relatively low levels and it is likely these will recover over coming years.
- 1.15. Advice from Laurie Forestry Ltd notes that most of the crops may in the interim be able to have insurance cover secured if it is brought within a wider commercial operation. However, again that needs to be tested with Council's insurers.
- 1.16. On balance, the staff recommendation is to actively work with the trust on a business case for Council to expand its forestry operation on Trust land.

Attachments:

- i. TKoTT Old Crop Merchantability Report

## 2. **RECOMMENDATION**

**THAT** the Council

- (a) **Receives** Report No. 250523092243
- (b) **Notes** Council leases 271 Ha from Te Kōhaka O Tūhaitara Trust for forestry purposes
- (c) **Notes** that Te Kōhaka O Tūhaitara Trust have requested the transfer of ownership of existing merchantable forestry stands to Council and for the lease to be varied to accommodate this and better reflect shared management functions and costs.
- (d) **Delegates** to the Chief Executive and the Property Manager authority to the progress the transfer of ownership of the tree stands noted in Attachment i and summarised in 1.12 (above) to Council, subject to further detailed due diligence on specific blocks.
- (e) **Delegates** to the Chief Executive and the Property Manager authority to amend the existing lease to better reflect areas, roles and responsibilities of the parties associated with the commercial, forestry operation, subject to the due diligence activities mentioned in 2 (d).

### 3. **BACKGROUND**

- 3.1. Council has a long history with the coastal reserve between Kairaki and Waikuku. In 1998 Ngai Tahu and Council established the Trust as joint settlors.
- 3.2. After this an occupancy arrangement with the Trust was put in place to cover Council's ongoing ownership and management of production forest on the Trust land.
- 3.3. The Trust have a long-term vision of restoring the native environment and maximising the public access and use of the Tūhaitara Reserve Park. Council is also interested in environmental and recreation outcomes associated with the Reserve but also have a commercial interest in the trees.
- 3.4. The current lease with Council commenced in 2012 and covers an area of 271 Ha. It is terminable by the Trust on 12 months' notice - but with the Trust being required to compensate Council for the value of production forest.
- 3.5. Valuation advice from Laurie Forestry Ltd in 2024 suggests the value of Council owned trees is approximately \$900,000 although since then values have generally declined on the back of poor export demand.
- 3.6. Both parties have a shared responsibility for matters such as land care and managing environmental effects, compliance with legislation and regulations, as well as public access, health and safety. As the owner of the land the Trust is responsible for obligations under the Emissions Trading Scheme (ETS).
- 3.7. In addition to the commercial, production grade forestry the Trust have approximately 93.7 Ha of forest. In general, these trees are inferior to the commercial, production grade forestry stands, partly due different soils, exposure to the coastal winds, erratic planting and a lack of active forestry management over many decades.
- 3.8. The following Image shows the indicative location of existing Council and Trust forestry, with Council's areas highted in Green while the Trust forestry is outlined in dark pink.



- 3.9. The November 2022 fire, commonly referred to as the Pegasus Fire, decimated approx. 40 Ha of Trust owned forest. This raised awareness of the Trusts exposure to penalties from the Ministry of Primary Industries (MPI) in relation to ETS compliance.
- 3.10. If trees planted before 1990 (or subsequently added to the scheme) are not replanted within 4 years MPI can impose significant penalties on the landowner.
- 3.11. The following image shows an aerial of the various uninsured areas where trees were damaged from the fire as depicted by the orange colour (Trust trees) and the red coloured areas (Council trees).
- 3.12. The other two areas shown in pink are commercial forestry areas covered by insurance and under Council control that were damaged by the fire but are yet to be replanted.



Image 2 – Damaged un-insured forestry blocks aerial

- 3.13. The Trust did not have insurance cover and so was / is exposed to a significant financial issues. In the first instance the cost of clearing the fire damaged areas was approx. \$4,254 per Ha even with a significant offset from the sale of salvaged timber. That equated to \$165,473.
- 3.14. In addition, the cost of replanting 31.2 ha in Pinus Radiata was approximately in \$161,470. This area is less than the 40 Ha lost in the fire as the 7.7 Ha area circled in yellow on the previous image was planted after 1089 and had not been registered in the ETS scheme.
- 3.15. With a potential ETS penalty of approx. \$1.3 Million from MPI the expenditure of \$327,000 is clearly the better response however, the Trust did not have cash reserves to undertake these works or the expertise to manage the process.
- 3.16. Subsequently, the Trust have identified the potential to sell some of their existing 14,880 Carbon Credits (over to \$800,000 depending on the current market value of NZUnit's) to fund the salvage operation and replanting costs. However, this now leaves the Trust with a much smaller equity balance and less able to respond, if a further fire occurred to the remaining balance of the forestry stands (most of which also fall under an ETS commitment).
- 3.17. By comparison, with insurance in place Council was able to replace the trees damaged and destroyed by the fire without financial stress.
- 3.18. The Trust does not wish to manage a commercial forestry activity on an ongoing basis, given that they do not have the expertise or cashflow to fund annual operations and spikes of expenditure associated with operating a commercial forestry. The Trust have proposed that Council's expand its forestry operation to include the additional forestry areas.
- 3.19. Laurie Forestry have undertaken a review of the remaining forestry stands in relation to their merchantable value. This is detailed in the following Table.

Block	Area (ha)	Harvest revenue (/ha)	Harvest revenue (total)	Overhead costs (total)	Net Position (total)	Re-establish cost (/ha)	Re-establish cost (total)
Kairaki	2.41	\$10,000	\$24,100	\$7,500	\$16,600	\$3,500	\$8,435
Pines Beach	14.61	\$4,000	\$58,440	\$12,500	\$45,940	\$3,500	\$51,135
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	<b>53.89</b>		<b>\$258,765</b>	<b>\$81,500</b>	<b>\$177,265</b>		<b>\$188,615</b>

- 3.20. This indicates that the total net proceeds of a sale of the existing trees is close to funding a replant of the areas with a commercial production grade forest. In addition, Ecan consenting costs of up to \$25,000 are likely.



- 3.21. Advice from Laurie Forestry Ltd notes that most of the crops may in the interim be able to have insurance cover secured if it is brought within a wider commercial operation. However, again that needs to be tested with Council's insurers.
- 3.22. This will affect the risk profile Council is exposed to and will also influence the speed with which the initial harvest would be progressed. This may be able to be mitigated by Council and the Trust spreading the interim risk position between the parties, if insurance cannot be secured.
- 3.23. The following image shows an aerial of the various Blocks referenced in the above Table.

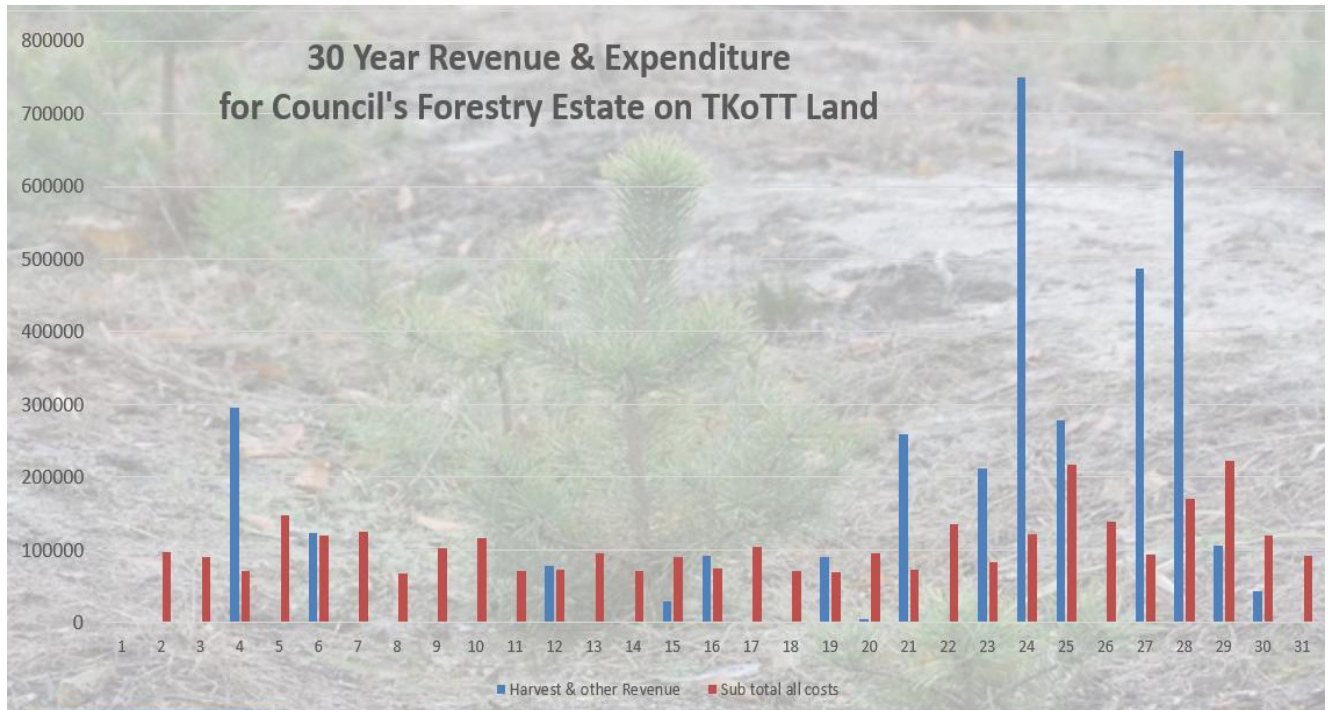


Image 1 – Damaged insured forestry blocks aerial

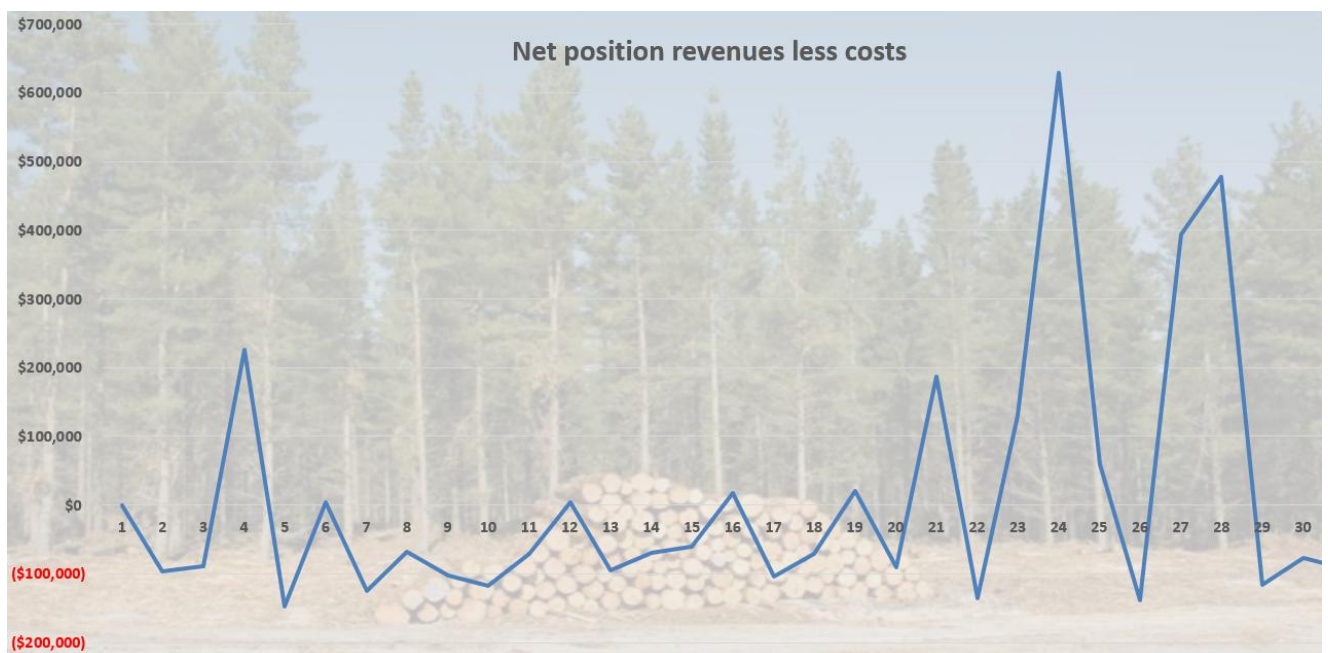
#### 4. **ISSUES AND OPTIONS**

- 4.1. The proposal / request from Trust clearly carries significant risk for Council. This is true of any commercial undertaking where variable markets and costs need to be navigated over time. The counterbalance to this is that there may ultimately be an opportunity for increased profit and lower costs from adding the Trusts forests to Council's existing commercial forestry operation.
- 4.2. The contiguous nature of the Council and Trust forestry areas certainly provide an opportunity for economies of operation to apply at an onsite level, as well as economies of scale in relation to overheads and project management

- 4.3. The information and prices supplied by LFL also reflect current log prices, on which the initial forecast is based, are currently at relatively low levels and it is likely these will recover over coming few years.
- 4.4. In considering the commercial profit and risk environment, presented by this opportunity, staff have reviewed with LFL the long term cashflow situation for Councils existing forestry operation on Trust land.
- 4.5. The following cashflow graph forecast revenue alongside anticipated costs over 30 years.



- 4.6. To make the result more evident we have mapped the annual surplus or deficit over the same period, shown in the following graph.



- 4.1. The result clearly depicts many years over which the cashflow is in deficit, albeit that the positive years have very significant surpluses.

- 4.2. This includes all actual revenue and expenditure from a cashflow perspective (only) and that does not account for a 'time value of money' as such. The new proposed forestry will have a similar cashflow profile, as that shown in the two graphs (above).
- 4.3. The cashflow profile does highlight that over time the profit margin is small. The proposal has the intention that the existing (Trust) forestry stands are harvested over the initial 5-year period, with the revenue funding the establishment of new production grade forestry.
- 4.4. Council in effect obtain new production grade forestry at minimal cost but have to cover the holding costs. These include annual costs such as management, maintenance, customer relations, insurance, rates and rent (paid to the Trust).
- 4.5. As previously stated, there are risks associated with key elements, in particular insurance. Some of the risk may be offset by frank negotiations around resolving the overdue rent review with the Trust, a part of any negotiation with the Trust.
- 4.6. On balance, the staff recommendation is to progress a negotiation with the Trust on a transfer of the trees as part of Council expanding its forestry operation on Trust land.
- 4.7. Council has the Option to:
  - 4.7.1. Reject the Proposal
  - 4.7.2. Accept the proposal in principle (with further due diligence in the form of a full business case)
  - 4.7.3. Accept the proposal
- 4.8. On balance, the staff recommendation is 4.1.3

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

Given that the replant will be progressed either way and that the issues and options deal with ownership rather than material matters, there are no specific implications on community wellbeing.

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

## **5. COMMUNITY VIEWS**

### **5.1. Mana whenua**

Te Ngāi Tūāhuriri hapū do have an interest in the subject matter of this report by virtue of their involvement with the Te Kōhaka O Tūhaitara Trust, via Ngai Tahu. However, the primary communication path with Ngai Tahu for any issues or matters relating to the Trust land, including the forestry operations, is via the Trust.

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

Te Kōhaka O Tūhaitara Trust is the main organisations directly affected by, or to having an interest in the subject matter of this report. Other groups actively using forestry areas will also be interested in forestry operations but not in the question of ownership.

### **5.3. Wider Community**

A significant residential Community live near, or recreate in, the coastal forestry area and, as such, have an interest in management of both exotic and native forestry in this location, and regarding any harvests that occur.

In this instance most people have expressed a level of understanding in relation to the harvest that has occurred however, the wider community is not likely to be directly affected by, or to have an interest in the subject matter of this report, being the question of ownership.



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

### 6.1. **Financial Implications**

The reimbursement of salvage costs will accrue to the forestry account 10.167.050.1515.

The following Table shows a forecast June balance of the forestry account of \$2,208,000.

<b>General Ledger Balances (FORESTRY)</b>			
<b>Total Balance</b>	<b>Long Description</b>		
2,478,513.99	Waimakariri DC Forestry	Balance Sheet	Non-Current Ass Forestry - asset
14,178.49	Waimakariri DC Forestry	Balance Sheet	Non-Current Ass Forestry WIP
-295,264.82	Waimakariri DC Forestry	Balance Sheet	Equity Accumulated Fund
-539,555.99	Waimakariri DC Forestry	Income	Revenue Sawlogs
36,818.88	Waimakariri DC Forestry	Operations	Expenditure Insurance premium
10,680.00	Waimakariri DC Forestry	Operations	Expenditure Valuation fees
26,674.10	Waimakariri DC Forestry	Operations	Expenditure Rates - council
112,558.81	Waimakariri DC Forestry	Operations	Expenditure Operations
1,586.25	Waimakariri DC Forestry	Operations	Expenditure Consultants
5,485.47	Waimakariri DC Forestry	Production/Clea	Expenditure Maintenance
1,430.91	Waimakariri DC Forestry	Fencing	Expenditure Maintenance
10,496.26	Waimakariri DC Forestry	General Mainten	Expenditure Maintenance
9,659.59	Waimakariri DC Forestry	FireBreaks	Expenditure Maintenance
13,257.42	Waimakariri DC Forestry	Te Kohaka O Tuh	Expenditure Lease payments
4,277.02	Waimakariri DC Forestry	Weed Control	Expenditure Maintenance
347,684.00	Waimakariri DC Forestry	Other Expenditure	Forest Cost Salvage
13,480.00	Waimakariri DC Forestry	Other expenditu	Internal Indirect recovery
<b>2,251,960.38</b>	<b>Total</b>		
	less book value		
-237,085.00	138 Woodend		
-115,500.00	Other anticipated Book Value to remove		
-25,876.00	Planting costs		
	<b>Pegasus fire block balance</b>		
169,400.70	Insurance proceeds		
165,472.82	TKt proceeds towards Fire Salvage		
<b>2,208,372.90</b>	<b>TOTAL</b>		
	This excludes revaluation for June 2025		
	There may be some operational cost that need to be reclassified as capital		

The proposal to increase the area of forest under Council control / ownership would involve an adjustment to the budgeted operating expenditure over the coming 10-year period and beyond.

If the proposal is approved a separate report would be tabled with Council seeking approval to make adjustments to the Annual Plan Budget.

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

The recommendations in this report do not themselves have an impact on sustainability and / or climate change impacts. The proposed replanting is likely to occur and this will have a positive impact on carbon sequestration.

### 6.3 **Risk Management**

Forestry operations have inherent risks both from financial and health and safety perspectives. These have been discussed in the report.

Given that Council is already engaged in this activity and use professional forestry managers to mitigate these risks, it is unlikely the risk profile will be any worse as a consequence of adopting / implementation of the recommendations in this report.

### 6.3 **Health and Safety**

Given that Council is already engaged in this activity and use professional forestry managers to mitigate these risks, it is unlikely the risk profile will be any worse as a consequence of adopting / 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**

Council has authority to operate business functions under Part 8 of the Local Government Act 2002.

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

The actions or recommendations arising from in this report are not directly relevant to Council's Community Outcomes.

### **7.4. Authorising Delegations**

Council is authorised to make operational and investment decisions around the various Activities Council is involved in.



Waimakariri District Council  
215 Hight Street  
Rangiora  
7440

21<sup>st</sup> May 2025

### Old growth forest merchantability at Tuhaitara Coastal park

Dear Rob

This report has been prepared following a review of the residual old crop forest on Te Kohata o Tuhaitara Trust (TKOTT) land at the Tuhaitara Coastal park. The purpose of the review was to evaluate the merchantability of the old growth forest and establish bottom line indicative harvest revenues.

The forest is the remains of a coastal belt, situated predominately on the dune system stretching from Kairaki to Waikuku Beach. The total area has been reduced to approximately two thirds of its original size by a series of fires (salvaged), most recently 2020 and 2022. There are currently 53.89 hectares remaining on TKOTT land.

Overall, the forest appears to have been deliberately established with large areas showing evidence of planting rows. There has been no silviculture and natural regeneration has filled in some gaps. The resulting crop is merchantable, but the high stocking and scattered old growth trees mean the returns from harvest are not as high as in a tended forest.

The remaining forest has been separated into six separate blocks for ease of reporting and potential future harvest planning. Indicative returns are shown in Table 1. All blocks deliver indicative net positive returns in this harvest planning exercise. Any harvest would be best scheduled for winter as work on this underlying terrain and soil type is sought after by harvest contractors during wet months. The continuity of work means they will present best possible harvest rates.

Table 1 Indicative net position.

Block	Area (ha)	Harvest revenue (/ha)	Harvest revenue (total)	Overhead costs (total)	Net Position (total)	Re-establish cost (/ha)	Re-establish cost (total)
Kairaki	2.41	\$10,000	\$24,100	\$7,500	\$16,600	\$3,500	\$8,435
Pines Beach	14.61	\$4,000	\$58,440	\$12,500	\$45,940	\$3,500	\$51,135
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	<b>53.89</b>		<b>\$258,765</b>	<b>\$81,500</b>	<b>\$177,265</b>		<b>\$188,615</b>

## Assumptions and Comments

Harvest revenue is based on current (May 2025) log prices. The export market is currently low so this gives a pessimistic view of returns.

Overhead costs include equipment shifting, engineering (building roads and skids) and some contingency for contractor day rate work. Engineering costs are relatively low as existing harvest infrastructure can be utilised or simply added to for the bulk of a potential harvest plan.

The majority of the forest is situated on modelled ESC Red (extremely high potential for erosion) land. This means a resource consent will be required for any potential harvest. Indicative cost \$20,000 – 25,000.

Re-establishment costs includes estimates slash raking, drone pre-plant spray, planting and release spray.

If you have any questions or concerns regarding the information in this report, do not hesitate to get in contact.

Kind Regards,

Stephen Norris  
Harvest Operations manager  
Laurie Forestry Ltd  
[stephen@laurieforestry.co.nz](mailto:stephen@laurieforestry.co.nz)  
027 432 1208

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION****FILE NO and TRIM NO:** Gov-01-11/250423070370**REPORT TO:** COUNCIL**DATE OF MEETING:** 3 June 2025**AUTHOR(S):** Sarah Nichols, Governance Manager**SUBJECT:** Local Government New Zealand (LGNZ) Annual Conference Attendance 2025**ENDORSED BY:**  
(for Reports to Council,  
Committees or Boards)  
Department Manager  
pp Chief Executive**1. SUMMARY**

- 1.1. This report is to seek Councillor(s) to accompany the Mayor to the Local Government New Zealand Conference (LGNZ) and LGNZ Excellence Awards to be held in Christchurch from 15 to 17 July 2025.

Attachments:

- i. LGNZ Conference and Awards Programme (Trim Ref 250506078896)
- ii. Council Elected Member Conference and Training Policy (Trim 230126009764).

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

- (a) **Receives** report No. 25042307370.
- (b) **Approves** Councillors .....; .....; ....., ..... attending the Local Government New Zealand Conference on 16 and 17 July 2025 in Christchurch, accompanying the Mayor and Chief Executive.
- (c) **Notes** that a report from attendees will be provided to a future workshop to discuss information and opportunities learnt from the attendance.

**3. BACKGROUND**

- 3.1. Each year, the LGNZ hosts a national conference, alternating between North and South Islands; this year it is being held in Christchurch at the Te Pae Convention Centre.
- 3.2. The Council Policy (*attached*) usually allows for one Councillor to attend with the Mayor and Chief Executive. The Deputy Mayor, if available, should be able to participate in at least one LGNZ Conference during the triennium cycle. However, when the LGNZ Conference is held in Canterbury, the Council may consider sending up to ten Councillors as no accommodation or travel is required.
- 3.3. In 2024, the Conference was held in Wellington, and Councillor Goldsworthy attended with the Mayor. In 2023, the Conference was hosted in Christchurch, and Deputy Mayor Atkinson, Councillors Cairns, Fulton, Mealings, Redmond, and Ward were able to attend. The 2022 LGNZ Conference was held in Palmerston North, where the Deputy Mayor Atkinson attended with the Mayor. In July 2021, the conference was held in Blenheim with Councillors Williams and Redmond accompanying the Mayor and Chief Executive.

- 3.4. Although the Council Policy states that only one Councillor is to accompany the Mayor and Chief Executive to the annual conference, the Council agreed that two Councillors could attend in 2021 as there were no accommodation costs, which would contribute to an offset of the conference registration fees.

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

- 4.1. This year's conference's theme continues with SuperLocal, which shines a light on localism and how councils can harness local power, skills and knowledge to tackle the unique challenges and opportunities in cities, districts and regions. Localism moves decisions and delivery closer to communities via Councils.
- 4.2. The conference is expected to attract approximately 500 participants. Attendance enables knowledge sharing and networking opportunities as the programme is designed to be a platform to discuss a range of topical matters. The programme is *attached*. On return, the attending Mayor and Councillor(s) will submit a report/discussion notes to colleagues to share information gained during the Conference.
- 4.3. The conference commences at 5.30pm on Tuesday, 15 July 2025, with a Welcome Function at the Te Pae Convention Centre. However, a Te Maruata Hui will be held from 8.30 am to 2pm and a Young Elected Member Hui from 2.30pm to 5.30pm at the Christchurch Town Hall on Tuesday, 15 July 2025, which members may wish to attend. Additional events scheduled for Wednesday, 16 July 2025 include the Women in Local Government Breakfast from 7am to 8.30am and the LGNZ AGM scheduled for 8.30am to 10am. The primary conference commences on Wednesday, 16 July 2025, with a welcome and mihi whakatau and concludes on Thursday, 17 July 2025, with the Fulton Hogan Gala Dinner.
- 4.4. **Implications for Community Wellbeing:**  
The issues and options that are the subject matter of this report have no implications for community well-being. However, attendance by elected members enhances information and future decision-making for the community's benefit.
- 4.5. The Management Team has reviewed this report.

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

- 5.1. **Mana whenua**  
Te Ngāi Tūāhuriri hapū are not likely to be affected by or have an interest in the subject matter of this report.
- 5.2. **Groups and Organisations**  
There are no groups and organisations likely to be affected by, or to have an interest in the subject matter of this report.
- 5.3. **Wider Community**  
The wider community is not likely to be affected by or interested in the subject matter of this report. However, the conference provides benefits, particularly to members, who can gain a greater understanding of Local Government and have both learning and networking opportunities.

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

- 6.1 **Financial Implications**
- 6.1.1 Full conference early-bird registration costs \$1,400 per attendee if booked/paid before 13 July 2025. The full conference cost increases to \$1,495 after the early bird cut-off for standard registration.



6.1.2 The early-bird registration conference registration includes attendance at conference business sessions, workshops, exhibitions, daytime catering, the Fulton Hogan conference dinner and the LGNZ Awards night. There is an additional cost for the welcome reception (Tuesday) of \$120 per attendee and the Women in Local Government Breakfast of \$50 per attendee. The other events are complementary for members with charges for non-members' attendance.

6.1.3 Costs are met by the Governance Training and Travel Operational budget. The conference registration will be funded from the training budget, which has a current balance of \$16,300. As the Conference is in Christchurch, there are no costs for travel and accommodation. The funding would be from the 2024/25 financial year, as registration would be paid before July 2025. The indicative cost of attendance per delegate is \$1,715. Therefore, for the Mayor and all ten Councillors to attend, as per the policy, the cost would be approximately \$18,865. A summary of indicative costs is outlined below:

	Per delegate
Standard Registration	\$1,495
Welcome Reception	\$120
Incidental claims	\$100
Excluding GST	<b>\$1,715</b>

A separate management operational budget meets the costs associated with the Chief Executive attending the conference.

## 6.2 Sustainability and Climate Change Impacts

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

## 6.3 Risk Management

Cancellation of Conference attendance is potentially possible due to changes to members' plans. Should a delegate be unable to attend the conference due to unforeseen circumstances, a substitute may attend in their place, subject to general Council agreement. Any cancellation of a delegate's attendance will result in a reduced fee refund.

## 6.3 Health and Safety

There are no 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

Not applicable.

### 7.3 Consistency with Community Outcomes

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

### 7.4 Authorising Delegations

The Council has the delegation to decide the attendees of the LGNZ Conference as per the Council Elected Member Conference and Training Policy QD GOV Policy 003, dated March 2025.

## LGNZ NATIONAL CONFERENCE PROGRAMME

### TUESDAY 15 JULY 2025

Te Maruata Hui	8.30am
Young Elected Member Hui	2.30pm
Welcome Reception	5.30pm

### DAY ONE: WEDNESDAY 16 JULY 2025

Women in LG Breakfast	7am – 8.15am
<b>LGNZ AGM</b>	8.30am – 10am
<b>Welcome and Mihi Whakatau</b>	10.30am
<b>Connect and Refuel Break</b>	11.15am
<b>Session One:</b> Powering the Economy - Growth from the Ground Up <i>This session will uncover new research that proves just how critical councils are to economic success. We'll explore fresh tools, ideas, and strategies to help councils unlock economic growth.</i>	11.45am
<b>Prime Minister's Address</b> Rt Hon. Christopher Luxon - Prime Minister of New Zealand	12.05pm
<b>Keynote Address:</b> The Value of Strong Local Government to Business Jason Paris - CEO, One NZ	12.20pm
<b>Infrastructure: Future proofing New Zealand</b> Hon Chris Bishop - Minister of Housing, Infrastructure, Responsible for RMA Reform, and Transport	12.50pm
<b>LGNZ Research Launch:</b> Defining Local Government's Contribution to the National Economy	1.20 pm
<b>Panel Discussion:</b> How Local contributes to the National Economy <i>This panel will dive into real-world data and case studies to show how councils' investment in core infrastructure and services drives economic success and explore ways to make an even bigger impact.</i>	1.35pm
<b>Connect and Refuel Break</b>	2.15pm
<b>Breakout Session One</b>	3pm
<b>Breakout Session Two</b>	4.05pm
<b>Networking Refreshments</b>	5pm

**DAY TWO: THURSDAY 17 JULY 2025**

<b>Welcome</b>	8.30am
<b>Session Two:</b> Local Government's Role in our Natural and Built Environment <i>In this session, explore different perspectives on what the right role for local government is in addressing these challenges.</i>	8.40am
<b>Panel Discussion:</b> Beyond the RMA: What do we need from a future development and environmental protection system? <i>A panel discussion on what local government needs from this new system in order to deliver on community expectations for the natural and built environment.</i>	8.45am
<b>Minister for Local Government and Climate Change Address</b> Hon Simon Watts - Minister of Climate Change and Revenue	9.20am
<b>Session Three:</b> Driving Efficiencies and Productivity <i>Explore practical solutions through digital transformation, data and insights to modernise council business and deliver better services in our communities.</i>	9.45am
<b>Keynote Address:</b> Pathways to transformation - Driving Efficiencies and Productivity Natalie de Boursac – Local Government Google Cloud	9.50am
<b>Session Four:</b> Increasing Participation in Local Elections <i>Local democracy is strongest when more people have their say. That's why LGNZ's Electoral Reform Working Group has been leading the charge to increase voter participation. The group has explored what's holding voters back and what can be done to turn the tide.</i>	10.25am
<b>Opposition Address</b>	10.30am
<b>Launch of LGNZ's Electoral Reform Position</b> Hon Dr Nick Smith, Chair of LGNZ's Electoral Reform Working Group	10.45am
<b>Connect and Refuel Break</b>	11am
<b>Breakout Session Three</b>	12pm
<b>Breakout Session Four</b>	1.05pm
<b>Connect and Refuel Break</b>	2pm
<b>Session Five:</b> Local Government for Local Impact - Licence to Lead <i>In this session, we'll explore what's needed to shape our towns and cities and transform communities. We'll also look at how councils can break through roadblocks, innovate and lead efficiently and boldly.</i>	2.35pm
<b>Panel Discussion:</b> The Role of Local Government in Building Communities What makes a place not just somewhere people need to live but somewhere they want to be? This panel brings together artists, business leaders and Ministers to explore how investing in arts, sports, and culture can transform communities.	2.50pm
<b>Keynote Address:</b> Licence to lead Mark Di Somma – Founder, The Audacity Group	3.30pm
<b>Conference Concludes</b>	4.30 pm
<b>Networking</b>	5.30 pm
<b>SuperLocal Awards Ceremony</b>	6.15pm
<b>Fulton Hogan Gala Dinner</b>	7.15pm

# Council Elected Member Conference and Training Policy

## 1. Purpose

The Council is required to give effect to the purpose of Local Government which is described in the Local Government Act 2002 (the Act). The purpose enables democratic and effective local decision-making and action, by and on behalf of, communities to meet the present and future needs by playing a broad role in promoting the social, economic, environmental and cultural well-being of their communities, taking a sustainable development approach.

## 2. Policy context

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

## 3. Policy objective

### 3.1. Local Government Conference (LGNZ annual conference)

- 3.1.1. A report will be considered by the Council each April/May to determine attendance.
- 3.1.2. The Mayor, one Councillor, together with the Chief Executive, may represent the Council at the LGNZ Conference annually.
- 3.1.3. The Deputy Mayor, if available, should attend at least one LGNZ Conference during the triennium cycle.
- 3.1.4. Any nominated Councillor can only attend one LGNZ Conference in any given triennium cycle (unless being held in Canterbury), to enable other members to attend.
- 3.1.5. When the LGNZ Conference is held in Canterbury, the Council will consider sending up to ten Councillors.

### 3.2. Local Government Rural and Provincial meetings

The Mayor, one Councillor, together with the Chief Executive, may represent the Council at the LGNZ Rural and Provincial meetings. If the Mayor and/or Chief Executive are unable to attend, then a representative may attend in their place. This could be a Councillor, Community Board member or staff member (i.e. up to a maximum of three, including the Mayor). These meetings are usually held in Wellington three times per year.

### 3.3. Local Government Zone 5/6 meetings

- 3.3.1. The Mayor, one Councillor, together with the Chief Executive, may represent the Council at the LGNZ Zone 5/6 meetings. If the Mayor and/or Chief Executive are unable to attend, then a representative may attend in their place. This could be a Councillor, Community Board member or staff member (i.e. up to a maximum of three, including the Mayor). These meetings are usually held three times a year.

- 3.3.3. When the meeting is held in Canterbury, the Mayor may approve up to five members attending.

### **3.4. LGNZ Zone 5/6 Conference (annual conference)**

- 3.4.1. A report will be considered by the Council each February/March to determine attendance.
- 3.4.2. The Mayor, three Councillors, together with the Chief Executive, may represent the Council at the LGNZ Zone 5/6 Conference annually when held outside Canterbury.
- 3.4.3. When the LGNZ Zone 5/6 Conference is held in Canterbury and no accommodation is required, the Council will consider sending up to ten Councillors.

### **3.5. Approval for Councillor training attendance**

- 3.5.1. The Mayor, or in his/her absence, the Deputy Mayor, will approve all training courses, conferences and seminars attended by members of the Council and notify the Governance Manager via a completed Learning Opportunities Councillor Request Form. This will be reported as part of the Mayor's monthly diary report to Council.
- 3.5.2. Training courses (and conferences) can also be approved via a report to the Council.
- 3.5.3. The Mayor and Chief Executive have discretion for New Zealand conferences and training attendance approval.
- 3.5.4. Attendance at overseas conferences for any elected member shall be approved by the Council via a formal report.
- 3.5.5. The member will provide a verbal report back on conference/training to the appropriate Committee or Council portfolio update section of the meeting.

### **3.6. Community Board Members**

- 3.6.1. Approval for Community Board Members to attend conferences or training within New Zealand (excluding in-house) will be via formal Community Board report, consideration and resolution.
- 3.6.2. Any Community Board member attending a conference is required to provide a written report on the learnings/highlights to be published in the next available Board agenda for public accountability and circulated to all elected members. Any training session will be verbally reported back at the next meeting.

### **3.7. LGNZ National Community Board Conference (held every two years)**

- 3.7.1. At least one Community Board member from each Community Board may attend the Conference and represent their community.
- 3.7.2. It is permissible for a Councillor appointed to a Community Board to attend the LGNZ Community Board Conference. However, the related registration and expenses will come from the Community Board training budget and not the Council training budget.

## **4. Questions**

Any questions regarding this policy should be directed to the Governance Manager in the first instance.

## **5. Relevant documents and legislation**

- Local Government Act 2002
- [Learning Opportunities Councillor Request Form](#) (QD GOV Form 001)

## **6. Effective date**

5 March 2025

**7. Review date**

5 March 2026

**8. Policy owned by**

Governance Manager

**9. Approval**

Approved and adopted by the Waimakariri District Council on 5 March 2025.



**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR INFORMATION****FILE NO and TRIM NO:** EXC-57 / 250520089787**REPORT TO:** COUNCIL**DATE OF MEETING:** 3<sup>rd</sup> June 2025**AUTHOR(S):** Jeff Millward – Chief Executive**SUBJECT:** Health, Safety and Wellbeing Report – April 2025 to current**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 April 2025 and May 2025. The dashboard reporting in the appendices cover trends between April 2024 and May 2025.
- 1.2. There were 15 incidents which occurred from Mid-April 2025 and mid - May 2025 which resulted in 0 hours lost time to the organisation. There were no Flamingo Scooter or Rangiora Airfield incidents reported within this period.
- 1.3. Section 4 of the report provides details on the following areas:
  - 4.1 Incidents, Accidents & Hazards
  - 4.2 Assure Software
  - 4.3 Internal Audits

**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 250520089787
- (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 Officers of the Waimakariri District Council.

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

#### 4.1. Incidents, accidents & Hazards

- 4.1.1. Mid-April 2025 to mid- May 2025 shows a heightened trend in staff injuries.
- 4.1.2. The injuries are comprised of day-to-day tasks/activities, where staff have either strained or obtained minor injuries from task based activities and a higher awareness of surroundings is needed.
- 4.1.3. Property and vehicle damage incidents reported in this period have been a result of both staff and contractor minor issues where reminders and learnings have been undertaken.
- 4.1.4. Adverse Interactions have consisted of threatening behaviour from members of the public via phone call and face to face interactions. These have been notified to the police.
- 4.1.5. Two ambulance called outs were due to a member of the public and staff member both needing assistance after a medical event and an injury. Staff at the Aquatics Facility managed both situations very well.
- 4.1.6. 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. Assura Software

- 4.2.1. Assura is the new HS&W tool introduced as part of the Council Enterprise System programme.
- 4.2.2. Assura is a single sign on system with a mobile app. Allowing staff to report incidents, near misses, hazards and Take 5's instantly with Waimakariri District Council (WDC) mobile access.
- 4.2.3. The Health, Safety & Wellbeing Team (HS&W) are scheduled to send communications regarding the training guidance and pre 'Go Live' information.

#### 4.3. Internal Audits

- 4.3.1. Internal audits are near completion and indications show there is good compliance and also key learning opportunities to consider.
- 4.3.2. Completed reports and a snapshot of results will be distributed by end of May. Results will be reported to the Audit and Risk Committee.
- 4.3.3. Audits below have been conducted.
  - Water Unit - Pre-Start Vehicle/Machinery Checks
  - Roading - Safety & Task Equipment Maintenance
  - PDU - Safety & Task Equipment Maintenance
  - Property - Contractor Induction & Health & Safety documentation
  - Greenspace - Contractor Induction & Health & Safety documentation
  - 3 Waters - Contractor Induction & Health & Safety documentation

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

- 4.3.4. There are no implications for community wellbeing by the issues and options that are the subject matter of this report.
- 4.3.5. The Management Team has reviewed this report and support the recommendations.

#### **5. Community Views**

##### 5.1. Mana whenua

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

##### 5.2. Groups and Organisations

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

##### 5.3. Wider Community

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

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

### 6.1. Financial Implications

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

### 6.2. Sustainability and Climate Change Impacts

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

### 6.3. Risk Management

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

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

### 6.4. Health and Safety

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

## 7. **CONTEXT**

### 7.1. Consistency with Policy

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

### 7.2. Authorising Legislation

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

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

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

### 7.3. Consistency with Community Outcomes

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

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

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

#### 7.4. Authorising Delegations

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

**Appendix A**  
**WDC Incident Reports**

<b>Date</b>	<b>Event Description</b>	<b>Incident Type</b>	<b>Pers on Type</b>	<b>Outcome &amp; Response</b>
12/04/2025	A staff member (not aquatics staff) was feeling unwell at the Dudley Aquatics Center. Dropping level of consciousness.	Ambulance	Employee/ Volunteer	Staff member was moved into the Side Safety position. Pool evacuated and an ambulance attended.
14/04/2025	An electrical contractor accidentally broke a chlorine dose line while installing conduit for a new install. Very little spill as site shutdown very quickly. Spill went into bund so there was no contamination. The contractor notified the Aquatics Manager very quickly.	Property/Vehicle Damage	Contractor	The accident was caused by the chlorine pipe being dislodged which placed pressure on the pipe causing it to snap at the weakest point. The Contractors advised their health and safety committee will meet and discuss the issues raised.
14/04/2025	A staff member was maneuvering a book trolley over a taped down cord in the Library. The trolley got caught, the staff member tripped and fell.	Injury	Employee/ Volunteer	Graze and bruising on lower left leg. Cleaned graze and put on a plaster. The volunteer was pushing a trolley of books from the side rather than the end of the trolley. Staff member and the Volunteer revisited how to push the trolleys correctly.
17/04/2025	A staff member tripped while crossing a stream and landed awkwardly spraining their ankle after completing an inspection. Staff member advised they need to be more aware when working in the field.	Injury	Employee/ Volunteer	Sprained right ankle. Staff recommend assessing access options before crossing streams and drains and using formed paths where available. Related to this site, alternate access through private property has now been identified which can prevent crossing the stream. Staff member has met the property owner, and the property owner has agreed to provide access through property in future.
24/04/2025	Cracked micro bottle from a water sample was decanted into new bottle and sent to lab.	Nearmiss	Employee/ Volunteer	The team leader advised a debrief with the team confirming any sample that may have been contaminated by accident or are unsure about must be re-sampled again.
26/04/2025	A member of the public slipped on the inflatable at Dudley Aquatics Center. Possible break/dislocation.	Ambulance	Non- Employee	Ice pack and ambulance ankle broken or dislocated. Aquatics reviewed footage and there was nothing that could have been done to avoid this situation. Activity paused, assisted extraction from the pool
27/04/2025	A staff member cut their thumb while trying to unlock a jammed toilet door.	Injury	Employee/ Volunteer	Cut/tear to the side of the left thumb rinsed, dried and applied dressing to the wound.



30/04/2025	There was an altercation between 2 patrons of the Library. Staff advised them that police would be called, Patrons were told to leave the building this matter is now with police.	Adverse Interaction	Non-Employee	Under investigation and awaiting response.
30/04/2025	Threatening phone call to staff from a member of the public.	Adverse Interaction	Employee/Volunteer	Police notified.
01/05/2025	A staff member was completing a three point turn and backed into a metal bollard. The bollard has bent the plastic rear bumper of the Ute.	Property/Vehicle Damage	Employee/Volunteer	It was dark in the early hours of the morning during a rain event which may have made it more difficult than normal to be aware of hazards etc
01/05/2025	A staff member fell down an open drain while setting up an emergency generator during a rain event, causing a few bumps and scratches.	Injury	Employee/Volunteer	No first aid required. More care to be taken during serious rain events, where open holes/drains are 'open' and slippery.
02/05/2025	Issues with a hot water cylinder in a roof cavity led to leaking water through the ceiling onto a staff members desk space. The ceiling tile was saturated and collapsed onto the desks below. Staff were not at the desks at the time.	Near Miss	Employee/Volunteer	Corrective action already completed by contractors. On going monitoring as part of Facilities Management.
06/05/2025	Adverse behaviour from a member of the public towards staff completing routine duties.	Adverse Interaction	Employee/Volunteer	Body worn camera was activated. The staff member left the area.
12/05/2025	A staff member was called out to a water leak. The leak turned out to be oil on the ground. The staff member used a spill kit to soak it up and returned to sweep it up the next day.	Near Miss	Employee/Volunteer	Under investigation.
16/05/2025	Adverse behaviour from member of the public during a property visit.	Adverse Interaction	Employee/Volunteer	Person/property alert added to the system for further interactions.

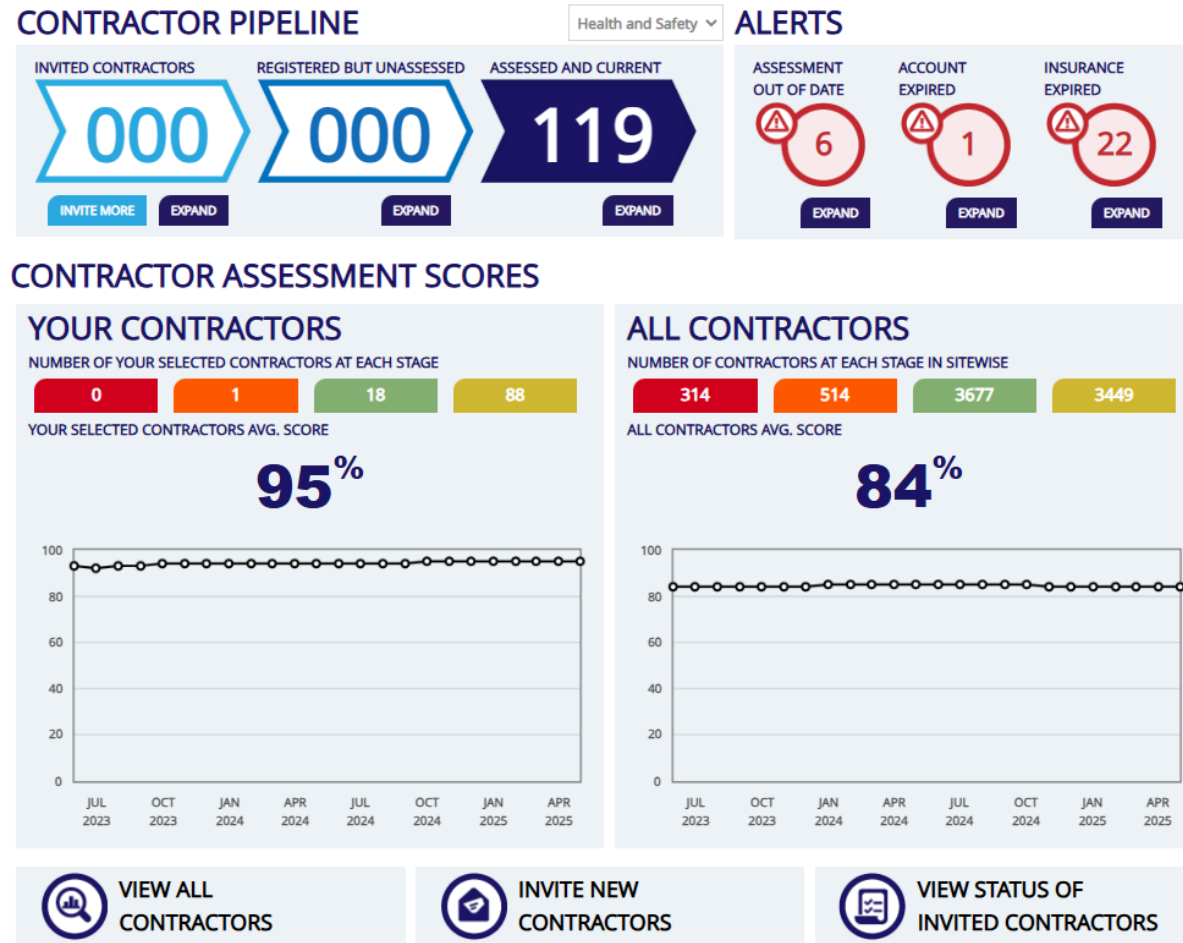
**Airfield Incident Reports – Nil on ground to report. CAANZ reported incidents included in the Airfield Update.**

**Aqualand: Nil this month.**

**Flamingo Scooter Incident Reports: Nil to Report**

<b>Lost Time Injuries</b>	NIL
<b>Safety Inspections Completed (Workplace Walkarounds)</b>	First Aid Kits checked April, and stock replenished May 2025. Workplace Walkarounds completed March 2025 and next due June 2025
<b>Training Delivered</b>	Confined Space & Gas Detection 11 March 2025 (2 staff) First Aid training 2 April 2025 (21 staff) Advanced Driver Safety training 17 March (7 staff) Advanced Driver Safety Training 13 May (5 staff)
<b>Scheduled Training</b>	First Aid training 4 June 2025

## Appendix B



Above is the current status of our preferred contractor database held within SiteWise.

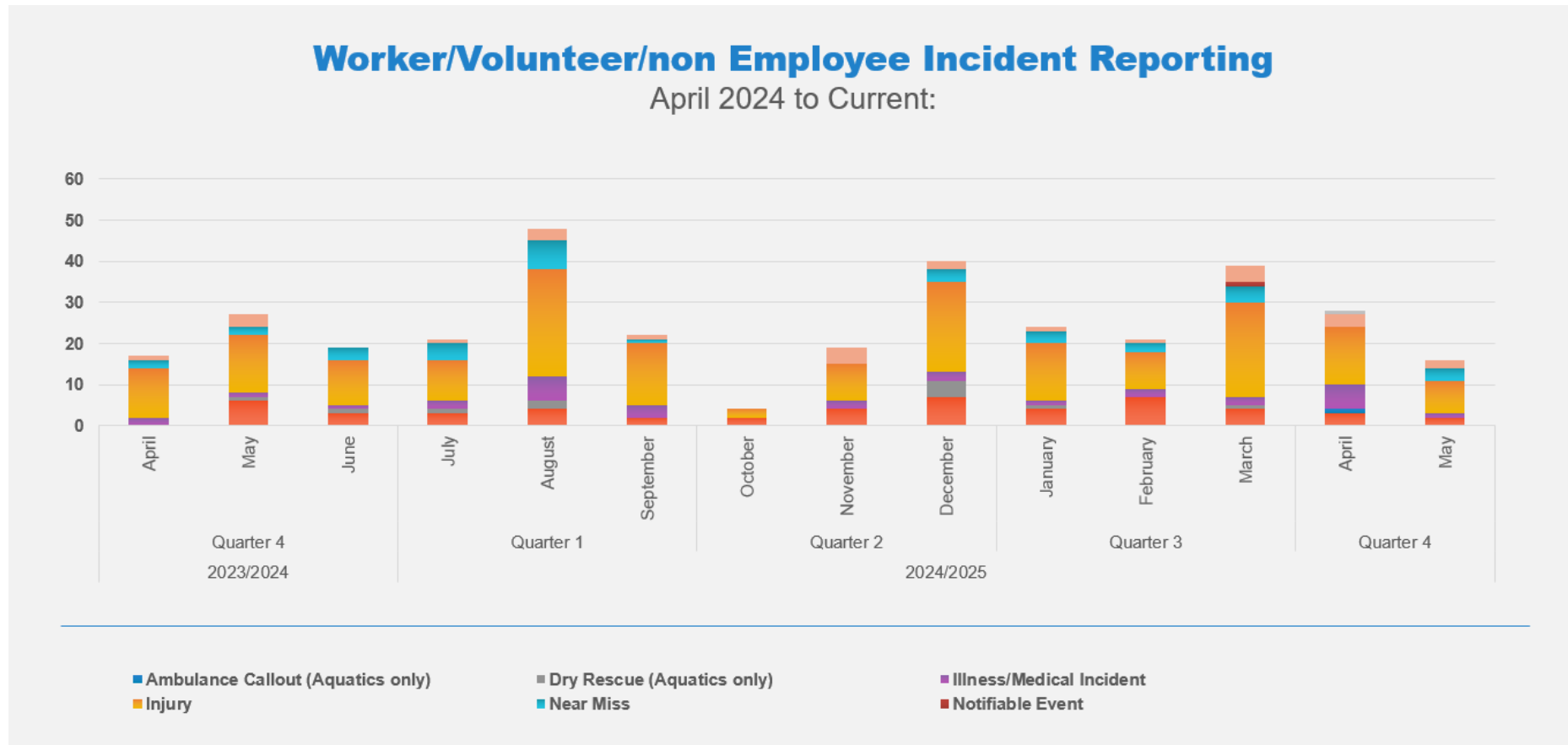
Alerts are the contractors currently out of assessment date, expired and their insurance has expired. We do not engage these contractors until they are reassessed by SiteWise.

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.

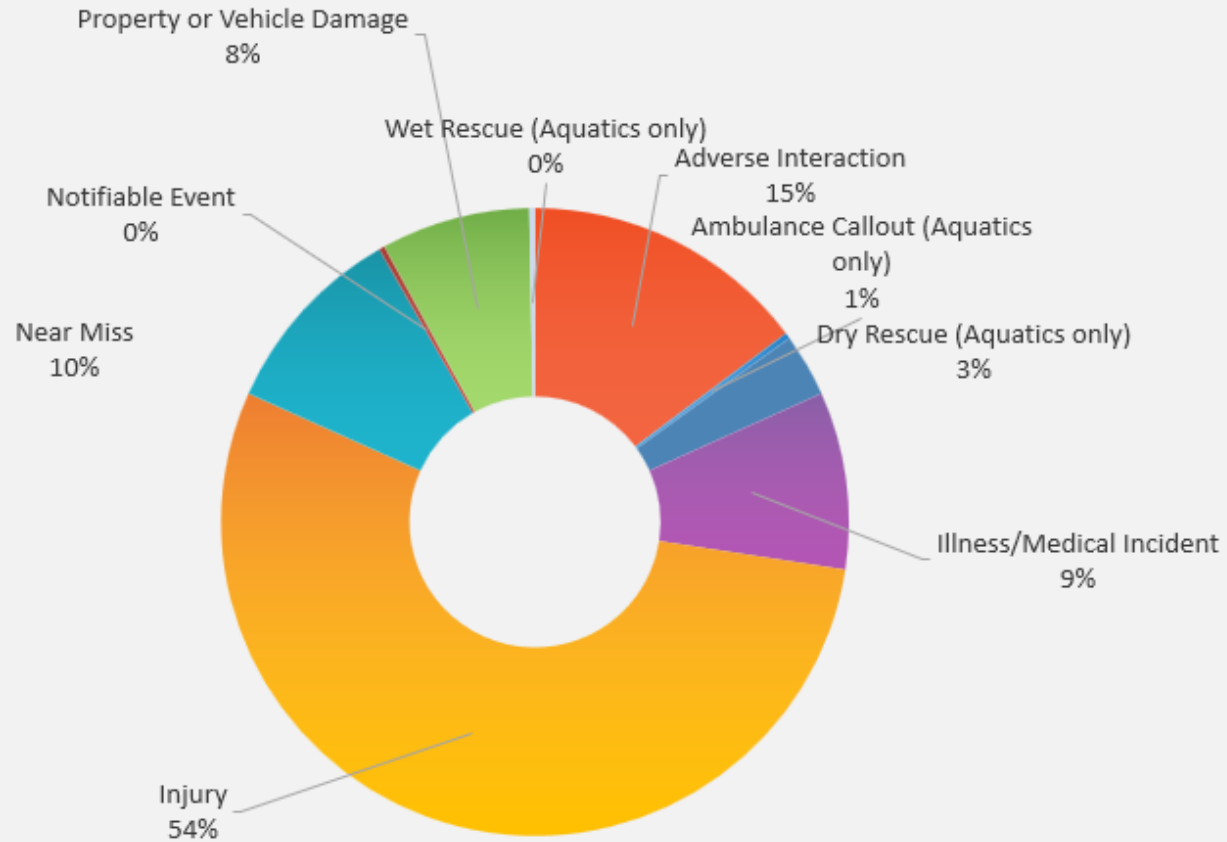
“INVITED CONTRACTORS” is referring to the number of new contractors we have invited and as preferred this past month. “REGISTERED BUT UNASSESSED” is referring to the contractors that have applied to Sitewise but have not submitted documentation for assessment yet.

## Appendix C



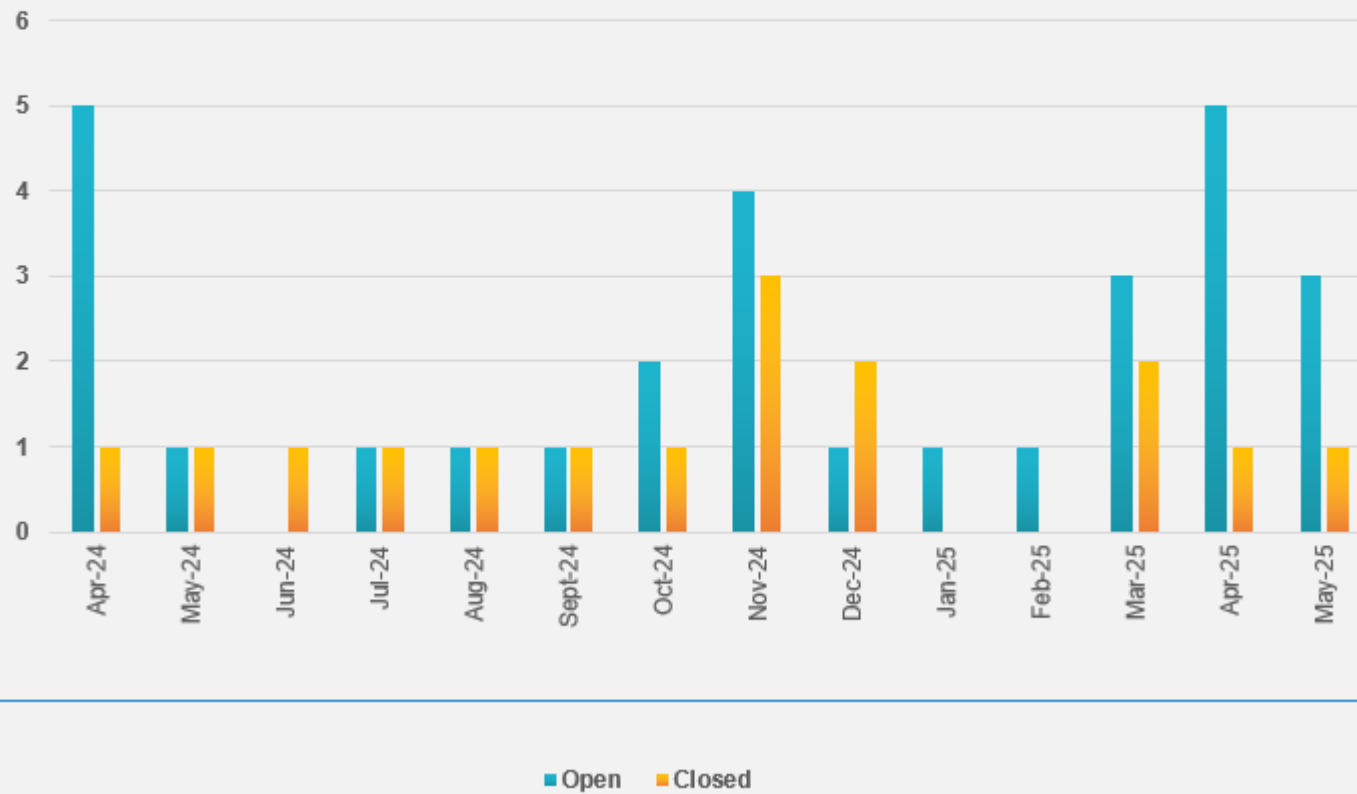
## Worker/Volunteer Incident Reporting

April 2024 to Current:



## Hazards Reported

April 2024 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 15 APRIL 2025 AT 9 AM.**

**PRESENT**

Councillors J Ward (Chairperson), R Brine, N Mealings, P Redmond, P Williams and Mayor D Gordon (arrived at 9.24am).

**IN ATTENDANCE**

Councillors B Cairns and T Fulton.

G Cleary (General Manager Utilities and Roding), J McBride (Roding and Transport Manager) and K Rabe (Governance Advisor).

**1 APOLOGIES**

There were no apologies.

**2 CONFLICTS OF INTEREST**

There were no conflicts declared.

**3 CONFIRMATION OF MINUTES**

**3.1 Minutes of the meeting of the Utilities and Roding Committee held on Tuesday, 18 March 2025.**

Moved: Councillor Redmond

Seconded: Councillor Williams

**THAT** the Utilities and Roding Committee:

- (a) **Confirms** the circulated Minutes of the meeting of the Utilities and Roding Committee held on 18 March 2025 as a true and accurate record.

**CARRIED**

**3.2 Matters Arising (From Minutes)**

There were no matters arising.

**3.3 Notes of a Workshop of the Utilities and Roding Committee held on Tuesday, 18 March 2025**

Moved: Councillor Mealings

Seconded: Councillor Redmond

**THAT** the Utilities and Roding Committee:

- (b) **Receives** the circulated Notes of the Workshop of the Utilities and Roding Committee held on 18 March 2025.

**CARRIED**

#### **4 DEPUTATION/PRESENTATIONS**

Nil.

#### **5 PORTFOLIO UPDATES**

##### **5.1 Roading – Councillor Philip Redmond**

###### **Focus areas for staff:**

- Resealing had continued through April 2025 with further sealing on Oxford Road, Loburn Whiterock Road, Fletchers Road, Barkers Road, Foothills Road, Hill Street, Ayre Street and Plaskett Road all being completed. Delays had been experienced, which could result in the resealing on Cones and Carrs Roads possibly being delayed and undertaken as part of next year's programme.
- Asphalt surfacing had been completed on Ohoka Road (between the Island Road intersection and Butchers Road).
- Pavement rehabilitation works had been completed on Mill Road, Ohoka.
- Mowing and routine road marking had been continuing.
- Maintenance works were planned for Showgate Drive in Oxford during the school holidays.
- Pre-winter pavement repairs would be a key focus over the next month, before winter, along with gearing up for ice gritting season.

###### **Capital:**

- Riverside Road Seal Extension was now complete.
- The Kerb and Renewal work was completed on Alfred Street, and work had started on Stephens Street, with Edward Street to follow. This contract was due to be completed by early May 2025.
- Pidgeon Contracting had poured the first section of kerb and channel on Kippenberger Avenue near Lamb and Heyward.
- The Rangiora Town Hall carpark construction had begun. EDR Contracting had been working on the drainage and services aspects of the contract.
- The tender for the Charles Street Kerb and Channel replacement had been awarded to EDR Contracting. Work was programmed to start late April / early May 2025 and was due to be completed by mid-June 2025.
- An overnight closure of Williams Street (Dale Street to Smith Street) was planned for Sunday, 14 April 2025, for road marking as part of the Kaiapoi North School Safety Improvement Project.

###### **Other works:**

- Work was continuing on Raven Quay, Kaiapoi, to upgrade the stormwater, water and sewer networks. The site would be reduced as much as possible ahead of the Anzac Dawn Service.
- MainPower was continuing works on Smarts Road, Rangiora, with a closure in place at Rangiora-Wooded Road through to 30 April 2025. Temporary traffic lights were in place on Rangiora-Woodend Road across the Smarts Road intersection during the day through to 16 April 2025.

###### **Events:**

- Kaiapoi Anzac Services – Raven Quay was already closed. Sewell and Davie Streets would be closed for the Anzac parade from 8am to midday.

- Rangiora Anzac Service – Ashley Street would be closed between Burt and Collins Streets, and High Street would be closed between Albert and Durham Streets. Alfred Street would be closed, and Percival Street would be closed between High Street and the RSC Carpark entry. Victoria Street would be closed between High and Queen Streets from 10:30am to 1:30pm.
- Cust and West Eyreton Anzac Services - Stop/go operations would be in place.

## 5.2 **Drainage, Stockwater and Three Waters (Drinking Water, Sewer and Stormwater) – Councillor Paul Williams**

### **Water**

- Overall, the UV upgrades were progressing well:
  - The control system for the new UV units at South Belt, Rangiora, was currently being modified and was expected to be operational in May 2025.
  - The West Eyreton UV installation works were progressing well and were due to be completed by the end of May 2025.
  - The Ohoka water treatment plant upgrade was currently out for tender and was expected to be awarded in May 2025.
- The tender for the Garrymere well drilling contract had closed, and the contract was expected to be awarded by the end of April 2025.

### **Wastewater**

- Construction of the septage disposal facility was progressing well and was expected to be commissioned in April 2025.
- The Water Services Authority – Taumata Arowai were consulting on new wastewater environmental performance standards, which could assist in obtaining wastewater discharge consents in the future. Submissions were due by 24 April 2025 and were currently being worked on by staff.

### **Drainage / Stockwater**

- The second round of drainage advisory groups for the year had been completed.
- There was an All Groups meeting proposed to be held on 16 July 2025.

## 5.3 **Solid Waste– Councillor Robbie Brine**

### **Kerbside Collections**

- On 1 April 2025, the Council approved the changes to collections for difficult access collection points in Rangiora. Murray and Percival Streets from Queen to Victoria Streets and Victoria Street from Queen Street to Northbrook Road. This change would take effect in early May 2025. Letters were to be sent to the affected residents. The collection time would now be from 6.30am, so bins could be emptied before workers' vehicles were parked along these areas for the day.

### **Easter and Anzac collection times.**

- Website and social media adverts would be provided to customers this week to advise of the change to collections and any closures to Southbrook and Oxford sites due to the public holidays.

### **Audits**

- Eco Educate effectively finished auditing on Friday, 11 April 2025. Pleased to see more Gold Stars being issued for 100% correct recycling. There could be some days the audit team would be out in May 2025, to check on some areas/streets that had multiple contaminations. Full data analysis would be available at the end of May 2025. Drivers were still actively checking bins for some residents who had repeat contaminations and could need the full process for bin removal.

### **Southbrook Resource Recovery Park**

- The shop would be closed during Easter to revamp the interior of the shop. Walls and shelving would be painted, and a better internal structuring of items for sale would be implemented. The drop-off point for items would remain open. The shop would reopen on Monday, 21 April 2025.

### **Internal Waste Audits at WDC**

- Maria Lamb, the Waste Minimisation Officer, in conjunction with the Strategy and Business Unit, had been undertaking internal audits of the staff kitchen. These were ongoing and full results would be available at the end of April.

## **5.4 Transport – Mayor Dan Gordon**

Mayor Gordon was not present at this time to provide an update.

## **6 MATTER REFERRED FROM THE RANGIORA-ASHLEY COMMUNITY BOARD**

### **6.1 River Road – Approval of Scheme Design – No. 61 to Enverton Drive – J McBride (Roading and Transport Manager) and Glenn Kempton (Senior Project Engineer)**

J McBride spoke to the report, which sought approval for the Scheme Design for the section of River Road between 61 River Road and Enverton Drive in Rangiora.

There were no questions from elected members.

Moved: Councillor Williams

Seconded: Councillor Brine

**THAT** the Utilities and Roading Committee:

- Approves** the River Road Scheme Design for the section of road between no. 61 River Road and Enverton Drive (as per Trim No. 250122010187).
- Approves** the installation of no-stopping restrictions as per the following table:

Town	Street Name	Side of Road	Location	Length (m)
Rangiora	River Road	South	69 River Road to Enverton Drive	132

- Notes** that the approved design will be forwarded to the developer of No. 79 River Road to construct the portion outside their development as required by the Resource Consent.

- (d) **Notes** that this report is for approval of the design only, and a separate report will be taken to Council regarding the likely timing and costs for the areas beyond the development frontage.
- (e) **Notes** that the Developer for no.79 has been asked to provide a costing for the works beyond the development frontage.
- (f) **Notes** that the approval of the scheme design is time sensitive, as this is required to allow the developer to progress works within their development area.

**CARRIED**

Councillor Williams noted that the Rangiora-Ashley Community Board discussed this matter extensively at its April 2025 meeting.

6.2 **Request Approvals of the Clarkville School Road Safety Improvements Scheme Design - P Daly (Road Safety Coordinator/Journey Planner) and J McBride (Roding and Transport Manager)**

J McBride spoke to the report, which sought approval for changes to road markings and the installation of traffic islands on Heywards Road outside Clarkville School.

There were no questions from elected members.

Moved: Councillor Redmond

Seconded: Councillor Williams

**THAT** the Utilities and Roding Committee:

- (a) **Approves** the scheme design (Trim No. 240415058499(v02)).
- (b) **Approves** the relocation of the existing school bus stop to make space for the proposed P2 Kiss'n'Go facility outside the Clarkville School gate, which will create space for parents to pick up and drop off children.
- (c) **Approves** the installation of traffic islands to provide a safe crossing point for children at pick-up and drop-off times.
- (d) **Approves** the installation of 32 metres of No Stopping on the Eastern side of Heywards Road leading to the entry to the Community Hall carpark.
- (e) **Notes** that there are currently two bus stops outside the school; however, with agreement from Clarkville School, this will be reduced to one.
- (f) **Notes** that the marking within the Clarkville Community Hall carpark is the responsibility of the Clarkville Hall Committee.
- (g) **Notes** that all works proposed have been discussed with and agreed to by the Clarkville Community Hall Committee and the Clarkville School Principal.
- (h) **Notes** that these works are estimated to cost \$40,000 and are to be funded from the Minor Safety Improvements Programme - School Safety Improvements (PJ 102429.000.5133), which is an unsubsidised budget.
- (i) **Notes** that an education campaign for drivers using the proposed scheme will be run through the school community to encourage compliance with the traffic flows proposed.

**CARRIED**

Councillor Redmond noted that he was pleased with the agreed-upon outcome, which focused on the safety of children on Heywards Road. All parties had worked together to achieve this outcome, and the Kaiapoi-Tuahiwi Community Board had endorsed the staff recommendation. He acknowledged that this was not the final solution; however, it was a satisfactory first step in achieving safety around the school during drop-offs and pick-ups.

Councillor Williams concurred and stated that it was pleasing to see that the staff had worked closely with Clarkville School in finding a workable solution.

6.3 **Lees Road Footpath – Request for Approval of Scheme Design – J McBride (Roading and Transport Manager) and G Kempton (Senior Project Engineer)**

J McBride spoke to this report, which sought the Committee's approval for the Scheme Design for a new footpath on Lees Road from west of Bayliss Drive to the bus stop at 568 Williams Street in Kaiapoi.

There were no questions from elected members.

Moved: Councillor Remond

Second: Councillor Mealings

**THAT** the Utilities and Roading Committee:

- (a) **Approves** the Lees Road Footpath Scheme Design, for the section of Lees Road from west of Bayliss Drive through to the Bus Stop outside no. 568 Williams Street, for the area shown in Figure 1 of this report (Trim No. 250407059776).
- (b) **Recommends** progressing the footpath design with a gritted footpath finish, with an estimated cost of \$60,000, to be funded from the New Footpath Programme (PJ 100746.000.5133).

**CARRIED**

Councillor Redmond noted that the Kaiapoi-Tuahiwi Community Board did not believe it was appropriate to install an asphalt pathway, which would require drainage and would need to be replaced before its 'end of life' expectancy when the kerb and channel work were carried out in the future. However, the gritted pathway would increase the level of service for residents now using a dirt track.

Councillor Mealings concurred and noted that a gritted pathway did not preclude an asphalted path from being installed in the future, while giving residents a better option in the medium term.

Councillor Redmond noted that there were examples of gritted pathways in other areas in the Waimakariri District, the most recent being the path to the new dog park in Oxford.

*Mayor Gordon arrived at 9.24am.*

**7 MATTERS FOR INFORMATION**

Nil.

**8 QUESTIONS UNDER STANDING ORDERS**

Nil.



## 9 **URGENT GENERAL BUSINESS**

Nil.

## 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 was moved:

Moved: Councillor Redmond

Seconded: Councillor Brine

That the public be excluded from the following parts of the proceedings of this meeting:

- 11.1 Confirmation of Public Excluded Minutes from 18 March 2025.
- 11.2 Submission on District Drinking Water Safety Plans.
- 11.3 Mandeville Drilling Contract – Bore Development Options.
- 11.4 Contract 24/62 - Dixons Road Guard Rail Makerikeri Bridge Tender Evaluation and Contract Award Report.
- 11.5 Pegasus Water Treatment Plant Sand Filter Replacement - Sole Source Procurement for Sand Supply.
- 11.6 Rangiora WWTP – Aeration Basin trial – Recommendation to proceed with purchase of AerDisc aerators.
- 11.7 Approval for sole-source procurement of business case for solar PV generation at Rangiora WWTP

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

Item No.	Subject	Reason for excluding the public	Grounds for excluding the public.
11.1	Confirmation of Public Excluded Minutes from 18 March 2025	Good reason to withhold exists under Section 7	To protect the privacy of natural persons and enable the Council to carry on without prejudice or disadvantage, negotiations (including commercial and industrial) negotiations and maintain legal professional privilege. <b>LGOIMA Sections 7 (2)(a), (g) and (i).</b>
11.2	Submission on District Drinking Water Safety Plans	Good reason to withhold exists under Section 7	To prevent the disclosure or use of official information for improper gain or improper advantage. <b>LGOIMA Section 7(2)(j).</b>
11.3	Mandeville Drilling Contract – Bore Development Options	Good reason to withhold exists under Section 7	To enable the Council holding the information to carry out, without prejudice or disadvantage, commercial activities <b>LGOIMA Section 7(2)(h).</b>
11.4	Contract 24/62 - Dixons Road Guard Rail Makerikeri Bridge Tender Evaluation and Contract Award Report	Good reason to withhold exists under Section 7	To enable the local authority holding the information to carry out, without prejudice or disadvantage, commercial activities. <b>LGOIMA Section 7(2)(h).</b>
11.5	Pegasus Water Treatment Plant Sand Filter Replacement - Sole Source Procurement for Sand Supply	Good reason to withhold exists under Section 7	To enable the local authority holding the information to carry out, without prejudice or disadvantage, commercial activities. <b>LGOIMA Section 7(2)(h).</b>

Item No.	Subject	Reason for excluding the public	Grounds for excluding the public.
11.6	Rangiora WWTP – Aeration Basin trial – Recommendation to proceed with the purchase of AerDisc aerators	Good reason to withhold exists under Section 7	To enable the local authority holding the information to carry out, without prejudice or disadvantage, commercial activities. <b>LGOIMA Section 7(2)(h).</b>
11.7	Approval for sole-source procurement of business case for solar PV generation at Rangiora WWTP	Good reason to withhold exists under Section 7	To enable the local authority holding the information to carry out, without prejudice or disadvantage, commercial activities. <b>LGOIMA Section 7(2)(h).</b>

**CARRIED**

### **CLOSED MEETING**

*The public excluded portion of the meeting commenced at 9.24am until 9.40am.*

### **Resolution to resume in Open Meeting**

Moved: Councillor Brine

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**

#### **11.2 Submission of District Drinking Water Safety Plans – C Fahey (Water and Wastewater Asset Manager)**

Moved: Councillor Williams

Seconded: Councillor Ward

**THAT** the Utilities and Roading Committee

- (a) **Receives** Report No. 250401055524.
- (b) **Approves** the submission of the complete set of updated Drinking Water Safety Plans that have been prepared for all 11 of the Council's drinking water supplies to the water services regulator, Water Services Authority – Taumata Arowai.
- (c) **Reaffirms** the Council's commitment to the previously adopted drinking water commitment statement, which outlines the Council's commitment to deliver safe drinking water. The commitment statement demonstrates that the organisation as a whole understands the responsibility as a water supplier and is committed to owning this responsibility. This has been re-signed on 18 March 2025.
- (d) **Notes** that under Section 30 of the Water Services Act 2021, the Council, as a drinking water supplier, is required to prepare and lodge Drinking Water Safety Plans for all of its drinking water supplies with the water services regulator.
- (e) **Notes** that under the Water Services Act, the regulator no longer approves submitted Drinking Water Safety Plans. Instead, the responsibility is solely on drinking water suppliers to ensure that plans meet all requirements under the Act. Audits are instead carried out by the regulator on a selection of submitted Drinking Water Safety Plans on a regular basis to maintain oversight of the Council's performance.

- (f) **Notes** that the main focus of this Drinking Water Safety Plan update is to ensure that the contents of the plans accurately reflect the key changes and upgrades that have been implemented on Council's drinking water supplies since the changes in legislation and drinking water compliance rules came into effect. Making sure that the strong emphasis that has been put on drinking water suppliers to provide a multi-barrier approach to drinking water safety under the WSA is clearly being addressed in the DWSPs.
- (g) **Notes** that there is only one unacceptable risk remaining which related to the Garrymere Drinking Water Supply having only one primary source which is being addressed currently by a project to install a second bore in Garrymere, and that there are also a number of other risks being managed on other suppliers as identified in the other scheme specific plans.
- (h) **Notes** that where improvements have been identified as being required in the Drinking Water Safety Plans, budgets will be requested through the Annual Plan/Long Term Plan to ensure these are being addressed.
- (i) **Notes** that it is a requirement for Drinking Water Safety Plans to be current, and therefore, they will be managed as live working documents. The intention is to carry out a formal update of all plans annually, and any major upgrades to the water supply will trigger an update of the plan outside of the annual update.
- (j) **Authorises** the General Manager Utilities and Roading to approve any amendments that are required on submitted Drinking Water Safety Plans between formal annual updates but notes that if significant changes to the plan are required (new significant unacceptable risks identified, or significant new improvement projects required to be proposed that cannot be delivered within existing budgets), then Staff will report back to the Utilities and Roading Committee for further approval.
- (k) **Resolves** that the attachments of this report remain public excluded for reasons of preventing the disclosure or use of official information for improper gain or improper advantage as per LGOIMA Section 7(2)(j), but that the contents of the report be made public.
- (l) **Circulates** this report to the respective Community Boards for their information.

**CARRIED**

#### **NEXT MEETING**

The next meeting of the Utilities and Roading Committee would be held on Tuesday, 20 May 2025 at 9am.

THERE BEING NO FURTHER BUSINESS, THE MEETING CONCLUDED AT 9.40am.

CONFIRMED

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

**WAIMAKARIRI DISTRICT COUNCIL**

**MINUTES OF THE MEETING OF THE DISTRICT PLANNING AND REGULATION COMMITTEE  
HELD IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA, ON TUESDAY, 15 APRIL  
2025, AT 3.30PM.**

**PRESENT**

Mayor Gordon, Councillors T Fulton (Chairperson) N Atkinson (via Teams), A Blackie, B Cairns and J Goldsworthy.

**IN ATTENDANCE**

Councillor P Redmond and N Mealings.

J Millward (Chief Executive), K LaValley (General Manager Planning, Regulation and Environment), H Downie (Strategy and Centres Team Leader), L Mealings (Graduate Policy Analyst), S Milosavljevic (Senior Policy Planner) and A Connor (Governance Support Officer).

**1 APOLOGIES**

Moved: Cr Fulton

Seconded: Cr Goldsworthy

**THAT** the District Planning and Regulation Committee:

- (a) **Receives and sustains** an apology for leave of absence for Councillor Blackie who arrived during the workshop at 4.03pm.

**CARRIED**

**2 CONFLICTS OF INTEREST**

There were no conflicts of interest declared.

**3 CONFIRMATION OF MINUTES**

**3.1 Minutes of the meeting of the District Planning and Regulation Committee held on Tuesday, 25 February 2025**

Moved: Cr Goldsworthy

Seconded: Cr Cairns

**THAT** the District Planning and Regulation Committee:

- (a) **Confirms** the circulated Minutes of the meeting of the District Planning and Regulation Committee, held on 25 February 2025, as a true and accurate record.

**CARRIED**

**3.2 Matters arising (From Minutes)**

There were no matters arising from the minutes.

**4 DEPUTATIONS**

Nil.

## 5 **REPORTS**

Nil.

## 6 **CORRESPONDENCE**

Nil.

## 7 **PORTFOLIO UPDATES**

### 7.1 **District Planning – Councillor Tim Fulton**

- Attended ongoing meetings regarding the District Plan, mainly to be informed of the process.
- Received excellent presentations at the Zone 5 and 6 Conference.
- Whiterock Quarry Landfill hearings would start on 14 July 2025.
- The Tram Road Solar Farm decision was expected by 22 April 2025.

### 7.2 **Civil Defence and Regulation – Councillor Jason Goldsworthy**

- Civil Defence staff was working through the review's recommendations, which should result in excellent outcomes for the Council and the community.
- Noise complaints were an increasing concern across the district. For repeat offenders, staff had shifted from an education response to issuing Reduce Noise Notices.
- Leading causes of service requests were animal control, noise complaints and parking complaints, totalling 78% of complaints received by Council.

Deputy Mayor Atkinson questioned whether the cause of increased noise complaints was known. Councillor Goldsworthy responded anecdotally that the Waimakariri District's growth and change in demographics seemed to be leading to tension points between neighbours.

### 7.3 **Business, Promotion and Town Centres – Councillor Brent Cairns**

- The Council advised around 250 food businesses regarding a levy being imposed by the Central Government. The levy was expected to be approximately \$66 for the first year, \$99 for the second, and \$132 for the third. The levy is intended to enhance core food safety services.
- Tuahiwi School won the top prize and the Race Unity Poster Competition. There was a large number of talented youths in the district.
- Pines Beach Food Forest—dangerous trees had been cleared. A donated apple tree was planted, and a planting day was planned soon. There was a large amount of local interest and support.
- Discussions were ongoing with the Oxford Promotions Action Committee (OPAC) regarding flags for the town centre.
- OPAC was going to change its name to Experience Oxford. It was struggling to get enough people to fill the spaces on its Committee.
- The Rangiora Promotions Sunday Fun Day event had 1500 in attendance.
- Attended Dr Tim Williams' speech arranged by Kaiapoi Promotions on the history and impacts of the conflict in the Middle East.

- Enterprise North Canterbury's (ENC) Funding Committee met to decide on the last funding round for the financial year. Ten applications received some funds, but not as much as requested. Applications were received for multiple music events, a national dog show, Wearable Arts, Big Splash Fund Raiser (Rachel's House), Market in the Park Rangiora, Kaiapoi Art Expo, Blackwells Winter Festival (name changed), Matariki in Kaiapoi and the Winter Festival Rangiora.
- Attended Relay for Life, which was well supported. It was great to see the event held in Kaiapoi and the wonderful support from Kaiapoi Rugby Club.
- Attended the following Council events/meetings:
  - Three Volunteer Expos.
  - The Council's 2025/26 Annual Plan Drop-in sessions, which had a low turnout.
  - Several Welcoming Migrant Meetings which would eventuate into action plans.
  - The Royal Honours event for local recipients.
  - Attended the AF8 event. Some schools would need to consider developing plans to deal with evacuation and getting to safety.
- Attended events/meetings held in the Waimakariri District:
  - The Kaiapoi Fun Run, which had a great turnout.
  - The Silverstream Garage Sale, and was then invited to the Residents' Dinner.
  - Ronel's Cuppa.
  - Last Wednesday Club meeting, which featured three local businesses showing their products and services.
  - The Oxford A&P Show.
  - The Sefton Tug-of-War, which was an excellent community event and a fundraiser. He would be returning to the school to run a pruning workshop that would also help raise funds.
  - Opening of the Pegasus Bay Art Show
  - A Martial Arts fundraiser in Kaiapoi
  - Market in the Park in Rangiora, 45% of attendees were from Rangiora, 7% from Kaiapoi, 2% from Oxford, 11% from Woodend, 4% from the Hurunui District, and 26% from Christchurch, with the remaining 5% being from other parts of New Zealand and or international visitors.
  - Attended a Down by the River event held in the Pines Beach Hall.
  - Farm Strong event, which covered mental health issues in the rural sector.
  - Monthly Food Secure North Canterbury meeting. The public forum covered food security in times of disaster, along with Jo Seagers' writing recipes using rescued food and growing potted vegetables.
- The Zone 5 and 6 Conference had some excellent speakers on the impacts of AI, Speed of change and Social Housing. Otautahi Community Housing was considering providing housing outside the current Christchurch boundary.

Councillor Fulton questioned if there had been a consolidation of the Promotions Associations regarding the events being held in the Waimakariri District. Councillor Cairns advised that there were several independent event organisers in the district, so not all events were hosted by a Promotions Association. He observed that some events clashed due to the lack of an annual Event Plan for the Waimakariri District.

Deputy Mayor Atkinson noted events being held at the same time were not necessarily a awful thing, as it meant the Waimakariri District was a desirable place to visit and hold events.

## **8 QUESTIONS UNDER STANDING ORDERS**

Nil.

## **9 URGENT GENERAL BUSINESS**

Nil.



**10. NEXT MEETING**

The next meeting of the District Planning and Regulation Committee would be held on 20 May 2025.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 3.46PM.

**CONFIRMED**



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Councillor T Fulton

20 May 2025

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Date

**WAIMAKARIRI DISTRICT COUNCIL**

**A MEETING OF THE COMMUNITY AND RECREATION COMMITTEE HELD IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA, ON TUESDAY, 20 MAY 2025, AT 1 PM.**

**PRESENT:**

Councillors B Cairns (Chairperson), Mayor D Gordon, Councillors R Brine, A Blackie and N Mealings.

**IN ATTENDANCE:**

Councillors T Fulton and J Ward.

C Brown (General Manager Community and Recreation), L Sole (District Libraries Manager), G MacLeod (Greenspace Manager), M Greenwood (Aquatics Manager), T Sturley (Community Team Manager), J Borland (Greenspace Strategy and Partnership Team Leader), L Tilley (Youth Development Facilitator), A Claassens (Community Development Facilitator) and K Rabe (Governance Advisor).

**1 APOLOGIES**

Moved: Councillor Cairns

Seconded: Mayor Gordon

**THAT** the Community and Recreation Committee:

- (a) **Receives and sustains** an apology for leave of absence from P Redmond.

**CARRIED**

**2 CONFLICTS OF INTEREST**

There were no conflicts declared.

**3 CONFIRMATION OF MINUTES**

**3.1 Minutes of the meeting of the Community and Recreation Committee held on 25 February 2025**

Moved: Councillor Cairns

Seconded: Councillor Brine

**THAT** the Community and Recreation Committee:

- (a) **Confirms** the circulated Minutes of the meeting of the Community and Recreation Committee, held on 25 February 2025, as a true and accurate record.

**CARRIED**

**3.2 Matters Arising (From Minutes)**

There were no matters arising.

## 4 **DEPUTATIONS**

### 4.1 **Youth Week – Ruby Wilson and Lauren Tilley (Youth Development Facilitator)**

R Wilson and L Tilley updated the Committee on work being done to support youth in the Waimakariri District, including events to be held during Youth Week (Trim Ref: 250520089626).

Councillor Cairns asked what a 'DIY Spa' was and was advised that it involved making soap, scrubs, etc., to be used at home. The libraries would run these spa workshops.

In discussing the Youth Survey, Councillor Cairns enquired how many young people R Wilson hoped to reach. She replied that she hoped for 1,000 responses to the survey; however, she was hoping for quality responses rather than quantity.

Councillor Cairns questioned what type of events would be targeted at the youth. R Wilson noted that this was one reason for the Youth Survey: to gather information on what sort of events young people would be interested in attending.

Mayor Gordon acknowledged the work and effort that R Wilson had put into youth-related matters over the last few years. He commended her leadership and commitment to fostering leadership in others with her breakfast sessions. He also thanked L Tilley for her assistance with the Youth Survey and wished them well in achieving a positive outcome.

## 5 **REPORTS**

### 5.1 **Welcoming Communities Project Progress, Stocktake Report and Establishing of a Welcoming Waimakariri Working Group – A Claassens (Community Development Facilitator)**

A Claassens provided an update on the development of the Welcoming Communities Project, including the completion of a 'Stock Take' Report, noting that Welcoming Communities was a national programme funded by Immigration New Zealand. The 'Stock Take' Report included data from a public survey of focus groups and meetings from a range of sectors. The findings were then formatted to include the eight elements of the Welcoming Communities Standard for benchmarking. A Welcoming Communities Working Group would be established with representatives from the community and with elected member involvement to implement the objectives and provide community input to the Council, which would represent the newcomers' voice. The report asked for the Council to nominate a representative to the Welcoming Waimakariri Working Group.

In response to Councillor Cairns' query regarding outcomes from other councils' experiences, A Claassens replied that initially nine councils worked together on the pilot programme; however, now 34 councils across New Zealand were participating in the programme. This provided a support network for staff to work with other councils to achieve the best possible outcomes. Each Working Group had its own identity, and there would be tweaks made to the programme to make it a Waimakariri District-specific Group.

Councillor Mealings believed that this was an excellent programme and queried whether the programme had a finite timeline. A Claassens replied that the funding was for three years, which would cover the establishment of the group to ensure it was strong enough to become self-sufficient and sustainable.

Councillor Ward questioned how newcomers were identified. A Claassens advised that contact was made with immigrants through various ways, including English classes, social groups, and citizenship ceremonies. T Sturley noted that the Council did not provide programmes; however, it facilitated connections and supported independent and sustainable services that connected to the right people, which would increase diversity

within the district. In regard to future funding, it would be up to the Welcoming Waimakariri Working Group to identify which projects to prioritise and to source funding.

Councillor Mealings encouraged the support of farm workers and their families, who were often isolated and unsure what services were available.

Moved: Mayor Gordon

Seconded: Councillor Mealings

**THAT** the Community and Recreation Committee:

- (a) **Receives** the report 250508081047, including the attached stocktake report (Trim 250508081046)
- (b) **Notes** that a Council cross-departmental Project Control Group (PCG) has utilised the Stocktake Report to develop the draft plan.
- (c) **Notes** that the expected timeframe for completion of the Welcoming Communities plan is for presentation to the Community and Recreation Committee in August 2025, ahead of public consultation.
- (d) **Approves** the Terms of Reference of the Welcoming Waimakariri Working Group to oversee:
  - (i) Finalising the Welcoming Communities Plan
  - (ii) Implementation of Plan objectives
  - (iii) Provide advice to the Council as community representatives, providing a newcomer voice.
- (e) **Approves** that the Community Team Manager may make minor amendments to the Terms of Reference on the establishment of the Welcoming Waimakariri Working Group.
- (f) **Appoints** the Community Development Portfolio Holder as Council representative on the Welcoming Waimakariri Working Group.

**CARRIED**

Mayor Gordon noted that the Council was fortunate to receive funding for this project and thanked A Claassens for her work. He also thanked her for her proactive approach and the assistance she provided to newcomers at the Citizenship Ceremonies. Mayor Gordon supported the motion and was supportive of further funding being sourced for this programme in the future.

Councillor Mealings agreed with the Mayor's comments and noted that there were 27 countries were represented within the Waimakariri District, and A Claassens was commended for her exceptional work with this programme.

Councillor Cairns stated that A Claassens put her heart and soul into her work and gave the Council an advantage in achieving positive outcomes in the future in settling newcomers into the Waimakariri District.

## 5.2 **Progress Update on Capital Work Renewals Programmes and Sports Ground Growth Programme for Greenspace – J Rae (Senior Advisor Assets and Capital)**

D Roxborough was in attendance and spoke to the report which provided an update on the Greenspace Capital Works Renewal Programmes and the Sports Grounds Growth programmes covered by general allocations in the Council's 2024-34 Long Term Plan (LTP) and focused on asset renewal and enhancement based on condition, age, and future use of assets within the district.

He informed the Committee that workshops had been held with all the Community Boards, who indicated that they were comfortable with the programme. Only the Woodend-Sefton Community Board requested that further consideration be given to prioritising the renewal of the Waikuku Beach toilets.

He stated that it was envisioned that only 30% of projects would be completed within the 2024/25 financial year; however, it was hoped that all projects would be completed on time by the end of the 2025/26 financial year. C Brown noted that the Greenspace asset management was mostly low risk, and there was significant leeway for renewals to be postponed or delayed.

Councillor Cairns noted that the Woodend-Sefton Community Board had indicated that the Waikuku Beach toilets would need changing facilities included, which would change the project from a possible renewal to a renovation or replacement, and asked how that would impact the budget. C Brown replied that currently there was budget for the renewal of the carpark at Waikuku Beach; however, after the Board had raised concerns regarding the toilet, staff intended to survey the community to ascertain what its priority was, the carpark or the toilets. If the community indicated that the toilets should take priority, the budget for the carpark would be used for the renewal of the toilets. If the budget were insufficient to allow changing facilities, staff would have to approach the Council for further funding. C Brown emphasised that there was insufficient budget to do both the renewal of the carpark and the toilets.

Mayor Gordon queried the state of the toilets, which had been raised during the 2025/26 Annual Plan process. G McLeod replied that the toilets were structurally sound; however, they had accessibility challenges and, with the increase in recreational use of the beach, were probably insufficient. C Brown noted that the toilets were considered functional; however, the public had higher expectations than old cement block facilities.

Mayor Gordon requested that staff prepare an information memo regarding the state of the toilets, the costs to refurbish and replace them, and the options for changing facilities prior to the scheduled discussion with the Woodend-Sefton Community Board regarding this matter.

Councillor Mealings asked if it would be possible to repaint and clean up the toilets and relevel and re-gravel the carpark rather than undertake the full renewals at this time. Then, review the Council's 2017 Public Toilet Strategy prior to rescheduling a full renovation and requested that this option be included in the memo.

Mayor Gordon asked about the proposed tennis court renewals, as the state of the Ohoka tennis court had been raised in the Annual Plan process. G McLeod advised that currently the Council had one tennis court on its maintenance programme; however, a second tennis court in Swannanoa was scheduled to be included in the 2025/26 budget. Staff had been made aware of the Ohoka tennis court, and this would be added to the register in 2026.

G McLeod noted that tennis court surface standards differed; however, it was expected that these should be maintained on a regular basis. He also noted that currently, there was no renewal/maintenance plan for skateparks, which would also need to be considered for the future. The Mayor asked for further information on the condition of the Ohoka tennis court.

In response to a query by Mayor Gordon regarding the status of the Sefton domain, G McLeod replied that the wastewater issue had been resolved, and the toilets were now operational. Staff were working with the Sefton Hall Committee to assist them with the proposed new facility; however, the Committee had a challenge in raising the amount of money required for the rebuild. The sale of the old library was in progress, and the Council had given the Committee a grant to assist with the build. Nevertheless, realistically, it would be years before the Committee would be in the position to start the build, even with innovative building options being considered.

Moved: Councillor Blackie

Seconded: Mayor Gordon

**THAT** the Community and Recreation Committee:

- (a) **Receives** Report No. 250305036260.
- (b) **Notes** that staff recently updated the Community Boards on the status and performance of District-wide and community capital projects within their boundaries for the first year of the programme. The Board updates also included information on projects not covered in this report, such as one-time capital projects.
- (c) **Notes** staff have provided regular reports throughout the year to the Audit and Risk Committee. The Audit and Risk report presents these projects as a whole programme, while this report breaks the programmes down into individual projects.
- (d) **Notes** that the General Reserves Landscape budgets that are delegated to the local Community Boards are not considered within this report.
- (e) **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.
- (f) **Notes** that the whole capital works scheduled outside of programmes are not considered within this report; for example, one-off capital works projects that are not part of a wider Greenspace programme.
- (g) **Circulates** this report to all Community Boards for their information.

**CARRIED**

Mayor Gordon noted it was good to understand the Greenspace Renewal Programme and encouraged staff to work with the Woodend-Sefton Community Board for it to understand the Council's fiscal constraints. He noted that currently, the new Pegasus Community Centre was a priority for the area. Mayor Gordon anticipated receiving information on a possible compromise on the Waikuku Beach toilet issue. He noted he sympathised with the Sefton Hall Committee, given the amount of work and effort it had invested and would like to be able to offer more assistance if possible. He also noted that the Southbrook Sports Club and Kendal Park also required attention and believed that the Council could not allow its assets to deteriorate over time.

Councillor Cairns concurred and noted it was difficult to prioritise projects. However, the Council could not afford to fund everything at once, especially during this period of challenging economic times.

### 5.3 **Libraries Update to 8 May 2025 – L Sole (District Libraries Manager)**

L Sole presented the report, which provided an update on the services, programmes, and experiences offered by the libraries. He highlighted the national pilot to provide digital skills, which the Central Government funded. He stated that the libraries had upskilled two staff to enable this programme to be initiated. He also commented that the refresh of the Rangiora Library with its new shelving had received positive feedback from patrons.

Councillor Fulton asked if staff were able to assist people, especially the elderly, to verify their identity online, which could be a difficult process and which blocked people from using online services. L Sole advised that currently, they had to follow a set curriculum. However, this could be considered in the future.



Councillor Cairns enquired about the impact when no further funding was available, and L Sole noted that the libraries would be able to continue to offer limited digital assistance if required.

Councillor Mealings asked what had happened to the castle in the children's library. L Sole replied that it had been recycled to the dramatic society, which would be using it in an upcoming production of Rapunzel. The space had since been used for a successful Zumba class, which allowed libraries to use it for other programmes.

Councillor Cairns questioned if the successful Northbrook Wetlands Story Walk initiative could be replicated in other areas. L Sole acknowledged the work done by colleagues in the Greenspace Team, which had assisted in making this project a success. There were plans for future Story Walks, which would depict different stories and authors.

Councillor Cairns also noted the success of the 'Pop-up' library during the Rangiora Library closure and queried whether it was possible for the libraries to consider doing similar Pop-ups in more rural areas, such as Cust, which did not have a library. L Sole agreed that this was being considered.

Moved: Mayor Gordon

Seconded: Councillor Mealings

**THAT** the Community and Recreation Committee:

- (a) **Receives** Report No. 250214023903.
- (b) **Notes** the community benefits of the below initiatives, particularly the completion of the shelving replacement project and the resulting increases in visitation for events and programmes and book lending this has enabled.
- (c) **Circulates** the report to the Community Boards for their information.

**CARRIED**

Mayor Gordon supported the library's digital assistance and acknowledged the challenges faced by the elderly in accessing banking and other online services. He commended the staff on the Rangiora Library refresh and was impressed with the range and diversity of services offered by libraries. He also stated that he had received feedback from residents that they felt that the library offered a safe and welcoming environment and thanked staff for their dedication and professionalism.

Councillor Mealings observed she loved the work done by the Waimakariri Libraries and commended them on digitally upskilling 200 people. She concurred that the libraries encouraged cultural and social inclusivity, which allowed all people to feel safe and valued.

Councillor Cairns hoped that the libraries would be able to extend their digital programmes to Kaiapoi and Oxford in the future and commended staff for working across departments to achieve a wonderful initiative such as the storyboards.

#### 5.4 **Aquatics May Report – M Greenwood (Aquatics Manager)**

M Greenwood provided a summary of the Aquatic Facilities and highlighted the requested detailed information on attendance figures, the Aqualand event during ANZAC weekend and that all facilities had received the Poolsafe accreditation.

In response to a query regarding the medical event at the Dudley Aquatic Facility, M Greenwood replied that the gentleman had suffered what appeared to be a mild heart attack. The pool had been closed for a short time, and staff had reacted in the prescribed manner. The man had returned the following day with flowers for the staff, thanking them for their care.

Councillor Cairns asked if the Aqualand event had increased attendance and was told that it was difficult to judge as many of the pool's lane swimmers and swimming clubs had been relocated to the Kaiapoi pool. However, it was a successful event with Aqualand charging entry and the pool making a profit for the weekend. There were plans to repeat the event, and Aqualand was working with pools in Christchurch and Selwyn to offer a similar event.

Councillor Fulton noted that figures for the Oxford pool were high in November and December, dropping off in the new year. He questioned if offering programmes like aqua jogging, etc, would encourage people to use the pool more regularly. M Greenwood agreed, noting the high numbers in November and December were due to schools running swimming lessons; however, to provide programmes such as aqua gym would require a qualified and accredited tutor and other resources, which were currently not available.

Moved: Councillor Brine

Seconded: Councillor Blackie

**THAT** the Community and Recreation Committee:

- (a) **Receives** Report No. 250505077832.
- (b) **Notes** that attendance across all types remains very consistent with the previous year.
- (c) **Notes that** the Waimakariri Aquatic Facilities achieved Poolsafe Accreditation.
- (d) **Notes** that the collaboration with Aqualand was a success, with 722 tickets sold.
- (e) **Circulates** this report to the Community Boards for their information.

**CARRIED**

Councillor Cairns commended staff for their actions during the medical emergency and was pleased that staff had followed prescribed processes to achieve a good outcome.

Councillor Mealings thanked staff for their work and congratulated them on achieving the Poolsafe Accreditation and for successfully working in partnership with Aqualand to provide a memorable experience for residents.

## **6 CORRESPONDENCE**

Nil.

## **7 PORTFOLIO UPDATES**

### **7.1 Greenspace (Parks, Reserves and Sports Grounds) – Councillor Al Blackie.**

- Whites Road - Staff used the reduced water levels to recontour the cliff face and create an island for nesting birds.
- Silverstream – Planting trees for the micro-climate initiative and Ohoka Bush work progressing.
- A PhD student had completed a 'Green Mapping' exercise in Rangiora, which graded cities on green spaces and trees – Rangiora was in good shape.
- Biodiversity funding applications had closed, and decisions were to be made shortly.
- Youth Council – Gave a talk on what the Greenspace Unit did and its importance for the Waimakariri District.
- Huria Reserve – Going well
- Pines Beach Food Forest – Establishment and planting day

- Te Kohaka Trust—New staff were starting, and everything was settling down. Recently, the Trust hosted an orienting day that was a success.

## 7.2 **Community Facilities (including Aquatic Centres, Multi-use Sports Stadium, Libraries/Service Centres, Town Halls and Museums) – Councillor Robbie Brine.**

All seems to be going well. He recently met with the Southbrook Club Committee to discuss reducing construction costs for the new club rooms by considering alternative building methods. There was concern regarding changing facilities for women with the increase in women's sports.

Councillor Mealings suggested that a separate building for changing facilities, with separate unisex cubicles rather than traditional sports changing facilities, could be considered.

## 7.3 **Community Development and Wellbeing – Councillor Brent Cairns.**

### • **Business, Promotions and Town Centres**

#### *Pegasus Residents Group Inc monthly meeting.*

- Pegasus Residents Group asked for a Hikurangi information public meeting to be held in Pegasus.
- Matariki event at the school and evening walk with Joseph Hullen giving a talk.
- AGM, on 16 July 2025 and would ask Mike Kwant to talk about the Northern Pegasus Bay bylaw.
- Concern about how hard it was to fill in Enterprise North Canterbury (ENC) funding forms.
- Planned to hold a fundraising golf tournament in October 2025.
- Planning to hold Candidate meetings.

#### *Oxford Promotions*

- Holding Matariki Winter Lights event from 8 to 22 June 2025.
- ENC had attended a recent meeting to see how they could assist with economic development.
- Oxford Promotions had to pay for the Oxford street flags, which needed to be dealt with, i.e a small rate paid for by CBD businesses.

#### *Waioira Links (could be community development)*

- The group continued to hold successful and well-attended monthly get-togethers,
- Held a Pink Ribbon event last weekend, which was a sellout.

#### *Kaiapoi Promotions*

- Looked at holding a 'light up the Christmas tree' event, on the last night prior to the Christmas carnival, with the aim to lift visitor numbers to the town's CBD. It would require the businesses to be open.
- Looked at holding a Women in Business event on 25 July 2025.
- The "connection events," which were held monthly, were struggling to attract enough attendees to make them worthwhile.
- Kai July would be moved to August so it would not conflict with Pie July, which ENC ran.
- AGM to be held on 18 June 2025.

#### *Silverstream Residents*

- Holding regular events in local eateries to try and help with locals supporting local.
- The recent duck race could have had stallholders who would have paid fees to attend a well-run, popular event. However, the organisers turned that

opportunity down to ensure local businesses received the trade as opposed to pop-up vendors.

#### *Last Wednesday Club in Rangiora*

- Good numbers attended the monthly events, and a recent initiative was to have a small number of businesses bring along their wares and talk about them.
- The Kaiapoi Chemist Warehouse building would be ready in or around September 2025 to be handed over for fit-out, with the potential to be open by Christmas.
- Community Development and Wellbeing

#### *Food Secure North Canterbury*

- Currently, South Island Bread was made with wheat from local growers. It would seem the current Government was focused on exports/imports, and as a result, the local growers who were supporting the local market would no longer be supported. It would not be long before we would be eating bread made from Australian wheat.
- The Group was trying to build a database of all local growers and producers so they could be called upon in an emergency. Resilience Explorer, which Councillor Mealings had spoken of, may be used to manage the database.
- The Group were looking at supporting the development and funding of more food forests in Waimakariri and Hurunui.

#### *Silverstream Residents*

- Residents' meal at local Indian restaurant this Wednesday.
- Planted trees in reserves most Tuesdays and Thursdays.

#### *Kaiapoi Food Forest*

- Last spring, he planted around \$1,500 worth of berry plants and trees. Within a month, every plant had been stolen.
- It was agreed at a recent meeting to start the educational building, with Aroundtoit as the project organiser. They had approached multiple sources for funding, and one philanthropist. They would be relying on local suppliers to do special deals.
- Ronnie Dunbar would receive an award in mid-June in Christchurch for the many hours of voluntary work he did at the Kaiapoi Food Forest.
- Pruned and moved mulch at the Pegasus/Woodend food forest. This small area was producing some good fruit. There was a battle with rabbits to start with; however, it looked like this had been resolved.
- Conducted a pruning workshop at Sefton School, which was well attended, what was interesting was that previously the fruit would be harvested by students to be used at the school or given out. This year was the first time that food was foraged as quickly as it ripened, and not by the school.
- Attended Gabi Alloway's volunteer farewell from Kaiapoi Food Bank. Spoke about the amount of work that she had put into the role and how many people she had helped. Her position had yet to be filled.
- The David Hill Wellbeing Walk was in its sixth year. Although there were not hundreds of people, virtually everyone who attended was from outside the Waimakariri District. The walk always started at the Kaiapoi Food Forest and returned for drinks and light snacks.
- Attended Big Brothers, Big Sisters fundraising breakfast. Organisations were having to come up with ways to fund their organisations, as some funders were struggling to keep up with demand.
- Invited, along with the Mayor, to The Sterling 'Everything Pumpkin' evening meal. The event was hosted by the local garden group, which was in negotiations with the developers to have a garden space in the Sterling.

- Waimakariri Access Group would again be hosting the “Inclusion Sports” event on 4 July at MainPower Stadium.
- Attended the Kaiapoi Garden Club's 'Newcomers Afternoon Tea', which was an organisation that looked after its members, both old and new. Hosting well-attended events and making sure everyone was involved. They had an issue with lighting in the bowling carpark where they hold their monthly meetings. Greenspace was reviewing this issue.
- Pines Kairaki food forest's first planting day was on 18 May 2025, with 25 locals assisting in planting over 160 trees.
- Waiting to hear back from the Greenspace Team regarding permission to start a pocket food forest in the Northbrook Reserve. This would be the next community-led project with locals planting and growing food on Council reserves.
- Disc golf in Kaiapoi Domain may be getting closer as the group that came to the Kaiapoi-Tuahiwi Community Board had secured funding for the nine-hole course.
- Kaiapoi Historical Society would hold its AGM on 25 May 2025. Storage was still a challenge, and it would be nice to sort out getting safe access to the mezzanine.
- English as a second language classes were well attended by Chinese, French, Indonesian, Turkish, Peruvians, Argentinians, Filipinos, and Russians.
- Migrants, at least some, were being offered five-year work visas. Businesses, if they were looking at employing someone from overseas, used to have to prove that no one local was fit for the role. This rule seemed to have been relaxed and now there was anecdotal evidence of families being brought into the country under the guise of working in the business.
- Hope Trust was serving around 110 people each Wednesday evening.
- Growing numbers of people were applying to access their Kiwsaver, as they struggled to make ends meet.
- The Ministry of Social Development (MSD) report that from 1 July 2025, those people on certain benefits who needed to reapply every 12 months would have a change resulting in having to reapply every 26 weeks, which would place additional pressure on MSD staff. They were broadening sanctions on those who failed to attend appointments. In New Zealand, the stats were that one in four people were not eating regularly.
- The Race Unity Poster Competition had 400 entries, up from around 110 last year. There were five Kaiapoi High School winners whose English was their second language.
- Arts Strategy - Staff reported that the implementation of the strategy was progressing well. They spoke about art groups having to think creatively about the limited number of spaces available to hold classes, e.g., art classes on a squash court.
- The Deputy Mayor and Councillor Cairns met with the Menzshed and discussed its move to the Community Hub space. We planned to have follow-up discussions on how things can get moving, literally moving.
- The Croquet Club in Kaiapoi now had a storage building on site, and the lawns were looking good.
- BlueSky events would organise Matariki in Kaiapoi.
- “Letterheads” the international signwriters conference was to be held in Kaiapoi later in the year.
- A girls' soccer tournament was coming to the Waimakariri District with 700 players attending.
- Model sailboat racing would be held at Pegasus Lake in late September/October 2025.
- A national dog show to be held at MainPower Stadium
- Local hospitality business would be hosting a traditional Oktoberfest event in September.

7.4 **Waimakariri Arts and Culture – Councillor Al Blackie.**

- All three art trusts/groups' protocols, contracts and paperwork were being brought up to date.
- Waimakariri Public Arts Trust was busy with Kaiapoi Bridge design. Two local artists had been selected.
- Labels for Council artwork in Council buildings had finally been sourced and would arrive by the end of the month.
- Chamber concerts were going well.

8 **MATTER FOR INFORMATION FROM THE KAIAPOI-TUAHIWI COMMUNITY BOARD**

8.1 **Murphy Park – Approval of Preliminary Concept Plan – I Clark (Project Manager)**

Moved: Councillor Brine

Seconded: Councillor Mealings

**THAT** the Community and Recreation Committee:

- (a) **Receives** the information in Item 8.1.

**CARRIED**

9 **QUESTIONS**

Nil.

10 **URGENT GENERAL BUSINESS**

Nil.

**NEXT MEETING**

The next meeting of the Community and Recreation Committee would be held on Tuesday 15 July 2025 at 1pm.

THERE BEING NO FURTHER BUSINESS, THE MEETING CONCLUDED AT 2.50PM.

CONFIRMED

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

**WAIMAKARIRI DISTRICT COUNCIL**

**MINUTES OF THE MEETING OF THE DISTRICT PLANNING AND REGULATION COMMITTEE  
HELD IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA, ON TUESDAY, 20 MAY 2025,  
AT 3.30 PM.**

**PRESENT**

Mayor Gordon, Councillors T Fulton (Chairperson), A Blackie, B Cairns and J Goldsworthy.

**IN ATTENDANCE**

Councillor N Mealings.

K LaValley (General Manager Planning, Regulation and Environment), M Bacon (Development Planning Manager), I Carstens (Team Leader Resource Consents) and A Connor (Governance Support Officer).

**1 APOLOGIES**

Moved: Councillor Cairns

Seconded: Councillor Goldsworthy

**THAT** the District Planning and Regulation Committee:

- (a) **Receives and sustains** an apology for leave of absence from Deputy Mayor Atkinson.

**CARRIED**

**2 CONFLICTS OF INTEREST**

There were no conflicts of interest declared.

**3 CONFIRMATION OF MINUTES**

**3.1 Minutes of the meeting of the District Planning and Regulation Committee held on Tuesday, 15 April 2025**

Moved: Councillor Cairns

Seconded: Councillor Fulton

**THAT** the District Planning and Regulation Committee:

- (a) **Confirms** the circulated Minutes of the meeting of the District Planning and Regulation Committee, held on 15 April 2025, as a true and accurate record.

**CARRIED**

**3.2 Matters arising (From Minutes)**

There were no matters arising from the minutes.

**4 DEPUTATIONS**

Nil.



## 5 **REPORTS**

### 5.1 **Application to the Heritage Fund – Recommendation of Staff – G Maxwell (Business and Project Advisor) and I Carstens (Team Leader Resource Consents)**

*Councillor Fulton noted he was the Chair of a Community Group interested in applying to this fund however did not have a conflict of interest.*

I Carstens took the report as read and highlighted that the application was for exterior painting for the Kerr House, a category two listed historical building. It was built in 1866 and was relocated from Victoria Street to Ivory Street in Rangiora. The owners reported that the house was severely run down and had not been painted for over 20 years. Staff recommended that the Council pay 50% of the quoted paint works, which was considered fair and reasonable. The Heritage Fund had accumulated a total of \$46,337. The Council added \$15,500 to the Heritage Fund annually, with the following funding provision being made on 1 July 2025.

Councillor Fulton asked whether there was any indication that the owners would also apply for funding for other maintenance projects due to the building's run-down state. I Carstens noted that the owners had not indicated any further work to be done on the building at this stage, except for the painting, which they hoped to have completed before winter. However, it was possible they would look at further changes in the future.

Mayor Gordon questioned whether the Council typically granted 50% of the quote and whether it could consider granting a higher amount. I Carstens confirmed that the Council generally only funded 50% of the costs as a starting point. Staff had considered recommending a higher percentage due to the low cost; however, they had to consider what was fair and reasonable to previous and future applicants.

Mayor Gordon then sought clarification on whether the full amount had ever been granted before. I Carstens noted he was unaware of any occasions where funding had been granted for the full cost of a project.

Following a further question from Mayor Gordon, I Carstens stated he was unaware of any advertising for the Heritage Fund; however, staff could consider options to increase uptake.

Mayor Gordon inquired about the landmark plaques for historical buildings. I, Carstens, explained that the Waimakariri Landmark Committee met regularly to discuss possible historical buildings which qualified for plaques. They were also currently looking at lower-cost options, as the bronze plaques were very costly to make. The hope was that if the plaques were more economical to produce, more could be installed.

Councillor Cairns questioned how many heritage-listed buildings there were in the Waimakariri District. I Carstens undertook to supply the information to the Committee.

Councillor Cairns further asked if there was a maximum amount that could be granted per application. I Carstens noted there was no restriction on how many times an applicant could apply for one building; however, when staff assessed applications, they considered previous funding received. Given the amount requested was low, the owners could likely apply again.

Moved: Mayor Gordon

Seconded: Councillor Cairns

**THAT** the District Planning and Regulation Committee:

(a) **Receives** Report No. 250507079995.

- (b) **Approves** from the Heritage Fund \$3,533.58 for the application received from M and P Horton for the listed Heritage Cottage H058.
- (c) **Notes** that the accumulated amount available in the Heritage Fund is currently \$46,337.

## **CARRIED**

Mayor Gordon understood why staff recommended funding 50% of the quote; however, the cost was such that funding the discounted quote to achieve a better outcome seemed to be a better option. He endorsed approaching heritage building owners to make them aware of the availability of the Heritage Fund. He suggested the Council had been generous in this instance and would not want to consider another application for this property again soon.

Councillor Cairns felt this was an excellent price to paint a building's exterior and, therefore, supported the motion.

Councillor Fulton also supported the motion, noting it would be sad if this historic building were lost due to poor maintenance.

Councillor Blackie observed that several applications were received in the past as the availability of the Heritage Funding was promoted. He, therefore, felt it would be beneficial to communicate the funds to the owners of historic buildings. He also supported the motion.

Councillor Mealings noted that the District Plan included all heritage-listed buildings and suggested targeted communication to promote the Heritage Fund.

## **6 CORRESPONDENCE**

Nil.

## **7 PORTFOLIO UPDATES**

### **7.1 District Planning – Councillor Tim Fulton**

- District Plan - A meeting plan, including briefings for elected members, was in place.
- Solar Farms:
  - A solar farm was consented on Tram Road near Swannanoa School.
  - An applicant in Eyreton was seeking further information.
- Heritage:
  - Rail signs for Swannanoa and Mandeville North were funded from the Oxford-Ohoka Community Board Landscaping Budget and built with the assistance of the Oxford Menz Shed.
  - Progress was being made on the West Eyreton Heritage Display. The structure was built, and the text and illustration design were being reviewed. It would be located in the Oak Reserve opposite West Eyreton Hall.
  - Bernard Kingsbury at the Cust Museum had expressed interest in a similar display at Bennetts on the Council reserve.

- Woodstock Quarries - A decision was made on the proposed mediation for the Woodstock Quarry application. It was jointly submitted to the Courts with Environment Canterbury and the Oxford-Ohoka Community Board, which did not wish to enter mediation. A date was in place for an Environment Court Hearing in November 2025.
- Advocating for the Rangiora Museum while dealing with a blown fuse and maintenance constraints.
- The Wolffs Road Footbridge Society Inc. has now had several meetings, including one with Greenspace staff to prepare a Memorandum of Understanding between the Council and the society. The Council's administrative support and advice were much appreciated.

## 7.2 **Civil Defence and Regulation – Councillor Jason Goldsworthy**

- Met with the new Building Unit Manager, who had many years of experience in Building Control.
- Met with staff regarding the clarity of the enforcement process. A new direction was currently being implemented.
- Service requests related to parking have declined over the past three months.

Councillor Cairns questioned the process for rescinding parking/vehicle fines. Councillor Goldsworthy explained that people had to write to the Council, where the Environmental Services Manager would assess the information provided. The decision could be appealed to the General Manager of Planning, Regulation, and Environment if needed. The matrix used to determine what would be accepted to rescind was clear.

- Civil Defence Community Hubs continued to open, with Woodend and Oxford being the most recent.
- Hikurangi Road Show had started in the Waimakariri District, and funding from Council was towards staff time, hall hire and refreshments.

Councillor Cairns asked if a date had been set for a Civil Defence meeting in Waikuku Beach. Councillor Goldsworthy stated that staff are looking into possible dates and locations.

- Staff did an excellent job at the Emergency Operation Centre (EOC) during the recent rain event. The event generated 140 service requests, which are being worked through.

## 7.3 **Business, Promotion and Town Centres – Councillor Brent Cairns**

- Pegasus Residents Group Inc:
  - Asked if a Hikurangi public information meeting could be held in Pegasus.
  - Hosting a Matariki event at the Pegasus School and an evening walk through the wetland, starting with a talk from Joseph Hullen.
  - They would be holding their Annual General Meeting on 16 July 2025, where they were hoping to ask Mike Kwant to discuss the Northern Pegasus Bay Bylaw.
  - They expressed concern regarding the difficulty in filling out Enterprise North Canterbury funding applications.
  - They were looking to host a fund-raising golf tournament in October 2025.
  - They were planning to hold candidate meetings for the Local Elections.
- Oxford Promotions Action Committee:
  - Hosting a Matariki Winter Lights Event from 8 June to 22 June 2025.
  - Enterprise North Canterbury attended a recent meeting to see how it could assist with economic development.
  - They were paying for Oxford's street flags. This could be addressed through a small rate paid for by local businesses or something similar.

- Waiora Links:
  - The group was continuing to hold successful and well-attended monthly meetings.
  - Held a pink ribbon event, which was sold out.
- Kaiapoi Promotions Association:
  - Considering hosting a Light-up Christmas Tree event on the night before the Christmas carnival, aiming to lift visitor numbers to the town. This would require businesses to be open late.
  - Interested in hosting a Women in Business event on 25 July 2025.
  - The monthly Connection Events struggled to have enough attendees to make them worthwhile.
  - Kai July would be moved to August to avoid conflict with Pie July, which Enterprise North Canterbury would run.
  - The Annual General Meeting would be held on 18 July 2025.
- Silverstream Residents:
  - Hosting regular events in local eateries to aid in supporting local.
  - At their recent duck race, the option was to have stallholders who would have paid fees to attend a well-run, popular event. The organisers turned that opportunity down to ensure local businesses received the trade rather than pop-up vendors.
- Last Wednesday Club in Rangiora had good attendance at the monthly events, and a recent initiative involved having a small number of businesses bring their products and talk about them.
- The Kaiapoi Chemist Warehouse building should be finished in September 2025 and handed over for fit-out. It could be opened by Christmas.

## 8 **QUESTIONS UNDER STANDING ORDERS**

Nil.

## 9 **URGENT GENERAL BUSINESS**

Nil

## **NEXT MEETING**

The next meeting of the District Planning and Regulation Committee would be held on 15 July 2025

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 4.00PM.

**CONFIRMED**

\_\_\_\_\_  
Councillor T Fulton

\_\_\_\_\_  
Date

**MINUTES FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD HELD AT THE OXFORD TOWN HALL, 34 MAIN STREET, OXFORD ON WEDNESDAY 7 MAY 2025 AT 6.30PM.**

**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)

**1. APOLOGIES**

There were no apologies.

**2. PUBLIC FORUM**

There were no members of the public present for the public forum.

**3. CONFLICTS OF INTEREST**

There were no conflicts declared.

**4. CONFIRMATION OF MINUTES**

**4.1. Minutes of the Oxford-Ohoka Community Board Meeting –2 April 2025**

Moved: M Wilson                      Seconded: T Robson

**THAT** the Oxford-Ohoka Community Board:

- (a) **Confirms** the circulated Minutes of the Oxford-Ohoka Community Board meeting, held on 2 April 2025, as a true and accurate record.

**CARRIED**

**4.2. Matters Arising (From Minutes)**

There were no matters arising.

**5. DEPUTATIONS AND PRESENTATIONS**

Nil.

**6. ADJOURNED BUSINESS**

Nil.

## 7. **REPORTS**

### 7.1. **Ratification of the Oxford-Ohoka Community Board's submissions to the Waimakariri District Council and Environmental Canterbury's draft 2025-26 Annual Plans – K Rabe (Governance Advisor)**

K Rabe took the report as read.

Moved: M Brown                      Seconded: M Wilson

**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 250414065417.
- (b) **Retrospectively ratifies** its submission to the Waimakariri District Council draft 2025-26 Annual Plan (Trim Ref: 240328049611).
- (c) **Retrospectively ratifies** its submission to Environmental Canterbury's draft 2025-26 Annual Plan (Trim Ref: 240328049934).
- (d) **Notes** that the Board Chairperson and/or Deputy Chairperson will speak at the Environmental Canterbury and Waimakariri District Council Submission Hearings to convey the Board's view in person on Tuesday, 6 May 2025.

**CARRIED**

### 7.2. **Applications to the Oxford-Ohoka Community Board's 2024/25 Discretionary Grant Fund – K Rabe (Governance Advisor)**

K Rabe took the report as read.

N Mealings noted that the sum of the requests exceeded the amount the Board had left in its budget. However, she noted that as the Youth Rugby Festival would not be held until September/October and proposed that the application be laid on the table to the next financial year.

Moved: N Mealings                      Seconded: M Wilson

**THAT** the Oxford-Ohoka Community Board:

- (e) **Lays** the application from the Ohoka Rugby Club on the table till the 2025/26 financial year.

**CARRIED**

P Merrifield had concerns with the Waimakariri Dog Training Club Inc application for the competition ribbons. It seemed like manipulation to state that the Club would not be able to afford quality ribbons and would only be able to award to first place winners. He also noted the Club seemed to have a healthy bank balance.

P Merrifield noted while assessing the applications, that the Oxford Pony Club application benefitted 40% of the Board's Ward, the Ohoka Rugby Club application was 80% and the Waimakariri Dog Training Club Inc. was 60%. He suggested the Board could divide the remaining budget by the percentage of benefit to the ward.

N Mealings suggested, as the Board still had one month left of the financial year, they could do the remaining two applications with the percentages which would leave some funding for June.

M Brown stated that you could get very basic ribbons, or you could get much nicer ones which substantially varied in cost. He noted that the Board did not know what the money in the Club's bank account was for, nothing it could have other capital works planned.

M Wilson believed in the current financial climate, and how hard it was for groups to raise money, with the mainly volunteer base, that Groups were struggling to achieve outcomes. In the district there were lots of opportunities to be involved in a lot of different activities which built community and connection.

T Fulton noted that there had been a lot of discussion regarding the Boards criteria and ward-based population, however this was on one means of assessing applications. There was a good point about community connectedness and helping these clubs/groups in what had been a tough few years.

N Mealings commented, basing our funding percentage, on who lived in the ward versus whether the group/event was based there were two different things. There were many clubs that had people coming from outside the ward or district, however they were bringing vibrance, richness and economic benefit to the area. Anything that built the reputation of the ward benefited the area.

M Wilson noted that some learnings that clubs had post-earthquake and post covid was that they needed to have a bit of money in reserve because they did not know what was going to come in the future.

Moved: S Barkle                      Seconded: T Fulton

That the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 250326052256.
- (b) **Approves** a grant of \$600 to the Oxford Pony Club to cover the registration costs for two coaches to attend the New Zealand Pony Club Association Conference
- (c) **Approves** a grant of \$500 to the Waimakariri Dog Training Club Inc. towards the purchase of competition ribbons.

**CARRIED**

## **8. CORRESPONDENCE**

Nil.

## **9. CHAIRPERSON'S REPORT**

### **9.1. Chairperson's Report for April 2025**

- Community Meeting in Oxford – Attended a community meeting in Oxford, arranged by the renters and ratepayers' group. Was an informative meeting in regard to hearing various points of view and trying to clarify some erroneous points. Also gave an opportunity to explain what we, as a Community Board do, how we function and gave an update on the Woodstock Quarries Limited.
- Oxford Dog Park Opening – A lovely event, attended by some keen owners and dogs. Overall, really good feedback. The only three suggestion that she heard were some owners nervous about having big and small dogs together, the newly planted oak trees – were these appropriate for a dog area and overtime some exercise equipment/basic agility gear would be well received. Thanked staff for organising the opening and all those who attended. We hoped that Oxford dog owners would be able to enjoy this area for years to come.
- Wolffs Road Suspension Bridge – Met with the committee, discussed elements of the project and foundational aspects of the committee.
- ANZAC Day Services – attended the Ohoka and West Eyreton ANZAC services. Was an honour to be there to pay respect for those who fought on our behalf and the sacrifices they and their families made for our freedom.
- Contacted by resident by Mandeville/Logans/Bailey's corner regarding the Council staff site meeting. They were somewhat disappointed with the outcome and still felt like they were no further ahead with a solution. They were more than happy to install cameras or whatever they needed to however just want some guidance as to how



they should go about this. Perhaps some advice from local police may be more useful?

- Names of significance for road names. Added in local flora and fauna names. Kanuka, Koromiko, Kowaro (mudfish).
- Met with James Ensor regarding the Mandeville walkway. Fence going across walkway that would link Truro Close to Mandeville Park Road which made the walkway useable. Also discussed some areas of concern in relation to local drainage. What was the drainage plan for the McHughs/Mandeville Road/Mandeville Park Road section of the subdivision.
- Received updated evidence from Woodstock Quarries Limited. Currently reading through it. The Board needed to decide next steps it would be taking. Waimakariri District Council and Environment Canterbury would look at the evidence that had been presented and would decide if they had enough information to base mediation from or decide to go straight to hearing.

Moved: T Robson                      Seconded: M Brown

**THAT** the Oxford-Ohoka Community Board:

- (a) **Rejects** going into mediation.

**CARRIED**

- Wards Road walkway – met onsite with the residents and Ken Howat. Wonderful couple with a great vision and enthusiasm for contributing to their community. Swannanoa School would also like to be involved in this project. Next steps, K Howat would write a report to come to the board. Spraying of the area needed to happen regardless. Discussed the involvement of volunteers to keep the costs down as much as possible. This could be quite a community engagement project.
- Presented Annual Plan submission to the Waimakariri District Council.
- Presented to Environment Canterbury Annual Plan Submissions Hearing. Expressed the fact that the Board was lodging the same submission for six years in a row with little change.
- Meeting about the Woodstock Quarries Limited. The Board had until 16 May to decide whether or not they wanted to enter into mediation.
- Attended the Oxford Gym Extension Opening. Fantastic asset for the community and had a tremendous turnout with some great speeches.

Moved: N Mealings                      Seconded: M Brown

**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives** the verbal report from the Oxford-Ohoka Community Board Chairperson.

**CARRIED**

## 10. **MATTERS FOR INFORMATION**

- 10.1. Rangiora-Ashley Community Board Meeting Minutes 9 April 2025.
- 10.2. Kaiapoi-Tuahiwi Community Board Meeting Minutes 14 April 2025.
- 10.3. Woodend-Sefton Community Board Meeting Minutes 15 April 2025.
- 10.4. Woodend-Sefton Community Board Extraordinary Meeting Minutes 28 April 2025
- 10.5. Transport Choices (Strategic Cycleway) Project Update – Report to Council Meeting 4 March 2025 – Circulates to Woodend-Sefton and Kaiapoi-Tuahiwi Community Boards

- 10.6. Submission to Central Government Consultations October 2024 to March 2025 – Report to Council Meeting 1 April 2025 – Circulates to all Boards
- 10.7. ANZAC Day Services 2025 – Report to Council Meeting 1 April 2025 – Circulates to all Boards
- 10.8. Health, Safety and Wellbeing Report February 2025 to Current – Report to Council Meeting 1 April 2025 – Circulates to all Boards

#### **Public Excluded**

- 10.9. Submission of District Drinking Water Safety Plans – Report to Utilities and Roading Committee Meeting 15 April 2025 – Circulates to all Boards

Moved: T Robson                      Seconded: M Wilson

**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives** the information in items.10.1 to 10.8.
- (b) **Receives** the separately circulated public excluded information in item 10.9.

**CARRIED**

### **11. MEMBERS' INFORMATION EXCHANGE**

#### **T Robson**

- Pearson Park Advisory Group – discussed the concern raised at the last Board meeting about the lack of action, since then K Howat received a quote to change some paths which had been raised multiple times and to do some other works in the park.
- ANZAC Day – Oxford ceremony very good.
- Presented the Waimakariri District Council and Environment Canterbury Annual Plan Submissions Hearings.
- Attended a meeting on the Woodstock Quarries.

#### **T Fulton**

- ANZAC Day Services in Oxford, Cust and West Eyreton. The West Eyreton Service feedback regarding the incorrect placement of the flagpole, which was situated behind a wall.
- Went to the Paddy's Market.
- Oxford Dog Park Opening. Well done to Rover the Rottweiler.
- Extraordinary Council meeting – loan funding the Rangiora Health Hub proposal.
- Wolffs Road Bridge – considering as a group, a Memorandum of Understanding with the Council. Conversations as to how the group would interact with Council.
- Attended a Cust Family Reunion.
- Attended the Oxford Gym Extension Opening.

#### **M Brown**

- Attended the Paddy's Market – the Lions got some good fundraising from the event.
- Lions held a golf tournament and some of the proceeds had been donated to the Medical Center for improved satellite communication for the rural nurses.
- West Eyreton – new business had opened up. West Eyreton Hire.
- Cust Pub had been sold. It was closing on 19 May for three months and would open under new owners.
- Wes Eyreton ANZAC Day Service started early, and many people missed it.

#### **M Wilson**

- Oxford Dog park Opening – Long awaited and nice to see it finally in action. Plenty of dogs with owners turned up for the first frolic. Rover the Rottweiler made an appearance and even won a prize.
- Alcohol and Drug harm Prevention Steering Group – apologies given as was away on holiday.

- Ohoka ANZAC Day Service – Well attended. The Ohoka community came together in recognition of those that bravely fought to protect our freedom.
- Ohoka Community Hub Launch – A number of interested residents who were keen to see this hub get underway.

### **R Harpur**

- Mandeville Sports Club Meeting – lot of the clubs attended, and their long term plans were discussed. There was discussion regarding the trees along the entrance way on the western side which were apparently going to be felled.
- Waimakariri Access Group:
  - discussed the toilets at the Ashley Gorge and the dog park, there were plans to renew those toilet facilities. The width of the accessible doors were discussed.
  - The Council were looking at the possibility of supplying changing spaces at the Rangiora Dudley Pool.
  - Bollards were discussed, they seemed to be installed too far apart, and chains were being installed between them which could be an issue for visually impaired people.
  - The debrief after the training day – positive success. Suggesting that it was made compulsory for all Council staff and members.
  - The North Canterbury Inclusive Sports Festival would be held 4 July 2025 and the Boccia Courts would hopefully be finished by 4 July 2025.
- Attended the Ohoka ANZAC Day Service – impressed to see many people there from so many different age groups. Very well attended.

### **N Mealings**

- Property Portfolio Working Group.
- Race Unity Poster Competition Prizegiving – Attended event at Mainpower Stadium and saw some amazing artwork from some very talented students from primary to high school age, with performances from Tuahiwi Kapa Haka Group. Very well attended with wonderful support from friends and families of the recipients as well.
- Council Workshop and Briefing Session.
- Waimakariri Tree of the Year Prizegiving.
- Zones 5 and 6 Conference – Held at Novotel, Christchurch Airport, with speakers on infrastructure planning, Health New Zealand, Housing, Business Canterbury, technology, Resource Management Act reform, emergency management and climate resilience, Brad Olsen from Infometrics, and various government ministers as well as updates from individual councils.
- Oxford Dog Park Opening – Attended the long awaited official opening of the Oxford Dog Park, along with several waggy-tailed happy canines and their humans!
- Canterbury Climate Action Planning Reference Group – An update of progress for the Canterbury Mayoral Forum - group of 10 Canterbury councils' representatives who were collaborating on the Canterbury Climate Action Plan.
- Social Services Waimakariri Hui – This month's meeting was a forum dedicated to thinking about and developing a social services disaster response plan, specifically considering Whanau, food security, animals, health and pastoral care. A very worthwhile exercise!
- Utilities and Roading Committee Meeting – Mill Road roadworks complete, but remediation of berm yet to be done. Ohoka Wastewater Treatment Plant works out for tender. All Drainage Groups meeting to be held 16 July.
- Council Workshop.
- District Planning and Regulation Committee Meeting.
- Alcohol and Drug Harm Prevention Steering Group Meeting – Recap over the recent forum held and how we could incorporate this sector feedback into our action plan that was under review.
- Good Friday Cake Competition at the Ohoka Farmers Market – As a trustee of Community Wellbeing North Canterbury Trust, had helped run the cake stall for the Good Friday competition which the Ohoka Farmers Market generously organised to benefit the Trust. Some amazing (and very tasty) cakes were entered, with all sold for a great cause!
- Extraordinary Council Meeting.

- Ohoka ANZAC Day Service – Lovely service as always, well attended at Ohoka Hall. A photo of WW2 Nurse Christmas was given to the Hall Committee to display alongside photos of other fallen soldiers.
- ANZAC Day Services – Attended services at Oxford, Cust and West Eyreton. It was a beautiful day, and all the services were well attended with people paying their respects.
- Community Wellbeing North Canterbury Trust Board Meeting – First meeting with the three new Trustees, a new Chair and Deputy Chair and Minutes Secretary after previous Trustees' terms had finished. The Trust was in good heart with some great new Trustees to continue on the solid foundations laid by previous board members.
- Waimakariri Youth Council – First meeting with six newly recruited Waimakariri Youth Council members. Looks to be a very engaged group of Youth Councillors and looked forward to seeing what they achieved! \*Youth Week events would be held from 18-28 May, Including an Oxford Skate Jam on 18 May from 1-4pm.
- Portfolio Update.
- Oxford Gym Extension Opening – Attended the official opening to celebrate the awesome new extension to the Oxford Gym. Well done to T Fulton and all the team involved. It looked amazing and the community would really enjoy having the upgraded facility which would be well used!
- Ohoka Domain Working Bee – Worked at the monthly working bee at the Ohoka Bush. It was looking good in spite of the rain event earlier in the week.
- Ohoka Community Emergency Hub Launch – Attended the long-awaited launch of the Community Emergency Hub at the Ohoka School Hall. Great to finally have this awesome initiative underway!
- Council Meeting and Workshop.
- Annual Plan Submissions Hearing – Held in Kaiapoi. 23 parties presented their submissions in person to the Council.

#### **P Merrifield**

- Renters and ratepayers meeting at the Oxford Town Hall – Good meeting, no unpleasant surprises or verbal attacks. It was appreciated that the Board turned up in numbers.
- Oxford Museum Monthly Meeting – Still trying to help with external storage solution.
- Oxford Dog Park Opening – Took Rover the Rottweiler along to join in.
- Wolffs Road Bridge Meeting – Spent some time debating the Memorandum of Understanding that came from the Waimakariri District Council. A need to get together with Council to understand what was needed.
- ANZAC Day Services – Oxford and Cust – Very good turnout to both ceremonies. Unfortunately, at Cust the aircraft flyover drowned out what was happening for a short while.

## **12. CONSULTATION PROJECTS**

### **12.1. 2025 Environmental Awards**

<https://letstalk.waimakariri.govt.nz/2025-environmental-awards>

Applications close 28 June 2025.

The Board noted the consultation project,

## **13. BOARD FUNDING UPDATE**

### **13.1. Board Discretionary Grant**

Balance as at 31 March 2025: \$1,102.

### **13.2. General Landscaping Fund**

Balance as at 31 March 2025: \$3,083.

The Board noted the funding update.

14. **MEDIA ITEMS**

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 6.30pm, Wednesday 4 June 2025 at the Oxford Town Hall.

THERE BEING NO FURTHER BUSINESS, THE MEETING CONCLUDED AT 8:05PM.

**CONFIRMED**

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

**Workshop  
(8:05pm to 8:31pm)**

- *Members Forum*
  - *Woodstock Quarries.*

**MINUTES FOR THE MEETING OF THE WOODEND-SEFTON COMMUNITY BOARD HELD AT THE WOODEND COMMUNITY CENTRE, SCHOOL ROAD, WOODEND ON MONDAY 12 MAY 2025 AT 5.30PM.**

**PRESENT**

S Powell (Chairperson), B Cairns, R Mather, M Paterson and A Thompson.

**IN ATTENDANCE**

K LaValley (General Manager Planning, Regulation, and Environment), K Rabe (Governance Advisor) and A Connor (Governance Support Officer).

There was one member of the public present.

**1 APOLOGIES**

Moved: S Powell

Seconded: R Mather

**THAT** apologies for absence be received and sustained from I Fong and P Redmond.

**CARRIED**

**2 CONFLICTS OF INTEREST**

There were no conflicts of interest declared.

**3 CONFIRMATION MINUTES**

**3.1 Minutes of the Woodend-Sefton Community Board Meeting – 15 April 2025**

Moved: M Paterson

Seconded: B Cairns

**THAT** the Woodend-Sefton Community Board:

- (a) **Confirms**, as a true and accurate record, the circulated minutes of the Woodend-Sefton Community Board Meeting held on 15 April 2025.

**CARRIED**

**3.2 Minutes of the Extraordinary Woodend-Sefton Community Board Meeting – 28 April 2025**

Moved: M Paterson

Seconded: R Mather

**THAT** the Woodend-Sefton Community Board:

- (a) **Confirms**, as a true and accurate record, the circulated minutes of the Extraordinary Woodend-Sefton Community Board Meeting held on 28 April 2025.

**CARRIED**

**3.3 Matters Arising**

There were no matters arising from the minutes.

### 3.4 Notes of the Woodend-Sefton Community Board Workshop– 15 April 2025

Moved: A Thompson

Seconded: M Paterson

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives**, the circulated Notes of the Woodend-Sefton Community Board workshop, held on 15 April 2025.

**CARRIED**

## 4 DEPUTATIONS AND PRESENTATIONS FROM THE COMMUNITY

Nil.

## 5 ADJOURNED BUSINESS

### 5.1 Application to the Woodend-Sefton Community Board's 2024/25 Discretionary Grant Fund – K Rabe (Governance Advisor)

K Rabe reported the application from the Pegasus Residents Group was laid on the table at the Boards April 2025 meeting with a request to provide a quote for the morning tea. The quote had been received and therefore she took the report as read.

A Thompson noted this was the third year the group had applied for funding towards its Matariki Morning Tea. He sought clarity on if the fund was intended to be used for repeated expenditures. K Rabe clarified the criteria stated repeated expenditure would not be funded however it was at the Board's discretion whether to grant the funding or not. For some small groups the Board was their only source of funding and therefore in the past the Board had granted the same group for the same project multiple times.

B Cairns questioned how many groups applied to other Boards for the same event multiple years in a row. K Rabe replied it happened occasionally however the result of the application depended on the Board's knowledge of local groups and whether the event was a popular event with the community.

B Cairns further asked if they applied to other funding streams like RATA or Lotteries. S Powell stated Pegasus Residents Group had not been successful in other funding applications to bigger funding stream in recent years.

Moved: S Powell

Seconded: M Paterson

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** report No. 250428071805.
- (b) **Approves** a grant of \$300 to the Pegasus Residents' Group Inc. towards hosting a Matariki morning tea at Pegasus Bay School.

**CARRIED**

S Powell stated she was happy to support \$300 as she felt the quote was expensive and she believed the group was able to look at other local options to fund the difference. She also noted it was unlikely the Board would support the same application in years to come.

B Cairns felt this was a good event supporting residents of Pegasus and was supportive of the recommendation.

R Mather concurred with previous comments noting the group had funds and hoped in the future they could investigate other ways of funding the event. She also would prefer the



funding was going towards catering provided by a local community group rather than a commercial entity.

## 6 **REPORTS**

### 6.1 **Ratification of the Woodend-Sefton Community Board's submission on the Regional Consultation under the New Speed Rule – Kay Rabe (Governance Advisor)**

K Rabe took the report and submission as read.

Moved: R Mather

Seconded: A Thompson

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** report No. 250225030587.
- (b) **Retrospectively ratifies** its submission to the New Zealand Transport Agency's Regional Consultation under the New Speed Rule – South of Rangiora Woodend Road to South of the Cam River Bridge (Trim 250226031382).

**CARRIED**

R Mather commented this was a good submission however the outcome was disappointing.

### 6.2 **Ratification of the Woodend-Sefton Community Board's submission to the Waimakariri District Council and Environment Canterbury's draft 2025-2026 Annual Plans – Kay Rabe (Governance Advisor)**

K Rabe took the report and submissions as read.

Moved: R Mather

Seconded: A Thompson

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** report No. 250414065370.
- (b) **Retrospectively ratifies** its submission to the Waimakariri District Council's draft 2025-26 Annual Plan (Trim Ref: 250326051801).
- (c) **Retrospectively ratifies** its submission to Environment Canterbury's draft 2025-26 Annual Plan (Trim Ref: 250326051910).
- (d) **Notes** that the Board Chairperson and/or Deputy Chairperson will speak at the Environment Canterbury and Waimakariri District Council Submission Hearings to convey the Board's view in person on Tuesday, 6 May 2025.

**CARRIED**

R Mather noted these were two good submissions and thanked S Powell for the work she had put into developing and presenting them at the hearings.

## 7 **CORRESPONDENCE**

Nil.

## 8 **CHAIRPERSON'S REPORT**

### 8.1 **Chairpersons Report for April 2025**

- Residents were pleased with the new bus stop in Ravenswood.

Moved: S Powell

Seconded: M Paterson

**THAT** the Woodend-Sefton Community Board:

- Receives** the report from the Woodend-Sefton Community Board Chairperson (Trim: 250505076728).

**CARRIED**

## 9 **MATTERS FOR INFORMATION**

- Oxford-Ohoka Community Board Meeting Minutes 2 April 2025.
- Rangiora-Ashley Community Board Meeting Minutes 9 April 2025.
- Kaiapoi-Tuahiwi Community Board Meeting Minutes 14 April 2025.
- Transport Choices (Strategic Cycleway) Project Update – Report to Council Meeting 4 March 2025 – Circulates to Woodend-Sefton and Kaiapoi-Tuahiwi Community Boards
- Submission to Central Government Consultations October 2024 to March 2025 – Report to Council Meeting 1 April 2025 – Circulates to all Boards
- ANZAC Day Services 2025 – Report to Council Meeting 1 April 2025 – Circulates to all Boards
- Health, Safety and Wellbeing Report February 2025 to Current – Report to Council Meeting 1 April 2025 – Circulates to all Boards

Public Excluded

- Submission of District Drinking Water Safety Plans – Report to Utilities and Roading Committee Meeting 15 April 2025 – Circulates to all Boards

Moved: B Cairns

Seconded: M Paterson

**THAT** the Woodend-Sefton Community Board:

- Receives** the information in Items 9.1 to 9.7.
- Receives** the separately circulated public excluded information in item 9.8.

**CARRIED**

## 10 **MEMBERS' INFORMATION EXCHANGE**

**R Mather:**

- Attended the Pegasus Day Art Show at Pegasus Bay School. It was an excellent display with a variety of art on display.
- Attended the Pegasus Community Centre Project Steering Group meeting.
- The topic of the very well attended Ronel's Community Cuppa on the Waimakariri District Council Draft Annual Plan with the Mayor, elected members and several council staff present. It was a good opportunity for residents to ask questions and have a one-to-one discussion with the Mayor, Elected Members and staff at the end of the event.
- Delivered Chatter and Woodpecker Magazines for the Greypower Meeting.
- Was incredibly disappointed and angry with the decision to increase the speed limit from Pineacres corner to Woodend. It was treated as a popularity vote rather than giving

consideration to safety concerns and the crash history. It was an appalling judgement from NZTA and the Government.

- It was world Myalgic Encephalomyelitis/Chronic Fatigue Syndrome (ME/CFS) day.

#### **M Paterson:**

- Attended the Woodend ANZAC Day service. Feedback received was that the service was too long.
- Attended Woodend Community Association meeting. Held its 'Clean up Woodend' event where they collected rubbish from three streets. The next event would be communicated through the school in hopes for better participation.
- A large amount of aggressive behaviour had been received towards the rugby club and its sponsors regarding the lights in Gladstone Park. All correspondence had been referred to the Police. The rugby club was hoping to resolve any issues occurring from lights for surrounding residents however all communications had been anonymous and therefore they were unable to obtain any specific information.

#### **A Thompson:**

- Commended Environment Canterbury and the Council on their proactiveness in Waikuku Beach with the flooding event.

#### **B Cairns:**

- Attended the Pegasus Residents Group Inc. monthly meeting. Points included:
  - Whether a Hikurangi Information Public Meeting could be held in Pegasus.
  - The Gladstone Park lights shining on neighbouring properties.
  - Speaking to Lake Hood to establish what and how their lake was managed.
  - Discussed new members.
  - The Matariki event would be held at the school and in the evening a walk would take place where Joseph Hullen would give a talk.
  - At the Annual General Meeting they hoped to have Mike Kwant talk about the Pegasus Bay Bylaw.
  - They spoke about how hard it was to fill in Enterprise North Canterbury funding forms.
- Attended the Rangiora Hikurangi public meeting regarding tsunami and earthquake preparedness. Meetings were going to be held in Woodend, Pines Beach and Pegasus. Had also asked for a meeting to be held in Waikuku Beach.
- Attended the Woodend, Pegasus and two Kaiapoi ANZAC Day events. Also attended the Loburn War memorial Striking of the Flag.
- Attended Food Secure North Canterbury meeting. discussed syntropic food forests, funding of trees and plants for community food forests, resilience explorer and the Waimakariri District Council use for climate resilience which could be used to map food producers and growers in times of emergency.
- Pruned and mulched at the Pegasus/Woodend food forest.
- Conducted a pruning workshop at Sefton School.
- Attended a Road Safety Working Group Meeting.
- Attended the Welcoming Communities Action plan Group meeting. A draft plan would soon be given to the Council.
- Attended a Youth Action Plan meeting. A survey would be released shortly.
- Assisted at the Easter Friday event in Silverstream.
- Met with the Mayor and the Enterprise North Canterbury Funding team regarding event funding.
- Assisted David Hill in a wellbeing talk.
- Attended the Dudley Pool walkaround to review the accessibility services.
- Attended Big Brother Big Sister fund raising breakfast.
- Invited along with the Mayor to The Sterling everything pumpkin evening meal.
- Attended the Waimakariri Access group meeting. after the meeting reported trip hazards along High Street, Rangiora.
- Attended the Kaiapoi Garden Club 'Newcomers' afternoon tea.
- The Pines Kairaki Food Forest planting would be held on 18 May at 10am.

## 11 **CONSULTATION PROJECTS**

### 11.1 **Alcohol Control Bylaw Review 2025**

<https://letstalk.waimakariri.govt.nz/alcohol-control-bylaw-review-2025>

Consultation closes Friday 30 May 2025.

### 11.2 **2025 Environmental Awards**

<https://letstalk.waimakariri.govt.nz/2025-environmental-awards>

Applications close Saturday 28 June 2025.

## 12 **BOARD FUNDING UPDATE**

### 12.1 **Board Discretionary Grant**

Balance as at 30 April 2025: \$2,675.

### 12.2 **General Landscaping Budget**

Balance as at 30 April 2025: \$14,326.

## 13 **MEDIA ITEMS**

## 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:

Moved: S Powell

Seconded: B Cairns

That the public is excluded from the following parts of the proceedings of this meeting.

- 16.1 Public Excluded Minutes of the Woodend-Sefton Community Board meeting of 28 April 2025

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	Public Excluded Minutes of the Woodend-Sefton Community Board meeting of 28 April 2025	Good reason to withhold exists under section 7	To protect the privacy of natural persons and enabling the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial) negotiation and maintain legal privilege. <b>LGOIMA Section 7 (2)(a), (g), and (i).</b>

**CARRIED****CLOSED MEETING**

*The public excluded portion of the meeting was held from 6.04pm to 6.05pm.*

**OPEN MEETING****NEXT MEETING**

The next meeting of the Woodend-Sefton Community Board is scheduled for 5.30pm, Monday 9 June 2025 at the Woodend Community Centre, School Road, Woodend.

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 6.06PM.

**CONFIRMED**

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

**Workshop – 6.06pm to 6.30pm**

- *Members Forum*

**MINUTES OF THE MEETING OF THE RANGIORA-ASHLEY COMMUNITY BOARD HELD IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA ON WEDNESDAY, 14 MAY 2025 AT 7PM.**

**PRESENT**

J Gerard QSO (Chairperson), K Barnett (Deputy Chairperson), R Brine, I Campbell, M Clarke, M Fleming, J Goldsworthy, L McClure, B McLaren, S Wilkinson and P Williams.

**IN ATTENDANCE**

S Hart (General Manager Strategy Engagement and Economic Development) and T Kunkel (Governance Team Leader)

**1. APOLOGIES**

Moved: K Barnett

Seconded: P Williams

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives and sustains** apology for absence from J Ward.

**CARRIED**

**2. CONFLICTS OF INTEREST**

Item 6.1 – K Barnett declared a conflict of interest as a member of the Rangiora Players.

**3. CONFIRMATION OF MINUTES**

**3.1. Minutes of the Rangiora-Ashley Community Board – 9 April 2025**

Moved: M Fleming

Seconded: R Brine

**THAT** the Rangiora-Ashley Community Board:

- (a) **Confirms**, as a true and accurate record, the circulated Minutes of the Rangiora-Ashley Community Board meeting, held on 9 April 2025.

**CARRIED**

**3.2. Matters Arising (From Minutes)**

There were no matters arising from the Minutes.

**3.3. Notes of the Rangiora-Ashley Community Board Workshop– 9 April 2025**

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 9 April 2025.

**CARRIED**

#### 4. DEPUTATIONS AND PRESENTATIONS

Nil.

#### 5. ADJOURNED BUSINESS

Nil.

#### 6. REPORTS

##### 6.1. Application to the Rangiora-Ashley Community Board's 2024/25 Discretionary Grant Fund – T Kunkel (Governance Team Leader)

T Kunkel reported that the Rangiora and Districts Early Records Inc (the Society) was responsible for caring for the Rangiora Museum and local archives. The Society had applied for a \$1,000 grant to replace its old, faulty, and unrepairable printer. The required printer was estimated to cost \$1,214, and the Society has been fundraising, as usual, through calendar sales and donations at events. The application complied with the Board's Discretionary Grant Application Criteria, as it was from a not-for-profit incorporated society, and the project would primarily benefit the residents of the Rangiora-Ashley Ward.

Moved: S Wilkinson

Seconded: B McLaren

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 250331054962.
- (b) **Approves** a grant of \$ 1,000 to Rangiora and Districts Early Records Inc. to purchase a replacement printer.

**CARRIED**

T Kunkel advised that the Rangiora Players (the Group) had requesting a \$1,000 grant to purchase eight Showtec PAR 20 "Warm-on-Dim" lights for the Little Theatre stage. The lighting was estimated to cost \$1,564, and the Group had secured \$564 to contribute towards this initiative; however, no other fundraising had been carried out to cover the remainder of the costs. The application complied with the Board's Discretionary Grant Application Criteria; however, the Board may need to consider that the application stated that only 50% of the people benefiting from this initiative were from the Rangiora-Ashley Ward.

Moved: B McLaren

Seconded: M Clarke

**THAT** the Rangiora-Ashley Community Board:

- (c) **Approves** a grant of \$ 1,000 to the Rangiora Players to purchase new stage lighting.

**CARRIED**

B McLaren noted that the Rangiora Players had been staging plays since 1987, with its first production celebrating Queen Victoria's Jubilee. He believed that most of the people benefiting from this initiative were from the Rangiora-Ashley Ward; hence, the Group applied to the Board for funding. People came from as far as Christchurch to see the well-produced plays and then also visited local eateries in Rangiora.

M Clarke supported the motion as he felt that arts and cultural activities in rural communities should be supported.



T Kunkel noted that the North Canterbury Radio Trust (NCRT) operated Compass FM. The benefits of Compass FM were well known, the community radio station was listened to extensively throughout the entire North Canterbury and was used during Civil Defence emergency situations. The NCRT was requesting a grant of \$401 to replace a failed network switch, which was the core part of the network that served Compass FM. The application complied with the Board's Discretionary Grant Application Criteria, and while it was estimated that only 50% of the listening community was from the Rangiora-Ashley Ward, the project had a much more far-reaching impact.

Moved: K Barnett

Seconded: B McLaren

**THAT** the Rangiora-Ashley Community Board:

- (d) **Approves** a grant of \$ 401 to the North Canterbury Radio Trust to purchase a replacement network switch.

**CARRIED**

K Barnett supported the motion as Compass FM provided a very valuable function during Civil Defence emergencies and kept the community informed of other events occurring in the Waimakariri District. Also, Compass FM was based in Rangiora.

T Kunkel reported that a Momentum Charitable Trust (the Trust) was seeking funding to run four one-day Life and Financial Skills Programmes at the Rangiora Probation Centre in June and July 2025. These programmes were for individuals soon to be released from prison, people recently released and those serving community-based sentences. The Trust originally requested \$7,180 which exceeded the Board's general limit of grants in a financial year, however the Trust had requested the Board to consider a \$1,000 grant. The application complied with the Board's Discretionary Grant Application Criteria; however, the Trust had not clarified how they would be sourcing the remainder of the funding. Also, although the need for such programmes was not disputed, questions were raised whether it should not be funded by the Department of Corrections rather than ratepayers.

Responding to a question from B McLaren, T Kunkel noted that the application did not indicate what the funding would specifically be used for, i.e. wages, fees or printing costs.

I Campbell questioned whether the people who would benefit from the Life and Financial Skills Programmes were from the Rangiora-Ashley Ward. T Kunkel confirmed that the application indicated that 80 local at-risk individuals would benefit.

B McLaren observed that people may be released in the Rangiora because they had family or a support network in the area, so the benefit would be to people residing in the Rangiora-Ashley Ward. However, the Trust may have applied to the Board because the Department of Corrections' Community Corrections offices for North Canterbury was situated in Rangiora.

M Fleming asked if the Trust could be granted \$1,000 subject to them securing the remainder of the funds needed to host the Life and Financial Skills Programmes. T Kunkel confirmed that the Board could place conditions to the granting of the funding. However, it may not be necessary because if the Life and Financial Skills Programmes were not hosted the funding would revert back to the Board.

Moved: M Fleming

Seconded: R Brine

**THAT** the Rangiora-Ashley Community Board:

- (e) **Approves** a grant of \$1,000 to Momentum Charitable Trust towards hosting one-day Life and Financial Skills Programmes, provided they secure the remainder of the funding.

**LOST**

3/8

M Fleming supported the motion as at-risk individuals needed assistance to find meaningful employment and reconnect with friends and whanau.

K Barnett acknowledged the need for Life and Financial Skills Programmes for at-risk individuals. However, such programmes were being run at prisons, and she believed that the Ministry of Social Services would be best equipped to provide the support the individuals needed. Therefore, K Barnett felt that there was no need to support a Life and Financial Skills Programme run by a private trust; hence, her reluctance to grant \$1,000 to a programme whose direct benefits had not been proven.

K Barnett observed that it would be assumed that the programme would be ran in conjunction with the Department Corrections; however, the Trust had not provided evidence that they were not receiving Central Government funding. She noted that the Board had not been provided enough information to make an informed decision, and she therefore did not support the motion.

Moved: K Barnett

Seconded: J Gerard

**THAT** the Rangiora-Ashley Community Board:

- (e) **Declines** a grant to Momentum Charitable Trust.

**CARRIED**

J Gerard suggested that if members had concerns about an application from groups or organisations that they were not familiar with, they should advise T Kunkel accordingly so that she could invite the group/organisation to come and speak to the Board about its application.

6.2. **Ratification of the Rangiora-Ashley Community Board's submissions to the Waimakariri District Council and Environmental Canterbury's draft 2025-26 Annual Plans – Thea Kunkel (Governance Team Leader)**

J Gerard advised that he and K Barnett address the Council on the Board's submission on 6 May 2025, which was well received.

Moved: J Gerard

Seconded: B McLaren

**THAT** the Rangiora-Ashley Community Board:

- (f) **Receives** report No. 250429073368.
- (g) **Retrospectively ratifies** its submission to the Waimakariri District Council draft 2025-26 Annual Plan (Trim Ref: 250407059915).
- (h) **Retrospectively ratifies** its submission to Environmental Canterbury's draft 2025-26 Annual Plan (Trim Ref: 250328053840).
- (i) **Notes** that the Board Chairperson spoke at the Waimakariri District Council Submission Hearings to convey the Board's view in person on Tuesday, 6 May 2025.

**CARRIED**

## 7. **CORRESPONDENCE**

### 7.1. **New Road Name Letter – Leigh Bolton**

T Kunkel advised that the Leigh Bolton requested that the name Senior be included in the Pre-Approved Rangiora-Ashley Community Board's Road and Reserve Names List. Her parents owned the land behind Kippenberger Avenue, which was now Grey View Grove. However, noting the Board's previous concerns regarding people volunteering their family names it was decided to not to submit a report to the Board for consideration. L Bolton would be advised of the Board's views and the criteria set out in the Waimakariri District Naming Policy which the names should comply.

### 7.2. **Letter from Waimakariri Youth Council about Dudley Park Project – Zack Lappin**

T Kunkel noted that a letter was received for the Waimakariri Youth Council updating the Board on the Dudley Park Project Group's progress. The letter was circulated to Board members prior to the meeting.

### 7.3. **Letter from Waimakariri Access Group about Mobility Parking at the Dudley Park Skate Park – Shona Powell**

J Gerard advised that a letter was received for the Waimakariri Access Group requesting the Board's support for mobility parking immediately in front of the Dudley Skate Park. The letter was also circulated to Board members prior to the meeting.

M Fleming noted that the Waimakariri Youth Council worked to make the skate park fully accessible, therefore close mobility parking would be essential to allow for inclusivity and accessibility for the park.

Moved: J Goldsworthy

Seconded: M Fleming

**THAT** the Rangiora-Ashley Community Board:

(j) **Receives** the correspondence from L Bolton (Trim: 250408061336).

(k) **Receives** the correspondence the Waimakariri Youth Council (Trim: 250522091836).

(l) **Receives** the correspondence the Waimakariri Access Group (Trim: 250522091838).

**CARRIED**

## 8. **CHAIRPERSON'S REPORT**

### 8.1. **Chair's Diary for March 2025**

Moved: J Gerard

Seconded: K Barnett

**THAT** the Rangiora-Ashley Community Board:

(a) **Receives** report No. 250506078377.

**CARRIED**

## 9. **MATTERS FOR INFORMATION**

### 9.1. **Oxford-Ohoka Community Board Meeting Minutes 2 April 2025.**

- 9.2. Kaiapoi-Tuahiwi Community Board Meeting Minutes 14 April 2025.
- 9.3. Woodend-Sefton Community Board Meeting Minutes 15 April 2025.
- 9.4. Woodend-Sefton Community Board Extraordinary Meeting Minutes 28 April 2025
- 9.5. Submission to Central Government Consultations October 2024 to March 2025 – Report to Council Meeting 1 April 2025 – Circulates to all Boards
- 9.6. ANZAC Day Services 2025 – Report to Council Meeting 1 April 2025 – Circulates to all Boards
- 9.7. Health, Safety and Wellbeing Report February 2025 to Current – Report to Council Meeting 1 April 2025 – Circulates to all Boards

**Public Excluded**

- 9.8. Submission of District Drinking Water Safety Plans – Report to Utilities and Roothing Committee Meeting 15 April 2025 – Circulates to all Boards

Moved: B McLaren

Seconded: L McClure

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** the information in Items.9.1 to 9.7.
- (b) **Receives** the separately circulated public excluded information in Item 9.8.

**CARRIED**

**10. MEMBERS' INFORMATION EXCHANGE**

**M Fleming:**

- The Waimakariri Access Group and Council staff conducted a site visit to the Dudley Aquatic Centre to assess accessibility for people with special mobility needs. The bathrooms at Centre were not very accessible and there was no room in the Centre to develop more accessible bathrooms, so staff was investigating retrofitting the old hockey pavilion. It was suggested that a 'Changing Places Bathroom' be installed at the Centre which would only be accessible by people with special needs. A Changing Places bathroom would allow people with multiple or complex disabilities to get changed in a safe, clean environment.

**S Wilkinson:**

- Laid a wreath on behalf of the Board at the Anzac Day service at the Fernside Hall.
- Attended Networking Group Quarterly Get-together – Many organisations aligned to the Health Sector seemed to be struggling and were currently restructuring.

**J Goldsworthy:**

- Requested to strike the flag at the Anzac Day service at the Loburn War Memorial.
- The number of service requests the Council received in April 2025 was higher than in April 2024. Leading causes of service requests were animal control, noise, and parking complaints, totalling 78% of complaints received by the Council.
- On 6 May 2025, the Council heard public submissions to the 2025/26 Annual Plan, and it was beneficial to receive feedback directly from community members.
- Hikurangi Civil Defence Roadshow was being held throughout the Waimakariri District.
- A Community Emergency Hub was being launched at Woodend Youth Centre on Wooded Rangiora Road, and another would be launched in Oxford.
- The Council held a workshop on Parking Bylaw and Enforcement and was reviewing its current processes.

**L McClure:**

- Poppy Day Collecting - Spent much time with members of the RSA and Rangiora High School out collecting in various locations. Unfortunately, not many donations were received, which was a sign that communities were struggling.
- Attended the launch of the Northbrook Wetlands Story Walk
- Attended the Health Advisory Group meeting. Health New Zealand seemed to be in a state of flux, and there was not much funding available for health issues or new appointments of health professionals. The Health Advisory Group was focusing on the AF8 and a health response for the community.
- The Community Food Garden in Northbrook Waters had made progress, and a local Peppertree Preschool was keen to be involved.

**B McLaren:**

- Represented the Board at the Rangiora RSA's Dwan Parade on Anzac Day. This was the first dawn parade in Rangiora, and approximately 500 people attended.
- Laid a wreath on behalf of the Board at the Anzac Day service at the Cust Cenotaph and also attended the services at the Rangiora Cenotaph, which was attended by more than 7,000 people and the Loburn Service.
- Attended the Rangiora Museum public speaker night and the St John Church's Devonshire tea.
- Attended a meeting of the Waimakariri Landmarks Committee.
- Attended the Hikurangi Civil Defence Roadshow at the Rangiora RSA – It was a very scientific, but easy to understand presentation on what may happen if AF8 struck.
- Attended an Addiction 101 workshop which dealt with alcohol, drugs and gambling addiction.
- Also attended a conference on Celebrating Diversity, highlighting the challenges of people living with neurodiversity and what can be done to improve their lives.
- Attended a staging of 'The End of the Golden Weather' at the Court Theatre in Christchurch, which was a wonderful asset for North Canterbury.
- Assisted with the North Canterbury Musical Society's production of Catch Me If You Can at the Rangiora Town Hall.

**K Barnett:**

- Represented the Board at the Rangiora High School Anzac Day service and attended various other services.
- Assisted with the North Canterbury Musical Society's production of Catch Me If You Can at the Rangiora Town Hall.
- Had a discussion with Greenspace staff and S Hart regarding linking the Board with the community and operational side, following conversations regarding Cust.
- They were on standby for Civil Defence during the weather event for a welfare evacuation; however, it was not necessary. She applauded the Council for investing in drainage infrastructure that enabled the Waimakariri District to withstand the severe rain event without major damage.

**I Cambell:**

- Conducted the fly overs for the Anzac Day Services in Kaiapoi, Rangiora and Amberly.
- Represented the Board at the Anzac Day service held at the Loburn War memorial.
- Attended a public meeting on 8 April 2025 to discuss the Whiterock Quarry.

J Gerard thanked I Cambell for the fly overs for the Anzac Day Services, which lent a sense of nostalgia to the services.

**M Clarke:**

- Attended GreyPower meeting - had complaints regarding roading issues, the lack of visitors parking at the Charles Upham Retirement Complex in Rangiora and access to the BNZ carpark.
- Noted that the Friends of the Rangiora Town Hall had not met in the last three years.

**P Williams:**

- Laid a wreath on behalf of the Council at the Anzac Day service at the Fernside Hall and attended various other Anzac Day services.
- The Waimakariri District Council mostly withstood the severe rain event without major challenges, which he believed was due to the pumpstations in Kaiapoi.
- Received numerous complaints regarding gravel roads in the Waimakariri District, especially about potholes and grading.
- The Council heard public submission to the 2025/26 Annual Plan on 6 May 2025.

**R Brine:**

- Noted the Board submission to the Council's 2025/26 Annual Plan, pertaining to the Southbrook Sports Club. He advised that the Club were investigating various alternatives to ensure realistic expectations. The main concern would be the development of women's changing facilities, as women's sport was growing.

**11. CONSULTATION PROJECTS****11.1. Alcohol Control Bylaw Review 2025**

<https://letstalk.waimakariri.govt.nz/alcohol-control-bylaw-review-2025>

Consultation would close on Friday 30 May 2025.

**11.2. 2025 Environmental Awards**

<https://letstalk.waimakariri.govt.nz/2025-environmental-awards>

Applications would close on Saturday 28 June 2025.

The Board noted the consultation projects.

**12. BOARD FUNDING UPDATE****12.1. Board Discretionary Grant**

Balance as at 30 April 2025: \$5,010.

**12.2. General Landscaping Fund**

Balance as at 30 April 2025: \$28,646 not allocated.

The Board noted the funding update.

**13. MEDIA ITEMS**

Nil

**14. QUESTIONS UNDER STANDING ORDERS**

Nil

**15. URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

Nil

**NEXT MEETING**

The next meeting of the Rangiora-Ashley Community Board is scheduled for 7pm, Wednesday 14 May 2025.

THERE BEING NO FURTHER BUSINESS, THE MEETING CONCLUDED AT 8.32PM.

CONFIRMED

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date



J Watson (Chairperson), S Stewart (Deputy Chairperson), N Atkinson, T Bartle, A Blackie, and R Keetley.

C Brown (General Manager Community and Recreation), G Cleary (General Manager Utilities and Rooding), J McBride (Rooding and Transportation Manager), S Allen (Water Environment Advisor), T Stableford (Landscape Architect), K Rabe (Governance Advisor) and C Fowler-Jenkins (Governance Support Officer).

**CARRIED**

Item 4.2 was considered first.

#### **4 DEPUTATIONS AND PRESENTATIONS**

##### **4.1 Marianne Bud – Speed Bumps**

M Bud spoke to the Board noting that she was representing four households in Silverstream. She explained that she purchased her property in 2021 prior to installation of infrastructure in Silverstream development. Residents had no communication of the location of the speed bumps prior to installation. She had her neighbours were upset to note that the speed bumps near their homes and in her case across the driveway of her property. This has led to excessive noise, vibrations from buses and heavy vehicles and poor pedestrian safety as there was kerbside to act as a barrier. All five properties along their block were adversely and directly impacted by the speed bumps. Residents provided the Council with New Zealand based research from a range of City and District Councils in New Zealand which documented that it was detrimental to use speed humps as a traffic calming device on residential properties due to the adverse effects. In addition, New Zealand and Australian based research clearly stated that speed humps should not be placed on collector roads which were also a bus route. Silverstream Boulevard was both a collector road and a bus route and traffic numbers were on the increase. She had made multiple requests to Metro Buses requesting that the drivers slow down with little result. She had also asked that Council what other avenues of speed calming devices were considered but had not received an answer. There were several experiences of vehicles towing trailers having items falling onto the road due to the speed humps, this posed a serious safety risk for vehicles. Four out of five residents on the block wanted to speed humps removed or remediated, the remaining house had been put up for sale.

A Blackie enquired if residents were sure that if the speed humps were removed it would not create other safety issue. M Bud explained that residents had investigated alternative traffic calming methods and had spoken to several Councils noting that there were other options available.

N Atkinson queried if the speed humps were wide enough to be considered a pedestrian crossing. M Bud was unsure, however she assumed they could be. They were not designated.

B Cairns noted that the design of the raised safety platforms was for a speed of 30km/h and asked if there was any signage to the recommended speed. M Bud noted that there was now however residents had to ask repeatedly for signage, and it made no difference to the speeds that most vehicles travelled.

##### **4.2 Manon Prin – Environment Canterbury, Cam River Planting Plan**

M Prin spoke to the Board regarding the Cam River Planting Plan, noting she was part of the Braided River Revival Team at Environment Canterbury. The team focused on improving the management of rivers by working on berms near stop banks. Currently the team were working on the Cam Ruataniwha River and she had taken this opportunity to inform the Board of the design and general plan for planting native flora, reinstating eco-systems and doing restoration work with flood protection infrastructure. The design was general and could be adapted for a more site-specific planting plan. The goal was to align with flood protection infrastructure, restore Mahinga Kai values and use planting on the Cam River to help restore biodiversity by putting nodes of biodiversity following the river. The aim was to keep it simple with not a few species and make sure that flows would not be impeded by the planting. She provided the Board with an overview of what the berms may look like.

N Atkinson asked about the density of the planting, noting that cabbage trees did not mix well with boats and that this was a navigable river. M Prin explained that cabbage trees would mostly be planted in the tree nodes which were further away from the riverbank. Anything could be site specific, if there were areas where cabbage trees would be an issue they could plant a different species to achieve a similar result.

S Stewart enquired if Environment Canterbury were aware of the Waimakariri Natural Environment Strategy which had been adopted by the Waimakariri District Council. One of the main concepts of the policy were the establishment of pollinator paths and food plants for insects and birds. M Prin was not aware of the strategy, however they were working with Council staff, and any planting plans would be checked prior to implementation.

T Bartle asked if the focus of the planting was for beautification or was it strengthening the banks of the river. M Prin noted that it was for bank support, and improving biodiversity.

## 5 **ADJOURNED BUSINESS**

Nil.

*Item 6.2 was considered first.*

## 6 **REPORTS**

### 6.1 **Williams Street / Charles Street Roundabout Heavy Vehicle Concerns – J McBride (Roading and Transportation Manager) and S Binder (Senior Transportation Engineer)**

J McBride spoke to the report which was prepared following the Board's concerns regarding ongoing damage to planting at the Williams / Charles Street roundabout. When the original town centre upgrade was carried out, a truck apron was installed onto the south eastern corner of the roundabout following conversations with the New World supermarket to understanding its trucking routes. The report proposed a first step to mitigate the problems of trucks mounting the kerb was to install some hard landscaping such as rocks and large planter boxes. Currently a review of the Parking Bylaw was being carried out and would include a transport section which could allow for the ability to restrict heavy vehicles from using sections of the roading network. Once the new Bylaw was adopted there could be a possibility that Charles Street could become a one-way street which would alleviate many of the issues. The Council had installed signage requesting truck to re-route via Smith Street/Williams Street roundabout however this had not been particularly useful to date.

N Atkinson wondered whether this report should lay on the table until such a time when the Board could consider the whole network surrounding the roundabout and consider impacts any action would have on the western end of Charles Street. He asked what a decent timeline for the report coming back would be. G Cleary thought it would be a considerable timeline and that realistically it could be years rather than months. N Atkinson noted he was reluctant to spend funds on hard landscaping only to have it removed at a later date when and if there was a change to Charles Street in the future.

Moved: N Atkinson

Seconded: A Blackie

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) That this report lie on the table until such time that a timeline be brought to the Board for a consideration of the entire impacts and effects of any work done at the Charles Street Roundabout including the possibility of a one-way system for Charles Street west of the roundabout

**CARRIED**

6.2 **Silverstream Boulevard Raised Tables – J McBride (Roading and Transportation Manager) and S Binder (Senior Transportation Engineer)**

J McBride spoke to the report noting it provided background information as to why the raised platforms were installed on Silverstream Boulevard and to outline options for consideration to mitigate the concerns raised by M Budd in her deputation. As part of the west Kaiapoi outlying development area, the plan for development included the collector road to connect Silverstream to Kaiapoi. The development masterplan included a reserve neighbourhood walkway and green belt which would link the northwest side of the development through to Silverstream Boulevard. As part of the detailed design process, two raised safety platforms were proposed and approved as part of the engineering approval process. The reason for the speed humps was to provide a mechanism for slowing vehicles as a safety measure for the greenspace playground linkage connection to Silverstream Boulevard. The raised safety platforms that had been built on each end of the reserve area had a one metre long ramp and a two metre long off ramp. Testing was carried out for noise and vibration, with the initial tests indicating an acceptable level of noise and vibrations at the boundary of the properties concerned. However, there was additional testing carried out over a further two days which showed spikes in vibration.

N Atkinson noted that these were not raised platforms they were judder bars. J McBride noted that there was a flattish exposed angle and agreed that they were not intended to be pedestrian crossings.

A Blackie asked why the Council's vibration testing did not correlate with what the information supplied by the deputation in item 4.1. J McBride could not answer the question.

T Bartle asked how option four in the report would change outcomes for the residents. J McBride explained that the ramps could be widened or extended, which should mitigate noise and vibration, however it would still mean vehicles would need to traverse a raised surface. T Bartle then queried if there was a way to get a similar effect of slowing the traffic. J McBride noted that staff had given consideration to other options and worked with the developer on the road design. Other options considered chicanes.

N Atkinson noted that the speed bumps were located at the entrance to people's driveways. He enquired if that was something that would normally occur. J McBride explained that it was a matter of timing of when the speed humps were installed and when the building consents were presented with the intention of driveway placements.

N Atkinson asked why there was such an emphasis on the greenspace and park in this instance when there were many other parks which did not have traffic calming measures. G Cleary explained the reason for installing them was that there was an expectation that there would be increased pedestrians across to the park. When a new development went in it had to undergo a safety assessment and under today's standards for design. There were countless other locations around the district that arguably had a much higher need for this one.

B Cairns enquired how the 30km/h speed would balance with the Government's speed reversals. J McBride stated that it was a speed advisory and not a speed limit and therefore was not enforceable.

R Keetley asked given the prevalence of speed humps in the city, what the data was on complaints received for similar issues. J McBride noted that she had not asked the question. Previously through the last National Land Transport Programme there was the Road to Zero Programme which specifically allocated funding for safety projects and required authorities to install raised platforms and intersections.

J Watson queried if there was any indication when the playground would be installed. J McBride was unsure, however the developers were currently going through consenting for the last stages.

A Blackie enquired if the Board chose one of the remedial options, where was the money come from. J McBride noted that there was no budget so there would need to be a request to the Council.

S Stewart was concerned that there were residents whose lives were getting dominated by the noise and vibrations caused by the speed humps. She believed that option three might achieve a better outcome. J McBride noted option three was looking to extend the ramps on one side and ease the approach to them, it would likely result in a faster speeds.

Moved: N Atkinson                      Seconded: S Stewart

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 250507080209.
- (b) **Notes** that there is no budget available to undertake works on Silverstream Blvd.
- (c) **Notes** that the Community Board would like to progress, via a workshop with the Board on an alternative option other than recommended in this report, then this will require a recommendation through to the Utilities and Roding Committee, and budget to be sought from Council.

**CARRIED**

N Atkinson commented that he would like the Roding Team to give the Board some advice on what it was that needed to be done to mitigate the issues experienced by neighbours. He believed that the matter needed to come back to the Board for a workshop so they could work out the best way forward. He did not see the park as an issue, however believed that it was a policing problem if people were speeding through here. He did not want to put anyone in an unsafe situation.

S Stewart was happy to support the motion. The residents were living with this issue 24/7 and it had become a real issue to their quality of life.

### 6.3 **2024/25 Financial Year General Landscaping Projects – T Stableford (Landscape Architect)**

T Stableford spoke to the report noting the purpose was to provide an update on the general landscaping budget including current projects that had been funded and supplying new projects for consideration by the Board. She provided an overview of the projects the Board could consider.

S Stewart asked if there was any reason why the Waimakariri Natural Environment Strategy which included making plantings generally a pollinator and wildlife was not in there as a baseline of the entranceway project. Why were staff proposing a specific pollinator path when all the plantings under the Waimakariri Natural Environment Strategy should be that. C Brown explained the reason staff came back was because the Board specifically asked staff to investigate other opportunities for pollinator paths within Kaiapoi.

A Blackie enquired what the extra cost was for Raymond Herber sculpture project. J Watson noted that there was a misunderstanding with the costings as the Waimakariri Public Arts Trust had not allowed for GST.

B Cairns queried the proposed size of the Pines Beach planting given that the current sign was very small and blended into the background. T Stableford believed that the proposed plantings would lift the profile of the sign making it more noticeable.

Moved: N Atkinson

Seconded: T Bartle

**THAT** the Board adjourn the meeting at 5.37pm to workshop the matter further. The meeting reconvened at 5:41pm.

**CARRIED**

Moved: J Watson

Seconded: A Blackie

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. TRIM 250403057526
- (b) **Approves** the allocation of \$4500 for a new garden beneath the existing welcome to Pines and Kairaki Beaches, Entrance Sign.
- (c) **Approves** the allocation of \$40,000 towards a new town entrance sign and planting on Williams Street, Kaiapoi.
- (d) **Approves** Location Option A for the Williams Street Entrance Sign (Attachment v. TRIM 250429073034), subject to the determination of the exact the placement once further information has been received of the proposed bypass design.
- (e) **Approves** the allocation of an additional \$530.23 for unforeseen installation costs of the Raymond Herber Sculpture.
- (f) **Approves** that *Acer freemen* will replace the Liquidambar tree species previously approved in the Main North Road Entrance Tree Scheme (*Attachment v ii TRIM 231109180415*).

**CARRIED**

6.4 **Ratification of the Kaiapoi-Tuahiwi Community Board's submission to the Waimakariri District Council and Environment Canterbury's draft 2025-2026 Annual Plans – K Rabe (Governance Advisor)**

K Rabe took the report as read.

Moved: J Watson

Seconded: R Keetley

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 250414065502.
- (b) **Retrospectively ratifies** its submission to the Waimakariri District Council's draft 2025-26 Annual Plan (Trim Ref: 250327052964).
- (c) **Retrospectively ratifies** its submission to Environmental Canterbury's draft 2025-26 Annual Plan (Trim Ref: 250327053030).
- (d) **Notes** that the Board Chairperson spoke at the Waimakariri District Council Submission Hearings to convey the Board's view in person on Tuesday, 6 May 2025.

**CARRIED**

6.5 **Ratification of the Kaiapoi-Tuahiwi Community Board's submission to the New Zealand Transport Agency's Speed Limit Review – K Rabe (Governance Advisor)**

K Rabe took the report as read.

Moved: J Watson

Seconded: R Keetley

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 250227032672.
- (b) **Retrospectively ratifies** its submission to the New Zealand Transport Agency's Regional Consultation under the New Speed Rule – South of Rangiora Woodend Road to South of the Cam River Bridge (Trim Ref: 250227032285).

**CARRIED**

7 **CORRESPONDENCE**

Nil.

8 **CHAIRPERSON'S REPORT**

8.1 **Chairperson's Report for April 2025**

- ANZAC Day – great day with a good turnout.
- Met with Mayor Gordon and Board Chairs regarding the Community Service Awards.
- Kaiapoi Art Expo – 150 artists had applied, however there was only room for 106. Around 100 were all local artists.
- Waimakariri Public Arts Trust Sub Committee working on the Kaiapoi Bridge had selected local two artists.
- Planting Day at Pines Beach for the new food forest.

Moved: J Watson

Seconded: F Bartle

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the verbal report from the Kaiapoi-Tuahiwi Community Board Chairperson.

**CARRIED**

9 **MATTERS REFERRED FOR INFORMATION**

- 9.1 Oxford-Ohoka Community Board Meeting Minutes 2 April 2025.
- 9.2 Rangiora-Ashley Community Board Meeting Minutes 9 April 2025.
- 9.3 Woodend-Sefton Community Board Meeting Minutes 15 April 2025.
- 9.4 Woodend-Sefton Community Board Extraordinary Meeting Minutes 28 April 2025
- 9.5 Transport Choices (Strategic Cycleway) Project Update – Report to Council Meeting 4 March 2025 – Circulates to Woodend-Sefton and Kaiapoi-Tuahiwi Community Boards
- 9.6 Submission to Central Government Consultations October 2024 to March 2025 – Report to Council Meeting 1 April 2025 – Circulates to all Boards
- 9.7 ANZAC Day Services 2025 – Report to Council Meeting 1 April 2025 – Circulates to all Boards



- 9.8 Health, Safety and Wellbeing Report February 2025 to Current – Report to Council Meeting 1 April 2025 – Circulates to all Boards

**Public Excluded**

- 9.9 Submission of District Drinking Water Safety Plans – Report to Utilities and Roding Committee Meeting 15 April 2025 – 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 9.8.
- (b) **Receives** the separately circulated public excluded information in Item 9.9.

**CARRIED**

**10 MEMBERS' INFORMATION EXCHANGE**

**R Keetley**

- Attended Waimakariri Biodiversity Trust Meeting – good session, a lot of planning for 2026.
- ANZAC Day Service.
- Attended Monthly Historical Society Meeting.
- Attended Landmarks Meeting.

**S Stewart**

- GreyPower Meeting – Chairperson had been re-elected. They had three new members for the Committee.
- Kaiapoi Promotions Annual General Meeting was coming up. They were looking at a promotion, Kai in Kaiapoi, promoting food outlets.
- Arohatia te Awa – update on the Cam River. There were several different strands to what was happening on the Cam River.
- Listened to the Environmental Law Initiative Webinar on the second case the Environmental Law Initiative was taking against Environment Canterbury on nitrates.
- Attended the last Water Zone Committee Meeting.

**B Cairns**

- Pines Beach Food Forest Planting – Kelli from the Te Kohaka Trust had done a lot of work in terms of organising the removal of trees that were deemed to be unsafe, she had a team of students from Kaiapoi High School who were planting out the banks of the stream to stabilise them. He thanked Niki Brown, a local residents who had helped organised the event.
- Kaiapoi Food Forest – there would be a staged start to the build for the toilets and education centre. Ronnie Dunbar who did a lot of work at the food forest was being recognised with an award in Christchurch.
- Inclusive Sports Day would be held in July 2025.

**T Bartle**

- North Canterbury Neighbourhood Support – working through employment issues.
- Attended the Mainland Staffordshire Bull Terrier Society Annual General Meeting.
- ANZAC Day – attended three services. Encouraging to see the volume of people attending.

**A Blackie**

- Annual Plan Submissions hearing – 26 total submissions to be heard, 20 were from groups, six submissions were from individuals, four in favour of what Council was doing and two were not.
- Northern Pegasus Bay Bylaw implementation plan had been completed.
- Attended a Youth Council meeting and talked to them about what greenspace did.
- Huria planting was on track.
- Te Kohaka Trust was going well.

**N Atkinson**

- Health Hub was negotiations were almost completed, Council needed to finalise a few things on the lease. Not sure as to the 24 hour health hub announcement by the Government.
- District Plan was finished apart from some of the reporting to Council.
- Pensioner housing project in Kaiapoi was ticking along well.
- Received a lot of thank yous for the removal of the speed humps outside the Kaiapoi North School.
- Greater Christchurch Partnership was currently going through a review to see if it was fit for purpose.

**11 CONSULTATION PROJECTS****11.1 Alcohol Control Bylaw**

<https://letstalk.waimakariri.govt.nz/alcohol-control-bylaw-review-2025>

Consultation closes Friday 30 May 2025.

**11.2 2025 Environmental Awards**

<https://letstalk.waimakariri.govt.nz/2025-environmental-awards>

Applications close Saturday 28 June 2025.

The Board noted the consultation projects.

**12 BOARD FUNDING UPDATE****12.1 Board Discretionary Grant**

Balance as at 31 March 2025: \$759.

**12.2 General Landscaping Budget**

Balance as at 31 March 2025: \$45,650.

The Board noted the funding update.

**13 MEDIA ITEMS**

Nil.

**14 QUESTIONS UNDER STANDING ORDERS**

Nil.

**15 URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

Nil.

**NEXT MEETING**

The next meeting of the Kaiapoi-Tuahiwi Community Board will be held at the Ruataniwha Kaiapoi Civic Centre on Monday 16 June 2025 at 4pm.

THERE BEING NO FURTHER BUSINESS, THE MEETING CONCLUDED AT 6.08PM.

CONFIRMED

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date