Council Agenda

Tuesday 7 November 2017
Commencing at 1.00pm

Waimakariri District Council Chamber
215 High Street
Rangiora

Members:

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

WAIMAKARI DISTRICT COUNCIL

A meeting of the WAIMAKARI DISTRICT COUNCIL will be held in the COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA on TUESDAY 7 NOVEMBER 2017 at 1.00PM.

Sarah Nichols
GOVERNANCE MANAGER

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

BUSINESS

1. APOLOGIES

2. CONFLICTS OF INTEREST

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

3. ACKNOWLEDGEMENTS

4. CONFIRMATION OF MINUTES

   4.1 Minutes of a meeting of the Waimakariri District Council held on Tuesday 5 September 2017

   RECOMMENDATION

   THAT the Council:

   (a) Confirms as a true and correct record the circulated minutes of a meeting of the Waimakariri District Council held on Tuesday 5 September 2017.

      (to be circulated separately)

   4.2 Minutes of a meeting of the Waimakariri District Council held on Tuesday 3 October 2017

   RECOMMENDATION

   THAT the Council:

   (a) Confirms as a true and correct record the circulated minutes of a meeting of the Waimakariri District Council held on Tuesday 3 October 2017.
4.3 Minutes of a meeting of the Waimakariri District Council held on Tuesday 24 October 2017

RECOMMENDATION

THAT the Council:

(a) Confirms as a true and correct record the circulated minutes of a meeting of the Waimakariri District Council held on Tuesday 24 October 2017.

4.4 Minutes of the public excluded portion of a meeting of the Waimakariri District Council held on Tuesday 5 September 2017

(see blue Public Excluded Agenda papers)

4.5 Minutes of the public excluded portion of a meeting of the Waimakariri District Council held on Tuesday 3 October 2017

(see blue Public Excluded Agenda papers)

5. DEPUTATIONS AND PRESENTATIONS

6. ADJOURNED BUSINESS

Nil.

7. REGENERATION REPORTS

Nil.

8. REPORTS

8.1 Adoption of the Waimakariri Accessibility Strategy 2017-2021 – Lynley Beckingsale (Policy Analyst) and Tessa Sturley (Community Team Manager)

RECOMMENDATION

THAT the Council:

(a) Receives report No: 171026116060.

(b) Adopts the Waimakariri Accessibility Strategy.

(c) Notes that a Steering Group made up of Tessa Sturley (Manager of the Community Team), Lynley Beckingsale (Policy Analyst) and Jill Waldron (Specialist Advisor and Chairperson of the Waimakariri Access Group) have overseen this review.
(d) **Notes** that public consultation on the draft strategy took place during August/September 2017 and a total of 11 submissions were received in support of the strategy.

(e) **Notes** that feedback received through consultation was considered by the Steering Group and, where appropriate, has been reflected in the final strategy.

(f) **Notes** that an associated Action Plan is being developed which will be discussed with a wider Reference Group for their endorsement as a continuing part of the policy development process.

(g) **Notes** that the final strategy will be circulated to all Community Board members for information, as well as to key external stakeholders and organisations representing people with impairments and the elderly.

8.2 **2018-2021 National Land Transport Programme – support for Cycle Education programme and funding – Ken Stevenson (Roading Manager) and Kathy Graham (Journey Planner and Road Safety Coordinator)**

**RECOMMENDATION**

**THAT** the Council:

(a) **Receives** report No. 170922102542.

(b) **Supports** the cycle skills education programme.

(c) **Notes** that staff will submit $70-80,000 per annum for cycle skills education as part of the roading budget for the draft 2018-2028 LTP for Council consideration.

(d) **Notes** that this funding is subject to NZTA approval and if approved NZTA will fund 51% of the cost.

(e) **Notes** that further work is required on assessing the uptake and delivery of a cycle skills programme within the district. Delivery of cycle skills education would initially be aimed only at children, one of our priority areas within our Walking & Cycling Strategy priorities.

(f) **Notes** that there are many other opportunities to promote cycling in the district such as the construction of a children’s ‘learn to bike’ park, creating tourist cycle trails and supporting the Hurunui Heartland ride, however no funding has been included for these activities at this stage as they are unlikely to meet NZTA criteria for funding.

(g) **Circulates** this report to the Community Boards.
8.3 **North Canterbury Riding for the Disabled Loan Deferral – Craig Sargison (Manager Community and Recreation)**

**RECOMMENDATION**

**THAT** the Council:

(a) **Receives** report No. 171024114683

(b) **Approves** the loan payments and interest being deferred for North Canterbury Riding for the Disabled for two years with repayments starting in February 2020.

(c) **Notes** that a similar arrangement was agreed to by Council for the Rangiora Croquet Club

8.4. **Classification of Reserve 2953 – Monese Ball (Property Officer)**

**RECOMMENDATION**

**THAT** the Council:

(a) **Receives** report 171009108634, with plan 170926103871;

(b) **Supports** the reclassification of Reserve 2953 to a Utility Reserve under Delegated Authority and subsequent to the advertising and subject to there being no objections to the proposal, the Minister be asked to gazette the classification.

8.5 **Proposed New Road between Lehmans Road and River Road – Ken Stevenson (Roadng Manager) and Joanne McBride (Development Manager)**

**RECOMMENDATION**

**THAT** the Council:

(a) **Receives** report № 171013111332.

(b) **Approves** bringing forward $880,000 from the 2020/21 and 2021/22 years to fund the purchase of land for the new road from Doncaster Developments.

(c) **Agrees** to secure the remaining land for the new road from the Canterbury Jockey Club and Environment Canterbury.

(d) **Agrees** to construct the new road only when it can be economically justified based on traffic volumes and cost of maintaining the existing roads. This is likely to be no earlier than the 2021/22 year.

(e) **Approves** staff negotiating with the Canterbury Jockey Club and ECAn to secure the remaining land for the proposed new road.

8.6 **Request for Funding for Council Share of Petries Road Water Main – Colin Roxburgh (Water Asset Manager)**

**RECOMMENDATION**
THAT the Council:

(a) Receives report No. 171027116244.

(b) Approves an additional solely growth funded budget on the Woodend water supply scheme of $28,000 to fund the Council share of the 376m length of 150mm diameter water supply main on Petries Road being installed as part of the Copper Beech development.

(c) Notes that this will allow the supply of water to development on the northern side of Petries Road, as well as potentially to the Woodend Beach community in the future, as well as other properties along Woodend Beach Road.

(d) Notes that this is calculated as increasing the Woodend water development contribution by $67 per connection, based on preliminary growth numbers that are to feed into the draft 2018-28 Long Term Plan.

(e) Circulates this report to the Woodend-Sefton Community Board for their information.

§.7. Tuahiwi Sewerage Extension - Chris Parton (Wastewater Asset Manager) and Simon Markham (Manager Strategy and Engagement)

RECOMMENDATION

THAT the Council:

(a) Receives report No. 171020113861.

(b) Agrees to enter into a private agreement with Te Ngai Tuahuriri Runanga to receive $33,000 towards the cost of implementing a STEP sewer main in Tuahiwi Road from Topito Road to Waikoruru Road at a total cost of $109,470 (incl. GST).

(c) Approves a connection charge of $2,250 per dwelling unit for the first ten units to connect to the sewer along this length of Tuahiwi Road.

(d) Notes that those connecting to the service would be required to also pay development contributions required for the Eastern Districts Sewerage Scheme Ocean Outfall and the Woodend reticulation system and treatment plant at the sum of $9,471.

(e) Notes that further extensions of the STEP scheme in the vicinity will likely give rise to the need to upgrade the capacity of the Turiwhaia pumping station and further recoveries of these costs will need to be made via an additional development contribution.

(f) Notes that the costs of that upgrade is included in draft LTP budgets for the Council’s consideration in January 2018.

8.8. 2018 Meetings Schedule – Sarah Nichols (Governance Manager)

RECOMMENDATION

THAT the Council:

(a) Receives report No. 171012110890.
(b) **Adopts** the following meeting schedule for the period from 15 January to 21 December 2018. (as outlined in Trim 171007108447).

Ordinary Council Meeting Dates commencing at 1pm on the first Tuesday of the month:


Council meetings relating to (Draft) Long Term Plan including submissions and hearings:


(c) **Adopts** the following meeting schedule for the period from 15 January to 21 December 2018 for Standing Committees:

- **District Planning and Regulation Committee** commencing at 1pm on Tuesdays:

- **Utilities and Roading Committee** commencing at 4.00pm on Tuesdays:

- **Community and Recreation Committee** commencing at 1.00pm on Tuesdays:

- **Audit and Risk Committee** commencing at 4.00pm on Tuesdays:

- **District Licensing Committee** commencing at 9am on Fridays:

(d) **Notes** the Community Boards will adopt their timetable at their meetings held during November 2017, as proposed in Trim document 171007108447.

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

10. **HEALTH AND SAFETY**

10.1 **Health and Safety Report - August – Jim Palmer (Chief Executive)**
RECOMMENDATION
THAT the Council:
(a) Receives report No. 171031117605.

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

11.1 Minutes of a meeting of the Audit and Risk Committee held on 19 September 2017

11.2 Minutes of a meeting of the Regeneration Steering Group held on 2 October 2017

RECOMMENDATION
THAT the information in Items 11.1 – 11.2 be received.

12. COMMUNITY BOARD MINUTES FOR INFORMATION

12.1 Minutes of a meeting of the Woodend-Sefton Community Board held on 11 September 2017

12.2 Minutes of a meeting of the Woodend-Sefton Community Board held on 9 October 2017

12.3 Minutes of a meeting of the Kaiapoi-Tuahiwi Community Board held on 18 September 2017

12.4 Minutes of a meeting of the Kaiapoi-Tuahiwi Community Board held on 16 October 2017

12.5 Minutes of a meeting of the Rangiora-Ashley Community Board held on 11 October 2017

RECOMMENDATION
THAT the information in Items 12.1 to 12.5 be received.

13. CORRESPONDENCE

14. MAYOR’S DIARY

14.1. Mayor’s Diary 17 September – 31 October 2017

RECOMMENDATION
THAT the Council:
(a) Receives report no. 171031117365.
15. COUNCIL PORTFOLIO UPDATES
15.1. Iwi Relationships
15.2. Canterbury Water Management Strategy
15.3. International Relationships
15.4. Regeneration (Kaiapol)

16. QUESTIONS
(under Standing Orders)

17. URGENT GENERAL BUSINESS
(under Standing Orders)

18. MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED
Section 48, Local Government Official Information and Meetings Act 1987
RECOMMENDATION
THAT the public be excluded from the following parts of the proceedings of this meeting.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution, are as follows:
<table>
<thead>
<tr>
<th>Item No</th>
<th>Minutes/Report of:</th>
<th>General subject of each matter to be considered</th>
<th>Reason for passing this resolution in relation to each matter</th>
<th>Ground(s) under section 48(1) for the passing of this resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>18.1</td>
<td>Minutes of the public excluded portion of Council meeting of 5 September 2017</td>
<td>Confirmation of minutes</td>
<td>Good reason to withhold exists under Section 7</td>
<td>Section 48(1)(a)</td>
</tr>
<tr>
<td>18.2</td>
<td>Minutes of the public excluded portion of Council meeting of 3 October 2017</td>
<td>Confirmation of minutes</td>
<td>Good reason to withhold exists under Section 7</td>
<td>Section 48(1)(a)</td>
</tr>
<tr>
<td>18.3</td>
<td>Minutes of the public excluded portion of the Audit and Risk Committee meeting 19 September 2017</td>
<td>To be received for information</td>
<td>Good reason to withhold exists under Section 7</td>
<td>Section 48(1)(a)</td>
</tr>
<tr>
<td>18.4</td>
<td>Minutes of the public excluded portion of the Woodend-Sefton Community Board meeting of 11 September 2017</td>
<td>To be received for information</td>
<td>Good reason to withhold exists under Section 7</td>
<td>Section 48(1)(a)</td>
</tr>
<tr>
<td>18.5</td>
<td>Minutes of the public excluded portion of the Kaiapoi-Tuahiwi Community Board meeting of 18 September 2017</td>
<td>To be received for information</td>
<td>Good reason to withhold exists under Section 7</td>
<td>Section 48(1)(a)</td>
</tr>
<tr>
<td>18.6</td>
<td>Report of Colin Roxburgh (Wastewater Asset Manager) and Gary Stevenson (Utilities Projects Team Leader)</td>
<td>Contract 17/27 Oxford Rural No. 2 Water Supply Upgrade – Pump Stations Tender Evaluation and Contract Award Report</td>
<td>Good reason to withhold exists under Section 7</td>
<td>Section 48(1)(a)</td>
</tr>
<tr>
<td>18.7</td>
<td>Report of Chris Parton (Sewer Asset Manager) and Daniel Thompson (Special Projects Manager)</td>
<td>Central Rangiora Sewer Stage 2A – Variation to Contract 15/47</td>
<td>Good reason to withhold exists under Section 7</td>
<td>Section 48(1)(a)</td>
</tr>
<tr>
<td>18.8</td>
<td>Report of Kitty Waghorn (Solid Waste Asset Manager)</td>
<td>Extension of Recycling and Refuse Kerbside Collection Contract 10/16</td>
<td>Good reason to withhold exists under Section 7</td>
<td>Section 48(1)(a)</td>
</tr>
</tbody>
</table>

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987, and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:
<table>
<thead>
<tr>
<th>Item No.</th>
<th>Reason for protection of interests</th>
<th>Ref NZS 9202:2003 Appendix A</th>
</tr>
</thead>
<tbody>
<tr>
<td>18.1 – 18.8</td>
<td>Protection of privacy of natural persons To carry out commercial activities without prejudice</td>
<td>A2(a) A2(b)ii</td>
</tr>
</tbody>
</table>

**CLOSED MEETING**

See Public Excluded Agenda (blue papers)

**OPEN MEETING**

19. **NEXT MEETING**

The next scheduled meeting of the Council is on Tuesday 5 December 2017 commencing at 1.00pm.
MINUTES OF A MEETING OF THE WAIMAKARIRI DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA ON TUESDAY 3 OCTOBER 2017 AT 1.00PM.

PRESENT:
Acting Mayor N Atkinson (Chair), A Blackie, W Doody, J Meyer, S Stewart and P Williams.

IN ATTENDANCE:
J Palmer (Chief Executive), C Sargison (Manager, Community & Recreation), G Meadows (Policy Manager), D Roxborough (Implementation Project Manager – District Regeneration) and S Nichols (Governance Manager).

The meeting adjourned at 1.34pm to enable Councillor Stewart to be briefed by the Chief Executive on Kaiapoi High School MOU. The meeting reconvened at 1.41pm.

1. APOLOGIES
   Moved: Councillor Blackie        Seconded: Councillor Doody
   Apologies were accepted and sustained from Mayor Ayers, Deputy Mayor Felstead and Councillors Brine and Gordon, whom all were in Belgium representing the Council at the 100th commemorations of the Battle of Passchendaele.
   CARRIED

2. CONFLICTS OF INTEREST
   Nil.

3. ACKNOWLEDGEMENTS
   Nil.

4. CONFIRMATION OF MINUTES
   4.1 Minutes of a meeting of the Waimakariri District Council held on Tuesday 5 September 2017
   Moved: Councillor Atkinson        Seconded: Councillor Blackie
   THAT the Council:
   (a) Lay the minutes of the 5 September on the table until the November 2017 meeting for consideration.
   CARRIED

   4.2 Minutes of the public excluded portion of a meeting of the Waimakariri District Council held on Tuesday 5 September 2017
   (referred to Public Excluded portion of the meeting)

5. DEPUTATIONS AND PRESENTATIONS
   Nil.

6. ADJOURNED BUSINESS
   Nil.
7. **REGENERATION REPORTS**

Nil.

8. **REPORTS**

8.1 **Draft Submission to the Productivity Commission’s issues paper on a Low-Emissions Economy – G Meadows (Policy Manager)**

G Meadows spoke to the report, reflecting on a recent briefing which Councillors had expressed concerns with the complexities of the issue, including improved consultation. Key aspects of the submission were highlighted.

Moved: Councillor Williams Seconded: Councillor Meyer

**THAT the Council:**

(a) **Receives** report no. 170920101559.

(b) **Approves** the attached submission to the Productivity Commission issues paper on a *Low-emissions Economy* (TRIM 170920101597);

(c) **Approves** the distribution of the submission to Community Boards for their information.

**CARRIED**

Councillor Meyer thanked staff for the work involved in producing this submission.

8.2 **Battle of Passchendaele Commemoration 2017 – S Nichols (Governance Manager)**

The report was taken as read. Councillor Doody indicated an interest in speaking on behalf of the Council.

Moved: Councillor Meyer Seconded: Councillor Williams

**THAT the Council:**

(a) **Receives** report No. 170922102546.

(b) **Appoints** Councillor Doody to formally speak on behalf of the Council to welcome guests to the ceremony.

(c) **Appoints** Councillors Blackie, Meyer, Stewart and Williams to attend the Kaiapoi RSA service on 12 October 2017 at 11am to commemorate the Battle of Passchendaele and lay a wreath on behalf of the District.

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

**CARRIED**
9. **MATTER REFERRED FROM COMMITTEES, BOARDS AND HEARING PANELS**

9.1 **Review of Significance and Engagement Policy – S Markham (Manager Strategy and Engagement)**

(referred to report no.170912098422 to the Audit and Risk Committee meeting of 18 September 2017).

J Palmer spoke to the report and reflected on Audit and Risk Committee discussions. For clarity it was noted that drainage, stormwater and the airfield would be noted as strategic assets. It was noted that a Special Consultative Procedure would occur due to the changes made to the Policy.

Moved: Councillor Atkinson  Seconded: Councillor Blackie

**THAT** the Council:

(a) **Approves** amendments to its Significance and Engagement Policy as shown in document no. 140930106853 as being of a minor/technical nature and without further process, including additions to the list of strategic assets in Section 4.2 as follows:

- Drainage and stormwater system assets as a whole;
- Service Centres;
- Rangiora Airfield

**CARRIED**

Councillor Atkinson stated it was a well prepared report and matters had been fully discussed at Committee level. He believed it was important that key assets mentioned be added to the Policy and be consulted on.

9.2 **Earthquake Infrastructure Recovery – Courtenay Drive Road Reconstruction – Change to Consulted Design – K Stevenson (Roding Manager and D Roxborough (Implementation Project Manager – District Regeneration)**

(referred to report no. 170824091734 to the Regeneration Steering Group meeting of 4 September 2017 and minutes of that meeting – Item 11.1 of this agenda)

D Roxborough spoke to the report briefly, reflecting on circumstances for the roading design. The Courtney Drive project was still within the $1.8m budget. It was explained the extent to remove some contaminated materials, however following testing and evaluation, reduced excavation was required, subsequently reducing the cost. It was proposed the project would be tendered in late October, be awarded prior to Christmas, with work proposed to start in the New Year.

Councillor Stewart enquired how deep the contamination was. Staff explained the contamination was just beyond existing curbs and testing had shown consistency of width. The depth varied between 300mm and 500mm.

Councillor Stewart enquired if anyone had approached R Cook and Price, the original subdivision developers. Staff advised testing has been contained to the road corridor. Additional sampling had been taken to confirm the contamination area.
Moved: Councillor Meyer  Seconded: Councillor Blackie

THAT the Council:

(a) **Receives** report No. 170824091734
(b) **Notes** that the discovery of asbestos during sewer renewal works in Courtenay Drive, Charters Street and Wyber Place has necessitated a redesign of the proposed road reconstruction.
(c) **Notes** that the proposed solution is different to the design consulted upon in May 2017 Kerb and channel will be installed for roadside drainage instead of the swales shown in the consultation material.
(d) **Circulates** this report to the Kaiapoi Tuahiwi Community Board for their information.
(e) **Notes** that staff still bring a further report back on the additional threshold at Bowler Street/Courtenay Drive.

CARRIED

Councillor Meyer commented on it being unfortunate to have to undertake unplanned remedial work, however testing had been completed and the project remains under budget. Councillor Meyer reflected on when the subdivision was being built, and recycled building materials were used.

Councillor Blackie stated the project was within contingency budgets and minimal invasion to the ground had occurred, subsequently a good result overall.

9.3. **District Regeneration – Draft Road Stopping Plans - D Roxborough (Implementation Project Manager – District Regeneration)**

(referred to report no. 170823090835 to the Regeneration Steering Group meeting of 4 September 2017 and minutes of that meeting – Item 11.1 of this agenda)

D Roxborough spoke to the report, reflecting on a workshop in August with the Regeneration Steering Group and a subsequent report. Roads were either under proposed sports fields or high maintenance. It was practical to leave the road corridor to protect existing services underneath. Once roads were legally stopped there will be a new land title and land divested to the Crown and then reallocated to the Council. One area in Pines Beach requires more discussion with the Trust and therefore a report would be presented to the Regeneration Steering Group in November. No roads in Kairaki were proposed to be stopped. The Crown will cover 60% of related road cost as per the agreement. All Council costs are in the budget.

Moved: Councillor Blackie  Seconded: Councillor Meyer

THAT the Council:

(a) **Receives** report No. 170823090835.
(b) **Notes** that the road stopping process for Regeneration areas is proposed to be undertaken through collaboration with Land Information New Zealand utilising the provisions of the Greater Christchurch Regeneration Act 2016.
(c) **Approves** that Reay Place, Wyber Place and The Oaks (south of 1 The Oaks and 22 Courtenay Drive) in the Kaiapoi South Regeneration Area be legally stopped and physically removed.
(d) **Approves** that Ilex Place, Nandina Place, Sheils Place, Palmer Place, Azalea Place, Cassia Place, Day Place, Oram Place (east of the new road link between Feldwick Drive and Cass Street), Blackwell Crescent (between Gray Crescent Reserve and Bracebridge Street), Gray Crescent (between Feldwick Drive and the new road link), Kirk Street, Beswick Street, and Sewell Street (generally east of Beswick Street) in the Kaiapoi East Regeneration Area be legally stopped and physically removed.

(e) **Approves** that Kay Avenue (west of Dunns Avenue), be legally stopped and physically removed.

(f) **Approves** that Feldwick Drive (between Gray Crescent and the new link between Feldwick Drive and Cass Street); Moore Street (between Cass Street and Sheils Place); Askeaton Drive; Hall Street; Cass Street (between approximately Beswick Street and Askeaton Drive); and Sewell Street (between Jones Street and 68 Sewell Street) be physically removed with the legal road corridor retained.

(g) **Notes** that the process for amalgamation of the land legal title arising from the road stopping process into the wider regeneration areas, will be considered by Council as part of the forthcoming review of draft terms and conditions for the future divestment agreement between Council and the Crown.

(h) **Notes** that staff will be working with the Te Kōhaka o Tūhaitara Trust to confirm their intentions for the two roads in the expanded Coastal Park at The Pines Beach (Hood Avenue and Clarke Avenue).

**CARRIED**

Councillor Blackie stated the matter was straightforward and had been well discussed with the Regeneration Steering Group.

Councillor Meyer commented that a discussion for another day, would be about whose responsibility it was to look after road names for future use.

9.4. **Kaiapoi Food Forest, Kaiapoi East Regeneration Area – K Dwyer (Regeneration Landscape Architect)**

_(referred to report no. 170822090413 to the Regeneration Steering Group meeting of 4 September 2017 and minutes of that meeting – Item 11.1 of this agenda)_

C Sargison spoke to the report advising there had been a lot of publicity on the development. The lease of land was only for two years as per terms of arrangement with the Crown. It was explained about the Trust being active for securing resources and good progress had been made. The Council can consider any ongoing funding through the Long Term Plan process. Staff confirmed a one off payment of $30,000 is being sought and would be administered through the Council finance department.

Councillor Williams enquired of costs to replant an existing tree. C Sargison explained the Trust researched all trees in the red zone area as to which were viable to move and re-establish. The machine used to replant is hired on a daily rate. In total 17 trees were moved over two days at a cost of approximately $400 per tree. Some trees have heritage value, whilst others were donated.

Councillor Atkinson enquired if the food forest could claim carbon credits. J Palmer advised carbon credits were applicable for planted areas over 2hectares, and this area was smaller in size. In a follow-up question Councillor Atkinson enquired if the area could be eligible to claim for carbon credits. Staff were unable to answer but would investigate and advise through the Community and Recreation Committee.
Councillor Doody sought clarity on the $75,000. Staff reiterated that was an indicative value (if paid commercially) to consider as part of the Long Term Plan budgets.

Moved: Councillor Blackie    Seconded: Councillor Williams

THAT the Council:

(a) Approve $30,000 funding for the development of the Food Forest for the 2017 / 2018 year.

(b) Notes that funding for future years will be considered as part of the LTP process.

CARRIED

Councillor Blackie noted from page 63 that water matters were $3,000 less than budget. He commented on the Council allocating the funds however it would be up to the Trust to prioritise and set the work programme.

10. HEALTH AND SAFETY

10.1 Health and Safety Report - August – J Palmer (Chief Executive)

J Palmer advised there were no accidents/incidents in September. An incident occurred on 2 October at Southbrook Ponds with a loader rolling, but fortunately as a result, there was no significant injury. The incident was investigated by the appropriate persons and Workplace Safety were notified, and subsequently advised the incident would not be investigated.

Councillor Blackie enquired about fire excavation. J Palmer explained the recent situation and advised that a building evacuation was not classed as a health and safety matter incident. The correct processes were followed, with the building evacuated for an hour.

Moved: Councillor Williams    Seconded: Councillor Doody

THAT the Council:

(a) Receives report No. 170825092092.

CARRIED

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

11.1 Minutes of a meeting of the Regeneration Steering Group held on 4 September 2017

11.2 Minutes of a meeting of the Community and Recreation Committee held on 19 September 2017

Moved: Councillor Blackie    Seconded: Councillor Atkinson

THAT the information in Items 11.1 – 11.2 be received.

CARRIED
12. **COMMUNITY BOARD MINUTES FOR INFORMATION**

12.1 **Minutes of a meeting of the Oxford-Ohoka Community Board held on 7 September 2017**

12.2 **Minutes of a meeting of the Rangiora-Ashley Community Board held on 13 September 2017**

Moved: Councillor Meyer    Seconded: Councillor Atkinson

**THAT** the information in Items 12.1 to 12.2 be received.

**CARRIED**

Councillor Doody briefly commented on the Canterbury Landscape Supplies operation at Diversion Road and the action the Oxford-Ohoka Community Board were undertaking.

Councillor Williams advised that following public consultation, the large trees in Dudley Park were staying.

13. **CORRESPONDENCE**

Nil.

14. **MAYOR'S DIARY**

14.1. **Mayor's Diary 29 August – 16 September 2017**

It was advised that Mayor Ayers and J Palmer had signed the MOU with Kaiapoi High School in relation to funding support for the new school gymnasium.

*The meeting adjourned at 1.34pm to enable Councillor Stewart to be briefed by the Chief Executive on the Kaiapoi High School MOU. The meeting reconvened at 1.41pm.*

Moved: Councillor Meyer    Seconded: Councillor Doody

**THAT** the Council:

(a) **Receives** report no. 170918100715

**CARRIED**

15. **COUNCIL PORTFOLIO UPDATES**

15.1. **Iwi Relationships**

It was advised there was no Runanga meeting held in September.

The Tuahiwi Marae is steadily progressing on their building extension which is planned to be finished for the large Hui ā Iwi occurring from 24 to 26 November 2017.

15.2. **Canterbury Water Management Strategy**

Councillor Stewart commented on the recent Cam River Subcommittee that met in September to allocate its total funds of $212,000. A report would be presented to the upcoming Utilities and Roading Committee.

Councillor Stewart reflected on recent Waimakariri Water Zone fortnightly workshops, currently discussing the Rakahuiri River and its contributories.
Councillor Stewart raised issues of limited consistent service from Ecan staff, and bringing different strands of business together in a cohesive report. Also commented on an appropriate communications strategy with engagement components. Councillor Stewart enquired of the Chief Executive on the most appropriate way to progress issues through reports and decisions on the agenda. J Palmer spoke of previous discussions and acknowledged a more structured approach was required. Conversations had been held with Ecan raising concerns.

15.3. **International Relationships**

J Palmer briefly spoke on recent and upcoming delegations.

On 21 September a delegation from Malaysia, in partnership with Wellbeing North Canterbury visited, focusing on wellbeing and family. Councillor Doody attended the group which visited the Charles Upham facility and Karanga Mai Early Learning Centre.

J Palmer had recently spoken with a Chinese delegation interested in human resources, with another delegation expected in November.

Councillor Atkinson attended a meeting with the new Chinese Consulate.

15.4. **Regeneration (Kaiapoi)**

Councillor Blackie reflected on reports earlier in the meeting. The Food Forest project was generating positive interest from around the world. Plant donations were coming in, the Mens Shed were contributing, and enquiries to undertake further planting work were occurring. The open day was very well supported and the project was going well.

The Kaiapoi Croquet Club had been offered new land to Rich Street, however had declined as they wanted to stay at Murphy Park.

Councillor Blackie reflected on the previous evenings meeting of the Regeneration Steering Group and the approval of a design of East Kaiapoi. The project was progressing steadily. There was also a positive relationship with LINZ.

16. **QUESTIONS (UNDER STANDING ORDERS)**

Nil.

17. **URGENT GENERAL BUSINESS (UNDER STANDING ORDERS)**

Nil.

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

Section 48, Local Government Official Information and Meetings Act 1987

Moved: Councillor Atkinson  Seconded: Councillor Meyer

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

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution, are as follows:
<table>
<thead>
<tr>
<th>Item N°</th>
<th>Minutes/Report of:</th>
<th>General subject of each matter to be considered</th>
<th>Reason for passing this resolution in relation to each matter</th>
<th>Ground(s) under section 48(1) for the passing of this resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>18.1</td>
<td>Minutes of the public excluded portion of Council meeting of 5 September 2017</td>
<td>Confirmation of minutes</td>
<td>Good reason to withhold exists under Section 7</td>
<td>Section 48(1)(a)</td>
</tr>
<tr>
<td>18.2</td>
<td>Report of Duncan Roxborough (Implementation Project Manager – District Regeneration)</td>
<td>Contract 17/42 Kaipoi Marine Precinct River Wall (North Bank) Upgrade Tender Stage 1 Evaluation Report</td>
<td>Good reason to withhold exists under Section 7</td>
<td>Section 48(1)(a)</td>
</tr>
</tbody>
</table>

PUBLIC EXCLUDED MATTER REFERRED FROM KAIPOI-TUAHIWI COMMUNITY BOARD MEETING OF 18 SEPTEMBER 2017

18.3 Report of Rob Hawthorne (Property Unit Manager) Proposed Sale process for 137-141 Williams Street, Kaipoi Good reason to withhold exists under Section 7 Section 48(1)(a)

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

<table>
<thead>
<tr>
<th>Item N°</th>
<th>Reason for protection of interests</th>
<th>Ref NZS 9202:2003 Appendix A</th>
</tr>
</thead>
<tbody>
<tr>
<td>18.1 – 18.3</td>
<td>Protection of privacy of natural persons To carry out commercial activities without prejudice</td>
<td>A2(a) A2(b)ii</td>
</tr>
</tbody>
</table>

CARRIED

CLOSED MEETING

The public excluded portion of the meeting occurred from 2pm to 2.38pm.

19. NEXT MEETING

The next scheduled meeting of the Council is on Tuesday 7 November 2017 commencing at 1.00pm.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 2.39PM

CONFIRMED

____________________
Chairperson

____________________
Date
MINUTES OF THE MEETING OF THE WAIMAKARIRI DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, 215 HIGH STREET, RANGIORA ON TUESDAY 24 OCTOBER 2017 AT 1.00PM.

PRESENT:

Mayor D Ayers (Chair), Deputy Mayor K Felstead, Councillors N Atkinson, R Brine (departed 2.52pm after item 3.5), A Blackie (arrived 1.20pm during item 3.4), W Doody, J Meyer, S Stewart and P Williams.

IN ATTENDANCE:

J Palmer (Chief Executive), J Millward (Manager Finance and Business Support), K Simpson (3 Waters Manager), G Bennett (Land Drainage Engineer), K Graham (Journey Planner/Road Safety Coordinator), J Fraser (Utilities Planner), O Davies (Drainage Asset Manager), M Johnston (Environmental Services Manager) and S Nichols (Governance Manager).

1. APOLOGIES

Moved: Councillor Meyer Seconded: Councillor Williams

An apology for absence was received and sustained from Councillor Gordon. An apology for lateness was received and sustained from Councillor Blackie. An apology for early departure was received and sustained from Councillor Brine.

CARRIED

2. CONFLICTS OF INTEREST

Nil.

Mayor Ayers advised the order of the agenda would alter, with item 3.1 being taken as the last report as additional information was anticipated from Audit New Zealand.

3. REPORTS

3.1. Adoption of the Annual Report for the year ended 30 June 2017 – J Millward (Manager Finance and Business Support)

J Millward outlined the key issues in the report. It was noted operating surplus was $28m. The surplus is mainly attributed to capital items that need to be accounted for through the Profit and Loss Account, including vested assets and development contributions received for growth-related infrastructure assets. The 2016/17 year is the first time the rate equity exceeded $1.5b, and was primarily due to roading and utilities revaluations.

J Millward confirmed that Audit New Zealand had confirmed an unmodified opinion this afternoon which means it is clear and unqualified opinion.

Councillor Williams referred to the summary document and queried borrowing levels relative to those outlined in the Pre-Election report.

Councillor Stewart referenced the recent LGNZ Excellence Review report and a comment on the complexity of financial information presented to the public and use of terminology such as the word “surplus”. Councillor Stewart enquired how the Council would publicise information from a ratepayer viewpoint.
J Millward responded that effort has been put into the explanation in the annual summary document. The explanation is about the surplus not being interpreted as profit as it includes capital items.

J Palmer commented that the summary document utilises pictures to highlight achievements and what has been physically achieved, acknowledging several pages of required reporting within the document, with the format being more a web-based.

J Millward advised the Council may not be receiving recognition from the public but sector recognition is high, regarding the way this Council accounts to the community.

Councillor Atkinson referred Councillor Stewart to pg 25, stating he believed there was an adequate explanation in the document.

Councillor Stewart enquired if there was another word rather than profit/surplus that could be used; also completion of works and how it relates and peoples understanding. J Palmer advised that all Councils have a complex set of accounts and understanding the complexities is different from a private/commercial company balance sheet. The Council should report on ‘did we do what we said and did it cost what we said it would’, therefore surplus becomes less relevant.

Councillor Williams referred para 3.2. referencing Silverstream subdivision matters with foundation levels, enquiring who is responsible for costs. It was advised that the Council incurred some costs, as have the developer and surveyor. J Palmer advised $50-$100,000 had been spent for survey of floor levels, legal advice and modelling. The Council took an approach of providing independent advice for the public good. If there is a loss then it will go through the courts, which is likely to be many years into the future before we know all the questions and answers. The surveyor and developer have also incurred costs.

In a secondary question, Councillor Williams enquired if the Council will receive costs back. J Palmer advised that conversation with the surveyor was yet to occur, however there was a low expectation of any recovery. The Council had already been put on notice from some residents, which had been discussed as part of Audit and Risk Committee matters.

Councillor Felstead queried para 3.2 referencing Oxford No.1 water scheme. Staff confirmed one well produced 7l/s and the other well was dry.

Moved: Councillor Atkinson Seconded: Councillor Felstead

THAT the Council:

(a) Receives report No. 171018112616.

(b) Adopts the Annual Report for the year ended 30 June 2017 (TRIM 170731080695).

(c) Approves the Annual Report Summary for the year ended 30 June 2017 (TRIM 170817089048).

(d) Notes the Net Surplus before taxation of $28.5m for the Council includes vested assets of $14.3m and $15.2m comprising primarily of development contributions and assets transferred to council ownership as a result of subdivisions.

(e) Authorises the Manager Finance and Business Support, in conjunction with the Chief Executive to make necessary minor edits and corrections to the Annual Report prior to printing.

CARRIED
Councillor Atkinson believed the summary document was improving each year for readability, advising of key matters and being understandable for the public. He stated it was a good result to receive an unqualified (unmodified) report from the auditors. Councillor Atkinson stated the Council was in good stead for reporting, and this was reflected through various results, industry ratings and awards. Staff are to be commended for their continual efforts into the financial management of the Council.

Councillor Felstead stated it was a good result, however Councillors should not be surprised as the Council is continually updated throughout the year at Audit and Risk Committee meetings. The summary report is good however most importantly the Council has received an unmodified Audit certificate. This achievement is in great part due to the financial acumen of the Council’s Chief Executive and Finance Manager with their wealth of sector experience.

Councillor Stewart concurred with colleagues comments.

3.2. **Appointment of a Chairperson, Deputy Chair, Councillor and Commissioner to the Waimakariri District Licensing Committee – M Johnston (Environmental Services Manager)**

M Johnson spoke briefly to the report, outlining its purpose.

Mayor Ayers enquired about member training, which was outlined by M Johnson. Any new Committee member would undergo a range of training sessions.

Councillor Williams indicated his interest in the Committee and advised he had already attended several training sessions.

Moved: Councillor Doody Seconded: Councillor Stewart

**THAT the Council:**

(a) **Receives** report 170928104745

(b) **Appoints** Councillor Neville Atkinson as Chairperson of the Waimakariri District Licensing Committee.

(c) **Appoints** Commissioner Jim Gerard as the Deputy-Chair of the Waimakariri District Licensing Committee.

(d) **Appoints** Councillor Paul Williams as a member of the Waimakariri District Licensing Committee.

(e) **Appoints** Mr Al Lawn to the Waimakariri District Licensing Committee as a Commissioner until 31 December 2018.

**CARRIED**

3.3. **Road Safety Action Plan – K Graham (Journey Planner/Road Safety Coordinator)**

K Graham briefly highlighted aspects of the report focusing on education and results of activities throughout the year.

Moved: Councillor Meyer Seconded: Councillor Doody

**THAT the Council:**

(a) **Receives** report No. 171004107285.

(b) **Notes** the Road Safety Action Plan 2016-17 activity results (Doc 171005107719).
(c) **Endorses** the 2017–2018 Action Plan (Doc 171005107741).

(d) **Circulates** this report to the Community Boards.

**CARRIED**

Councillor Meyer commented on valued staff input, work with the Waimakariri Access Group, and new safety messages at the local cinema.

Councillor Doody stated this Road Safety Committee is valuable and provides worthwhile information.

Mayor Ayers commented on the importance of the Council having an appropriate action plan which can aid implementing government safety plans. Mayor Ayers reflected on work undertaken at a national level, how roads are engineered and the high number of single vehicle accidents on straight roads.

3.4. **Stormwater Drainage Bylaw Review 2017/18 – J Fraser (Utilities Planner) and G Davies (Drainage Asset Manager)**

J Fraser outlined the reason for the report, highlighting key changes to the proposed bylaw from the current bylaw. O Davies spoke of changes proposed including extension of the Southbrook industrial area to cover the whole of the district.

J Palmer provided context to changes to freshwater management that flows from the Land and Water Regional Plan (LWRP), and the need to have aspects in place by June 2018. The proposed bylaw will be one of a number of tools that will assist the Council with the significant changes coming due to the LWRP. The Council will assume responsibility for stormwater management across this district as part of the Regional Plan requirements. This bylaw will assist in strengthening aspects of enforcement against non-compliant property owners. High risk property/businesses will require Ecan consent, and medium risk businesses will be required to implement a plan. These changes will put a higher emphasis on the Council to monitor and enforce discharge matters. It will have staff resourcing implications to the Council.

Councillor Atkinson referred to 3.1.1, seeking clarification on responsibilities between Ecan and ourselves, and enquiring if the Council should pause until the proposed Ecan rules are confirmed. Councillor Atkinson also commented that he held no issue with early consultation. K Simpson responded that the bylaw was due for its five yearly review. The first major change is to consent high risk sites (which applies to the Southbrook area) and the bylaw would assist with clarifying what can be discharged to our reticulated system.

**Councillor Blackie arrived at 1.20pm.**

K Simpson advised that Ecan matters are not fully resolved and it is 2025 before full responsibility comes to the Council. This bylaw provides more certainty; including those areas currently not rated, with the bylaw providing guidance on what can and cannot occur. The bylaw would be reviewed again in less than 10years. J Palmer added a main point of contention between the Council and Ecan is managing high risk sites and construction sites as management believe ongoing Ecan input is vital due to their expertise.

Councillor Atkinson sought reassurance on the flexibility of changing the proposed bylaw as Ecan changes were yet to be fully worked through. J Palmer responded and commented on the Stormwater Forum which
currently held a strong collaborative and productive approach. It was advised that the Council is able to initiate a review of any bylaw at any time.

Mayor Ayers enquired if neighbouring councils are taking a similar and consistent approach to matters. K Simpson commented on Stormwater Forum discussions and outlined three areas including the planning and regulation arm incorporating stormwater. The intention was to utilise a bylaw template which any council to use as a basis. Staff advised that when revising the proposed bylaw many aspects that Hurunui District Council had incorporated into their bylaw were reflected into the proposed bylaw, along with referencing from Christchurch and Auckland Council bylaws. The aim was to be consistent as possible with neighbouring councils, whilst making aspects relevant to this council.

Councillor Stewart referred to the proposed bylaw commenting on enforcement rather than prosecution, particularly in reference to waterway damage from stock or herbicide use and sought to quantify the definition of ‘excessive’. Staff advised the proposed bylaw referred to outcomes rather than specifying quantities of herbicide.

Mayor Ayers enquired if the proposed bylaw has the ability to define areas of the district. J Palmer outlined options to manage the stormwater and what were acceptable practices. It was acknowledged that there may be some educating about an appropriate regime of spraying practices and the process allows for further investigation. O Davies referenced damage to drain structure how the Council would approach adjacent landowners for education rather than enforcement in the first instance.

Councillor Stewart queried the additional $100,000, and associated enforcement staff. J Palmer advised that approximately $300,000 had been identified for associated consent management, with a report to be presented for consideration during the Long Term Plan meetings, outlining resource implications. J Palmer advised that if this Council was serious about giving effect to the proposed bylaw and other consenting matters (which were a growing issue) before the Council then dedicated time and resource will be required.

Councillor Stewart again referenced enforcement and prosecution, enquiring if there was any proposal to go report back to the government. J Palmer advised the Stormwater Forum and joint councils (forum) could be effective in seeking Government attention on these related matters. It was acknowledged that prosecution is expensive and limiting to what can be done currently, whilst enforcement matters tend to be for more minor matters. Mayor Ayers commented that LGNZ are addressing all bylaw matters as a sector wide issue.

Moved: Councillor Atkinson Seconded: Councillor Stewart

THAT the Council:

(a) Receives report No. 170907097266.


(c) Appoints Councillor Sandra Stewart (Drainage and Stockwater Portfolio Holder), together with Councillor Felstead and Councillor Backie to hear submissions on the proposal and to recommend decisions to the Council.

(d) Notes the proposed hearing of submissions and deliberations date is Tuesday 27 February 2018 commencing at 9am.
(e) **Notes** that upon adoption, the bylaw will be renamed the Stormwater Drainage Bylaw 2018 to reflect the date of its last review.

(f) **Notes** that, once adopted, the Stormwater Drainage Bylaw 2018 will not be required to be formally reviewed for another 10 years.

(g) **Refers** this report to the Community Boards for their information.

**CARRIED**

Councillor Atkinson believed it is necessary to have an appropriate bylaw and this matter is something that the Council should be involved with and control what goes into the district waterways.

Councillor Stewart welcomed the proposed bylaw, and remarked it was good for the Council to take the lead on fresh water management, reflecting on limited powers through the Water Zone Committee. Councillor Stewart reiterated her desire for the definition of ‘excessive’ to be clarified through the process, along with enforcement.

3.5. **Cam River Enhancement Allocation of Funding – J Fraser (Utilities Planner) and O Davies (Drainage Asset Manager)**

J Fraser outlined the purpose of the report and drew attention to an approval letter from Fish & Game regarding allocation of funds.

O Davies advised the Cam River fund is now completely allocated. A question had arisen at the recent subcommittee meeting about what happens to the subcommittee, now their task is effectively completed. Members were keen to explore options and would like to carry on into the future, therefore a report would be presented to the Council for consideration in due course.

Mayor Ayers confirmed Councillors on the subcommittee were Councillors Felstead, Meyer and Stewart.

Councillor Doody sought clarity on how much funding had been allocated. Staff explained approximately $200,000 was allocated, with some pre-allocation to Ecan ($140,000) that came out of recommendations from Dr Hudson’s report.

Moved: Councillor Stewart Seconded: Councillor Meyer

**THAT** the Council:

(a) **Receives** report No. 170925103162.

(b) **Adopts** the “Scoping Strategy for the Three Brooks and Channel Enhancements in the Middle Cam River and Tuahiti Stream” report by Dr Henry Hudson published in August 2017.

(c) **Notes** the “Scoping Strategy” provides a basis for allocating funding from the Cam River Enhancement Fund.

(d) **Notes** the allocation of the Cam River Enhancement Fund among prioritisied projects was confirmed by the Cam River Enhancement Fund Subcommittee at its 24 August 2017 meeting.

(e) **Notes** that a further report on the future role of the Cam River Enhancement Fund Subcommittee will be sought to Council following completion of all of the physical works which are undertaken through the fund.

(f) **Circulates** this report and its attachments to the Kaiapoi-Tuahiti, Rangiora-Ashley and Woodend-Sefton Community Boards.
CARRIED

Councillor Stewart stated progress had been 16 years in development. There is, now, a significant report (Dr Hudson) to base future work on, and was pleased that funds were allocated appropriately to where they were intended to go many years ago, she remarked. Councillor Stewart was eager to benchmark the stream and bank quality, to enable a record of what has been achieved over time.

Councillor Meyer stated this action is an extremely positive step forward and could be used as a modelling tool for the future. Councillor Meyer believed much good would come from the funding allocation and reflected on the many people who are interested in progress going forward.

Councillor Felstead, endorsed comments that reaching this stage had been a long time coming, however in efforts to get matters right it had been wise not to rush into projects he remarked. Councillor Felstead believed it was a good outcome for how funds would be spent. Councillor Felstead indicated support for the subcommittee group to remain involved in a modified format as it was important not to lose expertise that has been shared, therefore he believed thought should be given to a possible advisory group in the future.

Mayor Ayers enquired if there was a danger the subcommittee group would cover matters of the central drainage group. Staff would review the group functions so as not to double up, and report back appropriately.

Councillor Atkinson commented that once people see enhancement occurring, interest often increases and these proposed actions would enhance assets across the district. Councillor Atkinson endorsed Councillor Felstead comments.

As a right of reply Councillor Stewart was keen for the Council to publicise the significance of the subcommittee (and its funding). Councillor Stewart believed it would be beneficial if the project had a bi-lingual element to it, with more signage providing information and creating interest as an educational tool.

**Councillor Brine departed the meeting at 1.52pm.**

Mayor Ayers, as a member of Forest and Bird thanked the subcommittee and staff involved for their contribution. Mayor Ayers endorsed Councillor Stewarts comment on signage and education.

3.6. **CAREX Report on Glyphosate – G Bennett (Land Drainage Engineer)**

G Bennett introduced Carex report authors, Catherine Febria and Katie Collins who are fresh water ecologists.

G Bennett introduced the report and reflected on past discussions and inclusion of previous recommendations of both the Council and Kaiapoi Community Board, commenting on the ecological consequences on drains and weeds.

As part of the freshwater research group, C Febria provided an overview and trialling solutions from the past four years. Glyphosate was just one aspect that had been monitored, with smaller trials undertaken in various other districts.
K Collins outlined what the research was trying to understand both short and longer term. Five drains within Waimakariri were monitored over three months, with measurements and samples taken of stream water and sediment, with researchers considering effectiveness of controlling the weeds. Key findings found both AMPA (product of glyphosate) and glyphosate itself in streams prior to spraying and could be identified for the first five days but not present shortly thereafter. There appeared to be no effect on invertebrates or fish as a result of the glyphosate spraying.

C Febria advised that Waimakariri samples were no different from other waterways sampled however acknowledged that tolerant species were present in the streams.

Councillor Atkinson enquired how many species have been lost because of glyphosate. C Febria stated it was a troubling worldwide issue of degeneration of biodiversity.

Councillor Atkinson referred to pre-spray sites being monitored daily, enquiring why there had not been daily testing for invertebrates post spraying. K Collins outlined invertebrates testing and flaws in sampling. She commented on aquatic plant die-back with no visible die-back after six days as it occurs approximately six weeks after spraying. K Collins reflected on literature commenting on effect of oxygen levels.

C Febria commented on sampling practices, reflecting on spraying at the correct dosage. Comment was made on the labour intensity of the trial; balancing cost and time.

Councillor Williams acknowledged this a short term trial and enquired if long term effects had been studied. K Collins advised there are very few worldwide studies on long term effects of glyphosate, commenting on other aspects affecting information such as agricultural practices and road runoff. This particular study was about the application itself.

Councillor Meyer enquired if fish were alive when caught in the sample nets. It was confirmed all caught fish and invertebrates were alive at capture during the trial.

Following a supplementary question, referring to the study and the Environmental Protection Authority report K Collins spoke of different combinations of glyphosate spray and what it attaches to. Just glyphosate was used and not other additives that attach to plants or the water differently. C Febria spoke of the precautionary principle, of glyphosate being a known carcinogen and the broader context.

Councillor Doody enquired when spraying, if penetrants were used. It was confirmed penetrants were not used and the spray contractors were asked to undertake spraying as they would normally.

Mayor Ayers enquired if any species were missing from the streams that researches expected to find. K Collins advised life in the streams was similar to other sites, with no unusual aspects, commenting it was a tolerant community.

Councillor Stewart queried recommendation (c). G Bennett advised the study concentrated on the effects of glyphosate on water, however the study did not cover allegations relating to exposure to humans and other animals. If a Council investigation expanded to the roading and parks department use, then drainage staff would assist with collation of information with other council departments. K Simpson commented that as the report was extensive, staff were still working through the material. Staff also liaise with Christchurch City who no longer use glyphosate, and would investigate alternatives, giving consideration to aspects such as best practice, cost, quantity and where used.
Moved: Councillor Atkinson    Seconded: Councillor Blackie

THAT the Council:

(a) **Receives** report No. 171012110892.

(b) **Notes** that CAREX study did not detect any short term effect of glyphosate on freshwater invertebrates and fish following spraying of waterways.

(c) **Notes** that a follow up report on the wider use of glyphosate by Council and future maintenance provisions will be presented to Council as part of the LTP process.

(d) **Circulates** this report to the Community Boards, Drainage Advisory Groups and the Waimakariri Water Zone Committee for their information.

CARRIED

Councillor Atkinson stated he was not yet convinced of the merits of glyphosate. He believed there was no clear explanation one way or the other, however he welcomed the report and was pleased there were further reports to come through the Long Term Plan process. Councillor Atkinson commented on literature and spray container labels stating not to spray glyphosate over water. Councillor Atkinson said he recognised there is a cost associated with alternative weed control methods and the need to stop spraying around waterways, continue research and consider other methods. Councillor Atkinson remarked that the district has some resilient life in our waterways.

Councillor Blackie remarked that this was the first time the Council has sustainable information and he looked forward to further reports.

Councillor Doody commented that she can see both sides of the debate, including glyphosate benefits, however appreciated reading the report.

Councillor Meyer appreciated the work in the report and study undertaken.

Councillor Stewart believed the Council should lead the way on environmental matters and welcomed alternative solutions to weed control around waterways. Councillor Stewart stated it was an indictment on how we use the land and waterways and would welcome further information in the near future.

Mayor Ayers commented on chemical labels and the precautionary measure taken by manufacturers trying to guard against irresponsible misuse of products. Mayor Ayers remarked that of the five sites only one is a natural stream with the others being drains. He reflected on the increased population; changes to the environment from paddocks to lawns, more traffic with sealed roads effecting run-off and continual environmental change. Mayor Ayers appreciate the work undertaken as it helps inform members for future deliberations.

In his right of reply Councillor Atkinson stated he was not knocking the report, reflecting on internet research, the vast and mixed quality of information available. Councillor Atkinson concurred with comments from the Mayor, however cautioned that it did not mean that the Council should not do something about the issue. Councillor Atkinson commented on health, safety and the need to proceed with the science. The popularity of glyphosate usage was commented on, however Councillor Atkinson believed someone/organisation should take a lead, acknowledging Christchurch City Council had started by utilising alternative methods of weed control.
3.7. **Electoral Voting System – S Nichols (Governance Manager)**

The report was taken as read.

Moved: Councillor Atkinson    Seconded: Councillor Doody

**THAT** the Council:

- (a) **Receives** report No. 171013110952.
- (b) **Retains** the First Past the Post (FPP) voting system for the 2022 and 2025 local authority elections.

**CARRIED**

Councillor Doody was pleased to have the opportunity to determine the way forward believing FFP was easy to understand for people.

Mayor Ayers spoke on the ease of STV if there were only a few candidates. However, he accepted it was more complex when there were 25-30 candidates, such as CDHB elections, and acknowledged it can be a disincentive to voting.

Councillor Atkinson commented that if the district did not have a ward system then the voting processes would be reviewed.

4. **QUESTIONS (UNDER STANDING ORDERS)**

Nil.

5. **URGENT GENERAL BUSINESS (UNDER STANDING ORDERS)**

Nil.

6. **NEXT MEETING**

The next scheduled meeting of the Council is on Tuesday 7 November 2017 commencing at 1.00pm.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 3.08PM.

CONFIRMED:

__________________________
Chairperson

__________________________
Date
WAIMAKARIRI DISTRICT COUNCIL

REPORT

FILE NO and TRIM NO: POL-08-30 / 171026116060

REPORT TO: Council

DATE OF MEETING: 7 November 2017

FROM: Lynley Beckingsale, Policy Analyst
       Tessa Sturley, Community Team Manager

SUBJECT: Adoption of the Waimakariri Accessibility Strategy 2017 - 2021

SIGNED BY: (for Reports to Council or Committees) Department Manager Chief Executive

1. SUMMARY

1.1. The purpose of this report is to seek Council adoption of the “Towards and Inclusive Environment: the Waimakariri Accessibility Strategy 2017 – 2021” (Waimakariri Accessibility Strategy) following public consultation that took place in August/September 2017. The strategy provides a framework for how the Council, through its own actions, will contribute towards ensuring the local environment is inclusive for all people.

1.2. This document has been prepared as a result of the review of the 2011 Waimakariri Disability Strategy and associated implementation plan. It has been a two way review between the Council and (primarily) the Waimakariri Access Group both reporting on how effective they have found the implementation of the 2011 strategy.

1.3. Public consultation has further informed the preparation of this updated ‘Accessibility’ Strategy.

Attachments:

2. RECOMMENDATION

THAT the Council:

(a) Receives report No: 171026116060.

(b) Adopts the Waimakariri Accessibility Strategy.

(c) Notes that a Steering Group made up of Tessa Sturley (Manager of the Community Team), Lynley Beckingsale (Policy Analyst) and Jill Waldron (Specialist Advisor and Chairperson of the Waimakariri Access Group) have overseen this review.

(d) Notes that public consultation on the draft strategy took place during August/September 2017 and a total of 11 submissions were received in support of the strategy.
(e) **Notes** that feedback received through consultation was considered by the Steering Group and, where appropriate, has been reflected in the final strategy.

(f) **Notes** that an associated Action Plan is being developed which will be discussed with a wider Reference Group for their endorsement as a continuing part of the policy development process.

(g) **Notes** that the final strategy will be circulated to all Community Board members for information, as well as to key external stakeholders and organisations representing people with impairments and the elderly.

3. **ISSUES AND OPTIONS**

3.1. This is the first review of the 2011 Disability Strategy and has been a two way process with members of the Waimakariri Access Group, Older Persons Health representatives, IDEA People First, and key Council staff being invited to comment on the Action Plan and the effectiveness of the implementation of the strategy.

3.2. Feedback from the above groups contributed to the update of the ‘Disability’ Strategy into an ‘Accessibility’ Strategy as this was considered a more fitting and inclusive model for the strategy to ensure the removal of barriers that prevent people from participating fully in community and civic life. Accessible design benefits everyone, including families with young children, people with impairments and age-related disability.

3.3. The New Zealand Disability Strategy 2001 was reviewed in 2015/16 resulting in the adoption of the New Zealand Disability Strategy 2016-2026. This strategy presents a long-term plan for changing New Zealand from a disabling to an inclusive society. Associated with this national strategy is the “Inclusive Communities” document from the Disabled Persons Assembly (New Zealand) Inc 2010, which outlines what New Zealand Local Authorities and District Health Boards need to know about the rights of people with impairments. These documents assisted in the review and updating of the Waimakariri Accessibility Strategy. With the development and implementation of the Accessibility Strategy for the Waimakariri District and complementing goals and actions, the Council can significantly contribute towards the achievement of the New Zealand Disability Strategy vision at a local level.

3.4. There are approximately 12,890 people with impairments living in the Waimakariri District, 25.8% of a total population of 49,989 (2013 Census, usually resident population). The number of people with impairments increases with age. Over half (53%) of District residents aged 65 and over have an impairment. The proportion is likely to be much higher when looking at those aged over 80. Waimakariri’s increasingly ageing population may mean greater demands on health and disability services and an even greater need to ensure the local environment is inclusive for all in order to enable people with impairments to lead an independent life.

3.5. Many of the Council’s responsibilities have a direct impact on the lives of people with impairments. These include responsibility for: urban planning and regulation; roading; parks and recreation facilities; community facilities; and information services.

3.6. In July 2017 a Steering Group was set up to review the Disability Strategy implementation plan. After discussion and feedback from key Council staff and the Waimakariri Access Group a draft document was prepared for public consultation. The consultation period ran from 11 August until 9 September 2017 and 11 submissions were received. The feedback was considered by the Steering Group and where appropriate has been incorporated into this final strategy and/or Action Plan.
3.7. A separate detailed Implementation/Action Plan is being developed further in consultation with key Council staff and the Waimakariri Access Group. This work will be facilitated by the Community and Policy and Strategy staff.

3.8. The Management Team/CE has reviewed this report and supports the recommendations.

4. COMMUNITY VIEWS


4.2. Consultation on the draft Accessibility Strategy commenced on 11 August and closed on 9 September. This consultation process was not subject to the Special Consultative Procedure of the Local Government Act 2002, however it was considered worthwhile to provide for comment on the draft Strategy from the community, relevant disability and other groups and organisations through the submission process before it was finalised by the Council and implemented. The targeted consultation involved the invitation of written feedback. Groups and organisations for targeted consultation were:

- Waimakariri Access Group
- Kaiapoi-Tuahiwi, Oxford-Ohoka, Rangiora-Ashley and Woodend-Sefton Community Boards
- Older Persons Health (via Presbyterian Support and all District retirement homes)
- CCS Disability
- Blind Foundation

5. FINANCIAL IMPLICATIONS AND RISKS

5.1. The majority of the Strategy objectives will be achieved through current budgets because they are more about attitudinal/cultural change and improving consultation and communication practices than projects that require specific funding. Areas where extra funding will be required will be processed through Annual Planning and Long Term Plan processes. The Accessibility Strategy Action Plan determines which key tasks are required to be implemented to best achieve the Strategy’s goals over time.

6. CONTEXT

6.1. Policy

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

The draft Strategy reflects the intent of the New Zealand Disability Strategy by providing a framework for how the Council will contribute towards ensuring the local environment is inclusive for all people.

6.2. Legislation

- NZ Disability Strategy 2016-26
- Local Government Act 2002
- Resource Management Act 1991
- Building Act 2004
- NZ Public Health and Disability Act 2000
- Bill of Rights Act 1990
- Human Rights Act 1993
• Privacy Act 1993

The Strategy is consistent with, and will assist the Council to give effect to the requirements the New Zealand Government has as a signatory of the United Nations Convention on the Rights of Persons with Disabilities. In signing this agreement the Government bound itself to abide by it in domestic law and Local Government has a key role in ensuring mainstream services are inclusive of disabled people and are delivered in non-discriminatory ways

6.3. Community Outcomes

There is a safe environment for all
• Harm to people from natural and manmade hazards is minimised
• Crime, injury and road accidents are minimised

The distinctive character of our towns, villages and rural areas is maintained
• The centres of our main towns are safe, convenient and attractive places to visit and do business

Public spaces and facilities are plentiful, accessible and high quality
• There is a wide variety of public places and spaces to meet people’s needs
• The range and accessibility of community and recreation facilities meets the changing needs of our community

People are friendly and caring, creating a strong sense of community in our District
• There are wide ranging opportunities for people of different ages to participate in community and recreational activities
• The particular recreational needs of children and young people are met

Transport is accessible, convenient, reliable, affordable and sustainable
• Communities in our District are well linked with each other and Christchurch is readily accessible by a range of transport modes
• Our District is well served by public transport

Our community’s needs for health and social services are met
• Our people are supported by a wide range of health services that are available and accessible in our district
• Participation in community-based support services is acknowledged and encouraged

People have wide ranging opportunities for learning and being informed
• Our schools and libraries are well resourced and have the capacity to cope with population growth
• Our people are easily able to get the information they need

Business in the District are diverse, adaptable and growing
• There are growing numbers of businesses and employment opportunities in our district

There are wide ranging opportunities for people to contribute to the decision making by local, regional and national organisations that affect our district
• Local, regional and national organisations make every effort to take account of the views of people who participate in community engagement.

Transport is accessible, convenient, reliable, affordable and sustainable
• Christchurch is readily accessible by cycle, car, truck, bus or train
• The District is well service by public transport

Businesses in the District are diverse, adaptable and growing
• There are growing numbers of business and employment opportunities in the District
• There are opportunities for our young people to enter employment and gain skills in our District

The community’s needs for health and social services are met
• Our people are supported by a wide range of health services that are available in our District
• Participation in community-based support services is acknowledged and encouraged

The community’s cultures, arts and heritage are conserved and celebrated
• There are wide ranging opportunities to participate in arts and cultural activities

Public spaces and facilities are plentiful, accessible and high quality
• There is a wide variety of public places and spaces to meet people’s needs
• There are wide ranging opportunities for people to enjoy the outdoors
• The range of community and recreation facilities meets the changing needs of our community

The distinctive character of our towns, villages and rural areas is maintained
• The centres of our main towns are safe, convenient and attractive places to visit and do business

People are friendly and caring, creating a strong sense of community in our District
• There are wide ranging opportunities for people of different ages to participate in community and recreational activities
• The particular recreational needs of children and young people are met

There are wide ranging opportunities for people to contribute to the decision-making by public organisations that affects our District
• Public organisations make information about their plans and activities readily available
• Public organisations make every effort to accommodate the views of people who contribute to consultations.
Towards an Inclusive Environment
The Waimakariri Accessibility Strategy
2017 - 2021

August 2017
Acknowledgements

The Waimakariri District Council would like to thank the representatives of the following organisations for their contribution to the preparation of this strategy and acknowledge the support of Councillors Peter Allen and John Meyer.

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Older Persons Health  Vicki Lucan
IDEA/People First, Community  Stewart Haig
Waimakariri Access Group, Waimakariri Health Advisory Group, Community Jill Waldron

Thanks also to the people and organisations that supplied photographs for this strategy including Hearing Dogs, Riding for the Disabled and Council staff.
Mayor’s Foreword

The New Zealand Disability Strategy 2016-2026 is founded on the vision of New Zealand as a non-disabling society. The Waimakariri District Council shares this vision and this strategy has been developed in partnership with representatives from the Waimakariri Access Group, the Waimakariri Health Advisory Group, CCS Disability Action, IDEA/People First, Blind Foundation, and Waimakariri District Council staff.

The Waimakariri District is growing steadily and, like the rest of New Zealand, the population is ageing. Consequently the proportion of people in our District experiencing impairments is also increasing, particularly because impairments are more common amongst people of older age groups.

As a Council it is important that we minimise the barriers to members of our community as they go about their everyday life. We have a vision of an enabled community where people with impairments can live independently and participate fully in all aspects of life.

I endorse this strategy as a further step towards an enabled Waimakariri community.

David Ayers
Mayor, Waimakariri District Council
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Introduction

What is the Accessibility Strategy?

The Waimakariri District Council Accessibility Strategy provides a framework for how the Council will contribute towards ensuring the local environment and facilities are inclusive for all people, including those with impairments. Impairments may be long or short term, may be physical, mental, intellectual or sensory and can often be more prevalent in people of older age groups.

Accessibility is a general term used to describe the degree to which a product, service or environment is available to as many people as possible. In this context it refers to the removal of barriers that prevent people participating fully in community and civic life. Accessible design benefits everyone, which includes families with young children as well as people with impairments and age-related disability.

The New Zealand Disability Strategy 2016 - 2026 defines “disability” as:

Disability is something that happens when people with impairments face barriers in society that limit their movements, senses or activities.

Disabled people are people who have long-term physical, mental, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others.

An inclusive environment for all means reducing barriers and thus reducing “disability”. This includes changing Council and community attitudes towards people with impairments and providing a plan to encourage and support the participation of people with impairments in the democratic process and community life.

In light of current issues and barriers faced by people with impairments, as well as growing demands, this strategy sets out a vision for a society where all people can engage in personal, community and civic life with independence. It identifies key goals and objectives which together contribute towards achieving the vision and outlines a number of high level priority areas and Council actions for contributing towards an inclusive environment. More detailed implementation planning will be set out in a separate Action Plan which will accompany this strategy.

“Anyone is only a drunk driver, a work accident, or a banana skin away from being disabled.”

(Source: Inclusive Communities Disabled Persons Assembly, August 2010)
Why do we need an Accessibility Strategy?

The Council wants to ensure its services, buildings and activities are accessible to everyone by working towards removing the barriers that prevent people from participating fully in community and civic life.

This strategy will act as a guide to enhance people’s independence and ability to participate, engage in, and benefit from Council services. Providing accessible services, communication channels, transport, buildings and public spaces will make the Waimakariri District more inclusive for everyone. It will enhance the diversity of the District and make it attractive to residents and visitors of any age and ability.

Council is responsible for maintaining, managing and developing key public assets (such as roads, parks and halls) and delivering services (building and resource consents, events, community development, planning and regulation) that enhance the quality of life of the communities they are responsible for. Local authorities are able to play a major part in reducing the barriers (environmental and attitudinal) that contribute to disability for people in its communities.

Through this strategy the Council is able to advocate for accessibility by leading by example and influencing and enabling others to be inclusive so that in the future more services and facilities are inclusive (not just those owned by the Council).

According to the 2013 census, 24 percent of New Zealanders have a disability. The increase from the 2001 rate (20%) is partially explained by our ageing population. If people who experience temporary impairment (e.g. from injuries or illness) are included, the number of people with impairments in society is much higher. This shows that all of us are likely to experience a form of impairment at some point in our lives and it is important that our local environment is inclusive to allow and encourage full participation in all aspects of community life.

In March 2007 New Zealand, along with many other countries, signed the United Nations Convention on the Rights of Persons with Disabilities. The United Nations Convention has the purpose of promoting, protecting and ensuring “...the full and equal enjoyment of all human rights and fundamental freedoms by all persons with disabilities, and to promote respect for their inherent dignity.”

The New Zealand Government is responsible for implementing the Convention and reporting back to the United Nations. By signing the agreement, the Government bound itself to abide by it in domestic law. Local Government has a key role in ensuring mainstream services are inclusive of people with impairments and are delivered in non-discriminatory ways.
How has the Accessibility Strategy been developed?

The 2011 Waimakariri Disability Strategy “Towards an Inclusive Environment” was developed collaboratively with representatives from disability groups, key disability service providers and the Council. A Disability Reference Group was established, and together with Council staff, this group led the development and consultation on the strategy. This is the first review of the 2011 strategy.

The review has been undertaken collaboratively, beginning with a review of the associated action plan and the progress Council has made towards achieving the goals of the strategy. This has been a two way review with Waimakariri Access Group members reporting back to Council their views on the achievements of Council since the strategy was adopted in 2011.

Consultation on the draft strategy commenced on 11 August 2017 and closed on 8 September 2017. The consultation process was not subject to the Special Consultative Procedure as prescribed by the Local Government Act 2002, however it was considered worthwhile to provide an opportunity for comment on the draft strategy through a submission process before the finalised strategy was adopted by Council and implemented. In addition to open public consultation key groups with an interest in disability issues were specifically invited to comment on the draft strategy.

Feedback received through consultation has been considered and, where appropriate, reflected in the adopted strategy.
Setting the Scene

National Context

People with Impairments in New Zealand

In the 2013 New Zealand Census of Population and Dwellings, an estimated 1,018,000 New Zealanders reported a disability, defined by the survey as “a health problem or condition (lasting 6 months or more) causing difficulty with, or stopping (respondents) doing: everyday activities that people your age can usually do”.

The following graph depicts the percentage of people with a disability in New Zealand by age group over the three census years – 1996, 2001 and 2013.

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1. The disability rate is the percentage of the total population, in each age group, that was disabled. Percentages are calculated on unrounded numbers.

2. We have reweighted the data for 2001 using population estimates based on the 2006 Census. We did this to increase comparability with 2013, which we also weighted using population estimates based on the 2006 Census.

3. The child (0-14 years) screening questions were changed in the 2013 survey. Be careful when comparing figures for children from the 2013 survey with those from previous surveys.

Breaking the occurrence of a disability down by age shows a much higher probability of disability as age increases, with just under 60% of people aged 65 or over suffering from a disability.

The 2013 Disability Survey, a survey conducted by Statistics New Zealand in conjunction with the 2013 census, provides information focusing mainly on the prevalence and nature of disability. The survey also collected information on barriers that people with impairments encounter in their everyday life.
The 2013 Disability Survey identifies that:

- In 2013, 24 percent of the New Zealand population were identified as disabled, a total of 1.1 million people.
- The increase from the 2001 rate (20 percent) is partly explained by our aging population.
- People aged 65 or over were much more likely to be disabled (59 percent) than adults under 65 years (21 percent) or children under 15 years (11 percent).
- Maori and Pacific people had higher-than-average disability rates, after adjusting for differences in ethnic population age profiles.
- For adults, physical limitations were the most common type of impairment. Eighteen percent of people aged 15 or over, 64 percent of disabled adults, were physically impaired.
- For children, learning difficulty was the most common impairment type. Six percent of children, 52 percent of disabled children, had difficulty learning.
- Just over half of all disabled people (53 percent) had more than one type of impairment.
- The most common cause of disability for adults was disease or illness (42 percent). For children, the most common cause was a condition that existed at birth (49 percent).
- The Auckland regional disability rate, at 19 percent, was lower than the national average. Bay of Plenty and Manawatu-Wanganui (both 27 percent), Northland (29 percent), and Taranaki (30 percent) experienced above-average disability rates.
In addition, according to the World Health Organisation, mental illness accounts for 15% of disease in the developed world, with depression set to become the second leading cause of disability in the world by 2020. The Social Report 2016¹ section on ‘Health’ reports the proportion of people with high or very high levels of psychological distress (such as anxiety, confused emotions, depression or rage), which indicates a high probability of an anxiety or depressive disorder. It is reported that “In 2013/14, an estimated 221,000 New Zealanders aged 15 years and over reported experiencing high or very high levels of psychological distress, an increase of 3,000 from 2012/13.”

**Inclusive Communities Document**

The Disabled Persons Assembly (New Zealand) Inc (DPA) document² ‘Inclusive Communities’ provides the guiding strategic framework for this strategy. ‘Inclusive Communities’ sets out the general principles governing partnership with people with impairments and describes actions for removing barriers that prevent full inclusion in society.

The key principles set out in ‘Inclusive Communities’ for elected members and staff of Councils and District Health Boards are the same general principles that underpin the Disability Convention and include:

- Establishing a partnership of equality to ensure that, in all areas of policy making and service delivery, people with impairments are at the centre of decision making about their lives;

- Making immediate progress to remove existing barriers to full participation and inclusion in society;

- Acknowledging that people with impairments have the same rights as other New Zealanders to a dignified life; adequate standard of living; independence; non- discrimination; full and effective participation in society; access to the built and natural environment, information and transport, and support services; equality of opportunity, especially in education and employment; equality between men and women; and respect for their children;

- Partnership with people with impairments to achieve the above goals must include measurable outcomes, monitoring and information gathering;

- Understanding that these principles are part of international law and must be upheld.

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² Inclusive Communities, Disabled Persons Assembly (New Zealand) Inc, Third Edition, August 2010
The New Zealand Disability Strategy 2016 - 2026

The New Zealand Disability Strategy presents a long-term plan for changing New Zealand from a disabling to an inclusive society. A fully inclusive society is the vision of the strategy and it suggests that this will be achieved when people with impairments can say they live in:

“A society that highly values our lives and continually enhances our full participation.”

The strategy emphasises the importance of the decisions made by territorial authorities and non-departmental public bodies that have an impact on the lives of people with impairments and can reduce a number of key barriers faced by people with impairments.

The strategy sees territorial authorities, as well as other public bodies, as vital in supporting and assisting with the implementation of the strategy. By implementing an Accessibility Strategy for the Waimakariri District and including complementary key goals and actions, the Council can significantly contribute towards the achievement of the New Zealand Disability Strategy vision at a local level.

Outcomes - priorities for change

The New Zealand Disability Strategy identifies eight outcomes that will contribute towards achieving the vision of the Strategy:

Education:

- We get an excellent education and achieve our potential throughout our lives

Employment and Financial Resources:

- We have security in our economic situation and can achieve our potential.

Health and Wellbeing:

- We have the highest attainable standards of health and wellbeing.
Rights protection and justice:

- Our rights are protected; we feel safe, understood and are treated fairly and equitably by the justice system.

Accessibility:

- We access all places, services and information with ease and dignity.

Attitudes:

- We are treated with dignity and respect.

Choice and control:

- We have choice and control over our lives.

Leadership:

- We have great opportunities to demonstrate our leadership.
Accessibility Charter – Canterbury

The Charter initiative developed from a commitment the Canterbury Earthquake Recovery Authority (CERA) made to the Barrier Free New Zealand Trust (BFNZT) to strive for the level of accessibility in the rebuild to go beyond minimum compliance requirements. A process was agreed which included mandatory accessibility audits for all Anchor Projects at key stages. The inclusion of mandatory accessibility audits was a pragmatic and practical measure to negate the likely impact of outdated legislation and varying levels of expertise on universal design in design teams.

When CERA was replaced with new rebuild agencies, some momentum was lost. As BFNZT and the Earthquake Disability Leadership Group (EDLG) conferred with these agencies about how the impetus might be restored, the concept of an overarching Charter arose. The Charter’s goal is for each government accountable organisation to implement a process, (individual and specific to that organization), to ensure the level aspired to in relation to accessibility in the environment is ‘best practice’ rather than minimum compliance.

It is anticipated that, through commitment to the Charter, each organization will include independent technical expertise and user perspectives, education of staff and those who can influence accessible design and construction of projects. For leaders to be proactive in their commitment to ensure new builds surpass minimum compliance until the legislation changes and higher level expectations are made mandatory.

The Earthquake Disability Leadership Group is a disability advocacy group established in December 2011. The group is a coalition of disabled leaders, disabled persons organisations, disability organisations and service providers. The collaboration of these groups and agencies provide a strong local perspective and national overview to all issues relating to access. There is extensive expertise both technically and in policy.

Accessibility Charter - Canterbury
Vision

Waitaha-Canterbury will become a model of best-practice accessibility through our community and business leaders advocating for places and spaces that are accessible for all people.

On 3 November 2017 the Waimakariri District Council became a foundation signatory to the Canterbury Accessibility Charter.
Local Context

People with Impairments in the Waimakariri District

The 2013 New Zealand Disability Survey is made up of two surveys: the 2013 Household Disability Survey taken on Census night and the Disability Survey of Residential Facilities. The data for the Waimakariri District is a recent release from Statistics New Zealand using a statistical model to produce estimates for areas smaller than regions.

The above graph shows that there are approximately 12,890 people with impairments living in our District, 25.8% of a total population of 49,989 (2013 Census, usually resident population). The number of people with impairments increases with age. In fact, over half (53%) of District residents aged 65 and over have an impairment. The proportion is likely to be much higher when looking at only those aged over 80.

The population of the Waimakariri District has increased steadily over the last 10 years with a 14.1% increase between 1996 and 2001, a 16.1% increase between 2001 and 2006 and a similar increase (16.7%) between 2006 and 2013.

The greatest percentage increases were recorded for the 60-64 years age group (41.0%) and the 65 years and over age group (40.4%), signifying an ageing population. Overall, in 2013 some 23% of the District residents were aged 65 and over, a 9% increase since 2006.

A key feature of an ageing population is the decline in the percentage of children in the population. In the 10 years from 1996-2006 the number of young children in the population has dropped from 15.3% in 1996 to 12.9% in 2013.

As impairments are much more prevalent in older age, as shown in the graph, Waimakariri’s increasingly ageing population may mean greater demands on health and disability services and an even greater need to ensure the local environment is inclusive for all in order to enable people with impairments to lead an independent life.
Local Barriers to Accessibility

The Waimakariri Access Group identified a range of local barriers for people with impairments and suggest the following:

Communication

Improve signage for public toilets and request the use of the international symbols of access (Department of Building and Housing, www.dbh.govt.nz). Improve signage at Dudley Park Aquatic Centre regarding the provision of the hoist and variable height change table in the accessible changing facility.

Consultation

The Waimakariri Access Group requests that they are consulted early on in the planning of projects as it is difficult to make changes in later stages. They also highlight that it is important that they continue to be consulted throughout the design and development of final audits.

Physical Access

Request that accessibility is an integral part of traffic management plans when footpath repairs are being undertaken.

Ensure that accessible car parks are available to accommodate vans that are ‘rear loaders’ enabling safe use of ramps and hoists at the back of the vehicle.

Implementation of the Strategy

Since the adoption of the 2011 Disability Strategy the Council has addressed local barriers for people with impairments.

Council staff have continued to undertake awareness training through the Waimakariri Access Group which includes representation from CCS Disability Action and the Blind Foundation. This training aims to heighten awareness of disability issues so that staff members can consider the impact their work has on people with impairments ensuring plans and projects do not have a negative impact on accessibility.
There is a programme of maintenance and/or reconstruction for footpaths to ensure they remain physically accessible, comfortable and safe. Associated with this is the installation of directional and tactile pavers during upgrades of crossing points in the towns. These pavers assist those who are blind or have low vision to identify the location of hazards and to orient and navigate the environment.

Accessible routes to schools are prioritised which include upgrading/installing footpaths and cycle ways.

Accessible parking spaces are provided, monitored and the restrictions enforced.
All accessible parking signage has been updated and incorporated into the first schedule of the Parking Bylaw.

The Council’s Customer Services department maintains a list of residents undergoing dialysis to ensure they are contacted if water services are to be interrupted.

The Council and library websites are designed using E-Govt Accessibility criteria.

The library has wheelchairs available in the Rangiora and Kaiapoi facilities and offers a book pick-up and delivery service for people who are unable to easily travel from their homes. The library catalogue includes talking and large print books for people with vision impairments. Computers with internet access (as well as WiFi within the library) are available at no charge and these are installed with enlargement software to make them user friendly for people with vision impairments.

Dudley Park Aquatic Centre has been designed with a wheelchair ramp and a wet wheelchair to enable access to the main pool for people with physical impairments. Hoist access to the spa pool is provided and a ceiling hoist and height adjustable change table has been installed in one of the accessible changing rooms.

Parks and reserves in the District are designed using Crime Prevention through Environmental Design (CPTED) principles. The CPTED approach designs places to be, and feel, safer.

While the Council already addresses some key barriers faced by people with impairments through its current activities, it is recognised that more can be done to contribute towards an inclusive environment for all. This will in turn contribute towards achieving key community outcomes.
Waimakariri Community Outcomes

All Council actions are designed to contribute towards achieving the Community Outcomes, which are the aspirations of the community for the District as prepared for the 2018-2028 Long Term Plan. The Disability Strategy contributes towards achieving a number of Community Outcomes, particularly:

**Governance**

**Effect is given to the principles of the Treaty of Waitangi**

- The Council in partnership with Te Ngai Tuahuriri Runanga, continue to build our relationship through mutual understanding and shared responsibilities.

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

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

**Environment**

**There is a safe environment for all**

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

**Places and Spaces**

**The community’s cultures, arts and heritage are conserved and celebrated**

- There are wide-ranging opportunities to participate in arts and cultural activities.
Public spaces and facilities are plentiful, accessible and high quality
• There is a wide variety of public places and spaces to meet people’s needs.
• There are wide-ranging opportunities for people to enjoy the outdoors.
• The accessibility of community and recreation facilities meets the changing needs of our community.

The distinctive character of our takiwa – towns, villages and rural areas is maintained
• The centres of our towns are safe, convenient and attractive places to visit and do business.

People are friendly and caring, creating a strong sense of community in our District
• There are wide-ranging opportunities for people of different ages, abilities and cultures to participate in community life and recreational activities.

The high-level implementation table within this document outlines more specifically how key priorities and Council actions contribute towards achieving the above Community Outcome.
Overall Planning Framework

The following statutes, policies, plans and strategies provide a framework for the development and implementation of the Disability Strategy for the Waimakariri District.

Accessibility Strategy

- **International**
  United Nations Convention on the Rights of Persons with Disabilities

- **National**
  - NZ Disability Strategy 2016-26 Disabled Persons Assembly, Inclusive Communities, August 2010
  - NZ Public Health and Disability Act 2000
  - Pedestrian Planning and Design Guide 2007
  - Road and Traffic Guidelines (RTS14)

- **Regional**
  - Greater Christchurch Urban Development Strategy
  - Canterbury Regional Land Transport Strategy 2008-2018
  - Accessibility Charter – Canterbury

**Community Outcomes**

**Council Purpose**
“to make Waimakariri a great place to be in partnership with our communities.”

**Other Related Waimakariri District Council Strategies**
- Long Term Plan
- District Plan
- Walking and Cycling Strategy
- Road Safety Strategy
- Kaiapoi Town Centre Plan
- Rangiora Town Centre Strategy
- Northern Pegasus Bay Bylaw
- Community Development Strategy
- Public Toilet Strategy

**Key Policies**
The Accessibility Strategy Gives Effect To
- Significance and Engagement Policy
- Housing for the Elderly Policy
- Council’s Role in the provision of Community Facilities Policy

**Council Roles in Disability Strategy**
- Advocate
- Regulator
- Facilitator
- Service Provider
- Partner
- Planner
- Sponsor
- Educator
- Employer
- Landlord

**Council Activities**
- District Development
- Governance
- Building Control
- Health and Wellbeing
- Libraries and Museums
- Property and Forestry
- Community & Recreation
- Roading
- Solid Waste
- Water
- Parking Management
The Strategy

The Waimakariri Vision

The Waimakariri District Council has a vision for an inclusive District where all people can engage in personal, community, and civic life without barriers. The associated nine keywords represent overarching guiding principles that are accepted as vital and true for creating an inclusive society.

“All people, including those with impairments can engage in personal, community and civic life without barriers”
Goals

The following eight goals have been identified for the Council to create a more inclusive environment within the Waimakariri District. These are accompanied by more descriptive objectives.

At a glance, the eight goals are:

1. Communication allows and encourages full access to Council information, events, services and facilities
2. Everyone (including people with impairments) is able to fully participate in Council consultation and decisions that impact their living in the District
3. Council services, programmes and events are accessible for everyone, including people with impairments
4. Everyone, including people with impairments have access to public services, facilities and spaces
5. The rights of people with impairments are supported and promoted through advocacy and empowerment
6. Injuries are avoided and rates of impairment reduced
7. The Council has an Equal Employment Opportunities environment and a diverse workforce
8. Disability training programmes are developed and implemented at all levels within the Council
**Communication**

The Council communicates a lot with the wider community, whether in person at Council Service Centres and Libraries, through signs and advertisements, in newspapers, via the website or emails, through pamphlets, policies, strategies and plans.

Some people with impairments (intellectual, vision and/or hearing), who are elderly, or new migrants (with English as a second language), face barriers to being able to access or understand commonly used forms of communication. It is important that the Council communicates information in a way that is appropriate to people’s needs.

**Goal 1: Communication allows and encourages full access to Council information, events, services and facilities.**

- Information about services, events and facilities is provided in a variety of ways and media to meet different needs;
- Information about Council services and events is publicised through disability networks;
- Targeted information for people with impairments and service providers is provided;
- Council facilities have clear signs including internationally recognised symbols and indicators.
Consultation and Decision Making

The Council regularly consults with the wider community on issues that affect them, including proposed changes to services, proposals for new services, changes to the physical environment such as roads, intersections or spaces in their neighbourhoods, and more.

The Council also conducts a number of surveys that gauge the community’s views about particular matters, or involves representatives in developing strategic directions to address particular issues facing the District and its residents.

It is essential that the Council ensures its consultation and decision making mechanisms are accessible to all people and that it specifically consults with people with impairments and relevant agencies on matters that impact on their lives.

Goal 2: Everyone, including people with impairments, is able to fully participate in Council consultation and decisions that impact their living in the District.

- Council consultation processes do not create barriers that prevent anyone from participating in making decisions that affect their lives;
- Council engages in ongoing dialogue with people with impairments and their agencies to ensure their needs are recognised and considered when making decisions;
- Carers of people who experience disability are able to contribute to decisions that affect them;
- People with impairments are involved in the planning, implementation and evaluation of services, new developments and redevelopment;
- The Waimakariri Access Group is utilised as a disability reference group to ensure appropriate expertise is available for planning, reviewing and implementing services.
Access to Council Services, Programmes and Events

The Council provides a number of District services such as supplying water and sewer, collecting rubbish and recycling and renting Council housing. Council services, programmes and events play a significant role in the wider community in creating a functional and enjoyable District in which to live and create stronger communities.

It is important that access to services, programmes and events is inclusive for all and allows maximum opportunities for participation for people with impairments. For example, the increase in services that are accessible over the phone or internet have significant benefits for people with vision or mobility impairments. It is important to ensure services are delivered without discrimination against people with impairments.

**Goal 3: Council services, programmes and events are accessible for everyone, including people with impairments.**

- Council services meet the specific needs of people with impairments;
- Council housing is of appropriate design, is accessible, available and safe for people with impairments;
- Rubbish and recycling collection services are accessible and do not create hazards;
- Council-run and sponsored events and programmes are accessible to people with impairments and physical access needs are met;
- Recreation and sports programmes are accessible for everyone, including people with impairments.
Physical Access

The Council is responsible for providing and maintaining a number of public spaces such as roads, footpaths, parks and recreational areas, laneways, squares and on and off-street car parking. It also provides public facilities and buildings which house services, including libraries, service centres, sports facilities, museums, pools, town halls, and information centres. At the same time, the Council regulates requirements for other buildings the public regularly uses, such as commercial and retail facilities, health care services, cafés and restaurants.

Public spaces and facilities provide an important community function – they are places where people meet and socialise; where people learn, work, shop or do business; where people obtain health care or other services; or are simply means of getting from one place to another. Physical barriers, such as steps, heavy doors, lack of colour contrasting, high door handles or lift buttons, poor lighting, lack of accessible way finding and signage, can all become obstacles for people in accessing facilities and services.

Public spaces and buildings are heavily utilised by the community. It is essential that these are accessible for everyone in order to maximise the opportunity for all people to fully participate in this important aspect of community life. This means no-one is prevented from participation in recreational, social or employment activities because of architectural or attitudinal barriers.

Goal 4: Everyone, including people with impairments, have access to public services, facilities and spaces.

- Footpaths, crossings, paved areas and streets are designed, constructed and maintained in ways which are safe, usable and accessible for everyone;
- Specific road safety issues raised by people with impairments such as particular pedestrian crossings, intersections and footpath surfaces are addressed;
- Mobility car parking is accessible, safe, appropriately located and monitored;
- Footpaths and streets are unobstructed so that people are able to move about safely and easily;
- Existing Council services, facilities and public spaces maximise the opportunities for people to access and participate;
- Statutory requirements for buildings and amenities to ensure their compliance with the Building Act Section 118 relating to design for Access and Mobility are enforced;
- Appropriately designed changing facilities and public toilets are available at Council facilities where relevant;
- Public transport is accessible and affordable
Advocacy

The Council has a role to advocate for access and equity issues such as, but not limited to, education, employment and training, cultural events and programmes, and youth disability services, as they relate to people with impairments in the Waimakariri District. This includes supporting advocacy groups and agencies such as the Waimakariri Access Group, Social Services Waimakariri and the Waimakariri Health Advisory Group. At the same time, people with impairments need to be empowered to self-advocate to achieve independent living.

Goal 5: The rights of people with impairments are supported and promoted through advocacy and empowerment.

- Advocacy is provided for policies, programmes, practices, and procedures that guarantee equal opportunity for all people with impairments;
- People with impairments have the opportunity to advocate on their own behalf;
- Disability advocacy services and agencies are supported;
- Advocacy is provided for the planning and development of an inclusive and accessible environment for everyone;
- People with impairments are portrayed by the media in a positive way, particularly through Council’s own publications and publicity material.
Prevention

The Council acknowledges that one fifth to one third of impairments are caused by lasting effects of injury as identified by the Ministry of Health. It is therefore important that injury caused by a variety of things including motor vehicle accidents, poor diet and health are minimised, thereby reducing the overall rate of incidence of some forms of impairments in the Waimakariri District.

**Goal 6: Injuries are avoided and rates of impairment reduced.**

- Advocacy is provided for policies and strategies which influence health, in order to improve people’s standard of living and vulnerability to injury and disease;
- Preventative measures to reduce injury or diseases which can lead to impairments are advocated;
- Healthy living is encouraged and promoted;
- Injury prevention programmes are supported;
- Road safety is promoted;
- Environmental health statues such as food licensing, dangerous goods, sale of liquor, insanitary buildings, offensive trades and hazardous substances are enforced;
- Civil defence practices are in place in order to plan for and respond to emergencies.
Diverse Workforce

For most people, the chance to get and keep a job is central to their independence and participation in society. For people with impairments, this can often be far more difficult than for those without impairments – people with impairments are amongst those in society with the lowest employment rates.

It is widely recognised that there is a positive correlation between gainful employment and wellbeing. Positive attributes of employment include time structure, shared experiences, contacts and social networks, which often lead to an increase in self-esteem. Work can in itself be an important step in the road to recovery and rehabilitation, as well as providing obvious personal economic benefits.

People with impairments have the right to productive and meaningful employment that provides flexibility, equal opportunity and career path development. The Council is one of the District’s largest employers. It provides a wide range of workplace opportunities for local residents. It is vital that the Council provides equitable employment opportunities for people with impairments in order to ensure that assumptions and stereotypes do not prejudice the selection of candidates. Equal Employment Opportunities (EEO) allow the Council to recruit the best person for the job, once they (the Council) have made any reasonable adjustments.

Goal 7: The Council has an Equal Employment Opportunities environment and a diverse workforce.

- Employment and development of staff with impairments is facilitated and key service providers and disability agencies consulted regarding the removal of barriers;
- Communication services, resources, and flexible workplace options are available;
- Job modification, skills training and on the job training is available;
- The requirements of the Health and Safety Act are implemented;
- There is no discriminatory or insensitive behaviour towards employees with impairments.
Cultural Change

In many cases, it is society’s attitudes towards people with impairments that create problems or a “disability”. Cultural change is one of the most fundamental steps in creating an environment that is truly inclusive for all, independent from whether an individual suffers an impairment or not.

Cultural change is about considering and appropriately providing for the needs of people with impairments in everyday work. Attitudes and ignorance towards people with impairments must be challenged to avoid institutional discrimination. This will ensure all in Council understand why rights are necessary and what they mean.

Goal 8: Disability training programmes are developed and implemented at all levels within the Council.

- All Council staff and elected members will undertake disability awareness training;
- Staff whose work impinges directly on the well-being of people experiencing disabilities undertake more specific training to ensure they are appropriately educated about removing barriers faced by people with impairments;
- Universal Design seminars for Council officers to improve staff understanding and ability to be responsive to needs of people with impairments are sponsored;
- Resource material and expertise of the Waimakariri Access Group is available and communicated to Council staff to enhance their awareness and understanding of potential barriers, appropriate consultation processes, available networks and strategies to integrate the needs of the impaired community into services, facilities and decision-making processes.

The following pages outline key priority areas and Council actions for achieving these goals. A detailed Action Plan is will be developed as a separate document, outlining specifically how the Council will work towards achieving the goals.
Priority Areas and Council Actions

The following table represents a high level schedule of actions. The priority areas and actions in this table build on existing good practice or are new initiatives to assist in achieving our vision of an inclusive community where all can engage in their personal, community and civic life with independence. While some actions may already be underway, many can be improved; a separate detailed Action Plan will further examine and identify how this will be done.

This table identifies how each action contributes to the District’s Community Outcomes and aligns to the objectives of the New Zealand Disability Strategy. The success of this strategy is largely dependent on the whole of Council working in partnership with people with impairments to identify needs, priorities and practical responses from Council to support the vision of this strategy.

<table>
<thead>
<tr>
<th>Priority Areas and Council Actions</th>
<th>Who</th>
<th>Community Outcomes</th>
<th>New Zealand Disability Strategy 2016-2026 (NZDS)</th>
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</thead>
<tbody>
<tr>
<td><strong>Communication</strong></td>
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<tr>
<td><strong>Goal 1</strong>: Communication allows and encourages full access to Council information, events, services and facilities</td>
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<tr>
<td>Incorporate different formats and access features in the Council website complying with the “New Zealand Government Web guidelines”.</td>
<td>Communication Team</td>
<td>People have wide ranging opportunities for learning and being informed</td>
<td>Accessibility</td>
</tr>
<tr>
<td>Make all key Council communications available in a range of accessible formats that are easier for the wider disabled community, such as large print, radio, websites, simple language and diagrams, Braille, message services etc, and applying Easyread design principles.</td>
<td>Communication Team</td>
<td>Our people are easily able to get the information they need</td>
<td>We access all places, services and information with ease and dignity.</td>
</tr>
<tr>
<td>Target communication for people with impairments and their service providers about information that directly affects them.</td>
<td>Communication Team</td>
<td>There are wide ranging opportunities for people to contribute to the decision-making by public organisation that affects our District</td>
<td></td>
</tr>
<tr>
<td>Ensure that Council facilities have accessible signage including internationally recognised symbols and indicators.</td>
<td>Parks and Recreation</td>
<td>Local, regional and national organisations make information about their plans and activities readily available.</td>
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<tr>
<td>Priority Areas and Council Actions</td>
<td>Who</td>
<td>Community Outcomes</td>
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<tr>
<td>Publicise information about Council services and events through disability networks, including the Waimakariri Access Group.</td>
<td>Property Communication Team Community Team</td>
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</table>

**Consultation and Decision Making**

**Goal 2:** Everyone, including people with impairments, is able to fully participate in Council consultation and decisions that impact their living in the District

Develop the role of the Waimakariri Access Group as a disability reference group and ensure Council units utilise it to gain insight of their expertise when planning, reviewing and implementing services.

<table>
<thead>
<tr>
<th>Policy &amp; Strategy</th>
<th>There are wide ranging opportunities for people to contribute to the decision-making by public organisations that affects our District</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>Local, regional and national organisations make information about their plans and activities readily available. Local, regional and national organisations make every effort to take account of the views of people who participate in community engagement.</td>
</tr>
<tr>
<td>Ensure that people with impairments are involved in the early planning, implementation and design stages of new developments and redevelopment. Consultation and final audits include accessibility audits.</td>
<td>People have wide ranging opportunities for learning and being informed. Our people are easily able to get the information they need.</td>
</tr>
<tr>
<td>Ensure that Council consultation processes, including the Annual Plan, Long Term Plan and other major consultations, do not create barriers for people with impairments to be able to participate, including making any relevant consultation documents available in alternative formats and in a variety of media to meet their needs.</td>
<td>Choice and control We have choice and control over our lives.</td>
</tr>
<tr>
<td>Participate in ongoing dialogue with people with impairments, their support people and agencies in order to recognise their specific needs when making decisions that affect them.</td>
<td>Leadership We have great opportunities to demonstrate our leadership.</td>
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<tr>
<td>Priority Areas and Council Actions</td>
<td>Who</td>
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<tr>
<td><strong>Access to Council Services, Programmes and Events</strong></td>
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<tr>
<td><strong>Goal 3</strong>: Council services, programmes and events are accessible for everyone including people with impairments</td>
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<tr>
<td>Ensure that services meet the specific needs of people with impairments and continue to audit physical access to libraries, swimming pools and community buildings.</td>
<td>Parks and Recreation</td>
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<tr>
<td>Ensure that Council housing is of appropriate design, accessible, safe and available to people with impairments.</td>
<td>Property</td>
</tr>
<tr>
<td>Monitor rubbish and recycling services to ensure these are accessible and do not create hazards.</td>
<td>Utilities</td>
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<tr>
<td>Ensure that Council-run and sponsored events and programmes are accessible for everyone including people with impairments and physical access needs are met and participation encouraged.</td>
<td>Community Team</td>
</tr>
<tr>
<td>Ensure that recreation and sports programmes are accessible including recognising physical access needs and participation is encouraged.</td>
<td>Community Team Parks and Recreation</td>
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<tr>
<td>Priority Areas and Council Actions</td>
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<tr>
<td><strong>Physical Access</strong></td>
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<tr>
<td><strong>Goal 4: Everyone, including people with impairments, has access to public services, facilities and spaces.</strong></td>
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<tr>
<td>Work towards a “barrier free” environment with accessible footpaths, public spaces and buildings including public toilets, ensuring appropriate facilities are available through planning and regulatory requirements.</td>
<td>Parks and Recreation</td>
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<td>Roading</td>
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<td>Building Unit</td>
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<tr>
<td>Identify and address in a timely fashion specific road safety issues that have been raised by people with impairments.</td>
<td>Roading</td>
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<tr>
<td>Enforce the Signage Bylaw 2012, the objective of which is to “To seek to avoid public nuisance by ensuring advertising displays and signage on footpaths does not obstruct the passage of pedestrians and/or disabled people”</td>
<td>Policy and Strategy</td>
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<td></td>
<td>Environmental Services</td>
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<tr>
<td>Ensure the statutory requirement of the Building Act Standard relating to design for Access and Mobility is complied with for existing and new or redeveloped buildings.</td>
<td>Building Unit</td>
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<tr>
<td>Provide an appropriate number of mobility car parks that are suitably located, monitored, and labelled and restrictions enforced.</td>
<td>Environmental Services</td>
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<td>Planning</td>
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<tr>
<td>Work with Environment Canterbury (Canterbury Regional Council) to ensure public transport is accessible for people with impairments as well as affordable. This includes acting as an advocate to communicate particular issues for people with impairments to Environment Canterbury.</td>
<td>Roading</td>
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<td>Policy and Strategy</td>
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<tr>
<td><strong>Advocacy</strong></td>
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<tr>
<td><strong>Goal 5: The rights of people with impairments are supported and promoted through advocacy and empowerment.</strong></td>
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<tr>
<td>Advocate for equity and access for people with impairments through policies, programmes, practices and procedures both within the organisation and externally, to guarantee the provision of an accessible and inclusive environment for everyone.</td>
<td>Mayor and Councillors</td>
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<td></td>
<td>All staff</td>
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<tr>
<td>Support and encourage people with impairments to advocate on their own behalf and provide the opportunity for this to occur.</td>
<td>Community Team</td>
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<tr>
<td>Support disability advocacy services and agencies.</td>
<td>Community Team Policy and Strategy</td>
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<tr>
<td>Ensure that people with impairments are portrayed by the media in a positive way, particularly through Council’s own publications and publicity material.</td>
<td>Communication Team</td>
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<td>Priority Areas and Council Actions</td>
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<td>Prevention</td>
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<tr>
<td>Goal 6: Injuries are avoided and rates of impairment reduced</td>
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<tr>
<td>Advocate for policies and strategies which influence health, such as access to education, employment opportunities, adequate income and safe housing in order to improve people’s standard of living and avoid preventative disease and people being unwell that can lead to impairment.</td>
<td>Community Team Policy and Strategy</td>
</tr>
<tr>
<td>Support injury prevention programmes.</td>
<td>Community Team</td>
</tr>
<tr>
<td>Promote road safety through monitoring, research, physical changes and educational programmes.</td>
<td>Roading Community Team</td>
</tr>
<tr>
<td>Encourage and promote healthy living through relevant recreation and leisure programmes and facilities.</td>
<td>Community Team Parks and Recreation</td>
</tr>
<tr>
<td>Ensure environmental health statutes such as food licensing, dangerous goods, sale of liquor, insanitary buildings, offensive trades and hazardous substances are administered and enforced.</td>
<td>Environmental Health</td>
</tr>
<tr>
<td>Maintain a civil defence capability to plan for and respond to emergencies.</td>
<td>Emergency Management and Civil Defence</td>
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<tr>
<td>Priority Areas and Council Actions</td>
<td>Who</td>
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<td><strong>Diverse Workforce</strong></td>
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<tr>
<td><strong>Goal 7: The Council has an Equal Employment Opportunities environment and a diverse workforce</strong></td>
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<tr>
<td>Ensure that communication services, resources and flexible workplace options are available, including potential job modification, skills training and on the job training for staff with impairments.</td>
<td>Human Resources</td>
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<tr>
<td>Implement the requirements of the Health and Safety Act and the Council’s employment policies.</td>
<td>Human Resources</td>
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<tr>
<td>Ensure that there is no discriminatory or insensitive behaviour towards employees with impairments.</td>
<td>Human Resources</td>
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<tr>
<td><strong>Cultural Change</strong>&lt;br&gt;<strong>Goal 8: Disability training programmes are developed and implemented at all levels within the Council</strong></td>
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<tr>
<td>Encourage all Council staff and elected members to undertake disability awareness training and ensure that staff whose work impinges directly on the well-being of people experiencing impairments undertake more specific training.</td>
<td>Mayor and Councillors&lt;br&gt;Human Resources</td>
</tr>
<tr>
<td>Sponsor Universal Design seminars for Council officers to improve staff understanding and ability to be responsive to the needs of people with impairments.</td>
<td>Management Team</td>
</tr>
<tr>
<td>Ensure the resource material and expertise of the Waimakariri Access Group is available and communicated to Council staff to enhance awareness and understanding of potential barriers, appropriate consultation processes, available networks and strategies to integrate the needs of the impaired community into services, facilities and decision-making processes.</td>
<td>Community Team&lt;br&gt;Policy and Strategy</td>
</tr>
</tbody>
</table>
Monitoring and Review

What is the Accessibility Strategy?

This is a new strategy and will develop over time. Issues and priorities may change, however, it is important that Council is accountable to people with impairments and their organisations for the actions it has committed to.

Monitoring and review will be a two way process where Council reports to people with impairments and their organisations; and people with impairments report to Council regarding the impact and effectiveness of the strategy. The process will include:

- The Disability Strategy Reference Group and a core team of Council officers to monitor delivery of the Action Plan across Council activities;
- Community forums and other processes for people with impairments to give feedback;
- Inclusion of information in Council reports regarding consultation with people with impairments.

The strategy will be reviewed three years from adoption by Council. The Action Plan which is a separate document will be reviewed and reported on annually.

References


To have an ‘ordinary’ life – Kia whai oranga ‘noa’. Community membership for adults with an intellectual disability. A report to the Minister of Health and the Minister for Disability Issues from the National Advisory Committee on Health and Disability, September 2003.

2013 District Profile, Waimakariri District Council, June 2014.


Accessibility Policies, Strategies and Action Plans from a variety of Councils were also reviewed.

Easyread information: www.commnicationpeople.co.nz

Earthquake Disability Leadership Group, http://www.edlgchristchurch.com/

Deaf Aotearoa: www.deaf.org.nz/
Glossary

Access / Accessibility / Barrier free

These terms are used interchangeably throughout the strategy. They refer to the removal of barriers, attitudinal or environmental, which increases the opportunity for people of all ages, life stages and abilities to participate in their community safely, easily and equitably.

Accessible Journey

In order to comply with access requirements (The Building Regulations 1992 First Schedule, Clause A2 p.9) a building must have an “accessible route”. This is defined as a “… continuous route that can be negotiated unaided by a user of a wheelchair, walking frame or guide dog.” The route must extend from a street boundary or car parking area to those spaces within the building required to be accessible to enable people with impairments to carry out independently normal activities and processes within the building.

Approachability, Accessibility, Disability-friendly and Usability

These concepts enable a person with an impairment to approach, enter and use a building, and its facilities, and carry out the normal functions and activities for which the building was designed.

Disability

Disability is the outcome of the interaction between a person with impairment(s) and the environment and attitudinal barriers he/she may face. It is also the process that happens when one group of people create barriers by designing a world only for their way of living, taking no account of the impairments other people have.

Impairments

Impairments are something that individuals have, they are long term (greater than six months) and may be physical, sensory, neurological, psychiatric, or intellectual.

Tactile ground surface indicators (TWSI)

These provide blind, deafblind and vision impaired pedestrians with visual and sensory information. There are two types of TWSI - warning indicators and directional indicators. Warning indicators alert pedestrians to hazards in the continuous accessible path of travel, indicating they should stop to determine the nature of the hazard before proceeding further. They do not indicate what the hazard will be. Directional indicators give directional orientation and designate the continuous accessible path of travel when other tactile or environmental cues are missing. When combined with other environmental information, TWSI assist blind, deafblind and vision impaired people with their orientation and awareness of impending obstacles, hazards and changes in the direction of the continuous accessible path of travel.

Universal Design

Also known as human centered design. This holistic approach ensure buildings, public spaces and transport amenities are easy and intuitive to use for a wide range of people no matter their age, physical ability, or level of language comprehension.
WAIMAKARIRI DISTRICT COUNCIL

REPORT

FILE NO and TRIM NO: RDG-29/170922102542

REPORT TO: Council

DATE OF MEETING: 7 November 2017

FROM: Ken Stevenson, Roading Manager
Kathy Graham, Journey Planner/Road Safety Co-ordinator

SUBJECT: 2018-21 National Land Transport Programme – support for Cycle Education programme and funding

SIGNED BY: [Signature]
Department Manager
[Signature]
Chief Executive

1. SUMMARY

1.1. The purpose of this report is to update the Council on the 2018-21 National Land Transport Programme (NLTP) specifically in regard to cycle education and to seek Council support of the funding required to implement this in our District.

1.2. Delivery of cycle education in our district is a new level of service not previously provided by Council.

1.3. As previously reported to and endorsed by Council the initial bid for the Road Safety Programme, under which the Cycle Education skills activity fits, included an additional $70,000 per annum.

1.4. In March 2017 Council adopted the 2017-22 Walking and Cycling Strategy and supported an increased level of funding, indicating support for the extended programme from the options presented:

- **Option 1**: Status Quo (very little change from current LTP)
- **Option 2**: An enhanced programme to gain further benefits from new major cycleways (The recommended minimum approach. Additional investment in the order of $250,000 per annum for infrastructure and $30,000 per annum for promotion, behaviour change and education activities) and
- **Option 3**: An Extended programme (in the order of $500,000 per annum for capital projects and $50,000 per annum for promotion, behaviour change and education activities and working with schools)

Staff were requested to report to Council a recommended programme and funding plan for implementing the Walking & Cycling Strategy to be included in the draft 2018-28 Long Term Plan.

1.5. Earlier this year the NZ Transport Agency completed a Detailed Business Case in regard to investment in a national cycling education system. This came about from a recognition
that cycling, as a transport mode, and a sport and recreation activity, is experiencing recent growth and there is increasing recognition of the significant congestion, health and environmental benefits of cycling.

1.6. In addition, investment in cycling infrastructure is receiving substantial focus through the New Zealand Cycle Trail and Urban Cycleway Programmes, and 10-year plans for connected cycle networks are underway in urban centres. A key component of our two Urban Cycleway projects and the wider national focus on cycling is an expectation that we, as a district, will promote and encourage cycling as both a form of transport and for recreation.

1.7. In October 2015 the Walking & Cycling Survey was undertaken. The survey attracted 285 responses. A number of people asked for ongoing driver/cyclist education to improve safety for both.

1.8. It is anticipated that new cycle facilities and infrastructure in the district will encourage more people to ride bikes, however, alongside the ‘built’ environment there will be an ongoing need for education both for bike riders and drivers to ensure the value of those facilities and infrastructure is maximised with safety being a key priority.

1.9. As an early indicator, eleven schools in the district were identified as potential recipients for cycle skills training. Using their estimated Year 6 rolls, the target audience, this equates to around 490 students.

1.10. The actual model for delivery is yet to be finalised but indicative costs for delivery of Grade 1 and 2 cycle skills education to around 490 students in the 2018/19 year and per annum following, would cost approximately $70-80,000.

1.11. Christchurch City Council currently deliver cycle skills training in schools and they may be in the position to deliver the programme in the Waimakariri District. This would be a more efficient delivery method than setting up our own cycle skills training team due to economies of scale.

1.12. The community continues to express a desire for improved and increased cycle connections within and to and from our towns and providing education is a key factor in ensuring both children and adults are encouraged to bike and are safe in doing so.

1.14 The cycle skills education provision is just one aspect of a wider programme of promotion and education around cycling that will be undertaken.

Attachments:

i. Briefing Paper –National Education System (Doc 170731081134)
ii. Cycling Education System Fact Sheet (Doc170731081130)
iii. Benefits of Investing in cycling in NZ Communities booklet (Doc170922102551)
iv. Christchurch City Council Draft potential cycle skills education delivery approach for Waimakariri (Doc 170922102553)
v. Bikes in Schools Information sheet (Doc 170922102555)
vi. Bikes in Schools Local Council Information (Doc170922102557)
2. **RECOMMENDATION**

**THAT** the Council:

(a) **Receives** report No. 170922102542.

(b) **Supports** the cycle skills education programme.

(c) **Notes** that staff will submit $70-80,000 per annum for cycle skills education as part of the roading budget for the draft 2018-2028 LTP for Council consideration.

(d) **Notes** that this funding is subject to NZTA approval and if approved NZTA will fund 51% of the cost.

(e) **Notes** that further work is required on assessing the uptake and delivery of a cycle skills programme within the district. Delivery of cycle skills education would initially be aimed only at children, one of our priority areas within our Walking & Cycling Strategy priorities.

(f) **Notes** that there are many other opportunities to promote cycling in the district such as the construction of a childrens ‘learn to bike’ park, creating tourist cycle trails and supporting the Hurunui Heartland ride, however no funding has been included for these activities at this stage as they are unlikely to meet NZTA criteria for funding.

(g) **Circulates** this report to the Community Boards.

3. **ISSUES AND OPTIONS**

3.1. Safe Cycling is an area of medium concern in the Safer Journeys Road Strategy 2010-2020.

3.2. Our Walking and Cycling Strategy aims to encourage people to walk and bike both for recreation and transport to and from work and supports programmes that improve safety for motorists, pedestrians and cyclists.

3.3. There are several benefits identified that will result from a national cycling education system and these include a greater understanding of road sharing behaviours, greater skills, knowledge and confidence to ride a bike, cycling being perceived as a safer and more attractive transport choice, and more people cycling, therefore a greater return on investment in cycling infrastructure.

3.4. The funding of cycling education is included in the Road Safety Promotion activity class in the NLTP.

3.5. Safety has been given as one of the main reasons parents or caregivers don’t want children biking or walking to school and other activities and there is a relatively low use of bikes for school travel.

3.6. There is minimal cycle skills education currently offered in the district, both generally and in schools.

3.7. ACC claims for cycling injuries have grown since 2011 by $24.6 million suggesting that unless a full Safe System approach is developed, a further increase in cyclist injury is likely to accompany increased investment and promotion.

3.8. The national cycling education system covers both skills training for children and adults, however, our focus at this stage is on children.
3.9. The National Cycling Education system will standardise the training that is offered around the country, ensuring a consistent level of education is delivered.

3.10. Christchurch City Council (CCC) may be in a position to deliver their Cycle Safe skills education in the district. They will be aligned with the national cycling education system in regards to programme delivery and qualifications for instructors.

3.11. CCC are currently submitting for additional funding towards an extended Cycle Safe programme and have included delivery to the Waimakariri district in that bid.

3.12. CCC have indicated they will also have the ability to train and assess future instructors if required, were there a wish to source/provide for example instructors from the local regional Sports Trust.

3.13. Under the Road Safety Promotion Activity Class there is potential for non-approved organisations (e.g. Regional Sports Trusts) to contribute to local share or contribute as a third party funder also.

3.14. The 2014 Safer Journeys for People Who Cycle – Cycling Safety Panel Report and Recommendations identified that as well as improving the actual safety of on-road cycling there needs to be a significant improvement in the perception of cycling safety.

3.15. A high priority action recommendation from that report was to “Create and implement comprehensive school travel planning packages incorporating improved routes to schools, appropriate speed limits, community engagement and increased access to cycle skills training”.

3.16. Additional means of promoting and providing opportunity for young people to participate in biking is the Bikes in Schools programme. There is an annual allocation of $600,000 (seed funding), to be administered through the Bike On NZ Charitable Trust, to contribute to Bikes in Schools projects over the next four years.

3.17. One of the principles guiding the Bikes In Schools investment is local government investment or leveraged funding from non-rate payer source (e.g. in kind construction) to support local Bikes in Schools programmes.

3.18. Additional means of funding the cycle education skills delivery could be considered such as sponsorship/support from local businesses, or a ‘user pays’ system to recoup some costs, however, user pays is not considered appropriate for this system which is aligned to the school curriculum and designed to encourage a greater uptake of children riding bikes in line with the government priority that cycling supports a range of shared outcomes for transport, health, injury prevention education and sport.

4. COMMUNITY VIEWS

4.1. The community continues to express a desire for improved and more cycle connections within and to and from our towns.

4.2. The promotion of the Urban Cycleway projects, has generated a lot of enthusiastic support, positive comment and feedback from the community.

4.3. Feedback from the community on the recent Walking and Cycling Strategy update included safety as a key priority, supporting and promoting driver and cyclist education to encourage sharing the road and the recognised benefits of walking and cycling for health and well-being.
4.4. Safety has been given as one of the main reasons parents or caregivers don’t want children biking or walking to school and other activities.

4.5. School Principals spoken to with regard to active travel to school have expressed interest in an increase in cycle skills education being available.

4.6. Christchurch City Council have run their Cycle Safe skills education training in city schools for over 20 years and advise they have had requests for cycle skills education in our district, however, have been unable to accommodate due to lack of resources/funding.

4.7. The Council Walking & Cycling Strategy 2017-2022 priorities include:
   - Working towards safe and convenient walking & cycling within and around smaller settlements and rural areas
   - Providing safe walking and cycling access to and from schools
   - Supporting programmes that improve safety for motorists, pedestrians and cyclists
   - Promoting walking and cycling opportunities

4.8. Other related areas of interest related to to cycling in our district include a desire to consider a children’s ‘learn to bike’ park, similar to the one recently constructed in Oamaru at a cost of $250,000. There is a basic playground version of a bike park in Rangiora (Torlesse Park), however, this is on a markedly reduced scale and aimed and suited more to toddlers and younger children than Year 6 students who are our initial target audience.

4.9. Staff have been working with Hurunui Trails Trust in regard to linking the Hurunui Heartland ride (an on-road cycle route from Amberley to Kaikoura) through our district to Christchurch increasing opportunities for cycling in our district.

4.10. Mayor David Ayers, along with Mayors from Marlborough, Kaikoura, Hurunui and Christchurch recently signed a Memorandum of Understanding relating to the proposed Picton to Christchurch cycle route to encourage the development of a cohesive cycle route that passes through the five territorial local authorities.

4.11. There is also interest from a tourism operator in regard to creating a tourist cycle trail from Christchurch to Waipara which may utilise existing off-road cycleway/walkways on the coast. These discussions are in the early stages.

5. **FINANCIAL IMPLICATIONS AND RISKS**

5.1 Funding of $70-80,000 would enable around 490 students to be reached with Grade 1 and Grade 2 cycle education skills. Delivering both Grade 1 and 2 in one year is the recommended model of delivery to ensure continuity and eliminate duplication.

5.2 However, in addition, there may be a requirement for additional funding or sponsorship being sought for supply, transport and ongoing maintenance of bikes to be used for training in our district as Christchurch City Council as a programme deliverer may only have enough funding for staff resourcing, helmets, etc.

5.3 Investment in programmes such as Bikes in Schools, or a bike-training park as described, would require funds over and above the $70-80,000 sought.

5.4 Additional local resourcing may be required to facilitate the programme promotion and delivery.

5.5 Support from Council indicated an extended programme of work related to the Walking & Cycling Strategy (in the order of $500,000 per annum for capital projects and $50,000 per annum for promotion, behaviour change and education activities and working with schools).
6. **CONTEXT**

6.1. **Community Outcomes**
- There are wide ranging opportunities for people to contribute to the decision-making by public organisations that affects our District.
- There is a safe environment for all.
- Transport is accessible, convenient, reliable, affordable and sustainable.

Ken Stevenson                      Kathy Graham
Roading Manager                    Journey Planner
BRIEFING PAPER

National Cycling Education System

Equipping Kiwis to get around by bike

PURPOSE
This document is for councils, cycle training providers and other regional partners. It provides the rationale behind the move towards a new national approach to cycling education, and outlines key information and guidance to help with regional planning.

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HIGHLIGHTS AND RECOMMENDED ACTIONS FOR REGIONAL PARTNERS

- The NZ Transport Agency and ACC are investing in a National Cycling Education System that will improve the reach, quality, and efficiency of cycling education, to contribute to making cycling a safer and more attractive transport choice.

- The National Cycling Education System aims to provide a range of learning opportunities that will enable New Zealanders to go from learning basic bike skills, to making trips by bike when they are ready.

- Safe cycling is an area of Medium Concern in the Safer Journeys Strategy 2010-2020. The National Land Transport Fund (NLTF) Activity Class for cycling education activities is Road Safety Promotion.

- The investment profile for the overall National Cycling Education System has been assessed as Medium-High-High (MHH).

- Councils and other regional partners need to start planning now to ensure this opportunity can be integrated into the 2018-2021 National Land Transport Programme (NLTP). Use the guidance in this document to help with this planning. There is an opportunity for more funding through ACC to support growth in the 2018-2021 period.

- Planning for the 2018-2021 period should be prioritised; however, there is ACC funding that can contribute to growing cycle education delivery in 2017/2018. More specific guidance will be provided in the next four weeks.

- For the next four years (including 2017/2018), the Transport Agency will contribute to Bikes in Schools projects through a seed funding arrangement. This will be provided directly to schools through the Bike On NZ Charitable Trust.

- There are people in the NZ Transport Agency that can help your organisation get the most out of this opportunity. Contact details are provided.
Where has this come from?

Cycling is a government priority that supports a range of shared outcomes for transport, health, injury prevention education, and sport. Investment in a connected network for cycling is already receiving substantial focus through the Urban Cycleway Programme and New Zealand Cycle Trails. To complement this investment, the Transport Agency and the Accident Compensation Corporation have recently approved funding to implement a National Cycling Education System. This is one component of the broader programme of work to make cycling a safer and more attractive transport choice, and is part of implementing a Safe System for cycling through the Cycling Safety Action Plan 2015. This decision is the result of a 12-month investigation (through the Business Case Approach), into extending and improving cycling education. The investigation involved a wide range of stakeholders, including an expert team from the UK.

To view the media release from July 25th 2017 Click here.

Why do we need it?

There are examples of high-quality cycle skills training programmes already offered in some regions in New Zealand, and existing tools, such as the ‘Guidelines for the set-up and delivery of Cyclist Skills Training’ and the Cycle Skills Instructor qualification; however, the Business Case process confirmed that a more comprehensive and coordinated response will yield greater reach, quality, efficiency and therefore more benefits.

- Cycling is growing, but it needs to grow at a faster rate if the benefits of cycling are to be gained at nationally meaningful levels.
- We will have more cyclists with less experience on our network in the next 5-10 years, and ACC cycling injury claims are already showing an upward trajectory.
- Alongside infrastructure, we need an approach to cycling education that focusses on habitualising safety behaviours and equipping people with the skills, knowledge and perspectives they need to get around safely by bike.
- The amount of time New Zealand children spend cycling (and trips by bike to school) has dwindled since 1990. Connected cycling routes will help to reverse this trend; but, we need a comprehensive approach that provides opportunities to gain cycling experience, and involves schools, parents and whānau. Only with this in place can we expect child cycling numbers to substantially grow.
Problems

PROBLEM A - Limited Reach
We fail to coordinate and provide contextualised cycling education (on-road), which means we are not reaching sufficient people to support more safe trips by bike as cycling’s popularity increases.

PROBLEM B - Limited Quality
The current approach is narrow, and often a ‘one-off’ event and therefore it is less likely to equip people to ride a bike safely on the network.

PROBLEM C - Limited/varied Integration
Cycling education is not always integrated with other cycling initiatives or investments, including cycling infrastructure, which reduces the likelihood of these increasing the uptake of cycling as a transport mode.

PROBLEM D - We don’t measure the benefits
We don’t have strong quality assurance mechanisms or a robust approach to evaluating cycling education, meaning we don’t understand the benefits of the current investment.

PROBLEM E - Duplication
We are duplicating the development of resources and materials resulting in inefficiencies and inconsistencies.

Overcoming these problems, is predicted to result in:

Intermediate outcomes

- People with the skills, knowledge and confidence to ride a bike for everyday trips
- People who can identify hazards and respond appropriately while riding a bike on the network
- People who understand key road sharing behaviours while on a bike, and around bikes, on the network
- People who know how cycling for everyday trips can benefit them, their communities and society
- People with competencies to contribute to a safe system and liveable communities.

Long-term benefits

1. Cycling is perceived as a safer and more attractive transport choice
2. Safer cycling for those who have participated in the National Cycling Education System.
3. More people cycling and therefore a greater return on investment in cycling infrastructure.

Ultimately contributing to positive impacts on... congestion, cycling injury rates, health, physical literacy, engagement in sport and recreation, and environmental health.
Components of the National Cycling Education System

Vision

_A New Zealand where everyone can learn to ride a bike from a young age, meaning that learning to ride on the road, and getting around by bike is an option when they grow-up, and we have a generation of drivers who understand the needs of bike riders._

The National Cycling Education System aims to build on, and strengthen current cycle skills training delivery.

- The Transport Agency will provide national oversight, administration, and guidance.
- A national brand, quality assurance mechanisms, and monitoring and evaluation systems will be developed.
- A suite of cycling education modules and tools will be developed, which can be shaped by regional partners for individuals and groups in their communities.

Core cycling education modules

The initial set of core cycling education modules are outlined below (Figure 1), with more detail in _Appendix One_. This initial set of modules builds on existing good practice, while aiming to provide a pathway from fundamental bike skills, to being able to make trips by bike on the network. These are the main activities the Transport Agency and ACC plan to invest in over the next four years, in partnership with councils and other regional organisations. Over the next 12-months, guiding principles and core content for each of these modules will be developed.

We are looking to significantly increase the amount of on-road cycle education, in both children/adolescents and adults, and the number of schools with Bikes in Schools. To help with your planning, cost estimates for each of these modules, and other key activities, is provided in _Appendix Two._

_Figure 1: Overview of the core cycling education modules, and other factors that enable cycling._
Other cycling education activities

To encourage innovation, and be responsive to local needs, preferences and gaps, regional partners may want to apply for additional cycling education opportunities as part of their overall package (i.e. cycle education that is not one of the modules mentioned above). These activities will need to have a strong rationale, and a framework for understanding effectiveness (so this learning can be shared with other regions). Examples include:

- Cycling education for families, or ways to facilitate family engagement in school-based cycle education;
- Innovative approaches to engage adults in cycling education;
- Cycling education that reinforces learning from the core suite of modules;
- Cycling education specifically for Māori communities;
- Cycling education for low socio-economic communities.

Strategic guidance for regional partners

We all want to make sure we can get the most out of this investment, so that the best possible cycling education for individuals and communities is provided, and the long-term benefits for New Zealand can be achieved. Five principles are below, to help regional partners plan a strategic and good practice cycling education approach, and integrate cycling education with their broader cycling programmes.

- **Quality of the cycle education offering**
  
  *What does this look like?*
  
  - Keep the needs of individuals and communities at the centre of how cycle education is approached in your region.
  - Utilise the national resources (soon to be developed) as the basis for your region’s approach and content.
  - Continually look for ways to integrate cycle education into curriculum learning in schools (there will be national support around this).
  - Work towards having qualified instructors deliver cycle skills training in your area.

- **Increasing reach**
  
  *What does this look like?*
  
  - Move towards providing more on-road cycle education for both adults and adolescents (at the appropriate age).
  - Develop innovative ways to link with parents and whānau so learning is reinforced.

- **Exposure across the life course**
  
  *What does this look like?*
  
  - Build a regional approach to cycle education that increases the touch points across a person’s life course (as opposed lots of Grade 1 delivery without the ‘next step’). Shift the balance from lots of Grade 1 delivery in isolation, to a higher proportion of Grade 1, Grade 2 and other supporting modules.
  - Provide consistent opportunities each year to grow demand integration.

- **Integration and collaboration**
  
  *What does this look like?*
  
  - Integrate cycle education with other factors that enable safe cycling, such as cycling infrastructure and behaviour change activities, into your regional plans.
- Develop partnerships with other stakeholders who have an interest in encouraging cycling for various benefits (Sport NZ, Healthy Families NZ, DHBs, Marae). Utilising existing networks, such as Communities of Learning or Sports Organisations.

**Targeting**

*What does this look like?*

Plan how you will target your effort for cycling education and how this aligns with your regional goals for safety and cycling participation. Consider balancing and integrating these focus areas:

- Concentrated delivery in combination with cycling infrastructure to encourage more and safer cycling in ‘new’ cyclists.
- Targeting high-risk groups/behaviours in current cyclists.
- Facilitating broad population level change by targeting those who are less likely to have access to biking and cycling education opportunities.

### Timeframes

**Decision Phase**
- June 2016
- June 2017

**Transition Phase**
- July 2017
- Aug/Sept 2017
- Oct 2017
- Nov 2017
- Dec–June 2018

**Implementation & Maintenance**
- July 2018
- On-going

#### Key activities for the next 6-12 months are:

- Support regional partners to plan for the coming financial year, and the 2018-2021 NLTP period.
- Review of the current Cycle skills training guidelines.
- Resource development, and testing of cycling education module content.
- Development of a national brand and website.
- Development of national quality assurance, monitoring and evaluation processes.
- Development of governance structure and sector engagement processes.
Funding and application arrangements

**National activities**
The investment profile for the overall National Cycling Education System has been assessed as Medium-High-High (MHH). National activities will be funded directly from the National Land Transport Fund (NLTF). These include:

- Cycle education resources;
- Quality assurance process, monitoring and evaluation;
- National branding and website;
- Bikes in Schools seed funding and Bike On NZ Charitable Trust operational costs;
- Contracting Cycling NZ to further develop and drive the Ride Leader Workshop model;
- Contracting Cycling Action Network (CAN) to further develop and drive cycling education for Professional Drivers.

**Regional activities**
Approved Organisations can apply through the National Land Transport Programme (NLTP) to access NLTF funding for cycling education. Key points are:

- The Activity Class is [Road Safety Promotion](#);
- Safe Cycling is an area of medium concern in the Safer Journeys Road Strategy 2010-2020; eligible cycling activities are fundable with a medium results alignment (or strategic fit under the 2015-18 IAF) as a minimum. For specific guidance visit the NZ Transport Agency’s Planning and Investment Knowledge Base [Click here](#);
- Approved Organisations can continue to apply for other cycling behaviour change activities, as part of their broader cycling programmes. Specific guidance is provided on the Knowledge Base [Click here](#);
- ACC is contributing up to $500,000 per year for the next four years, to support the growth of cycling education.
  - For the 2018-2021 period, regions will be able to access ACC funding through the Transport Agency, so consider this additional funding in the development of your 2018-2021 programmes. More specific information will be provided on the Knowledge Base in the next four weeks.
  - There is ACC funding that can contribute to growing cycle education delivery in 2017/2018, with a particular focus on increasing on-road training in adolescents and adults. This will be negotiated on region by region basis for 2017/2018 and will be targeted to regions who are ‘ready’ to grow;
- In the Road Safety Promotion Activity Class, there is a mechanism that allows non-approved organisations (e.g. Regional Sports Trusts) to contribute local share or contribute as a third-party funder. See the Knowledge Base [Click here](#) for specific guidance. If you have further questions about this, please contact Elizabeth Claridge ([Elizabeth.claridge@nzta.govt.nz](mailto:Elizabeth.claridge@nzta.govt.nz));


➢ See Appendix Two for cost estimates of cycling education modules;
➢ In addition to the initial core set of modules (Figure 1), regional partners may want to investigate and develop innovative cycling education activities, which meet a specific need in your region. These can form part of your overall package.

**Bikes in Schools**

Regional partners are encouraged to invest in the Bikes in Schools model; it is a central part of a systematic approach to ‘equipping Kiwis to get around by bike’.

For the next four years, there is an annual allocation of $600,000 to contribute to Bikes in Schools projects (seed funding). This will be administered through the Bike On NZ Charitable Trust who will work closely with regional partners to identify appropriate schools. Below are the principles that will guide how this ‘seed funding’ will be distributed to schools across the country. Depending on the alignment with these principles, a school may be able to access more or less, from the seed fund. Overall, we expect this investment to reach 30-35 schools (or 10,500 students).

- This annual investment of $600,000 in Bikes in Schools from the NLTF will not be integrated into the NLTP process (for 2017/2018 and 2018-2021).
- Approved Organisations who are already working with the Transport Agency on joint Bikes in Schools investment through the NLTP can continue.

**Guiding principles for national seed funding investment in Bikes in Schools**

- Local government is investing, or has leveraged funding from non-rate payer sources (e.g. in-kind construction) to support local Bikes in Schools projects.
- A school is part of a wider strategic council plan in terms of both: network development and cycling education.
- Grade 2 cycle skills training is provided in the area, and/or is planned in the nearby intermediates or school with Bikes in Schools, so students in schools with Bikes in Schools have access to the next level of the system.
- There is strong buy-in from the school principal, and a plan in place from the school, to maximise and maintain the infrastructure.
- There are wider community benefits e.g. the school has connections with local ECEs who would use the infrastructure or has plans to promote for weekend use.
- Funding is less available in the community, students have limited access to safe bikes and there is limited evidence of families teaching safe biking skills.
- Size of the school roll.
Key points and actions for regional partners

- **Start planning now** to make sure growth in cycling education is integrated into NLTP plans for 2018-2021. Use the strategic guidance and modules described in this document to guide your planning, so it aligns with the new national approach and includes growth in on-road cycle education. If your region already provides cycling education, this is an opportunity for you to strengthen your existing approach, and increase reach. If your region currently provides limited or no cycling education, this is an opportunity for you to develop a good practice approach and leverage national funding sources.

- Start planning for increasing the number of qualified cycle skills instructors and assessors in your area. The national system will eventually be tied to qualified instructors (for formal cycle skills training delivery). If you have questions about how to develop your cycle skills instructor workforce contact Marilyn Northcotte - [info@envelo.co.nz](mailto:info@envelo.co.nz).

- There is a mechanism that allows non-approved organisations (e.g. Regional Sports Trusts) to contribute local share or contribute as a third-party funder. Start working together to develop a strong regional programme for 2018-2021.

- Consider if a regional coordinator for cycling education would significantly grow the capability, capacity and reach in your area.

- To help with national planning and development, a survey will be sent out in early August to stocktake resources, processes, delivery levels, predictions for future growth. Councils can indicate their level of interest in the additional ACC funding through this survey.

- Find out what schools in your region are interested in Bikes in Schools, and work with Bike On NZ Charitable Trust to see how these schools can be supported.

- National resources will be available to support your regional programmes, so you won’t have to develop your own.

- National monitoring and evaluation processes will be established, and regional partners will need to participate in these processes to continue to access national funding. These monitoring and evaluation processes, will be streamlined, and will also provide your region with valuable data. These will be developed in 2017/2018 in preparation for the 2018-2021 period.

- If you would like some feedback on your current cycling education approach, and how it aligns with the system, we can provide an initial strategic guidance and quality assurance visit.
Frequently Asked Questions

What if our council does not have cycling education (or cycling) as a priority and is historically unwilling to contribute local share?
The NZ Transport Agency can help you raise awareness of the benefits of investing in cycling education, and an overall cycling programme.

What if we aren’t an Approved Organisation for NLTF funding?
You will need to collaborate closely with your local council. Non-approved organisations (e.g. Regional Sports Trusts) can make a financial contribution to local share (or contribute as a third-party funder).

Is there going to be commercial sponsorship?
At a national level, this is a partnership between the Transport Agency and ACC; however, part of the rationale for setting up a national approach (and national brand) is to make it more attractive for commercial sponsors; this will be investigated over the next 1-2 years.

When does this start?
The Transition Phase is from July 2017-June 2018. During this time, all the background development will occur. Cycle skills training already planned for the 2017-2018 financial year can continue. Regional partners are encouraged to work towards aligning their programme with the national approach, using the guidance in this document. Transport Agency staff can also visit your area if requested.

How does this fit with other cycling behaviour change activities we do?
Councils (Approved Organisations) can continue to apply for other cycling behaviour change activities, through the appropriate Activity Classes, technical guidance is provided on the Knowledge Base Click here. We encourage you to make sure your cycling education activities align with your broader cycling programme and road safety plans.

What do we do if we are interested in growing delivery in 2017-2018?
A survey will be sent to councils in early August, to understand current delivery levels, and regions who have an appetite to accelerate delivery in 2017/2018. Access to ACC funding for 2017/2018 will be worked through on a region by region basis, and will be targeted to regions who are ready to grow.

How do we access ACC’s contribution for the 2018-2021 period?
We are looking into a simple process to enable regional partners to access ACC funding for the 2018-2021 period; this will be through the Transport Agency (as opposed to through ACC). More information will be provided on the Planning and Investment Knowledge Base in the next four weeks.

Can our Council apply for Bikes in Schools funding or does it go directly to the school?
The annual investment of $600,000 in Bikes in Schools from the NLTF will not be integrated into the NLTP process (for 2017/2018 and 2018-2021). Bike On NZ Charitable Trust work with regional partners to identify schools, but the funding itself will go directly to the school. Approved Organisations currently working with the Transport Agency on joint Bikes in Schools investment through the NLTP can continue.

What if we have Grade 1 instructors, how much will it cost to upskill them to Grade 2?
Much of the costs associated with the qualification comes with the process of getting instructors qualified to Grade 1. After that the provider only pays for the assessor time and to report additional credits (approx. $225 per person)
What if our costs per head are different to the cost estimates provided in Appendix Two?
The costs in Appendix Two are national average estimates, and therefore the costs in each region may vary depending on the model of delivery and existing resourcing. These costs are to be used as a guide, to help you plan your programmes for the next four years.

More questions?
Please contact Edwin Rakanui, Senior Education Advisor (NZ Transport Agency)

DDI: 04 894 5034
Email: edwin.rakanui@nzta.govt.nz
## Appendix One

### Cycling education modules – the detail

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<th>Description</th>
<th>Primary Rationale</th>
<th>Guidance for target audience or setting</th>
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<td>Curriculum resources underpinned by the principle of Citizenship</td>
<td>Curriculum resources using cycling as a context for learning, underpinned by an inquiry learning approach and the theme of Citizenship. <strong>These will be developed/refined nationally.</strong></td>
<td>Increase the relevance and attractiveness of cycling education for schools through working within their core business. Allow deeper learning around cycling and being a road user.</td>
<td>Schools, Year levels 1-13. Utilising Communities of Learning networks where possible.</td>
</tr>
<tr>
<td>Bikes in Schools Package</td>
<td>Seed funding for schools for Bikes in Schools projects, and operational funding to Bike On NZ Charitable Trust (to support schools to establish the Bikes in Schools model).</td>
<td>Provide a safe environment to develop sound bike handling skills, normalise biking as an everyday activity and habituative key safety behaviours (helmet-wearing, bike safety checks, and negotiating other users). Engage teachers, students, whanau and the wider community using Bikes is Schools as a platform.</td>
<td></td>
</tr>
<tr>
<td>Preparation for on-road riding (Grade 1 skills) – Teacher-led</td>
<td>Professional development &amp; mentoring for teachers about how to teach core Grade 1 skills, including how to ensure this is quality Health &amp; PE education.</td>
<td>Initiate the habitual development of on-road skills, prior to applying them in an on-road environment.</td>
<td>Schools with Bikes in Schools. Schools involved in Play. Sport pilots.</td>
</tr>
<tr>
<td>Preparation for on-road riding (Grade 1 skills) – Instructor-led</td>
<td>Instructor-led module in direct preparation for on-road riding, covering core Grade 1 skills. Typically takes place on the school grounds for 3-4 hours.</td>
<td>Initiate the habitual development of on-road skills, prior to applying them in an on-road environment.</td>
<td>Children aged 9-11 in schools (including after school and holiday programmes) and community settings. Move towards focussing on schools without Bikes in Schools, and in preparation for Grade 2.</td>
</tr>
<tr>
<td>Introductory on-road riding (Grade 2)</td>
<td>Introduce students to the core skills, knowledge and behaviours required to ride on the road. Up to 8 hours of instructor-led cycle skills training on the road, with pre- and post-learning led by teachers (with the aid of purpose built curriculum resources).</td>
<td>Provide an opportunity to learn, and apply the core knowledge, skills and behaviours for riding on the road.</td>
<td>Students aged ~10-14 (it may also be relevant to older students). Schools with Bikes in Schools or neighbouring intermediate schools. Schools in the vicinity of new or existing cycling infrastructure. In response to school and community demand.</td>
</tr>
<tr>
<td>Module/Component</td>
<td>Description</td>
<td>Primary Rationale</td>
<td>Guidance for target audience or setting</td>
</tr>
<tr>
<td>-----------------</td>
<td>-------------</td>
<td>------------------</td>
<td>----------------------------------------</td>
</tr>
<tr>
<td>Transition Ride or Community Destination Ride</td>
<td>A combination of in-class and practical learning where students identify a community destination (or home, or neighbouring intermediate/high school), then plan and ride the most appropriate route. Co-constructed by teachers and instructors. This will module will be piloted in 2017/2018.</td>
<td>Aims to consolidate Grade 2 learning and provide students with an authentic biking experience.</td>
<td>Students who have completed Grade 2. Students who are transitioning to intermediate or high school with a feasible cycling route. Schools that would like to complement curriculum learning about cycling, with a practical biking experience.</td>
</tr>
</tbody>
</table>

**Table 2: Adults**

<table>
<thead>
<tr>
<th>Module Name</th>
<th>Description</th>
<th>Aim</th>
<th>Target audience or setting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cycle education for adults</td>
<td>Practical cycle education for adults in various settings and formats. For now, Grade 1,2 and 3 will be used as a framework for adult training, with flexibility in terms of what is delivered depending on the audience/setting. E-bike training, cycle skills training for companies with fleet bikes, bike-maintenance, and on-road cycle skills training, are examples of adult formats regions may want to include as part of their adult package.</td>
<td>Provide a flexible approach that is strongly aligned with learner needs. Raise awareness of key safety behaviours. Provide a pathway for adults wanting to progress from limited biking skills, to making trips by bike.</td>
<td>More work is underway to understand the needs, and most effective and efficient way to offer cycle skills training for adults.</td>
</tr>
<tr>
<td>Ride Leader and Community Champion Module</td>
<td>A ‘train the trainer’ approach. Recruiting community leaders and upskilling current leaders, who lead rides on cycle pathways, roads or trails. Ongoing mentoring or support should be provided to these leaders/community champions.</td>
<td>Raise awareness of key safety and road-sharing behaviours, and engage more adults in regular cycling. Create a network of cycling groups and local champions to support ongoing participation.</td>
<td>An extremely flexible approach that can be adapted to a range of settings and audiences, depending on the regions focus:  - Sport cycling groups  - Interested but concerned adults or commuter cyclists  - Recreational riders</td>
</tr>
<tr>
<td>Cycling education for Professional Drivers</td>
<td>A workshop and practical cycling experience for Heavy Vehicle Drivers (including buses). There is scope to extend this to other professional drivers, such as taxis and couriers.</td>
<td>To facilitate understanding and mutual respect between cyclists and heavy vehicle drivers, and improve driver behaviour around cyclists.</td>
<td>Professional drivers through their Workplace Health &amp; Safety systems, and through driver training systems.</td>
</tr>
</tbody>
</table>
Appendix Two

Cost estimates and funding application process for each module

The Cycling Education System is estimated to cost $24 million over four years, primarily shared between NZTA, ACC and local government. To help with your planning, cost estimates for core modules and activities have been estimated, and are outlined below. Please note, these are average national estimates, and therefore may vary in each region depending on the model of delivery and existing resourcing.

<table>
<thead>
<tr>
<th>Component</th>
<th>Cost estimate</th>
<th>Funding application process</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bikes in Schools Package</strong></td>
<td>The cost per school to establish the full Bikes in Schools Model is approximately $60,000 (bike tracks, bikes, helmets, storage, etc.).</td>
<td>The national contribution to Bikes in Schools projects will be administered by the Bike On NZ Charitable Trust, in coordination with local partners. Schools still need to raise the remainder. The Bike On NZ Trust can support schools with fundraising processes.</td>
</tr>
<tr>
<td><strong>Bikes in Schools Teacher Professional Development</strong></td>
<td>~$167 per teacher (training) ~$83 per head (ongoing mentoring)</td>
<td>NLTP process</td>
</tr>
<tr>
<td><strong>Preparation for On-road Riding – Children/Young People (Grade 1)</strong></td>
<td>~$46 per head</td>
<td>NLTP process</td>
</tr>
<tr>
<td><strong>Introductory on-road Riding – Children/Young People (Grade 2)</strong></td>
<td>~$107 per head</td>
<td>NLTP process</td>
</tr>
<tr>
<td><strong>Transition Ride or Community Destination Ride</strong></td>
<td>~$79 per head</td>
<td>NLTP process</td>
</tr>
<tr>
<td><strong>Cycling Education for adults in various settings and formats</strong></td>
<td>~$125 per head</td>
<td>NLTP Process</td>
</tr>
<tr>
<td><strong>Ride Leader for Adults</strong></td>
<td>For 2017-2018 Cycling NZ are currently contracted for this component.</td>
<td>Councils may want to apply for resource to provide follow-up regional activities for these components.</td>
</tr>
<tr>
<td><strong>Cycle education for Professional Drivers</strong></td>
<td>Cycling Action Network (CAN) are contracted for this component.</td>
<td></td>
</tr>
<tr>
<td><strong>Other cycling education activities</strong></td>
<td></td>
<td>NLTP Process</td>
</tr>
<tr>
<td><strong>Instructor training, qualification, and professional development</strong></td>
<td>~$1,275 per person (to become qualified in Grade 1 and Grade 2). This includes formal assessments, training agreement and Continuing Professional development (e.g. progressing to Grade 3).</td>
<td>NLTP Process</td>
</tr>
</tbody>
</table>
Key points on what is included in these cost estimates are below.

- Costs per head are total costs (i.e. not split between local share and NLTF);
- Costs per head include an estimate of administration, bookings and planning time, instructor hourly rates ($28 per hour), and travel costs;
- Ratios for Grade 1 delivery were assumed to be 1:15 and 1:6 for Grade 2/on-road;
- An average cost per head for adult cycle skills training has been estimated (based on on-road delivery costs); this is likely to vary depending on the format and setting.

At a regional level, and with other partners (such as Regional Sports Trusts, DHBs, Healthy Families NZ etc), councils are encouraged to consider if other regional leadership positions are needed (i.e. partial FTE), to coordinate and develop the cycling education approach across the region. Such roles, are important for providing: pre and post support to schools, workplaces and trained ride leaders; as well as mentoring cycle skills instructors.
Cycling Education System

A case to upskill for life

Our vision is for a New Zealand where everyone has the opportunity to learn to ride a bike starting from an early age. We want to help more kids experience the joy of exploring by bike and incorporate it into their everyday life. It’s an important life skill, just like swimming, and often a child’s first taste of real independence. It’s also where they are likely to first become a road user. Learning to ride safely on road as a child makes getting around by bike an option later in life. This means we’ll have more drivers out there who can understand different perspectives on our roads.

Cycling is a government priority which supports a range of shared outcomes including transport, injury prevention, health, education and sport. We are on a ten-year journey to build a connected network for cycling; engage with our communities; promote cycling; and encourage people to safely share the road and pathways.

The ACC injury claims for cycling have increased significantly since 2012, indicating that more people are cycling.

As we improve our cycling environment, and as more people start to cycle, we also want to make sure they have the skills and experience needed to cycle safely.

The NZ Transport Agency and ACC are partnering to fully scope a national cycling education system (investment decision due June 2017), in collaboration with a range of cross-government stakeholders, to maximise impact and deliver multiple benefits. Focussing on children and their families, this system will help build their confidence and knowledge - from learning to ride a bike through to transitioning to off-road riding when they are ready. It will also benefit adults who haven’t ridden a bike for a while and want to brush up on their skills and build their confidence.

We can build on the positive enthusiasm around the country for the bikes in Schools programme. We can develop an agile, national programme using the very best practice, some of it home grown right here in New Zealand, to develop a strong model from the start.

New Zealand currently has some great cycle skills training being delivered in pockets around the country. This is all about making it more effective and extending reach new.

The facts

- Kids love to ride bikes. 97% of kids want to cycle.
- Currently only 2% of children cycle to school, down from 12% in 1990.
- Between 2012 and 2016 there has been a 24% increase in ACC’s cycling injury claims.
- Between 1990 and 2014 the average time biked by 5-12yr olds fell from 28 minutes per week to just four minutes.
- Child obesity rate has increased from 8% in 2006/07 to 11% in 2014/15.
- Currently only about 14% of Kiwis aged 10 to 14 formally learn about safe cycling in real on-road situations.
- 29% of urban New Zealanders, 18 years of age or more have ridden a bicycle in an urban setting in the last 12 months.
- Only around 1000 adults each year receive cycle skills training.

The benefits

- More New Zealanders develop safe road skills early in life.
- More New Zealanders cycling.
- More empathy on our roads.
- Helps our kids get more active and kickstart healthier lifestyles.
- One component in increasing active transport to school, reducing school gate congestion.

What we’re proposing

- A best-practice, safe cycling system approach to education.
- An agile model aligned with the school curriculum.
- An approach that promotes cycling safety skills for all ages and abilities.
- A system focussing on all road users.
- A comprehensive monitoring and evaluation system.

The winning formula

- Fun places for kids to learn to ride a bike with their families.
- Regular opportunities to develop safe cycling skills and gain experience in off-road environments.
- Aligning with the school curriculum to explore the concepts of cycling as part of citizenship and being a responsible road user.
- Learning road rules and how to respond to hazards through on-road training in real life environments, with assistance from external providers.
- Opportunities for adults to build confidence getting around by bike in our towns and cities.
- Learning how to be an empathetic cyclist who gives people on bikes space.
- Ongoing improvements to our transport system so we can create comfortable connected networks for cycling.

For further information: please contact: kirsten.malpas@scc.co.nz or claire.pascoe@nzsda.govt.nz
Benefits of investing in cycling in New Zealand communities
These pages provide information about the key benefits of investing in cycling, for councils, communities and individuals.

The benefits include:

• more liveable towns and cities
• improved conditions for travelling within towns and cities
• stronger local economies
• reduced costs for councils
• less impact on the environment, and
• healthier and more productive people.

We also know that providing cycling infrastructure responds to what a significant percentage of people say they want.

More information about the benefits of investing in cycling will be added over time to build this as a shared information base.
Investing in cycling is giving people what they want

Across New Zealand, cycling is the third most popular recreational activity, with 24.8 percent of adults participating in it.¹

People want cycling infrastructure. Many people say they’d like to cycle more, especially if separated cycling infrastructure was provided.

• Seventy-six percent of people in Wellington over 18 years say they would consider cycling for recreation, errands or commuting if safe, separated infrastructure was provided²

• Sixty percent of Aucklanders say they would cycle if separated cycle facilities were installed (and almost one in four own a bike already)³

• A 2014 study found that Generation Y New Zealanders (aged 15 to 35) wanted to increase their travel by cycling more than by any other mode⁴

• The number of people cycling to work across New Zealand on census day 2013 increased by 16 percent (6,093 people) from 2006. In Wellington and Auckland, the number of people cycling during peak hours grew by approximately 40 percent and 22 percent, respectively, between 2007 and 2012⁵

• After it built a cycling network, New Plymouth saw a 35 percent increase in cycling between 2006 and 2013, and increases in the numbers of people commuting by bike on shared pathways were reported in excess of 50 percent.⁶ A 2012 study of students across 24 schools found a 62.5 percent increase in active travel to and from school since 2011.⁷

Overseas, an increased number of people cycling has also been seen after cycling infrastructure was built. In Melbourne, in March 2015 people biking made up almost 17 percent of all vehicle movements into the city in the morning peak. Six years earlier it was only 8 percent.⁸

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¹ Sport New Zealand 2015 Sport and Active Recreation in the Lives of New Zealand Adults. 2013/2014 Active New Zealand Survey Results.
⁵ Statistics NZ 2013 The New Zealand Census of Population and Dwellings
⁷ Ibid.
Cycling makes towns and cities really liveable

Cycling improves quality of life in towns and cities. ‘Quality of life’ rankings consistently show bike-friendly cities at the top.

Good cycling infrastructure can make travelling around towns and cities a deeply pleasurable activity. Something that really makes a town or city liveable is when being in its environment is a pleasure itself, and commuting or travelling within it is an enjoyable experience rather than something to be endured. Ask anyone who cycles on a separated path along a river, or through a park, or along a coastline how they feel about the liveability of that particular area and they’re likely to give a very positive response.

As Stefansdottir found, “...cycle commuters positively value aesthetic experience with greenery, contact with the natural environment and distance from motorised traffic being most important”.

Cycling makes towns and cities more accessible. With the option of being able to cycle safely and enjoyably, people can get around their town or city more easily when public transport is not available, parking is tight, or personal budgets are limited.

Cycling reduces noise in towns and cities by reducing the number of trips made by private car, making them much more pleasant places to live. It also makes moving around towns and cities more pleasant, with fewer cars impeding pedestrians from crossing streets as the cars hurtle along at speed.

Having the option of being able to cycle may be particularly good for young people, the elderly, people who are economically disadvantaged, people with disabilities and people who do not drive.

For young people, being able to cycle safely can mean gaining independence to attend sporting activities, clubs and other social and recreational pursuits when parents are not available to take them and public transport is not available.

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For older people, being able to cycle safely can also mean more freedom being able to attend social and recreational events, and access services, when other transport options are not available to them. In countries with high-quality cycling infrastructure such as Germany and Denmark, over 10 percent of all trips by Danish and German over-65s are by bike, and in the Netherlands, 24 percent of all trips by over-65s are made by bike. Even with Dutch people aged 80-84, over 20 percent prefer their bike to other transport modes.10

For people who are economically disadvantaged or do not drive, being able to cycle safely can mean being more able to search for work, access services and retain social connections. In Denmark, people in households with the lowest incomes make 26 percent of their daily trips by bike.11

With adaptations to bicycles and riding technique, people with disabilities can also realise the benefits of improved and more readily available cycling infrastructure. For people with disabilities, cycling can be a great opportunity for exercise, mobility and the health benefits of being active that they cannot get as easily elsewhere.12

More people cycling also leads to cleaner air in towns and cities. Motor vehicles produce exhaust gases and fine particles that can affect human health by irritating eyes, throat and lungs, contributing to chronic disease and aggravating respiratory conditions such as asthma and bronchitis.13 The smell of exhaust fumes in town and city centres isn’t pleasant either. Commuting by bike is a clean mode of transport, with no air pollutants produced.

Cycling improves social connection in towns and cities. With some people more likely to be able to access recreational opportunities, and streets having a more pleasant ambience for spending time in, people are more likely to meet each other. Streets with lower levels of traffic are popular with people on bikes and on foot, and facilitate people being more likely to make friends with their neighbours and spend more time on their streets.14 Social isolation is therefore likely to be reduced.

12 Somerset County Council Cycling with Disabilities Health Problems, retrieved from http://movingcornersforward.co.uk/cycling/cycling-all/cycling-disabilities
13 Weichenthal et al. 2011 Traffic-related air pollution and acute changes in heart rate variability and respiratory function in urban cyclists. Environmental Health Perspectives, 119(10): 1573-1578
Cycling makes travelling around urban areas better for everyone

More people cycling potentially improves traffic flow so travel times are shorter, more predictable and reliable, and the transport network performs better. Bicycles are considered to impose 95 percent less impact on travel flow than an average car.

Getting just a few people onto bikes can make a difference to traffic flows. On the congested 5km Petone to Ngauranga section of State Highway 2, for example, research suggests that only 10-30 vehicles out of the 250-280 vehicles occupying the space at congested times are causing the congestion. Evaluation of Hastings’ iWay cycling network indicates there was a 3.6 percent reduction in traffic volumes soon after it was built.

Additionally, cycling can be faster than driving.

16 Money, C. The Importance of Making Best Use of Existing Networks in Promoting Productivity, Hyder Consulting (NZ) Ltd. 2009.

Many people tend to overestimate travel times by bicycle, and when travel time is measured door to door, it can often be quicker on a bicycle than by motor vehicle (including distances up to 5km where roads are congested). Fifty-six percent of Copenhagen bike riders surveyed say that cycling is the fastest mode of transport for their purposes.

Where there is good cycling infrastructure, people who drive will feel more comfortable driving near people who cycle. A 2013 study in San Francisco found that whether or not they rode bikes themselves, over 80 percent of drivers felt moderately or very comfortable driving near people riding bikes.

19 Copenhagen City of Cyclists, Bicycle Account 2012. www.kk.dk/cykelcyklist
When driving near bikes with a protected bike lane,20 only half of the drivers in the study said they felt comfortable on roads without cycling infrastructure.

More people cycling may also make roads a lot safer. There is evidence that more people cycling may reduce the rate of serious injury and fatality per bike rider from accidents involving motor vehicles. This is called the ‘safety in numbers’ phenomenon21 and is due to factors like:

- greater expectation amongst drivers that bike riders will be present
- greater awareness of bike riders who are present
- more drivers knowing what it is like to be on a bicycle and behaving more safely around them, and
- drivers’ attitudes improving towards people who ride bikes.

In countries such as Denmark, Germany, and the Netherlands, where cycle networks are well established, more people cycle and there is a significantly lower fatality risk for bike riders. In New Zealand, a Canterbury University study found that the installation of simple painted cycle lanes along monitored streets resulted in an average 23 percent reduction in cycle crash rates.22

A reduction in serious injuries and fatalities to car occupants and pedestrians could also be expected with reduced car use due to fewer cars being on the road.

- Hastings demonstrates the value of good cycling infrastructure. Cycle crash rates there fell to about one-third of what they were in only two years, despite an approximately 20 percent increase in cycling after a network of cycleways was built.23

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20 Sanders and Cooper 2013 Do all roadway users want the same things? Transportation Research Record 2393, 155–63; http://docs.lib.org/ pil/15-4470.pdf


Cycling is great for the local economy

Cycling saves people money to spend in their local communities. With no fuel, registration, warrant of fitness and parking costs, and much lower purchasing, maintenance and insurance costs compared to operating a car, people who cycle have more money to spend on other things.

• For a 2.2km trip from the Mt Cook suburb of Wellington into the CBD, a person can save $472.24 per year when cycling instead of making the trip by car, based on three trips back and forth per week.24 This excludes parking costs, which could add very significantly to this figure.

Cycling potentially also boosts retail spend. Various studies have shown that cycling infrastructure can lead to an increase in retail sales.25 People who cycle have been found to be more likely to stop and visit shops more often, and to spend more money at those shops over time, than people who drive.26 Cycleways that run past shop doors can be a very good thing for retailers.

• Four and a half years after the implementation of bike lanes in a retail area of San Francisco, 66 percent of merchants believed that the bike lanes had had a generally positive impact on their business and/or sales.27

• Similarly, when Salt Lake City removed a third of car parks from nine blocks of a main shopping street and improved footpaths and added bike lanes, retail sales increased by 8.8 percent in the first six months.28

• Retailers often overestimate the number of people who have driven to their stores. A study from Wellington, New Zealand showed that only 6 percent of shoppers on Tory Street were using the car parks along that street.29 Retailers also overestimate the contribution of car parks to their business. An Australian study found that switching one car park to six bike parking spaces could create an increase in retail spend related to that space, from $27 per hour to $97.20 per hour.30

Good cycling infrastructure also attracts people to visit. Reports from Hastings indicate that visitors are being attracted to the area because of its cycling opportunities and many local businesses are reporting significant growth. More bike-friendly towns and cities would also encourage visitors from the New Zealand Cycle Trail, who spend money in local communities.

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25 Citylab – the complete business case for converting street parking into bike lanes: http://www.citylab.com/lily/2015/02/the-complete-business-case-for-converting-street-parking-into-bike-lanes/38799/


27 Dreven, E. 2003 Economic effects of traffic calming on urban small businesses. Department of Public Administration, San Francisco State University, San Francisco.

28 Salt Lake City Division of Transportation 2015 300 South Progress Report: https://drive.google.com/file/d/1V3B8rQ7nupK5d/5C6pZD98mTVv1tE6dR2AOYjIYMV9R/view

29 Beetham, I. 2014 Re-Cycling the Streets: Exploring the Allocation of Public Space for Transport, Masters Thesis

30 Lee, J. 2008 What is the economic contribution of cyclists compared to car drivers in inner suburban Melbourne’s shopping strips? Masters Thesis
More cycling means reduced costs for the council

An increase in cycling saves councils money. This is especially clear where populations are expected to grow. In Christchurch, for example, where 50,000 additional car trips per day are predicted in the city by 2041 unless there is a mode shift to walking, cycling and public transport31, more cycling would mean reduced costs for additional road capacity, maintenance and operations, parking and public transport provision.

The Queensland Department of Transport and Main Roads found that the avoided cost of infrastructure provision through a mode shift towards active travel equates to about 5.2 cents per kilometre.32


32 Queensland Department of Transport and Main Roads 2011, Benefits of inclusion of active transport in infrastructure projects, prepared by SKM and PVH.
Cycling is great for the environment overall

A small reduction in short vehicle trips potentially generates significant reduction in carbon emissions. Shifting 5 percent of car trips to bicycle could reduce emission impacts by up to 8 percent.\(^33\) Similarly, reducing trips by car can reduce the amount of other air pollutants.

The Queensland Department of Transport and Main Roads found that: ‘The combined environmental benefits of reducing noise and greenhouse gas emissions, and improving air quality, equates to around 5.9 cents per kilometre walked or cycled’.\(^{34}\)

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34. Queensland Department of Transport and Main Roads 2011. Benefits of inclusion of active transport in infrastructure projects, prepared by SKM and PHC. Table EK.1 Benefit summary.
Cycling makes people healthier and more productive

Cycling reduces the incidence of a range of serious illnesses.

Regular aerobic exercise is known to cut the risk of heart disease, type-two diabetes, all types of cancer, high blood pressure and obesity, and evidence shows that New Zealand communities with higher numbers of people cycling and walking, especially for transport purposes, have better health profiles than those in less active neighbourhoods.

In New Zealand, physical inactivity contributes to around 8 percent of all deaths, and one in three adults and one in five children are overweight. The Ministry of Health reports that only 50.5 percent of New Zealand adults are regarded as sufficiently active for health benefits and physical inactivity is the second leading risk factor of disability adjusted life years.

Studies by the British Heart Foundation say cycling just 32 km per week reduces the risk of heart disease to less than half, compared to people who don’t exercise. A study for British Cycling found that if people in urban England and Wales cycled and walked as much as people do in Copenhagen, the National Health Service could save around £17 billion within 20 years.

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Two large Copenhagen studies cited by the World Health Organisation found that people who regularly commuted by bicycle for three hours per week had 28 percent less chance of dying of any cause compared to people who didn’t commute by bicycle.\textsuperscript{41}

Cycling helps children concentrate at school. A Danish study found that children who bike or walk to school have greater concentration than those who are driven.\textsuperscript{42}

Cycling also helps people have fewer sick days. A University of North Carolina study found that people who cycle for 30 minutes, five times per week, took less sick days than their peers.\textsuperscript{43}


\textsuperscript{43} Nieman, D.C., Henson, D.A., Austin, M.D. and Sha, W. 2011 Upper respiratory tract infection is reduced in physically fit and active adults. British journal of sports medicine. 45(12). 987-992.
Potential Cycle skills training delivery approaches

CCC & WDC collaboration

The CCC TDM team are currently submitting for additional funding towards an expanded Cycle Skills delivery programme. The success of this will determine the offer of support outlined in this document.

<table>
<thead>
<tr>
<th>SCHOOL</th>
<th>2018 Yr 6 ROLL ACCORDING TO LAST MOE REPORT</th>
<th>Total Roll (2016)</th>
<th>School website roll</th>
<th>Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ashgrove</td>
<td>62</td>
<td>483</td>
<td>546</td>
<td>Years 1 - 8</td>
</tr>
<tr>
<td>Ashley</td>
<td>22</td>
<td>161</td>
<td>140</td>
<td>Years 1 - 8</td>
</tr>
<tr>
<td>Kaiapoi Borough</td>
<td>51</td>
<td>353</td>
<td></td>
<td>Years 1 - 8</td>
</tr>
<tr>
<td>Kaiapoi North</td>
<td>62</td>
<td>511</td>
<td>540</td>
<td>Years 1 - 8</td>
</tr>
<tr>
<td>Oxford Area School</td>
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<td>527</td>
<td></td>
<td>Years 1 - 13</td>
</tr>
<tr>
<td>Pegasus Bay</td>
<td>54</td>
<td>389</td>
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<td>Years 1 - 8</td>
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<td>Rangiora Borough</td>
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<td>Years 1 - 8</td>
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<tr>
<td>Rangiora New Life</td>
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<td>Years 1 - 13</td>
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<tr>
<td>Southbrook</td>
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<td>Years 1 - 8</td>
</tr>
<tr>
<td>St Josephs</td>
<td>30</td>
<td>114</td>
<td>161</td>
<td>Years 1 - 8</td>
</tr>
<tr>
<td>St Patricks</td>
<td>20</td>
<td>104</td>
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<td>Years 1 - 8</td>
</tr>
<tr>
<td>Total</td>
<td>490</td>
<td></td>
<td></td>
<td>6</td>
</tr>
</tbody>
</table>

A total of 490 students will break down into approximately 19 groups or 19 days (9am – 3pm) of Grade 1 delivery.

Outcome – the trainee cyclist can demonstrate full control of their bicycle in non-traffic environments while carrying out all-round observation, signalling and manoeuvring. They will not yet have been observed using these skills on the road and in traffic.

Core skills for grade 1

The trainee should be able to do the following core skills consistently for grade 1:

* Carry out a bike check.
* Carry out a helmet check.
* Understand the legal requirements and safety equipment for bicycles.
* Get on and off the bike without help.
* Start off and pedal without help.
* Stop quickly and with control.
* Steer the bike and manoeuvre safely to avoid objects.
* Look behind.
* Signal – stop, left and right.
* Use the gears.
CCC can deliver 19 days of grade 1 at an indicative total cost of $29,640 this will include the costs of travel and most of the resources required for delivery, admin & bookings. Comparative to NZTA cost of $22,540 excluding the above.

CCC delivers Grade 1 & 2 training together as a package. The advantage of this is continuity (for both the students & delivery), the ability to track students through the whole system and it eliminates duplicating delivery. Targeting just Grade 1 for 1 year group will effectively mean repeating grade 1 (or elements of) in the following year to be able to progress those students to Grade 2.

**Outcome – the trainee cyclist can demonstrate skills to cycle in a variety of traffic environments. They will be able to choose options to deal with minor hazards and demonstrate this in practice. They will show good understanding of traffic awareness and road positioning in these traffic environments.**

**Core skills for grade 2**

The trainee should be able to demonstrate the following core skills consistently for grade 2:

- Achieve all grade 1 core skills.
- Recall an understanding of road signs and the road rules.
- Start from side of road (kerb).
- Stop on side of road (kerb).
- Ride along the road.
- Pass a parked or slower-moving vehicle.
- Turn left – at a controlled and uncontrolled intersection.
- Turn right – at a controlled and uncontrolled intersection.
- Travel straight through controlled and uncontrolled intersections.

Optional skills for grade 2

Teaching the optional skills will depend on the environment and what facilities are available. Rural areas will be different from urban areas, so each environment will need to be assessed differently by the instructor. Examples of optional skills include:

- use of shared paths and cycle lanes
- cycling through single-lane roundabouts
- traffic signals.

**Recommendations:**

If the intention is to ultimately deliver to grade 2, we strongly suggest reducing the number of target schools for 18/19 and deliver the full 2 day Grade 2 package. Extending to the rest of the schools in 19/20.

Total indicative costs for Grade 1 & 2 CCC delivery to half the school list above is $34,320
Comparative to NZTA cost of $37,485. (As CCC provides grade 1-2 training as a package the rate remains the same for each grade, providing a cheaper option than NZTA’s differing cost per head – Grade 1 $46 per head, Grade 2 $107 per head).

It is CCC intention to form an extra team who will be able to deliver to WDC schools alongside our normal delivery to Christchurch Schools. However it would be useful if WDC could investigate local bike suppliers, hirers that might be able to support by lending bikes for use by schools during their delivery. Bike sponsorship for your area could also be investigated. CCC may not have the ability to transport & offer bikes, but would be able to offer helmets & all other resources required for delivery.

It would be ideal to concentrate delivery into 1 time period e.g. delivering to each school in succession over a 1-2 month period. CCC can manage bookings for these schools however it would be WDC responsibility to initially recruit schools & pass on contact details to CCC for bookings.
Bikes in Schools

Introduction to Bikes in Schools

The Bike On New Zealand Charitable Trust (CC44779) is a registered charity whose main objective is to enable all New Zealand children to ride a bike on a regular and equal basis within school, through its national ‘Bikes in Schools’ programme.

Since the first Bikes in Schools project was opened by the Prime Minister John Key in 2010, the Trust has worked with or assisted over 75 other schools throughout New Zealand to implement Bikes in Schools.

Why Bikes in Schools?

Over the last 25 years there has been a dramatic fall in biking by New Zealand children which has resulted in many children not being able to experience “the joy of biking” and the many positive social and health impacts that result from biking regularly.

What are the outcomes?

By helping to provide a complete biking package to schools, the Trust believes this is the most cost effective, time efficient and low-risk way to provide a wide range of positive economic and social outcomes to an entire school and wider community. These include:

- Improved health
- Better focus
- Cycle skills
- Increased Fitness
- Greater confidence

What’s in the package?

The complete package delivered varies according to each school’s requirements, but typically a combination of:

- A fleet of 30 to 50 new bikes (approx. $12K total)
- A bike helmet for every child (approx. $20 per child)
- Combination of riding, pump, bike skills tracks (typical cost $20K–$25K)
- Bike storage solution (where needed, approx. $8K–$9K)
- Cycle Skills Training (usually provided free by local councils or RSTs etc)

All bikes, tracks and helmets are owned and maintained by the school and remain on the school property to be used as part of the school’s physical (and wider) education programme. The tracks are built within the school property. The storage facility (normally a converted shipping container) is also owned by the school.

How is the project funded?

Schools have received funding towards their Bikes in Schools from a wide range of funders including DHB, PHOs, local Councils, Ministry of Education, community groups, charities and local trusts, businesses and individuals.
Bikes in Schools

Riding Track

The Riding Track is where the greatest amount of riding (distance and time) is done. This circular track usually follows the outer edge of the school’s playing fields, but this varies between schools. The length can be anywhere from 200m in length up to 1km. The average cost for schools is around $10,000 (limesand tracks).

Most schools use the track for biking, walking, running and cross country. Schools with swimming pools also use it to run triathlons.

Bikes and Helmets

Depending on the roll of the school, we recommend that schools purchase up to 50 bikes of four various sizes. This includes some step through bikes for older students and teachers as these are easiest and safer bikes for bigger riders to use. It’s a good idea to invest in high quality bikes as they will last longer and require less maintenance – so expect to pay around $12,500 for 50 bikes. Most schools provide a helmet for every child.

Bike Storage Container

Bikes need to be stored in a safe and secure building within the school grounds, close to the actual tracks to allow easy access. Some schools are able to store the bikes in available sheds or an unused classroom. Most schools acquire a specially converted 40 foot shipping container that has two roller doors added to allow easy access for the bikes (approx $8,500). A container usually does not require a building permit as it is not a permanent structure. Some schools have also added lighting and power outlets to their containers.

Pump Track

Many schools also choose to build a Pump Track - similar to a small BMX track, and usually the most popular and fun for children. Ridden correctly, the children don’t pedal at all, but actually “pump” their bikes up and down the slopes to get around the track. This track “burns” the most calories. Depending on the size, a pump track normally costs between $3,000 and $7,000 to construct. The size depends on what space is available but on average is 20m x 20m.

Skills Track

The Skills Track is a looped (usually) limestone track that takes the rider over a series of obstacles, such as wooden skinnies, slalom, see-saws and other skills related activities. This track is often the most challenging and needs the rider to concentrate and ride very slowly. It is particularly good for improving hand-eye coordination, balance and control. A skills track normally costs between $6,000 and $8,000 to construct and usually occupies an area of around 10m x 30m.

Find more detail on typical costs and designs on our website: bikeon.org.nz
Endorsements for Bikes in Schools

“We think it is a great idea. It’s a great way of introducing kids to bikes and making sure every young New Zealander gets an opportunity to learn to ride a bike so it’s a programme we would like to see extended to other schools and it’s certainly going to make sure we’ve got fitter, healthier, more engaged young people.”

John Key
Former New Zealand Prime Minister

“We know that cycle tracks have numerous benefits, including helping to develop safe cycling habits and building up confidence and fitness, I want to make it easy for schools that want to promote exercise to engage students in lifelong healthy habits that also help with their learning.”

Hon Nikki Kaye
Minister of Education

“We’re also investing in Bikes in Schools to enhance delivery of the cycleway programme and make cycling more accessible for school children. So far we have contributed to 30 urban schools, reaching nearly 10,000 students.”

Hon Simon Bridges
Minister of Transport

“When I started riding at school it ended up crossing over towards my school work. Because I was getting better at BMX, I started getting better at school because it just gave me a lot of confidence so I was happier and got better at everything really.”

Sarah Walker
World Champion BMX Rider and Olympic Medallist

“We really see this resource as something that we can teach with in an ongoing way. We want to be able to link the bike track to some really worthwhile learning linked to the health curriculum and the social sciences – looking at how communities work together.”

Kaylene MacNee
Principal at Pinehaven School, Upper Hutt

“We’re getting children to be active and helping increase their physical fitness and health, it will have huge benefits for the children. I hope they grow up to become cycling adults.”

Cindy Walsh
Principal at Takapuna Primary School
1. Welcome to Bikes in Schools!

Bikes in Schools is a complete biking package implemented within a school that enables all students to ride a bike on a regular basis. You’ll find much more info on our website at bikeon.org.nz.

2. Get buy in and support

Get support for the project from the principal, teachers, Board of Trustees and parents. We can help by providing background info such as research evidence. Or find out what other schools think by visiting or calling a school with a track near you.

3. Decide what you need

Every BiS project is different. We can help you decide what would work best at your school given your needs and school environment. Most projects cost less than $50k but of course this depend on roll and what the total package is.

4. Set an opening date

It’s a good idea to set a realistic opening date early on—this gives everyone (including funders) a target to work to and helps get things up and started much quicker.

5. Funding

Most schools we have worked with have secured the majority of funding from a wide range of sources including community groups, local councils and businesses. The MoE also allows schools to use their property budget towards the total cost.

6. Supplier and contractors

We have established relationships with good quality suppliers that we’re happy to recommend for helmets, bikes and containers. For some areas of the country we can also recommend contractors for track construction.

7. Implementation

We can provide a comprehensive project checklist to help guide you through the implementation process, as well as support and advice based on our experience at other schools.

8. Opening day

Time to celebrate! Track openings often make the news.

9. Reap the benefits

Established schools are seeing a wide range of benefits from their completed projects—you can enjoy these benefits too.
Local Council Info

[Image of bikeon.org.nz/local-council-info/]

Why are local councils around New Zealand supporting Bikes in Schools?

An increasing number of local councils around New Zealand have either started their own local Bikes in School programme or are directly supporting the project in other ways. This is because the outcomes achieved by Bikes in Schools projects directly support the active transport investments being made by many local councils as well as matching the community outcomes defined in council’s Long Term Plans, such as community health and wellbeing, environmental sustainability and road safety.

Additionally recent changes to NZTA’s walking and cycling funding rules offer opportunities for local councils to take advantage of NZTA subsidies in two ways;

1. Council budget for Bikes in Schools projects can be subsidised by NZTA in a similar way to any existing council expenditure on local cycle education and promotion. This can mean that (where Bikes in Schools projects form part of a local cycle strategy) any council expenditure is matched by NZTA. More details here.

2. Schools in some areas UCP areas may also qualify for a NZTA grant of between $10-$15k towards the total cost of the project, depending on the size of the school. This funding is part of NZTA’s Urban Cycleways Programme and is normally associated with existing or planned cycle infrastructure projects close to the school. This funding is provided directly to the schools involved via the Bike On NZ Charitable Trust, not via local councils. More details here.

Summary document

We’ve prepared a handy summary document for local councils to download and share. Click here for the Bikes in Schools 101 for Local Councils.

New Zealand Transport Agency

[Image of NZ Transport Agency logo]

The NZ Transport Agency is helping to encourage more children to bike more often and become more proficient in basic cycle skills by contributing funding to the nationwide Bikes in Schools programme.

Transport Minister Simon Bridges says making cycling a safer, more reliable transport option is a core priority. “Over the next few years the Government will invest $500,000 in helping to bring cycle projects to fruition in 35 to 40 schools. We want to help support schools to be part of the Bikes in Schools programme to encourage all children to ride a bike regularly”.

In addition to contributions to qualifying schools within UCP areas, council supported Bikes in Schools programmes are also eligible for NZTA subsidy as part of a council walking and cycling behaviour change programme.

Click here for Bikes in Schools press release from The Hon Simon Bridges.

These are some of the local councils already supporting Bikes in Schools:
Wellington City Council

Wellington City Council has fully funded three local Bikes in School projects. The funding included a fleet of new bikes and bike helmets, purpose-built bike skills tracks, bike storage facility and skills training.

West Park School, Karori West Normal School and Holy Cross School were the first three schools involved in the pilot. Councillor Andy Foster says: “This initiative is one of the ways the Council is improving road safety throughout Wellington and making the city more cycle friendly”. Following this successful pilot project, WCC have allocated $600K for the next three years to allow them to extend the scheme to more Wellington schools.

Promotional art from Wellington City Council

Palmerston North City Council
Palmerston North City Council have given their Bikes in Schools programme a $150,000 boost, the first part of a 10 year planned budget of $50,000 per year towards the programme. This local contribution is expected to stretch twice as far because changes to NZTA funding criteria are likely to see the council’s contribution matched by a subsidy.

Terrace End, St Mary’s and Longburn Schools were selected for the scheme this year after Councillor Aleisha Rutherford convinced other councillors to speed up spending on the scheme. Councillor Rutherford said that council’s contribution to create the tracks was “ridiculously cheap” compared to many things the council did, and created enduring recreational opportunities for communities that did not have a lot.

PNCC’s councillor Chris Teo-Sherrell said the programme was incredibly successful and a good example of the value of councils and schools entering partnerships for community good. “Given the benefits for the health and wellbeing of children, it is one of the most important things we can contribute to” he said.

Promotional art from Palmerston North City Council

Auckland Transport
Auckland Transport are supporting the Bikes in Schools programme through providing cycle skills training at Auckland schools with Bikes in School projects.

Auckland Transport’s Community Transport Manager said: “We wanted to create opportunities for students to learn to cycle and experience cycling in a safe environment. It’s more than a cycle track, it’s about getting bikes in schools, getting children on them and teaching them the skills and confidence to ride a bike. Encouraging children to cycle is a skill for life and a healthy choice which can be carried into adulthood. We also hope that it leads to parents and caregivers exploring other recreational cycling areas together as a family outside of school hours”.

See here for Auckland Transport Bikes in Schools video.

Auckland Council

Auckland Council has awarded a significant regional sports and recreation grant to help further expand the highly successful Bikes in Schools programme throughout the area.

“Bikes in Schools introduced primary school children to regular bike riding in a safe school setting, building a new generation of savvy cyclists who gain a love of cycling for recreation” said Councillor Christine Fletcher. “Bikes in Schools already partners with the council, Auckland Transport, Auckland Regional Sports Trusts and local schools”.

Read the Auckland Council article “More bikes in schools needed”.

Greater Wellington Regional Council
Greater Wellington Regional Council have recently contributed $20,000 to two schools each in the Greater Wellington area – Pinehaven School in Upper Hutt and Tawhai School in Lower Hutt.

Pinehaven’s completed project cost $50,000 and included a looped riding track along with two skills tracks. The initial funding contribution from GWRC helped the school get the project off the ground much faster, and fits in well with the Regional Council’s long standing strategy of supporting development of children’s cycle skills at schools across the area.

**A number of other central government organisations are also supporting Bikes in Schools:**

“**Fitter, healthier, more engaged young people**”

NZ Prime Minister John Key, Launch of Bikes in Schools, 2010

**New Zealand Government**

Prime Minister John Key opened the first Bikes in School track in Hastings in 2010.

John Key says: “We think it is a great idea. It’s a great way of introducing kids to bikes and making sure every young New Zealander gets an opportunity to learn to ride a bike. So it’s a programme we would like to see extended to other schools and it’s certainly going to make sure we’ve got fitter, healthier, more engaged young people”.

You can see the Prime Minister talking about Bikes in Schools [here](#).
Accident Compensation Corporation

ACC is investing in ‘Bikes in Schools’ to help more children safely enjoy the benefits of being a regular bike rider. It is supporting a three year programme to help deliver the project to schools across the country.

“By supporting Bikes in Schools, ACC has the opportunity to reach children with important road safety and other injury prevention messages” says ACC.

Bikes in Schools currently teaches safety tips such as choosing the right helmet and bike, checking tyres and brakes and safe starting and stopping.

Ministry of Education

The Ministry of Education is supporting Bikes in Schools through a recent change in how schools can use their capital funding to support building cycle tracks. Schools’ capital funding can now meet up to 50 per cent of the costs of the tracks with the schools funding the other half themselves.

Associate Education Minister Nikki Kaye says: “There are already at least 15 schools that have taken up the Bikes in Schools programme and we want more schools to be able to create safe ways of learning the basics of cycling and promotion general exercise. This can be difficult for schools in built up cities, for example, primary schools in central Auckland”.

See here for the Bikes in Schools press release from the Hon Nikki Kaye.

Summary document

We’ve prepared a handy summary document for local councils to download and share. Click here for the Bikes in Schools 101 for Local Councils.

Contact us
The Bike On New Zealand Charitable Trust
info@bikeon.org.nz
027 747 9192
06 877 8020

We’re also on Facebook.
1. **SUMMARY**

1.1. The purpose of this report is to seek Council’s adoption of the 2017-2022 Walking and Cycling Strategy and draft action plan.

1.2. The review of the 2011 Walking and Cycling Strategy began in October 2015 with a survey that was open to anyone with an interest in walking and cycling.

1.3. A reference group representing walking and cycling groups, the Waimakariri Access Group, Councillors and the Community/Ward Advisory Boards was engaged and contributed to the development of the draft strategy.

1.4. From this input a draft Walking and Cycling Strategy was developed and it was presented for public consultation in October 2016 and feedback was sought on the overall direction of the strategy.

1.5. The feedback from this consultation showed support to the overall direction and priorities and included a number of suggested projects.

1.6. To implement this strategy the Council needs to decide on an appropriate and affordable level of investment. The current level of funding in the LTP is unlikely to be adequate to deliver the outcomes envisaged in the strategy. However, there are a number of initiatives, projects and activities already underway that will go some way to improving walking and cycling provision and these are detailed in Section 3 below.

1.7. A number of options are available to the Council in relation to the implementation of the strategy and the level of funding and these range from ‘do minimum’ through to a major investment in cycle improvements in the major towns as well as the construction of good quality off road connections between towns and settlements. The recommended minimum option is an enhanced programme to increase the level of investment to improve walking and cycling facilities and for behaviour change, promotion and education activities. (Option 2 in Section 3 below).

1.8. A key consideration is the level of investment in behaviour change, promotion and education activities. A condition of the Urban Cycleway Programme (UCP) funding for the Kaiapoi to Rangiora and Rangiora to Woodend cycleways is that the Council continues to promote cycling as a safe and attractive transport choice.
1.9. It is recommended that the Council adopts the strategy now and then considers the level of investment and specific projects it wishes to progress through the 2018-28 Long Term Plan process. This will enable the Council to prioritise this work against other priorities. Staff, through the Activity Management Plan reviews, will also be able to determine a recommended programme of walking and cycling promotion, behaviour change and education activities.

Attachments:

i. 2017-22 Walking and Cycling Strategy (Doc 160907092274)

2. RECOMMENDATION

THAT the Council:

(a) Receives report No. 170109000823.

(b) Adopts the 2017/22 Walking and Cycling Strategy (TRIM No:160907092274).

(c) Approves the Draft 2017-22 Walking and Cycling Strategy Action Plan (Doc 170202009613) as the basis for developing the 2018 – 28 Long Term Plan.

(d) Supports Option 2, an enhanced programme, as detailed in Section 3 of this report as the minimum programme for implementing the strategy.

(e) Notes that the implementation of the action plan depends on the level of funding the Council considers to be appropriate and affordable and this will be developed through the 2018-28 LTP process in which the Council can prioritise this work against other priorities.

(f) Requests staff investigate and report back to Council in time for inclusion in the draft 2018/28 Long Term Plan a recommended programme and funding plan for implementing the Walking and Cycling Strategy.

(g) Circulates this report to all Community Boards.

3. ISSUES AND OPTIONS

3.1. The 2011 Walking and Cycling Strategy has been reviewed and this has involved public consultation as well as input from a Reference Group and Community Boards. This report is requesting the Council to adopt the updated strategy.

3.2. Key issues relating to the implementation of the strategy are as follows:

   i. The appropriate level of investment for both walking and cycling infrastructure.

   ii. The role of cycle promotion, behaviour change and education activities.

   iii. The investment in recreational walking and cycling vs ‘transport’ walking and cycling.

3.3. There are a number of initiatives, project and activities already underway that will contribute to improvements to walking and cycling. These are as follows:

   • In the current 2015-25 LTP there is funding provided for the completion of the Kaiapoi to Rangiora and Rangiora to Woodend cycleways and for the Council’s share of the Kaiapoi
to Belfast cycleway. There is also funding in the Minor Improvements Programme for minor walking and cycling improvements. This funding is subsidised by NZTA.

- The District Plan is being reviewed and this will provide the opportunity to ensure provisions to support walking and cycling are included.

- Council developed Structure Plans for growth areas, along with the District Plan review will ensure walking and cycling provision will occur in all new growth areas and in association with new development. Over time this will provide an integrated walking and cycling network.

- There are a number of long term planning projects underway that will address the prioritisation of recreation focused walking and cycling links through the Greenspace programme.

- The provision of walking and cycling facilities and links has been a key focus during the development of new subdivisions in the District since about 2005 paid for by developers. This approach will continue to provide for these facilities in all new subdivisions.

- The ongoing footpath renewal programme includes widening footpaths to meet current standards and the construction of kerb cutdowns to improve mobility access.

- Continuing to implement the new footpaths in the major towns programme. A programme of $100,000 each year over eight years.

3.4. There are already a large number of cycle and walking facilities in the district. Many of these are mainly for recreation and are managed by a number of organisations (Ecan, Te Kohaka O Tuaitara Trust, DOC and WDC). Not all are well promoted or known so a worthwhile project might be to develop a database of facilities that can be readily accessed by the community.

3.5. The opportunity to obtain NZTA funding for cycle projects outside of the Minor Improvements programme may be limited in the future. The current emphasis for cycle funding is on cycleways in major urban areas and following the completion of the Rangiora to Woodend, Rangiora to Kaiapoi and Kaiapoi to Belfast cycleways it is unlikely other cycleways in the district will qualify for this funding.

3.6. Some suggested priorities for future programmes are completing key connections to develop coherent networks, improving the connections between the major cycleways into Rangiora, Kaiapoi and Woodend and cycle promotion, behaviour change and education activities.

3.7. A number of options are available to the Council when considering the implementation of the Walking and Cycling Strategy and these range from ‘do minimum’ through to a major investment in cycle improvements in the major towns as well as good quality off road connections between towns and settlements. These options are detailed below.

3.7.1. **Option 1**: Status Quo (very little change from current LTP)

- Complete major new cycleways when they meet NZTA criteria and subsidy is available. Note: it is unlikely that there will be any more cycleways that will meet NZTA criteria once the current programme is complete.

- Complete smaller projects from the minor improvements programme.

- Ongoing footpath improvements through the footpath renewal programme.

- Complete the current new footpaths in the major towns programme.
• Carry out modest promotion, behaviour change and education activities from existing budgets
• Ensure new developments incorporate good, well connected walking and cycling facilities
• Update the District Plan to provide enhanced walking and cycling provisions
• Continue the current programme of work to improve/construct recreational facilities
• Ensure new subdivision development has a high level of connectivity.
• Continue to actively take esplanade strips to provide for future walking and cycling access.
• Continue to develop linkages between roads in new subdivisions.

3.7.2. **Option 2:** Enhanced programme to gain further benefits from new major cycleways (The recommended minimum approach. Additional investment in the order of $250,000 per annum for infrastructure and $30,000 per annum for promotion, behaviour change and education activities)

• All activities in option 1 plus the following.
• Improve the connections into Rangiora, Woodend and Kaiapoi from the new major cycleways
• Develop walking and cycle networks within the main towns with a focus on schools
• Encourage more walking and cycling through behaviour change, education and promotion activities.
• Develop a database of facilities
• Create and maintaining track networks in natural areas such as Silverstream Reserve, Ashley Gorge and Pegasus.

3.7.3. **Option 3:** Extended programme (in the order of $500,000 per annum for capital projects and $50,000 per annum for promotion, behaviour change and education activities and working with schools)

• All activities in Options 1 and 2 plus the following.
• Progressively construct cycle/walking links within and between towns in the District to create a well connected walking and cycling network across the district.
• Allocate funding and resources for enhanced education, behaviour change and promotion activities and possibly the employment of a School liaison person.
### 3.7.4. Option Assessment

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
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<tbody>
<tr>
<td>1. Status quo</td>
<td>Very little change from current LTP</td>
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<tr>
<td></td>
<td><strong>Advantages</strong></td>
</tr>
<tr>
<td></td>
<td>No extra funding required.</td>
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<td></td>
<td><strong>Disadvantages</strong></td>
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<tr>
<td></td>
<td>Unlikely that any more cycleways in the District will meet NZTA criteria for subsidy.</td>
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<tr>
<td></td>
<td>Smaller projects completed using the current funding via the minor improvements programme.</td>
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<td></td>
<td>Limited number of projects undertaken and so little progress to achieving the outcomes form the Walking and Cycling Strategy.</td>
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<td></td>
<td>Modest programme of education and promotion.</td>
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<td></td>
<td>Limited impact especially around behaviour change.</td>
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<tr>
<td>2. Enhanced Programme</td>
<td>Enhanced programme to gain further benefits from new major cycleways.</td>
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<tr>
<td>------------------------</td>
<td>---------------------------------------------------------------------</td>
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<tr>
<td><strong>Advantages</strong></td>
<td><strong>Disadvantages</strong></td>
</tr>
<tr>
<td>Improve connections into Rangiota, Woodend and Kaiapoi from the new major cycleways to further enhance the usage.</td>
<td>Investment in the region of $250,000 for infrastructure and this is unlikely to attract NZTA subsidy.</td>
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<tr>
<td>Develop cycle networks within the main towns with a focus on schools</td>
<td>Additional cost in promotion, behaviour change and education activities ($30,000 p.a.).</td>
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<tr>
<td>Greater effort to encourage more walking and cycling.</td>
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<thead>
<tr>
<th>3. Extended Programme</th>
<th>More major investment in infrastructure and promotion and education and greater emphasis on working with schools.</th>
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</thead>
<tbody>
<tr>
<td><strong>Advantages</strong></td>
<td><strong>Disadvantages</strong></td>
</tr>
<tr>
<td>Cycle/walking links between and within towns implemented</td>
<td>Investment in the region of $500,000 for infrastructure and this is unlikely to attract NZTA subsidy.</td>
</tr>
<tr>
<td>Enables significant progress towards implementing the Walking and Cycling Strategy</td>
<td>Greater cost in promotion, behaviour change and education activities ($50,000 p.a.).</td>
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<tr>
<td>More resources to work with schools</td>
<td></td>
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<tr>
<td>Significant effort to encourage more walking and cycling.</td>
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3.8. The Management Team has reviewed this report and supports the recommendations.
4. **COMMUNITY VIEWS**

4.1. The review of the 2011 Walking and Cycling Strategy began in October 2015 with a survey that was open to anyone with an interest in this subject. A total of 258 completed surveys were received for analysis.

4.2. A reference group representing walking and cycling groups, the Waimakariri Access Group, Councillors and the Community/Ward Advisory Boards was engaged and contributed to the development of the draft strategy.

4.3. The draft Walking and Cycling Strategy was presented for public consultation (17 October – 7 November 2016) and feedback was sought on the overall direction of the strategy and to ascertain whether or not the priorities and proposed actions identified were supported by the community. 13 submitters took the opportunity to comment on the draft strategy, all in support of the overall direction and priorities.

4.4. Community views on the implementation of the walking and cycling strategy will be sought through the next Long Term Plan process.

5. **FINANCIAL IMPLICATIONS AND RISKS**

5.1. A recommended programme and funding plan for implementing the Walking and Cycling Strategy will be prepared and included in the draft 2018-28 LTP for Council consideration.

5.2. A risk is insufficient funding is included in the LTP to fully implement the strategy and outcomes envisaged by the strategy are not delivered.

5.3. It is noted that the opportunity to obtain NZTA funding for cycle projects outside of the Minor Improvements programme may be limited in the future. The current emphasis for cycle funding is on cycleways in major urban areas and following the completion of the Rangiora to Woodend, Rangiora to Kaiapoi and Kaiapoi to Belfast cycleways it is unlikely other cycleways in the district will qualify for this funding. So if Council wants to implement the strategy then it will need to commit to funding projects without NZTA funding.

5.4. Whenever the opportunity arises NZTA funding will be sought.

6. **CONTEXT**

6.1. **Policy**

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

6.2. **Legislation**

The actions proposed through this report are consistent with the national direction to promote safety on the District's roads in accordance with the *Land Transport Management Act 2003*

As well as promoting the Government Policy Statement for Land Transport Funding (GPS), the Strategy also seeks to meet objectives within the Regional Land Transport Plan (2015 – 2025) of promoting an increased emphasis on walking, cycling and passenger transport to provide greater transport choice, integration, flexibility and to promote good public health outcomes for the region.
6.3. Community Outcomes

There is a safe environment for all

Public spaces and facilities are plentiful, accessible and high quality

Transport is accessible, convenient, reliable, affordable and sustainable

Ken Stevenson, Roading Manager

Grant Reburn, Parks and Recreation Operations Team Leader

Lynley Beckingale, Policy Analyst
Walking and Cycling Strategy
2017 - 2022

Vision

Waimakariri residents choose to walk and cycle
The environment is friendly, safe and accessible for walkers and cyclists
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Let’s get moving...

The Walking and Cycling strategy aims to encourage people to walk and bike both for recreation, and transport to and from work. It also provides a way to identify and prioritise new or improved walking and cycling opportunities throughout the District.

This Strategy uses the terms walking and cycling in their broadest sense. They are inclusive of wheelchairs, prams, mobility scooters and other similar devices, as well as skateboards, scooters, rollerblades and the like. It also includes cycling and walking for recreation, fitness and commuting.

<table>
<thead>
<tr>
<th>Community benefits of walking and cycling</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Quick to start with door to door access</td>
</tr>
<tr>
<td>• Health and fitness</td>
</tr>
<tr>
<td>• Non-polluting and quiet</td>
</tr>
<tr>
<td>• Connect communities</td>
</tr>
<tr>
<td>• Increase neighbourhood safety</td>
</tr>
<tr>
<td>• Bikes are cheap to operate and easy to park</td>
</tr>
<tr>
<td>• Bikes cause no damage to the road</td>
</tr>
</tbody>
</table>

Why have a strategy?

This strategy provides a clear vision, identified priorities and direction going forward for the Council and the community. It also helps to ensure that Council can make the most of any opportunities for funding of walking and cycling projects.

This strategy has been lined up Regional Transport Plans and other national and regional policy documents.

When it comes to implementing the actions in this strategy the Council will work with Christchurch City Council, Environment Canterbury, the New Zealand Transport Agency and other central government agencies. This will enable us to develop a unified and effective walking and cycling environment for Greater Christchurch and the District as a whole.

Walking and Cycling in the Waimakariri District
Survey Report, April 2016

In October 2015 the Walking and Cycling Survey was available on the Council’s website, and was widely distributed in hard copy through the Council’s Service Centres and libraries. The purpose of the survey was to gather information to assist in identifying gaps in the current walking and cycling provision and what the Council can do to encourage these activities in the District. The survey attracted 285 responses and these views have been taken into account when developing the priorities set out in this draft Strategy, and are highlighted throughout this document.
The Council’s role

The Council and Central Government are working in partnership to support walking and cycling. The Council contributes to the planning and provision of walking and cycling infrastructure in a number of ways and both play respective roles in the leadership, regulation and funding for walking and cycling projects.
Walking and Cycling Strategy

National Policy Context
- National Land Transport Act
- Pay Transport Strategy
- Government Policy Statement
- National Land Transport Programme

Local Policy Context
- Roading Act Management Plan
- Reserve Management Plan
- District Plan
- 2013-25 Long Term Plan
- Development Structure Plan
- District Development Strategy

Regional Policy Context
- Canterbury Regional Transport Plan
- Canterbury Active Transport Forum
- Greater Christchurch Urban Development Strategy

Community and other organisations
- New Zealand Transport Agency
- Canterbury District Health Board
- Waimakariri Aquatic Group
- North Canterbury Sports and Recreation Trust
- North Canterbury Cycle Club
- District Walking and Cycling Groups
- Residents of the Waimakariri District Council

How this strategy fits into the wider picture...
Vision and Priorities

Council mission statement: “To pursue with the community a high quality physical and social environment, safe communities, and a healthy economy.”

Vision

Waimakariri residents choose to walk and cycle
The environment is friendly, safe and accessible for walkers and cyclists

Key Priorities…

Inclusive Infrastructure
- providing / advocating for new and extended on-off road walking and cycling infrastructure
- providing cycle links between the District’s main towns
- supporting the cycle link project between Kaiapoi and Belfast
- integrating walking and cycling into public transport planning

Community Connections
- ensuring walking and cycling linkages are provided in new urban subdivision areas
- working towards safe and convenient walking and cycling within and around smaller settlements and rural areas
- promoting walking and cycling as a way of making connections with others and the natural environment

Safe Travel
- providing safe walking and cycling access to and from schools
- Ensuring walking routes are usable for people with restricted mobility
- Supporting programmes that improve safety for motorists, pedestrians and cyclists

Healthy Lifestyles
- working with organisations to develop sustainable travel plans
- promoting walking and cycling as a healthy lifestyle choice
- promoting walking and cycling opportunities

Safe walking and cycling networks may include:
- Quiet roads and shared streets
- Existing paths – for example through parks
- Existing and new footpaths
- Existing and new dedicated cycle paths and lanes
- Informal links through open spaces (e.g. through a town square)
- Safe ways to cross roads and intersections, especially those where vehicle speeds and/or traffic volumes are high

More people walking and cycling make environments safer and more enjoyable, so more people are encouraged to walk and cycle more often.
Our Activities Today

Urban cycleway projects underway
New footpaths in major towns programme 2015/16
District Plan:
Cycle parking
Subdivision design
Transportation
Town Centre Plans
Cyclist and Pedestrian counts and monitoring
Travel planning
Road Safety
Collaboration with other agencies

Key Priorities

1. Inclusive infrastructure
2. Community connections
3. Safe travel
4. Healthy lifestyles

The Challenges we have

Rapid growth District-wide
An aging population along with increasing numbers of young children
Demand for higher levels of service for walking and cycling
Increasing traffic congestion into Christchurch
Aligning projects with Central Government funding requirements
Increasing cost of infrastructure

Community Priorities

“Ensure paths are accessible for all”
“Develop more off road cycle lanes”
“Safety”

“(put) more bike stands around High Street and at play grounds”
“Ensure there are walking and cycling paths provided in new subdivisions”
“Support and promote driver and cyclist education to encourage sharing the road”

“Advertise the existing walkways and cycleways.”
1: Inclusive infrastructure

- Providing/advocating for new and extended on-off road walking and cycling infrastructure
- Providing cycle links between the District’s main towns
- Supporting the cycle link project between Kaiapoi and Belfast
- Integrating walking and cycling into public transport planning

Over the years people who have responded to a number of Council surveys have asked for separate cycle lanes for routes between the District’s main towns, in particular Rangiora and Kaiapoi and Rangiora and Woodend. Recently these routes have attracted funding through the Governments Urban Cycleways Programme. The paths are shared paths defined by NZTA as “A shared path is shared with pedestrians and possibly others (for example mobility scooter riders). The desirable width of unsegregated shared-use paths for recreational or mixed use is 3.5 metres.”

It is anticipated that these cycleways will help attract new people to ride bikes for commuter and recreational purposes, improve transport choices for residents in these communities and provide a safer and more comfortable route for people to walk and ride.

To assist commuters traveling to and from Christchurch park and ride facilities have been identified in the Council’s 2015-2025 Long Term Plan for completion in the 2022/23 and 2023/24 years. The timing and cost of these facilities will be discussed further in preparation for the 2018-2028 Long Term Plan consultation.

A safe, direct cycling route from the Waimakariri District to Christchurch has been sought by cyclists for many years. Currently the only options to cross the Waimakariri River by bike or on foot are the Old Waimakariri River Bridge or the Waimakariri River Gorge Bridge just out of Oxford.

The Old Waimakariri River Bridge is a narrow, two lane bridge east of the motorway bridge and adjacent to a railway bridge. This bridge is not an attractive option for less confident or new bike riders.

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In 2015 a draft business case was completed by Christchurch City Council and the Waimakariri District Council. The NZTA, through its northern arterial project has extended the cycleway through to Empire Road, Christchurch and is now considering whether it could extend the cycleway across the Waimakariri Bridge. NZTA is continuing to work with the Councils to develop this case for the cycling link between Christchurch City and the Waimakariri District.

### People traveling to Christchurch for work from the Waimakariri District

<table>
<thead>
<tr>
<th>Area</th>
<th>Number of people traveling</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rest of District</td>
<td>4254</td>
</tr>
<tr>
<td>Rangiora</td>
<td>2727</td>
</tr>
<tr>
<td>Kaiapoi</td>
<td>2448</td>
</tr>
<tr>
<td>Woodend/Pegasus</td>
<td>1062</td>
</tr>
<tr>
<td>Oxford</td>
<td>234</td>
</tr>
</tbody>
</table>

Source: Statistics NZ, 2013 Census

### Number of Waimakariri residents traveling to Christchurch for work

- **2006**: 9,000
- **2013**: 10,800 (+20.1%)

What you told us:

**Rangiora/Kaiapoi path** – comments about this path were enthusiastic with suggestions of additional landscaping and the provision of seating to enhance the route. Some concern was expressed about the speed cyclists might reach on the path and the need for additional width to accommodate both cyclists and walkers.

**Rangiora/Woodend path** – comments about this path were enthusiastic particularly around the separation of the path from the road. Concerns expressed were around visibility from driveways bisecting the path and the proximity and speed of traffic along the road impacting on the path.
221 people live in Kaiapoi and work in Rangiora
204 people live in Woodend/Pegasus and work in Rangiora

150 people live in Rangiora and work in Kaiapoi

Source: Statistics New Zealand 2013 Census (www.stats.govt.nz)

10,725 people living in the Waimakariri District work in Christchurch

2,058 people live in Christchurch and work in the Waimakariri District
### Inclusive Infrastructure

#### 1.1 Providing / advocating for new and extended on-off road walking and cycling infrastructure

Review adequacy of service levels in Roading and Greenspace Activity Management Plans for the provision of infrastructure along walking and cycling routes. Infrastructure includes things such as directional signage, rubbish bins, seats, drinking fountains, toilets, lighting and bike parks.

Activity Management Plans are reviewed every three years and contribute to preparation of the Council’s Infrastructure Strategy and Long Term Plan.

#### 1.2 Providing cycle links between the District’s main towns

Work with NZTA and other parties to advocate for and lead the development of new cycle ways.

- Kaiapoi/Rangiora cycleway including Southbrook links
- An 8km shared path linking Rangiora and Kaiapoi along-side, but separate from, Lineside Road.
- It will also provide a connection from Rangiora to Christchurch via a link to the Christchurch Major Cycle Routes – passing through the future Belfast-Kaiapoi cycle facility.
- Rangiora/Woodend cycleway
- A 6.5 km shared path providing a connection for residents of Woodend with the schools, workplaces, retail and health centres in Rangiora. The route will be along-side, but separate from, the Rangiora Woodend Road.
- This path will also provide a connection for recreational users to facilities such as the Woodend to Woodend Beach path.

Make budgetary provision in Long Term Plans for continuously improving walking and cycling linkages.

The Council’s Long Term Plan provides an opportunity for the Waimakariri community to offer an opinion on the proposed walking and cycling provisions, including ratepayer financial contributions, for the District. The next long term plan will be consulted on in 2017, and will make provisions for walking and cycling for the 2018-2028 period.

Ensure District Plan provisions promote connectivity to and from new development areas.

#### 1.3 Supporting the cycle link project between Kaiapoi and Belfast

Work in collaboration with Christchurch City Council and NZTA to advocate for the development of the Kaiapoi – Belfast cycle link.

- A link from Kaiapoi to Christchurch’s Major Cycle Routes. A collaborative project with Christchurch City Council and NZ Transport Agency which is currently being developed.

Retain budgetary provision for the project in the Long Term Plan in years 2017/18.
### 1.4 Integrating walking and cycling into public transport planning

Advocate for walking and cycling to be key components of public transport planning in the Regional Policy Statement and Regional Land Transport Plan.

Create park and ride facilities in Silverstream and Rangiora to facilitate commuting transport to Christchurch.


Further community consultation to be undertaken through the 2018 - 2028 Council Long Term Plan process and through the Greater Christchurch Joint Passenger Transport Committee.
2: Community Connections

- Ensure walking and cycling linkages are provided in new urban subdivision areas
- Work towards safe and convenient walking and cycling within and around smaller settlements and rural areas
- Promote walking and cycling as a way a making connections with others and the natural environment

Waimakariri District Plan

The District Plan² seeks to reduce demand for transport and provide choice for a variety of transport modes. These aims are supported by rules that control the design and location of facilities in a way that considers the needs of people who walk and cycle as well as other transport modes. New residential developments are encouraged to consider connectivity for all transport modes.

Activity Management Plans (AMP)

Activity Management Plans describe the assets and agreed level of service that contribute to the community outcomes identified in the Long Term Plan. The outcomes are the aspirations of the District’s communities that show the kind of environment and lifestyle people are seeking.

Roading AMP – Roading includes all forms of transportation including walking, cycling and passenger transport.

To improve sustainability of the roading activity one of the objectives is to reduce the reliance on private motor vehicles by ensuring that the roading layout in new development areas is designed for use by all types of transport. This is supported by education and promotion of different types of transport and road safety programmes.

Green Space AMP – Green space is provided by the Council in the form of neighbourhood parks, sports and recreation reserves, natural parks, recreation and ecological linkages, public gardens, cultural heritage sites, civic spaces and streetscapes.

A large number of recreation and ecological linkages are provided in towns to provide connections between streets and are well used by walkers and cyclists. Streetscapes improve the street environment providing opportunities for people to enjoy open space within built up areas and enhance accessibility along road corridors and pedestrian avenues.

² Waimakariri District Plan (http://www.waimakariri.govt.nz/property-and-building/planning/district-plan)
A rapidly growing population.....

What you told us:
The benefits gained by walking for health and well-being are high on the list of reasons why people like this activity. This is associated with enjoyment from looking at neighbourhood gardens, the wider scenery and generally being outdoors and undertaking gentle physical activity. Other positive outcomes of walking commented on are: meeting with neighbours, having companionship and the ‘time to talk’.

2013 Census – District Profile

**Usually Resident Populations**

<table>
<thead>
<tr>
<th>Year</th>
<th>Population</th>
</tr>
</thead>
<tbody>
<tr>
<td>1996</td>
<td>32,346</td>
</tr>
<tr>
<td>2001</td>
<td>36,900</td>
</tr>
<tr>
<td>2006</td>
<td>42,834</td>
</tr>
<tr>
<td>2013</td>
<td>49,989</td>
</tr>
</tbody>
</table>

*Estimated Resident Population – 30 June 2016 - 57,800

Population growth in the main towns

<table>
<thead>
<tr>
<th>Town</th>
<th>1996</th>
<th>2001</th>
<th>2006</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rangiora</td>
<td>9,861</td>
<td>10,800</td>
<td>12,441</td>
<td>15,021</td>
</tr>
<tr>
<td>Kaiapoi</td>
<td>8,082</td>
<td>9,258</td>
<td>10,449</td>
<td>9,237</td>
</tr>
<tr>
<td>Woodend</td>
<td>1,563</td>
<td>2,241</td>
<td>2,616</td>
<td>2,679</td>
</tr>
<tr>
<td>Oxford</td>
<td>1,476</td>
<td>1,581</td>
<td>1,716</td>
<td>1,905</td>
</tr>
</tbody>
</table>

* 2013 District Profile (Trim No: 140619065234)
<table>
<thead>
<tr>
<th>Priority</th>
<th>Community Connections</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1</td>
<td>Ensuring walking and cycling linkages are provided in new urban subdivision areas</td>
</tr>
<tr>
<td></td>
<td>Ensure District Plan provisions promote walking and cycling linkages for new urban subdivision areas. The District Plan includes provisions that require consideration of transport connections for walking and cycling, including the provision of functional cycle parking and safe movement for pedestrians in and around car parking facilities. Active transport connections are also considered in the assessment of new residential, recreational or business developments. When a new residential area or subdivision is proposed, an Outline Development Plan is created that sets out the pattern of roads and services. It may also include other transport links such as footpaths, cycleways and bike paths. The Outline Development Plan is being reviewed, and the process will include consideration of transport matters and there will be opportunities for community input through both informal consultation and formal submission processes in relation to active transport.</td>
</tr>
</tbody>
</table>

| 2.2      | Working towards safe and convenient walking and cycling within and around smaller settlements and rural areas |
|          | Promote the development of recreation and transport links for walking and cycling in Reserve Management Plans. The Neighbourhood Reserves Management Plan and Sport and Recreation Reserves Management Plans recognise that walking and cycle paths are an essential part of reserves as they provide safe passage within and around the reserve. The reserve management plans also seek to provide walking and cycling links between key destinations in the District. |

| 2.3      | Promoting walking and cycling as a way of making connections with others and the natural environment |
|          | Promote the provision and development of linkages for walking and cycling in peri-urban areas in District Plan Outline development plans and the Recreation and Ecological Linkages Reserve Management Plan. The Long Term Plan for continuously improving walking and cycling infrastructure in smaller settlements. |

|          | Support the development of local walking and cycling groups |
|          | Provide information systems that allow residents to identify and join local groups |

|          | Encourage community-led initiatives that contribute to the vision and outcomes of this strategy |
|          | Ensure walking and cycling maps and associated signage are up-to-date |

**Table Notes:**
- POL 314.44.21 160607/10274
- 2016 Walking and Cycling Strategy
- Wannawin District Council
### 3: Safe Travel

- Provide safe walking and cycling access to and from schools
- Ensure walking routes are usable for people with restricted mobility
- Support programmes that improve safety for motorists, pedestrians and cyclists

The District has 21 primary schools, two composite schools, and two high schools, which together educate a total of almost 8,400 students. The Rangiora High School is the largest school in the District with around 1,650 students. Most of the primary schools in the main urban areas school approximately 400 children, while the rural primary schools teach between 56 and 250 children. The Department of Education has bought land in the west of Rangiora for a new primary school to accommodate the increase in the number of children in that area.

The Waimakariri District Road Safety Coordinating Committee (RSQCC) is a working party for the Council’s Utilities and Roading Committee and its membership consists of Waimakariri District Councillors, Council Staff and external road safety partners.

The purpose of the Committee is to improve road safety in the district by coordinating the work of all the agencies that have district road safety functions to ensure a safe systems approach is followed as envisaged by New Zealand’s road safety strategy, Safer Journeys. This includes the integration of education, enforcement and engineering programmes and initiatives.

The District Road Safety Action plan is a collaboration between various agencies including Council, New Zealand Police, New Zealand Transport Agency and related stakeholders. The Road Safety Co-ordinating Committee oversee the actions in this plan and regularly monitor and evaluate the various programmes, enforcement and measures that are implemented from the plan.

The Committee is the overarching body that coordinates the implementation of the District’s Road Safety Strategy and oversees the local Road Safety Action Plan. Collaborating with relevant partners will ensure education, training and safety initiatives for pedestrians, cyclists and motorists is relevant, timely and effective.

The strategy recognises that more people walking and cycling to school will reduce the number of cars moving and parking around schools and this will make it safer for people using all transport types. Prioritising active transport by Council and schools should help to make walking and cycling a more convenient, attractive and safer option.

### What you told us:

Concerns about safety are the main reason parents or caregivers don’t want children biking or walking to school or other activities. Dedicated off-road footpaths and cycleways are identified as the main improvement that would encourage more children to walk or cycle.
## Safe Travel

<table>
<thead>
<tr>
<th>Priority</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>3.1</strong> Provide safe walking and cycling access to and from schools</td>
<td>Ensure children and young people have the opportunity to engage in active travel for school journeys by working with schools to identify barriers to active school travel, areas of concern and ways of addressing these. Ensure the existing footpath and cycleway network is well maintained with a safe and comfortable surface.</td>
</tr>
</tbody>
</table>

| **3.2** Ensure walking routes are usable for people with restricted mobility | Ensure Town Centre Development plans take into account the needs of people with restricted mobility. Ensure new urban footpaths meet the NZTA Pedestrian Planning Guide 2009: Pedestrian Network Standards. Ensure, as far as practicable, footpath upgrades in urban areas and small settlements include design elements consistent with the NZTA Pedestrian Planning Guide 2009: Pedestrian Network Standards. Review WDC Engineering Code of Practice design standards for consistency with the NZTA Pedestrian Planning Guide 2009. Work with the Waimakariri Access Group and other community groups to identify specific safety concerns and ways of addressing these. |

| **3.3** Support programmes that improve safety for motorists, pedestrians and cyclists | Educate and inform the community about road safety, particularly related to vulnerable users, e.g. “Share the Road” campaigns. Collaborate with other agencies and stakeholders to promote consistent messaging around road user behaviour. Regularly monitor and survey the community to measure success of programmes and initiatives. |
4: Healthy Lifestyles

- working with organisations to develop sustainable travel plans
- promoting walking and cycling as a healthy lifestyle choice
- promoting walking and cycling opportunities

As communities develop and grow, increased pressure is placed on the transport network.

A travel plan allows a business, workplace or school to look at the ways their staff, workers or students travel to and from work or school and consider more cost efficient, safer, healthy and environmentally friendly modes of transport.

Encouraging businesses, workplaces and schools to develop and maintain travel plans can assist to reduce costs, address safety concerns and increase the health and productivity of staff, workers and students.

An increase in sustainable travel also has a positive effect on communities by reducing congestion, improving local air quality and encouraging increased community awareness and communication.

The Waimakariri District has an aging population. Although older people may have restricted mobility, anyone may at some time find their mobility is limited or impaired because of:

- their life-stage - parents with pushchairs or toddlers;
- injury or surgery - people on crutches or in wheel chairs.

Mobility scooters are becoming more common on the streets in our District. Scooter riders need to be able to use the footpaths safely taking into consideration their scooter will be heavier and faster than most pedestrians. Scooters may also be difficult for the rider to control over varying surfaces textures or gradients and some are large which makes sharing space on a narrow footpath difficult.

If the design of a footpath is suitable for people with restricted mobility it will be suitable and pleasant for everyone.
2013 Census (Statistics New Zealand)

The population graph from the 2013 Census shows that in the Waimakariri District there are proportionally more young people under the age of 20 years and people over 40 years with a significantly smaller number of people in the 20 – 30 age group compared with the distribution for New Zealand as a whole.

The New Zealand Health Survey\(^4\) indicates an increasing problem with obesity in young children. This is of concern because obese children are at risk of diabetes, are likely to have early signs of cardiovascular disease and obese children are at greater risk of bone and joint problems, sleep apnoea, and social and psychological problems such as bullying and poor self-esteem (Daniels et al 2005).

What you told us:

The main reasons people are walking and cycling are for recreation and health. The majority of people who responded to the survey indicated they walked and/or biked either daily or several times a week. People who are walking indicated their main reason for undertaking this activity was for health, well-being and exercise. Similarly, those who are biking indicate that getting fit is high on their priority list along with the enjoyment of the scenery and getting out in the fresh air.

\(^4\) The New Zealand Health Survey (Ministry of Health 2014)
## Healthy Lifestyles

<table>
<thead>
<tr>
<th>Priority</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>4.1 Integrating walking and cycling into public transport planning</strong></td>
<td>Park and Ride facilities created in Rangiora and Silverstream for commuters to Christchurch. Budget provisions in 2015-25 Council Long Term Plan for years 2022-23 and 2023-24 for future park and ride facilities in Rangiora and Kaiapoi. Further community consultation to be undertaken through the 2018-2028 Council Long Term Plan process and through the Greater Christchurch Joint Passenger Transport Committee. Advocate for walking and cycling to be a key component of public transport planning in the Regional Policy Statement and Regional Land Transport Plan. Advocate for integrated walking and cycling and public transport planning through membership of the Greater Christchurch Joint Passenger Transport Committee.</td>
</tr>
<tr>
<td><strong>4.2 Developing sustainable travel plans</strong></td>
<td>Support travel demand management by supporting businesses, workplaces and schools who wish to implement Work and School Travel Plans to encourage an increase in walking and cycling to and from work and school. This will be a collaborative approach with the community with ongoing projects throughout the year to increase sustainable travel. Work with communities and individuals to identify alternative travel options such as ride-share, walk-ride, and cycle-ride. Collaborate with neighbouring Districts to promote and facilitate sustainable travel by commuters.</td>
</tr>
<tr>
<td><strong>4.3 Promoting walking and cycling as a healthy lifestyle choice</strong></td>
<td>Promote the well-being aspect of walking and cycling Investigate opportunities for working with other agencies such as the Canterbury Area Health Board and community groups to promote the well-being aspect of walking and cycling. Work with schools to develop programmes that promote walking and cycling as a 'first choice' travel to and from school option</td>
</tr>
<tr>
<td><strong>4.4 Promoting walking and cycling opportunities</strong></td>
<td>Ensure information is available on walking and cycling facilities in our District. Develop brochures highlighting walking and cycling opportunities within the District for both recreation and transport to work or school.</td>
</tr>
<tr>
<td>Priority</td>
<td>Description</td>
</tr>
<tr>
<td>----------</td>
<td>-------------</td>
</tr>
<tr>
<td></td>
<td>Ensure walking and cycling symbols are included on Council Reserve Activity Signs where facilities exist.</td>
</tr>
<tr>
<td></td>
<td>Ensure adequate directional signs are provided along main walking and cycling routes.</td>
</tr>
<tr>
<td></td>
<td>Regularly monitor and survey the community to measure success of programmes and initiatives.</td>
</tr>
</tbody>
</table>
Monitoring and Review

The monitoring and review of this strategy will be important to determine whether it is working and the desired outcomes are being achieved. Monitoring tasks will be built into the Action Plan to ensure they are funded and undertaken. The Action Plan, while a component of this strategy, is also an independent document that will be reviewed by those implementing the strategy.

Monitoring will be undertaken annually and consists of:

- Reviewing the status of projects outlined in the action plan and updating the network maps (where necessary)
- Undertaking cycle counts on key routes
- Reviewing responses to the Council’s Customer Satisfaction Survey (Roads, Parking and Footpaths)
- Urban Cycleways monitoring

The projects outlined in the Action Plan, where relevant, will also be included in draft Annual Plans and Long Term Plans. The initiatives proposed in these plans require stakeholder and community consultation which will assist Council to determine overall priorities for allocating funding and resources.

The strategy will be reviewed every five years. The review of the strategy will take into consideration the objectives and policies of the Long Term Plan and submissions made to the Long Term and Annual Plans. The strategy will also be reviewed to ensure alignment with the objectives of any new, or updated, national, regional and local policy and strategy documents.
Appendix 1: Action Plan…

An action plan has been developed identifying the walking and cycling projects to be implemented within the Waimakariri District in the next five years. The plan identifies a range of activities (engineering, education and promotion) that will deliver the projects. The plan is central to the monitoring, review and reporting process and will align to the Council’s Annual Plan and Long Term Plan processes. The plan will be reviewed annually by the Walking and Cycling Strategy Steering Group made up of representatives of: Roading, Planning, Greenspace and Policy teams. The most recent version of the Action Plan can be publically viewed by visiting the Waimakariri District Council’s website: www.waimakariri.govt.nz.
Walking and Cycling 2017 – 2022

Appendix 1: draft Action Plan - making it happen...
Vision:
Waimakariri residents choose to walk and cycle
The environment is friendly, safe and accessible for walkers and cyclists

1. Inclusive infrastructure
   1.1 Providing/advocating for new and extended on-off road walking and cycling infrastructure
   1.2 Providing cycle links between the District’s main towns
   1.3 Supporting the cycle link project between Kaiapoi and Belfast
   1.4 Integrating walking and cycling into public transport planning

2. Community connections
   2.1 Ensuring walking and cycling linkages are provided in new urban subdivision areas
   2.2 Working towards safe and convenient walking and cycling within and around smaller settlements and rural areas
   2.3 Promoting walking and cycling as a way of making connections with others and the natural environment

3. Safe Travel
   3.1 Provide safe walking and cycling access to and from schools
   3.2 Ensure walking routes are usable for people with restricted mobility
   3.3 Support programmes that improve safety for motorists, pedestrians and cyclists

4. Healthy lifestyles
   4.1 Integrating walking and cycling into public transport planning
   4.2 Developing sustainable travel plans
   4.3 Promoting walking and cycling as a healthy lifestyle choice
   4.4 Promoting walking and cycling opportunities
**Walking and Cycling Strategy implementation**

This Action Plan details the walking and cycling projects to be implemented within the Waimakariri District in the next five years. It identifies a range of activities (engineering, education and promotion) that will deliver the projects.

The plan is central to the monitoring, review and reporting process and will align to the Council’s Annual Plan and Long Term Plan processes.

The plan will be reviewed annually by the Walking and Cycling Strategy Steering group with representatives of: Roading, Planning, Greenspace and Policy Teams.
## Current/committed projects

<table>
<thead>
<tr>
<th>Description</th>
<th>Priority link</th>
<th>Time frame</th>
<th>Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work with Waimakariri Access Group and other community groups to identify specific safety concerns and how these can be addressed</td>
<td>3.2</td>
<td>Ongoing</td>
<td>WDC</td>
</tr>
<tr>
<td>Park and Ride facilities developed in Silverstream</td>
<td>1.4, 4.1</td>
<td>Completed</td>
<td>WDC, ECan</td>
</tr>
<tr>
<td>Park and Ride facilities developed in Rangiora</td>
<td>1.4, 4.1</td>
<td>Completed</td>
<td>WDC, NZTA</td>
</tr>
<tr>
<td>Review of District Plan ensures provisions that promote connectivity to and from new development areas</td>
<td>1.2, 2.1, 2.2</td>
<td>2016 - 2018</td>
<td>Current budgets</td>
</tr>
<tr>
<td>Review WDC Engineering Code of Practice design standards for consistency with the NZTA Pedestrian Planning Guide 2009</td>
<td>3.2</td>
<td>2016 -</td>
<td>WDC Current budgets</td>
</tr>
<tr>
<td>Baker Park, Kaiapoi walking and cycling reserve link</td>
<td>2.1, 2.2</td>
<td>2017</td>
<td>WDC Current budgets</td>
</tr>
<tr>
<td>Gladstone Park, Woodend walking and cycling reserve link (Gladstone Park to Hakatere Road, Pegasus)</td>
<td>2.1, 2.2</td>
<td>2017</td>
<td>WDC Current budgets</td>
</tr>
<tr>
<td>Koura Reserve, Rangiora walking and cycling reserve link to connect with Northbrook Wetlands</td>
<td>2.1, 2.2, 2.3</td>
<td>2017</td>
<td>WDC Current budgets</td>
</tr>
<tr>
<td>Collaborate with CCC and NZTA to plan for the development of the Kaiapoi/Belfast cycle link and construct the Tram Road to Kaiapoi section.</td>
<td>1.3</td>
<td>2018/19</td>
<td>WDC, CCC, NZTA</td>
</tr>
<tr>
<td>Extend path from Fawcetts Road to the new Ashley Bridge to complete the path between Ashley and Rangiora</td>
<td>1.1</td>
<td>2016/17</td>
<td>WDC, NZTA</td>
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<tr>
<td>Kaiapoi to Rangiora shared path</td>
<td>1.2</td>
<td>2017/18</td>
<td>WDC, NZTA</td>
</tr>
<tr>
<td>Rangiora to Woodend shared path</td>
<td>1.2</td>
<td>2017/18</td>
<td>WDC, NZTA</td>
</tr>
<tr>
<td>Gladstone Road walking and cycling improvements to connect Woodend to Gladstone Park</td>
<td>1.1</td>
<td>2017/18</td>
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<tr>
<td>Woodend Beach Walk/Cycle-way</td>
<td>2.2, 2.3</td>
<td>2016/17</td>
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<td>Subdivision and Development projects</td>
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<tr>
<td>• West Rangiora</td>
<td>2.1</td>
<td>Depend on development</td>
<td>WDC, development contributions</td>
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<tr>
<td>• Ravenswood – spine road</td>
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<td>Road Safety Education Programme</td>
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<td>Ongoing</td>
<td>WDC, NZTA</td>
</tr>
<tr>
<td>Sustainable Travel Projects</td>
<td>4.2</td>
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<td>WDC, NZTA</td>
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### Proposed projects

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<tr>
<th>Description</th>
<th>Priority link</th>
<th>Time frame</th>
<th>Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investigate an electronic mapping application accessible via the Council’s website for walkers and cyclists</td>
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<td>1 – 3 years</td>
<td>2018-28 LTP</td>
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<tr>
<td>Capture data regarding new and existing footpaths and cycle paths in a format that can be integrated with Council databases</td>
<td>2.3</td>
<td>1 – 3 years</td>
<td>2018-28 LTP</td>
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<tr>
<td>Investigate opportunities to work with other agencies such as the Canterbury Area Health Board and community groups to promote the well-being aspect of walking and cycling</td>
<td>4.3</td>
<td>Ongoing</td>
<td>2018-28 LTP</td>
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<tr>
<td>Work with schools to develop programmes promoting walking and cycling as a ‘first choice’ travel to and from school</td>
<td>3.1, 4.2</td>
<td>Ongoing</td>
<td>2018-28 LTP</td>
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<tr>
<td>Encourage more walking and cycling through behaviour change, education and promotion activities.</td>
<td>4.3, 4.4</td>
<td>Ongoing</td>
<td>2018-28 LTP</td>
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<tr>
<td>Improved linkages into towns from major cycleways</td>
<td>1.1, 1.2, 2.3</td>
<td>1 – 3 years</td>
<td>2018-28 LTP</td>
</tr>
<tr>
<td>Create and maintain track networks in natural areas</td>
<td>2.3</td>
<td>1 – 3 years</td>
<td>2018-28 LTP</td>
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<tr>
<td>Develop walking and cycle networks within the main towns with a focus on schools</td>
<td>1.1, 2.3, 3.1</td>
<td>1 – 3 years</td>
<td>2018-28 LTP</td>
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### Possible future projects (from submissions and feedback)

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<tr>
<td>Lehmans Road</td>
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<td>Townsend Road</td>
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<td>Fernside Road</td>
<td>1.1, 2.1, 2.2</td>
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<tr>
<td>Flaxton Road</td>
<td>1.1, 2.1, 2.2</td>
<td></td>
<td></td>
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<tr>
<td>Pentecost Road</td>
<td>1.1, 2.1</td>
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<td></td>
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<tr>
<td>Cones Road/River Road</td>
<td>2.1, 2.2, 2.3</td>
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<td>Rangiora to Fernside (Johns and/or Oxford Road)</td>
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<td></td>
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<tr>
<td>Haywards Road to Clarkville School</td>
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<td>Ohoka Domain to Ohoka School</td>
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<tr>
<td>Island Road to Ohoka Road</td>
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<tr>
<td>Project Description</td>
<td>Stage</td>
<td></td>
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</tr>
<tr>
<td>---------------------</td>
<td>-------</td>
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<tr>
<td>Bradley's, Whites, Mill, Tram Road Loop</td>
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</tr>
<tr>
<td>Jacksons Road</td>
<td>2.2</td>
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<tr>
<td>Threkelds to Rangiora/Kaiapoi Cycleway</td>
<td>2.2</td>
<td></td>
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<td>Chinnerys Road</td>
<td>2.2</td>
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<tr>
<td>Cones Road Bridge to Loburn Lea</td>
<td>2.2</td>
<td></td>
<td></td>
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<tr>
<td>Hodgsons Road (around Loburn School)</td>
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<td></td>
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<td>Swannanoa, Johns, O’Roarkes, Mt Thomas Roads (around Fernside School)</td>
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<tr>
<td>Kaiapoi to Waikuku Beach (Ferry Road, Stalkers Road to Woodend Beach Road)</td>
<td>2.3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Form connections between existing riverbank areas, esplanade reserves and other public reserves within Rangiora and Kaiapoi</td>
<td>2.1, 2.2, 2.3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2017 onwards | WDC
WAIMAKARIRI DISTRICT COUNCIL

REPORT

FILE NO and TRIM NO: CPR-04-19-37/171024114683

REPORT TO: Council

DATE OF MEETING: 7 November 2017

FROM: Craig Sargison, Manager Community and Recreation

SUBJECT: North Canterbury Riding for the Disabled Loan Deferral

1. SUMMARY

1.1. The purpose of this report is to seek a deferral for the commencement of loan repayments for North Canterbury Riding for the Disabled.

1.2. In February 2016 a loan agreement was signed with North Canterbury Riding for the Disabled for $48,000 so that the organisation could purchase a relocatable building for a club rooms.

1.3. A condition of the original loan was that loan repayments would commence in February 2018 with no interest payable until February 2018.

1.4. There has been correspondence with the Riding for the Disabled President seeking a deferral of the commencement of loan repayments, principally deferring the commencement date of the interest charge.

Attachments:

i. Term Loan Agreement Riding for the Disabled (Trim 160107000551)

2. RECOMMENDATION

THAT the Council:

(a) Receives report No. 171024114683

(b) Approves the loan payments and interest being deferred for North Canterbury Riding for the Disabled for two years with repayments starting in February 2020.

(c) Notes that a similar arrangement was agreed to by Council for the Rangiora Croquet Club

3. ISSUES AND OPTIONS

3.1. In 2014 Council approved a loan of $48,000 to North Canterbury Riding for the Disabled to enable the organisation to purchase a club rooms. The terms of the loan were for repayments to commence at 1 February 2018 with interest of 6% applied from that date.
3.2. The current President of the Group, Lin Bisman has written to the Council seeking a
deferral of the commencement date for interest.

3.3. The intention of the Group is to pay the loan back in one lump sum and to avoid interest
payments of $15,948.

3.4. Riding for the Disabled cannot function as a "user pay" organisation as many of their
riders are in contract care and to increase their rider fee, even slightly, would jeopardise
for them some other part of their welfare and many would just not be able to ride. Parents of children with any form of disability are also often under financial pressure as the
needs of those children are often so much greater than an able bodied child.

3.5. All of the coaches give willingly of their time and energy and on many occasions this is a
thankless task but they persevere and often the results are so worthwhile when
improvements in riders’ confidence is observed. Horse riding for those less able has been long proven to offer many advantages physically, intellectually and very
importantly, emotionally. This is a service that NCRDA wish to continue as they know it
provides so much to the community.

3.6. The Council loan has allowed the organisation to purchase their own building and this
has been so appreciated by so many. The building’s placement, fitting out and
associated pathways, decking, fencing etc. although much of the work given freely by
many locals, has still been financially taxing on their limited resources.

3.7. The Organisation now operates a stable of 9 horses and they have currently raised
approximately $25,000 towards the repayment of the loan and there is a current grant
application pending and a major fundraiser planned for the 3rd December specifically for
this loan repayment.

3.8. Riding for the Disabled is requesting the Council extend to extend the grace period
terms of no interest for a further 2 years, making it now February 2020. If funding is
secured prior to that date it is intended that the loan will be repaid as soon as possible.

3.9. The Council agreed to a similar extension for Rangiora Croquet Club.

3.10. The Council has provided community loans to other sports clubs in the past. Some of
these loans have been successfully paid back to the Council while others have not.

3.11. The Management Team/CE have reviewed this report and supports the
recommendations.

4. COMMUNITY VIEWS

4.1. Community views have not been sought on this report but the Riding for Disabled
continues to attract new members and the Clubrooms has enabled them to provide a
much improved level of service to all of their customers.

5. FINANCIAL IMPLICATIONS AND RISKS

5.1. The cost of interest on the loan is currently met from the Recreation account and the
interest repayments are approximately $5,000 for the period of deferral:

| 17/18 | $1,000 (part year Feb 18 – end of June) |

171024114683  
Page 2 of 3  
27 October 2017
<table>
<thead>
<tr>
<th>Year</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>18/19</td>
<td>$2,400 (full year)</td>
</tr>
<tr>
<td>19/20</td>
<td>$1,600 (part year July – Feb 2020)</td>
</tr>
</tbody>
</table>

5.2. The Club’s intention is to repay the loan in full prior to February 2020.

6. **CONTEXT**

6.1. **Policy**
This matter is not a matter of significance in terms of the Council’s Significance Policy.

6.2. **Legislation**
Reserves Act 1977

6.3. **Community Outcomes**
Public Spaces and facilities are plentiful, accessible and high quality
WAIMAKARIRI DISTRICT COUNCIL

"Lender"

North Canterbury Riding for the Disabled

“Borrower”

TERM LOAN AGREEMENT
THIS AGREEMENT made the 1st day of February 2016

PARTIES:

A. WAIMAKARIRI DISTRICT COUNCIL at Rangiora ("Lender")

B. NORTH CANTERBURY RIDING FOR THE DISABLED (RANGIORA) ("Borrower")

AGREEMENT:

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

LOAN SCHEDULE

LOAN DETAILS

Loan: $48,000

Availability: In one sum on the Commencement Date.

Interest Rate: Interest free until 1 February 2018 thereafter 6% per annum

Interest Rate Review: The Interest Rate is fixed for the term of the loan.

Commencement Date: 1 February 2016

Repayment Commencement Date: 1 February 2018

PAYMENTS REQUIRED

The Borrower shall repay the Loan outstanding and pay interest at the Interest Rate on the Loan by 120 equal consecutive monthly payments of $532.90 each on the 1st of each month with the first payment due on 1 February 2018. Note that a full repayment schedule is at the end of this agreement.

The Borrower may repay the balance of the loan owing at any time without penalty.

DISCLOSURE DETAILS

Address of Lender: 215 High Street, Rangiora

Address of Borrower: P O Box 671 Rangiora

Amount of Credit: $48,000

Cost of Credit: (a) Interest: $15,948
(b) Establishment Fee: Nil
(c) Other Nil
(d) Total cost of credit $15,948

Payments Required: Refer to the payments required specified in the Loan Details (above).
Place for Payment:

All payments of the principal sum, interest and other monies owed to the Lender shall be made by automatic payment authority, direct debit authority or as otherwise directed by the Lender, free of all deductions.

ACKNOWLEDGMENT

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

EXECUTED as an agreement.

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

_________________________________________  ______________________________________
Authorised Signatory                      Full name of authorised signatory

_________________________________________  ______________________________________
Authorised Signatory                      Full name of authorised signatory

The Common Seal of North CANTERBURY RIDING FOR THE DISABLED as Borrower was hereunto affixed in the presence of:

_________________________________________  ______________________________________
Signature of Chairman                      Full name of Chairman

_________________________________________  ______________________________________
Signature of Secretary/Committee member    Full name of Secretary or Committee Member
(Delete one)
TERMS OF LOAN

1. INTERPRETATION IN THIS AGREEMENT:

"Business Day" means a day on which registered banks are generally open for business in New Zealand;

"Monies Owed" means all monies of whatever nature owed or payable by the Borrower to the Lender under this Agreement and the Security Documents;

Words referring to one gender include the other genders. Singular words include the plural and vice versa. References to a party include the representatives, successors and permitted assigns of that party, and where that party includes more than one person, each person is jointly and severally liable under this Agreement;

The Loan Schedule at the beginning of this Agreement forms part of this Agreement. Where applicable, defined terms in the Loan Schedule apply to these Terms of Loan.

2. LOAN

The Lender agrees to advance the Loan to the Borrower on the terms and subject to the conditions of this Agreement.

3. EARLY REPAYMENT

The Borrower may repay the balance of the loan outstanding at any time, together with interest to the date of repayment with no penalty.

4. COVENANTS

The Borrower represents and warrants to the Lender that it has the power to enter into and perform its rights and obligations under this Agreement and that no event of default (as specified in clause 6) has occurred or will occur as a result of making the Loan. The Borrower undertakes to the Lender that it will comply with all laws applicable to it, provide to the Lender all financial information in relation to it as reasonably requested by the Lender during the term of this Agreement.

5. EVENTS OF DEFAULT

An event of default shall occur if:

5.1 The Borrower fails to pay any amount or sum due under this Agreement on its due date (or within two (2) business days of its due date where non-payment on its due date has arisen solely by reason of a bank, technical, computer or similar error outside the control of the Borrower); or

5.2 The Borrower commits any breach of, or omits to observe or perform any of its obligations or undertakings under, this Agreement and the Security Documents on its due date; or

5.3 An application or an order is made for the dissolution or liquidation of the Borrower or the Borrower is placed in receivership; or

5.4 Any other indebtedness for borrowed money of the Borrower is not paid when due or shall become due and payable prior to its stated maturity; or

5.5 The Borrower is unable to pay its debts when due, or is deemed to be unable to pay its debts when due, or otherwise is insolvent; or
6. REMEDIES ON DEFAULT

Upon or at any time after the occurrence of an event of default specified in clause 6, the Lender may at its discretion and without prejudice to its other rights and remedies by notice in writing to the Borrower take all or any of the following actions:

6.1 Demand immediate repayment of the Monies Owed. If so demanded the Borrower shall immediately repay the Monies Owed to the Lender; or

6.2 Enforce, or procure the enforcement of, its rights and remedies under this Agreement as it thinks fit; or

6.3 Cancel any undrawn portion of the Loan.

7. SET-OFF

The Borrower irrevocably authorizes the Lender (without prior notice or demand and despite any settlement of account or other matter) at any time after the occurrence of an event of default under clause 6 to set off against any debt or liability of the Lender to the Borrower any part of the Monies Owed, and to apply any credit balance held with the Lender in satisfaction of any debt or liability of the Borrower to the Lender under this Agreement.

8. INDEMNITIES

The Borrower indemnifies, and agrees to save harmless, the Lender from and against all losses, claims, demands, liabilities, payments, charges and expenses which may be made against or incurred by the Lender arising from or relating to this Agreement. This clause shall survive termination of this Agreement.

9. PAYMENTS

All payments to be made to the Lender under this Agreement shall be made without set-off, counterclaim or deduction and prior to 3pm on the day on which payment is due. Such payments shall be made to a bank account nominated by the Lender in writing or, if the Lender fails to nominate a bank account, then payment shall be made to the address of the Lender specified at the beginning of this Agreement. Payments received after 3pm shall be deemed to have been received on the following business day. The Lender may apply any payment received by under this Agreement to the repayment of the principal, interest, or any other amount due under this Agreement in the order and manner as the Lender may determine from time to time.

10. NOTICES

All notices, requests, demands or other communications to or upon the parties in connection with this Agreement shall be given or made in writing, signed by the party or an authorised person for the party giving such notice, and served upon or delivered to the recipient personally, or sent by post or facsimile to the recipient at the address specified in the Loan Schedule. A notice, request, demand or other communication shall be deemed to have been received, in the case of personal delivery on a business day, on the date of that delivery, in the case of a letter posted by mail, on the second business day after posting, and in the case of a facsimile sent on a business day, during normal business hours in the place of receipt, upon successful transmission.

11. WAIVER

The failure or delay by the Lender in exercising, or the Lender's single or partial exercise, of any right, power, discretion, remedy or privilege in connection with this Agreement shall not operate as a waiver of that right, power, discretion or remedy.
12. CONFlict

Where any conflict or inconsistency shall arise between any of the terms, conditions and provisions (whether express or implied) of this Agreement and those of any loan offer or correspondence from the Lender, the terms, conditions and provisions of this Agreement shall prevail.

13. AMENDMENT

This Agreement shall not be amended or varied except in writing signed by the Borrower and the Lender.

14. ASSIGNMENT

The Borrower shall not assign or transfer any of its rights or obligations under this Agreement. The Lender may assign all or part of its rights and benefits under this Agreement without the consent of the Borrower.

15. PRIVACY ACT 1993

The Borrower consents to the Lender obtaining such information and making such enquiries about it from any source, including credit reference agencies and companies related to the Lender, in relation to the Loan and the disclosing of information about it to credit reference agencies, companies related to the Lender, sureties or assignees or anyone who is considering becoming a surety or assignee. A person has the right to access personal information (within the meaning of the Privacy Act 1993) held by the Lender and request correction of any errors in that information.

16. LAW

This Agreement shall be governed by and construed in accordance with New Zealand law.
## REPAYMENT SCHEDULE

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<th>48,000</th>
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<tr>
<td>Rests</td>
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<td>Monthly Repayments</td>
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<td>238.54</td>
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WAIMAKARIRI DISTRICT COUNCIL

REPORT

FILE NO: 2154002000 / 171009108634
REPORT TO: Council
DATE OF MEETING: 7 November 2017
FROM: Monese Ball, Property Officer
SUBJECT: Classification of Reserve 2953

SIGN BY:
Department Manager
Chief Executive

1. SUMMARY

1.1. The purpose of this report is to obtain Council approval to classify the whole of Reserve 2953 (3719 South Eyre Road) as local purpose (public utility) reserve. Currently the reserve, located on the corner of South Eyre Road and Domain Road, is held as part gravel reserve and part local purpose utility. The original Gazette notice dated 16 March 1892 held the entire parcel of land as Gravel Pit Reserve which was planted in trees for many years as part of the Council’s forestry operation. In 2009, Council resolved to amend this classification to part Utility Reserve for the placement of the Oxford Urban water supply scheme.

1.2. The Oxford Urban water supply scheme is requiring expansion outside the current designated Local Purpose Reserve portion of the land to accommodate a second back-up supply well, constructed as part of the Oxford Rural No.2 water supply upgrade. The balance of the land is no longer used for Forestry Operations as it is uneconomical. Power lines along the South Eyre Road boundary would have required a large setback for future planting and this formed part of the decision discontinue with forestation on this site. The Gravel Pit Land was then leased for stock grazing purposes.

1.3. In the next 10 to 20 years it is likely that a third water supply bore may be required, so staff are seeking to future proof the reserve by classifying the entire parcel as local purpose utility reserve. This would allow Council to continue to use the land for both utilities and stock grazing purposes. Section 16 (1) of the Reserves Act 1977 states; “To ensure the control, management, development ….. of reserves for their appropriate purposes, the minister shall, by notice in the Gazette, classify according to their principal or primary purpose ……..”

1.4. At the meeting of the Oxford Ohoka Community Board on 5th October, the Board accepted that this report be submitted to Council.

Attachments:

i. Location plan - trim ref 170926103871
2. **RECOMMENDATION**

THAT the Council

(a) Receives report 171009108634, with plan 170926103871;

(b) Supports the reclassification of Reserve 2953 to a Utility Reserve under Delegated Authority and subsequent to the advertising and subject to there being no objections to the proposal, the Minister be asked to gazette the classification.

3. **ISSUES AND OPTIONS**

3.1. In March 1892 Reserve 2953 was vested “in trust, for a gravel pit, for the use of the inhabitants of the Oxford Road District, and under the control and management of the Board of such district.” That Board has, by succession, become the Waimakariri District Council.

3.2. The use of the reserve “for a gravel pit” has long since ceased, if in fact it was ever used for that purpose. The reserve was planted in forestry but after the 2013 windstorm it was decided it was not economically viable to continue with replanting for forestry purposes. The land was identified as an appropriate site for a backup water supply well as part of the joining of the Oxford Urban and Oxford Rural 2 water supply schemes. These water supply schemes may in the future require expansion to accommodate a third well on the reserve. To future proof the reserve for such utility purpose; reclassification of the reserve is sought. Re-classification of Reserves has been delegated to Local Authorities.

3.3. The approximate timeline for completion will be as follows:

- Prepare public notice, resolution, public notice, submission period, publish and register gazette is approx. 10 week process

4. **COMMUNITY VIEWS**

4.1. Community Views will be obtained via the public notification process.

5. **FINANCIAL IMPLICATIONS AND RISKS**

5.1. At this stage, no risks have been identified other than public opposition to the classification of the reserve. This is extremely unlikely, given it is a change to a Utility Reserve that will be used to provide a water supply to the area.

5.2. There are no financial effects relating to the Emissions Trading Scheme. The total area surrendered in which this Reserve was part of, was under the total emissions allowable for deforestation.

6. **CONTEXT**

6.1. The process to follow for the classification action is contained in the Reserves Act 1977.

Monese Ball
Property Officer
WAIMAKARIRI DISTRICT COUNCIL

REPORT

FILE NO: RDG-32-69 / 171013111332

REPORT TO: Council

DATE OF MEETING: 7 November 2017

FROM: Ken Stevenson, Roading Manager
       Joanne McBride, Development Manager

SUBJECT: Proposed new road between Lehmans Road and River Road.

1. SUMMARY

1.1. The purpose of this report is to update the Council on the proposed new road between Lehmans Road and River Road and to seek Council approval of the funding for the recent property purchase.

1.2. As background, in 2006 the Council carried out a Rangiora Heavy Vehicle Bypass study. While that study determined a heavy vehicle bypass could not be justified the Council did resolve to protect the link between River Road and Lehmans Road, adjacent to the high voltage power lines, as part of any future development.

1.3. The project was subsequently included in the LTP with $2m spread over the 2020/21 and 2021/22 years. This was a placeholder and no detailed work has been carried out on the optimum timing for the new road or on the cost estimate.

1.4. The draft 2018-28 LTP roading programme was recently presented to Council and that included an updated budget and timing for this project. The draft programme is now $3m over the 2021/22 and 2022/23 years. The change simply reflected the fact River Road has been sealed and so that might delay the requirement for the new road and the budget was updated to reflect increased land costs.

1.5. Also included in the current budget is a sum of $205,600 for land purchase for this project. The $205,600 was a very early estimate of the cost of the land adjacent to the Arlington subdivision as when that land was developed the developer indicated his willingness to sell the land to the Council for the road.

1.6. Recently the Council has agreed to purchase the land off Doncaster Developments.

1.7. It is proposed to fund the purchase from the $205,600 noted above plus by bringing forward part of the $2m that is in the current LTP.

1.8. The remaining land to the north is owned by the Canterbury Jockey Club and by ECan. Staff have had some initial discussions with the Jockey Club and with ECan and they are willing to work with us to get a good outcome.
1.9. It is recommended that Council works with the Canterbury Jockey Club and ECan to purchase the land required for the road in the short term. This will enable them to plan their future operations with some certainty and for the Council to secure all of the land for the new road.

1.10. It is also recommended that further detailed work is undertaken over the next year to determine the optimum time to build the road and to refine the cost estimate. This is likely to be no earlier than the 2021/22 year.

Attachments:
(i) Location map and proposed alignment (Doc 171027116625).

2. RECOMMENDATION

THAT the Council:

(a) Receives report No. 171013111332.

(b) Approves bringing forward $880,000 from the 2020/21 and 2021/22 years to fund the purchase of land for the new road from Doncaster Developments.

(c) Agrees to secure the remaining land for the new road from the Canterbury Jockey Club and Environment Canterbury.

(d) Agrees to construct the new road only when it can be economically justified based on traffic volumes and cost of maintaining the existing roads. This is likely to be no earlier than the 2021/22 year.

(e) Approves staff negotiating with the Canterbury Jockey Club and ECan to secure the remaining land for the proposed new road.

3. ISSUES AND OPTIONS

3.1. In 2001 the Council carried out a Rangiora Transport Study. That study proposed Southern, Western and Eastern Link Roads with the aim of providing alternative routes into Rangiora, reducing congestion on the Rangiora north/south strategic route (Ashley/Ivory/Percival/Southbrook) and catering for expected household growth to the east and west of the town and industrial development to the south. In 2003 Opus were engaged to undertake the Rangiora Southern, Western and Eastern Link Roads Scheme Assessment.

3.2. This scheme assessment work was completed in 2005 and considered by Council. The Council made a number of decisions relating to the Southern, Western and Eastern Link Roads Scheme Assessment. It also resolved to proceed with preparing a Scheme Assessment on the Rangiora Heavy Vehicle Bypasses with two options being considered. One based on Lehmans Road and River Road and the other based on Coldstream Road.

3.3. The conclusion from that Heavy Vehicle Bypass Scheme Assessment was a heavy vehicle bypass could not be justified and in September 2006 the Council resolved to cease further investigations into a Heavy Vehicle Bypass for Rangiora.

3.4. However it did resolve to protect the link between River Road and Lehmans Road, adjacent to the high voltage power lines, as part of any future development.

3.5. The main reason for protecting that link was to provide an alternative route to remove heavy vehicles from West Belt.
3.6. Subsequently when the ‘Arlington’ development was being proposed the
developer approached the Council offering to plan the proposed road
alignment into their development and to sell the land to the Council at the
appropriate time in the future. The road alignment was then included in the
West Rangiora Structure Plan.

3.7. The purchase of the land for the road was recently confirmed and approved by
Council. (Doc 170821089653).

3.8. The Council included the project in the LTP some years ago with $2m spread
over the 2020/21 and 201/22 years. This was a placeholder and no detailed
work was been carried out on the optimum timing for the new road or on the
cost estimate.

3.9. The draft 2018-28 LTP roading programme was recently presented to Council
and that included an updated budget and timing for this project. The draft
programme is now $3m over the 2021/22 and 2022/23 years. Again no detailed
work has been carried out to determine the optimum timing or budget. The
change simply reflected the fact River Road has been sealed and so that might
delay the requirement for the new road and the budget was updated to reflect
increased land costs.

3.10. Further work will be carried out in the near future to refine the budget and to
determine when the project can be justified.

3.11. In the meantime River Road has been sealed and heavy vehicles are now
using the River Road/Lehmans Road route instead of West Belt.

3.12. The question then is why build a new road when this existing route is achieving
the desired outcome of removing trucks from West Belt. The answer is that the
condition and alignment of River Road/Lehmans Road route is not the most
desired long term solution. Also it goes past the camping ground and horse
training activities. The new road bypasses these activities.

3.13. The Council’s own West Rangiora Structure plan shows this road and it is also
an integral part of the structure plans and subdivision consents for this area. If
this new road link is not secured the Council will not be consistent with the
underlying planning documents and subdivision consents for this area.

3.14. It may be possible to maintain the existing route to provide a reasonable level
of service for some years so the Council needs to consider whether it wants to
construct the road early to provide a better level of service or keep maintaining
the existing road for as long as possible.

3.15. In either case it is desirable to protect the route by purchasing land required
for the road. The two remaining land owners are the Canterbury Jockey Club
and ECan.

3.16. Preliminary discussions have been held with the Jockey Club and with ECan.
The purpose of the Ecan land is for flood mitigation and they lease part of the
land to the racing club. A new road along the Ecan land could incorporate a
stop-bank to work in with their other stop-banks, so they are confident they can
work with us to achieve a good overall outcome.

3.17. The Jockey Club are looking at future development on their site and would like
some certainty around the road alignment so they can confirm their future
plans. The preliminary discussions indicated they are keen to work with us to achieve a good outcome.

3.18. Purchasing the land for the road will give them some certainty for their future plans.

3.19. Regarding funding, it is assumed Development Contributions will fund part of the cost because the road is required due to growth. However removing trucks from West Belt is an existing level of service improvement. It could be argued that by upgrading the existing route we have dealt with the exiting level of service issue and the new road will only be built when the increase in traffic numbers justify it.

3.20. The new road is unlikely to attract NZTA funding as at this stage the business case would not stack up. This is because we have largely dealt with the existing issue by upgrading the existing roads. There would have to be a significant increase in vehicle numbers to justify the cost of the new road. It is more likely investing in incrementally improving the existing route as vehicle numbers increase would be most economically viable option from an NZTA point of view and so would be funded by NZTA through the maintenance and renewal programme.

3.21. Based on the above there are a number of options the Council could consider. These are as follows:

- Option 1 (recommend option) – Purchase the remaining land in the short term and build the road when it can be economically justified. The advantage of this option is it enables both the Jockey Club and ECAN to plan their future operations with some certainty and it provides certainty to the Council to enable it to build the road at any time in the future. The disadvantage is it has capital tied up in land that is not yet being used for its intended purpose.

- Option 2 – Do not purchase the remaining land until it is needed for the road in the future and build the road when it is economically justified. The advantage of this option is the Council is not outlaying capital earlier than it is needed. The disadvantages are the land may be more difficult to acquire in the future and the uncertainty it creates for both the Jockey Club and ECAN by not having a firm date which the land is required.

- Option 3 – Purchase the land and build the new road in 2021-2023 as shown in the draft 2018-28 LTP. The advantage of this option is it gives certainty on when the road will be built. The disadvantage is 2021-2023 might not be the optimum time to build the new road and so the Council could be tying up capital earlier than it needs to, which might displace other more worthwhile projects.

3.22. With Options 1 and 2 it is assumed the existing River Road/Lehmanns Road route will be incrementally improved to ensure a good level of service is provided and the new road will only be built when traffic volumes and road maintenance costs justify the building of the new road.

3.23. For all options further work is required to refine the road alignment and cost estimate for both the land and the road construction. This will involve working with the Jockey Club and ECAN to take into account their requirements and future plans.

3.24. In assessing the options to come up with the recommended option consideration was given to the fact the Council has already committed to this project by purchasing the land south of the Jockey Club and ECAN land. Also
the land is not designated for the road so there is no protection should the Jockey Club or ECan decide to develop the land. It is also noted that initial discussions with the Jockey Club and ECan indicate they are very willing to work with us now.

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

4. **THE COMMUNITY VIEWS**

4.1. This proposed road link has been in the LTP for a number of years. The purpose of the road link is to redirect heavy vehicles from West Belt and so this project has been supported by the West Belt residents. The sealing of River Road has diverted heavy vehicles from West Belt so the immediate need for this new road has diminished.

4.2. Staff have met with representatives from both the Canterbury Jockey Club and ECan. They are both keen to work with the Council on the new road.

5. **FINANCIAL IMPLICATIONS AND RISK**

5.1. The current LTP includes $2m spread over the 2020/21 and 2021/22 years for this project.

5.2. The draft 2018-28 LTP roading programme that was recently presented to Council included an updated budget and timing for this project. The draft programme is now $3m over the 2021/22 and 2022/23 years.

5.3. These budgets are based on rough order costs only and no detailed work has been done to refine the cost estimate.

5.4. The Council recently approved the property purchase from Doncaster developments. This agreement is yet to be finalised and the details of the purchase are still public excluded.

5.5. Based on the land cost the project budget of $3m may not be adequate. However further work is required to confirm this.

5.6. The new road is assessed to be 50% growth related and 50% for improved level of service. Therefore 50% of the cost will be funded from Developments Contributions and 50% from rates through a loan.

6. **CONTEXT**

6.1. **Policy**

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

6.2. **Legislation**

The Land Transport Management Act and the Local Government Act are the relevant legislation in this matter.

6.3. **Community Outcomes**

There is a safe environment for all

- Crime, injury and road accidents are minimised
Transport is accessible, convenient, reliable, affordable and sustainable

- The standard of our Districts roads is keeping pace with increasing traffic numbers

Ken Stevenson  
Roading Manager

Joanne McBride  
Development Manager
WAIMAKARIRI DISTRICT COUNCIL

REPORT

FILE NO and TRIM NO: WAT-05-11-03 / 171027116244

REPORT TO: Council

DATE OF MEETING: 7 November 2017

FROM: Colin Roxburgh, Water Asset Manager

SUBJECT: Request for Funding for Council Share of Petries Road Water Main

SIGNED BY: (for Reports to Council or Committees) Department Manager Chief Executive

1. SUMMARY

1.1. The purpose of this report is to request a new budget to the value of $28,000 be allocated to the Woodend water supply budget.

1.2. The purpose of this budget is to fund the Council share of costs for the installation of a 376m length of 150mm diameter water main on Petries Road.

1.3. The water main that has been installed as part of the Copper Beech development was assessed as being of benefit not only to the Copper Beech development, but also to facilitate growth within the wider area. For this reason an advice note was attached to consent RC145540 to document that Council would fund a share of this water main installation.

1.4. The initial total cost estimate of the main was anticipated to be $160,626.25 at consent stage, which would equate to a Council share of $53,006.86, based on Council contributing to 33% of the total water main cost.

1.5. Final costs are still being worked through with the developer, however, the maximum anticipated Council share of costs will be $28,000. The reduction in Council share of costs is due to the reduced length of main required.

1.6. This main would also have the potential future benefit of giving capacity to serve the Woodend Beach area, if the scheme extends to this area in the future, as well as other properties along Woodend Beach Road.

1.7. While the advice note was written committing Council to cover these proportional costs of the water main, there is not currently budget available to fund this. Therefore, it is requested that Council allocate the required funding.

1.8. It is proposed that this budget of $28,000 be a solely growth budget.

1.9. It is calculated that this proposed additional growth budget of $28,000 would increase the Woodend water development contribution by $67 per connection when the development contributions are updated as part of the LTP process.
2. **RECOMMENDATION**

THAT the Council:

(a) **Receives** report No. 171027116244.

(b) **Approves** an additional solely growth funded budget on the Woodend water supply scheme of $28,000 to fund the Council share of the 376m length of 150mm diameter water supply main on Petries Road being installed as part of the Copper Beech development.

(c) **Notes** that this will allow the supply of water to development on the northern side of Petries Road, as well as potentially to the Woodend Beach community in the future, as well as other properties along Woodend Beach Road.

(d) **Notes** that this is calculated as increasing the Woodend water development contribution by $67 per connection, based on preliminary growth numbers that are to feed into the draft 2018-28 Long Term Plan.

(e) **Circulates** this report to the Woodend-Sefton Community Board for their information.

3. **ISSUES AND OPTIONS**

3.1. The Copper Beech development has installed a 150mm diameter water main as part of their development. As part of the consenting process for this subdivision, it was identified that there was a 600m section of this main that was of benefit not only to the Copper Beech development, but also to facilitate growth in the wider area.

3.2. Due to the progression of the development to the north of Petries Road and the associated partial extension of the 150mm diameter water main, a reduced length of main was required for the Copper Beech development. The total length of main installed by Copper Beech subject to the cost sharing agreement was 376m.

3.3. The extent of the water main proposed to be partially funded by Council is shown on figure 1 below (refer orange line for section of pipe partially funded by Council):

![Figure 1: Extent of Water Main to be Partially Funded by Council](image_url)
3.4. It was calculated that this section of main would provide the ability to provide water supply to 29 potential future lots on the northern side of Petries Road that are not part of the Copper Beech development, out of the total 87 lots that this main will serve. Based on this ratio it was agreed that Council fund 33% of the total cost of this main.

3.5. The initial total cost estimate of the main was anticipated to be $160,626.25 at consent stage, which would equate to a Council share of $53,006.66.

3.6. Final costs are still being worked through with the developer, however, the maximum anticipated Council share of costs will be $28,000. The reduction in Council share of costs is due to the reduced length of main required.

3.7. This main would also have the potential future benefit of giving capacity to serve the Woodend Beach area, if the scheme extends to this area in the future, as well as other properties along Woodend Beach Road.

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

4. **COMMUNITY VIEWS**

4.1. The community has not been consulted regarding the funding of this section of water main.

4.2. It is noted that staff plan to consult with the Woodend Beach community later this financial year regarding the potential to extend the Woodend water supply scheme to serve this area. This section of main installed as part of the Copper Beech development would help with the supply of water to this area.

5. **FINANCIAL IMPLICATIONS AND RISKS**

5.1. While the advice note to consent RC145540 was written committing Council to cover these proportional costs of the water main (refer TRIM number 141208133936 for advice note), there is not currently budget available to fund this. Therefore, it is requested that Council allocate the required funding.

5.2. It is proposed that this proposed budget of $28,000 be a solely growth budget.

5.3. The preliminary draft 2018-28 Long Term Plan (LTP) has growth figures in Woodend (excluding Ravenswood who are paying an agreed financial contribution) of 418 new connections over the next 10 years. Therefore, this additional growth budget of $28,000 would increase the Woodend water development contribution by $67 per connection when the development contributions are updated as part of the LTP process.

6. **CONTEXT**

6.1. **Policy**

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

6.2. **Legislation**

The Local Government Act is relevant in this matter.

6.3. **Community Outcomes**

This report relates to the following community outcomes:

- There is a safe environment for all.
• Core utility services are provided in a timely, sustainable, and affordable manner.
• There is sufficient clean water to meet the needs of communities and ecosystems.
WAIMAKARIRI DISTRICT COUNCIL

REPORT

FILE NO and TRIM NO: SEW-03-04-05 / 171020113861
REPORT TO: Council
DATE OF MEETING: 7 November 2017
FROM: Chris Parton, Wastewater Asset Manager
       Simon Markham, Manager Strategy & Engagement
SUBJECT: Tuahiwı Sewerage Extension

SIGNED BY:  
Department Manager  Chief Executive
(for Reports to Council or Committees)

1. SUMMARY

1.1. The purpose of this report is to seek Council approval to enter into private agreements with Te Ngai Tuahuririrunanga and private property owners to extend the STEP sewerage scheme in Tuahiwı to facilitate development in accordance with revised planning provisions applying to MR873.

Attachments:
   i. Map of the Tuahiwı village area

2. RECOMMENDATION

THAT the Council:

(a) Receives report No. 171020113861.

(b) Agrees to enter into a private agreement with Te Ngai Tuahuririrunanga to receive $33,000 towards the cost of implementing a STEP sewer main in Tuahiwı Road from Topito Road to Waikoruru Road at a total cost of $109,470 (incl. GST).

(c) Approves a connection charge of $2,250 per dwelling unit for the first ten units to connect to the sewer along this length of Tuahiwı Road.

(d) Notes that those connecting to the service would be required to also pay development contributions required for the Eastern Districts Sewerage Scheme Ocean Outfall and the Woodend reticulation system and treatment plant at the sum of $9,471.

(e) Notes that further extensions of the STEP scheme in the vicinity will likely give rise to the need to upgrade the capacity of the Turiwhaia pumping station and further recoveries of these costs will need to be made via an additional development contribution.

(f) Notes that the costs of that upgrade is included in draft LTP budgets for the Council’s consideration in January 2018.
3. **ISSUES AND OPTIONS**

3.1. Land Use Recovery Plan Action 21 directed the Council to change its District Plan in 2015 to facilitate residential development on Maori land in Maori Reserve 873. This include provision for phased cluster housing on conforming rural zoned properties.

3.2. Since these provisions became operative, a number of Whanau groups have progressed development proposals but none have gone onto completion at this stage. While issues of financing and finalising arrangements among descendent owners have been causes for delay, so too has arrangements to provide for and fund necessary servicing.

3.3. Unlike development of contiguous lots within a subdivision under the control of a single party, this situation involves discontinuous properties, multiple owners and parties who wish to progress incremental development for residential purposes over extended periods. Financing networked water and wastewater services in this situation is problematic and a barrier to expeditious development.

3.4. Recent discussions with the Upoko of Ngai Tuahuriri, Te Maire Tau, have sought to progress servicing along a segment of Tuahiwi Road between Topito Road and Okaihau Road and along Topito Road for approximately 970 metres south of Tuahiwi Road. Water service is available along most of the length of these sections, but the current STEP sewerage scheme does not provide service for any of the area along Tuahiwi Road and most of the area along Topito Road.

3.5. To accelerate this servicing of wastewater, a funding contribution of $66,000 has been put forth by the Ngai Tuahuriri Runanga. This contribution would be divided equally between the two segments, or $33,000 per road, to be serviced and would be seen as a means of accelerating development in the area and leveraging the recently-adopted planning provisions for MR 873.

In the interim to facilitate development along Tuahiwi Road, a wastewater main would be extended from the existing Turiwhaia Pump Station to Waikoruru Road. The total cost for this extension would be approximately $109,469. After the Rununga contribution of $33,000 is subtracted from this amount, a total of $76,469 would be funded by the Council. To recover these costs, a connection charge of $2,250 per property wanting to connect would be required.

The connection cost of $2,250 was arrived at by assuming that, in the next 10 years, the 20 existing properties along Tuahiwi Road would connect to the new reticulation system and that an additional two parcels would be developed to their maximum 7 residences per parcel. This yields a total of 34 connections that would share in the Council-funded portion of $76,469 for the new reticulation system.

In addition to these connection costs, persons wanting to connect to the reticulation system in Tuahiwi Road would need to pay the following costs:

- Development contributions – costs that contribute to recouping the cost of the existing reticulation system and treatment plant infrastructure in Woodend and in the Eastern Districts Sewer Scheme.

- Onsite costs – the costs to install infrastructure within the property boundary to convey wastewater to the public mains, i.e. septic tanks, pumps, and service laterals. These costs would apply to new development requiring an entirely new septic system or homeowners choosing to replace their existing septic tank
and pump. If a homeowner has an adequate septic tank and chooses to retain that tank and pump, then these costs would not apply.

The table below details each of these costs for the first ten connections along Tuahiwi Road.

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Connection Cost</td>
<td>$2,250</td>
</tr>
<tr>
<td>2. Development Contributions</td>
<td></td>
</tr>
<tr>
<td>a. Woodend DC</td>
<td>$231</td>
</tr>
<tr>
<td>b. Eastern Districts DC</td>
<td>$9,240</td>
</tr>
<tr>
<td>3. Onsite Costs</td>
<td>$16,560</td>
</tr>
<tr>
<td>4. Total incl. GST</td>
<td>$28,281</td>
</tr>
</tbody>
</table>

Table 1 – Costs Associated with Wastewater Connection

3.6. Wastewater flows for up to ten new connections in the Turiwhaia pump station catchment can be accommodated within the existing pump station. The above costs apply to those first ten houses to connect along Tuahiwi Road. Additional development beyond these ten homes, whether they occur along Tuahiwi Road, Topito Road, or elsewhere in the Turiwhaia pump station catchment, will trigger an upgrade to the pump station and reticulation downstream of the pump station. This upgrade would be funded by new development, replacements, and level of service charges. Provision for the pump station and reticulation upgrades is proposed in year two of the LTP budget at a cost of $1.934Million. These costs would be recouped through development contributions and rates. Appropriate development contribution costs will be determined in the next financial year as part of the design of the pump station and downstream reticulation.

To achieve a sustainable solution, considerable engagement and consultation with the community will be required to determine an appropriate scale of reticulation upgrade and its feasible uptake duration.

3.7. Council staff are aware of a proposed development at 80 Topito Road. If this development moves forward as planned, then Council staff may bring forward a similar proposal for wastewater infrastructure along Topito Road.

3.8. The Management Team/CE has reviewed this report and supports the recommendations.

4. COMMUNITY VIEWS

4.1. Community views were canvased in relation to the planning provisions facilitating additional residential development in rural zoned MR873 and factored into the decision-making on the Plan Change at that time.

5. FINANCIAL IMPLICATIONS AND RISKS

5.1. Council faces the following financial implications to service Tuahiwi village with wastewater service.

5.1.1. To extend wastewater service along Tuahiwi Road, Council faces a financial contribution of $76,469. To service development in Tuahiwi Village beyond the ten homes mentioned earlier in this report, Council faces a $1.934M cost to make upgrades to the Turiwhaia pump station and
downstream reticulation. These costs would be recovered over a period of time as properties connect to the sewer system.

5.2. Council is at risk of development in the area not proceeding as planned or existing properties choosing to not connect to the sewer system. If Council chooses to install the infrastructure to service planned growth in the area but this development does not occur, then Council has no means to recover the infrastructure costs incurred.

6. **CONTEXT**

6.1. **Policy**

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

6.2. **Legislation**

The Local Government Act of 2002 is relevant in this matter.

6.3. **Community Outcomes**

This report relates to the following community outcomes:

1. Effect is given to the Treaty of Waitangi.

2. There is a safe environment for all.

Simon Markham
Strategy & Engagement Manager

Chris Parton
Wastewater Asset Manager
WAIMAKARIRI DISTRICT COUNCIL

REPORT

FILE NO and TRIM NO: GOV-26/17102110890

REPORT TO: Council

DATE OF MEETING: 7 November 2017

FROM: Sarah Nichols, Governance Manager

SUBJECT: 2018 Council Meeting Dates

1. SUMMARY

1.1 The purpose of this report is to adopt a meeting schedule for 2018. The schedule is based on current timetabling patterns which have been adopted over recent years by the Council.

Attachments

2. RECOMMENDATION

THAT the Council:

(a) Receives report No. 171012110890.

(b) Adopts the following meeting schedule for the period from 15 January to 21 December 2018. (as outlined in Trim 171007108447).

Ordinary Council Meeting Dates commencing at 1pm on the first Tuesday of the month:


Council meetings relating to (Draft) Long Term Plan including submissions and hearings:


(c) Adopts the following meeting schedule for the period from 15 January to 21 December 2018 for Standing Committees:

District Planning and Regulation Committee commencing at 1pm on Tuesdays:


Utilities and Roading Committee commencing at 4.00pm on Tuesdays:

Community and Recreation Committee commencing at 1.00pm on Tuesdays:

Audit and Risk Committee commencing at 4.00pm on Tuesdays:

District Licencing Committee commencing at 9am on Fridays:

Notes the Community Boards will adopt their timetable at their meetings held during November 2017, as proposed in Trim document 171007108447.

3. ISSUES AND OPTIONS

Council and Standing Committees

3.1 During 2017 ordinary Council meetings occurred at 1pm on the first Tuesday of the month, with four of the Standing Committees generally alternating in two pairs on the third Tuesday of each month. This has worked well and it is recommended to continue with this pattern.

3.2 Since July 2014, specific monthly briefing sessions relating to district wide matters have been brought before Council and this has proven to be effective for both members and staff. It is therefore proposed that these specific briefing sessions continue during 2018, commencing in March, generally on the second Tuesday of the month (as outlined on the attached meeting schedule). It is proposed that some specialist briefings will still occur after the related standing committee meetings. The District Planning and Regulation Committee will also hold monthly briefings from 1pm to 3pm, whilst full Council briefings will occur from 3.15pm to approximately 6pm.

Community Boards

3.3 The 2017 cycle for the Community Boards was on a monthly basis, usually during the second and third weeks of the month. It is proposed that the Boards retain this pattern for 2018 as it dovetails with the timing of the Council and Committee meetings.

3.4 Each March the Council hold a Hui with Ngāi Tūāhuriri Rūnanga, alternating hosting between the Tuahiwi Marae and Council Chambers. This meeting is in addition to the alternate monthly meetings between the parties and provides an additional opportunity to discuss matters with a focus on the Council’s Long Term Plan budgetary proposals and to continue to strengthen the relationship. In 2018 the Long Term Plan consultation will commence from 9 March, with the Council meeting scheduled for 6 March, therefore it is proposed that the 2018 Hui hosted by the Waimakariri District Council be held on 22 March to work in with other meeting commitments and be mid-way through the Long Term Plan consultation period.

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

4. COMMUNITY VIEWS

4.1 The established pattern of Council and Community Board meetings has generally worked well for members, taking into account other community commitments.
4.2 Community views were not sought. We are not aware of any adverse comments from the public on meeting times. However, there are some who may be disadvantaged with meeting times established during the day, due to work or family commitments. Submission hearings directly related to the Long Term Plan are scheduled in the afternoon and evening to enable submitters the opportunity to speak outside of normal working hours.

4.3 Neighbouring Councils commence their meetings at 9.30am with no adverse effects on the community to our knowledge.

5. **FINANCIAL IMPLICATIONS AND RISK**

5.1 Servicing of Council, Committees and Community Boards are met within existing Council budgets.

5.2 The most appropriate way for giving notice of meetings is to establish a meetings calendar. All Council, Standing Committees, Community Board meetings are publicly advertised in compliance with LGOMIA.

5.3 A reduction of staff overtime may be applicable with an earlier starting time of Community Board meetings.

6. **CONTEXT**

6.1 **Policy**
This is not a matter of significance in terms of the Council’s Significance Policy.

6.2 **Legislation**
Local Government Act 2002 Schedule 7 clause 19 - A local authority must hold the meetings that are necessary for the good government of its region or district. Meetings must be called and conducted in accordance with Local Government Official Information and Meetings Act 1987 (LGOIMA) and the standing orders of the local authority.

6.3 **Community Outcomes**
There are wide ranging opportunities for people to contribute to the decision-making by local, regional and national organisations that affect our District.

Sarah Nichols
Governance Manager
# Waimakariri District Council Meetings Calendar of 10th Term of Council January 2018 to December 2018

<table>
<thead>
<tr>
<th>CE Review Committee</th>
<th>(Rakahuri Committee Rooms)</th>
</tr>
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<tbody>
<tr>
<td>Thursday 15 March 2018</td>
<td>3.00pm</td>
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<tr>
<td>Thursday 9 August 2018</td>
<td>3.00pm</td>
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<tr>
<th>LGNZ Conference</th>
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<tr>
<td>15-17 July 2018</td>
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<tr>
<td>Christchurch</td>
</tr>
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<td>(CE, Mayor + Councillors)</td>
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<table>
<thead>
<tr>
<th>Long Term Plan Community Consultation</th>
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<tr>
<td>Friday 9 March to Monday 9 April 2018</td>
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<thead>
<tr>
<th>Council Briefings 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.15pm – 6pm</td>
</tr>
<tr>
<td>Tuesdays in Chambers</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2018 Statutory Holidays</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 January 2018 New Years Day</td>
</tr>
<tr>
<td>6 February (Tuesday) Waitangi Day</td>
</tr>
<tr>
<td>30 March (Friday) Easter</td>
</tr>
<tr>
<td>2 April (Monday) Easter</td>
</tr>
<tr>
<td>25 April (Wednesday) ANZAC</td>
</tr>
<tr>
<td>4 June (Monday) Queens Birthday</td>
</tr>
<tr>
<td>22 October (Monday) Labour Day</td>
</tr>
<tr>
<td>16 November (Friday) Canterbury Show Day</td>
</tr>
<tr>
<td>25 December (Tuesday) Christmas Day</td>
</tr>
<tr>
<td>26 December (Wed) Boxing Day</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Time</th>
<th>Agendas Close (Friday 9 am)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday 30 January 2018</td>
<td>9am – 5pm</td>
<td>19 Jan</td>
</tr>
<tr>
<td>Wednesday 31 January</td>
<td>9am – 5pm</td>
<td>19 Jan</td>
</tr>
<tr>
<td>Thursday 1 February</td>
<td>9am – 5pm</td>
<td>19 Jan</td>
</tr>
<tr>
<td>Friday 2 February (Reserve Day)</td>
<td>9am – 3pm</td>
<td>19 Jan</td>
</tr>
</tbody>
</table>

| Wednesday 7 February | 1pm | 26 Jan |
| Tuesday 20 February | 3.15pm | 9 Feb |
| Tue 6 March | 1pm | 23 Feb |
| Thurs 22 March Annual Hui with Runanga at WDC | 5.30pm | 9 Mar |
| 3 April | 1pm | 29 Mar |
| 1 May | 1pm | 20 April |

<table>
<thead>
<tr>
<th>Hearing LTP submissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tues 8 May @ Kaiapoi 2pm – 8.30pm</td>
</tr>
<tr>
<td>Wed 9 May @ Rangiora 1pm – 8.30pm</td>
</tr>
<tr>
<td>Thurs 10 May @ Rangiora 1pm – 8pm</td>
</tr>
<tr>
<td>Fri 11 May (Reserve Day) 10am – 3pm</td>
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<table>
<thead>
<tr>
<th>LTP Deliberations</th>
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<tbody>
<tr>
<td>Tues 29 May 9am – 5pm</td>
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<tr>
<td>Wed 30 May 9am – 5pm</td>
</tr>
<tr>
<td>Thurs 31 May 9am – 5pm</td>
</tr>
<tr>
<td>Fri 1 June (Reserve Day) 9am – 3pm</td>
</tr>
<tr>
<td>5 June 1pm</td>
</tr>
<tr>
<td>19 June Adopt LTP 3.15pm</td>
</tr>
<tr>
<td>3 July 1pm</td>
</tr>
<tr>
<td>7 August 1pm</td>
</tr>
<tr>
<td>4 September 1pm</td>
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<tr>
<td>2 October 1pm</td>
</tr>
<tr>
<td>16 October (Adopt Annual Report) 3.15pm</td>
</tr>
<tr>
<td>6 November 1pm</td>
</tr>
<tr>
<td>4 December 2018 1pm</td>
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</tbody>
</table>
## Waimakariri District Council
### Meetings Calendar of 10th Term of Council
#### January 2018 to December 2018

### Oxford-Ohoka Community Board
(Alternating Oxford, West Eyreton & Ohoka locations)

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Time</th>
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</tr>
</thead>
<tbody>
<tr>
<td>7 December 2017 – West Eyreton</td>
<td>7.00pm</td>
<td>24 Nov</td>
</tr>
<tr>
<td>8 February 2018 – Oxford Town Hall</td>
<td>7.00pm</td>
<td>26 Jan</td>
</tr>
<tr>
<td>8 March – Ohoka</td>
<td>7.00pm</td>
<td>23 Feb</td>
</tr>
<tr>
<td>5 April – West Eyreton</td>
<td>7.00pm</td>
<td>29 March (pre Easter)</td>
</tr>
<tr>
<td>3 May – Oxford Town Hall</td>
<td>7.00pm</td>
<td>20 April</td>
</tr>
<tr>
<td>7 June – Ohoka</td>
<td>7.00pm</td>
<td>25 May</td>
</tr>
<tr>
<td>5 July – West Eyreton</td>
<td>7.00pm</td>
<td>29 June</td>
</tr>
<tr>
<td>9 August – Ohoka</td>
<td>7.00pm</td>
<td>27 July</td>
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<tr>
<td>6 September – Oxford Town Hall</td>
<td>7.00pm</td>
<td>24 Aug</td>
</tr>
<tr>
<td>4 October – West Eyreton</td>
<td>7.00pm</td>
<td>21 Sept</td>
</tr>
<tr>
<td>8 November – Ohoka</td>
<td>7.00pm</td>
<td>26 Oct</td>
</tr>
<tr>
<td>6 December – Oxford Town Hall</td>
<td>7.00pm</td>
<td>23 Nov</td>
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### Woodend-Sefton Community Board
(Alternating Woodend and Pegasus Community Centres)

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Time</th>
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</tr>
</thead>
<tbody>
<tr>
<td>12 February 2018 – Pegasus</td>
<td>7.00pm</td>
<td>2 Feb</td>
</tr>
<tr>
<td>12 March – Woodend</td>
<td>7.00pm</td>
<td>2 March</td>
</tr>
<tr>
<td>9 April – Pegasus</td>
<td>7.00pm</td>
<td>29 March (pre Easter)</td>
</tr>
<tr>
<td>14 May – Woodend</td>
<td>7.00pm</td>
<td>4 May</td>
</tr>
<tr>
<td>11 June – Pegasus</td>
<td>7.00pm</td>
<td>1 June</td>
</tr>
<tr>
<td>9 July – Woodend</td>
<td>7.00pm</td>
<td>29 June</td>
</tr>
<tr>
<td>13 August – Pegasus</td>
<td>7.00pm</td>
<td>29 June</td>
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<tr>
<td>10 September – Woodend</td>
<td>7.00pm</td>
<td>31 Aug</td>
</tr>
<tr>
<td>8 October – Pegasus</td>
<td>7.00pm</td>
<td>28 Sept</td>
</tr>
<tr>
<td>12 November – Woodend</td>
<td>7.00pm</td>
<td>2 Nov</td>
</tr>
<tr>
<td>10 December - Pegasus</td>
<td>7.00pm</td>
<td>30 Nov</td>
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</table>

### Rangiora-Ashley Community Board
(Council Chambers)

<table>
<thead>
<tr>
<th>Meeting Date (2nd Wednesday)</th>
<th>Time</th>
<th>Agendas Close</th>
</tr>
</thead>
<tbody>
<tr>
<td>14 February 2018</td>
<td>7.00pm</td>
<td>2 Feb</td>
</tr>
<tr>
<td>14 March</td>
<td>7.00pm</td>
<td>2 March</td>
</tr>
<tr>
<td>11 April</td>
<td>7.00pm</td>
<td>29 March (pre Easter)</td>
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<tr>
<td>16 May**</td>
<td>7.00pm</td>
<td>4 May</td>
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<tr>
<td>13 June</td>
<td>7.00pm</td>
<td>1 June</td>
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<tr>
<td>11 July</td>
<td>7.00pm</td>
<td>29 June</td>
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<tr>
<td>8 August</td>
<td>7.00pm</td>
<td>27 July</td>
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<tr>
<td>12 September</td>
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<td>31 Aug</td>
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<tr>
<td>10 October</td>
<td>7.00pm</td>
<td>28 Sept</td>
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<tr>
<td>14 November</td>
<td>7.00pm</td>
<td>2 Nov</td>
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<tr>
<td>12 December</td>
<td>7.00pm</td>
<td>30 Nov</td>
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### Kaiapoi-Tuahiwi Community Board
Ruataniwha Kaiapoi Civic Centre
.Library upstairs meeting room.

<table>
<thead>
<tr>
<th>Meeting Date (3rd Monday)</th>
<th>Time</th>
<th>Agendas Close</th>
</tr>
</thead>
<tbody>
<tr>
<td>19 February 2018</td>
<td>4.00pm</td>
<td>9 Feb</td>
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<tr>
<td>19 March</td>
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<td>9 March</td>
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<tr>
<td>16 April</td>
<td>4.00pm</td>
<td>6 April</td>
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<tr>
<td>21 May</td>
<td>4.00pm</td>
<td>11 May</td>
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<tr>
<td>18 June</td>
<td>4.00pm</td>
<td>8 June</td>
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<tr>
<td>16 July</td>
<td>4.00pm</td>
<td>6 July</td>
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<tr>
<td>20 August</td>
<td>4.00pm</td>
<td>10 Aug</td>
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<tr>
<td>17 September</td>
<td>4.00pm</td>
<td>7 Sept</td>
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<tr>
<td>15 October</td>
<td>4.00pm</td>
<td>5 Oct</td>
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<tr>
<td>19 November</td>
<td>4.00pm</td>
<td>9 Nov</td>
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<tr>
<td>17 December</td>
<td>4.00pm</td>
<td>7 Dec</td>
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### Kaiapoi Regeneration Steering Group
Ruataniwha Kaiapoi Civic Centre

<table>
<thead>
<tr>
<th>Meeting Date (1st Monday)</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>5 February</td>
<td>4.00pm</td>
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<tr>
<td>5 March</td>
<td>4.00pm</td>
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<tr>
<td>9 April</td>
<td>4.00pm</td>
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<tr>
<td>7 May</td>
<td>4.00pm</td>
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<tr>
<td>11 June</td>
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<tr>
<td>2 July</td>
<td>4.00pm</td>
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<tr>
<td>6 August</td>
<td>4.00pm</td>
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<tr>
<td>3 September</td>
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<tr>
<td>1 October</td>
<td>4.00pm</td>
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<tr>
<td>5 November</td>
<td>4.00pm</td>
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<tr>
<td>3 December</td>
<td>4.00pm</td>
</tr>
</tbody>
</table>

### All Boards Briefing – 5pm

- Wed 7 March (Draft LTP) – Rangiora Chambers
- Mon 30 April – Ruatanwha Kaiapoi Civic Centre
- Mon 26 June – Rangiora Chambers
- Mon 24 September – Ruatanwha Kaiapoi Civic Centre
- Wed 7 March – Rangiora Chambers
- Thu 8 February – Oxford Town Hall
- Thu 8 March – Oxford Town Hall
- Thu 5 April – Oxford Town Hall
- Thu 3 May – Oxford Town Hall
- Thu 7 June – Oxford Town Hall
- Thu 5 July – Oxford Town Hall
- Thu 9 August – Oxford Town Hall
- Thu 12 September – Oxford Town Hall
- Thu 10 October – Oxford Town Hall
- Thu 14 November – Oxford Town Hall
- Thu 12 December – Oxford Town Hall
Waimakariri District Council
Meetings Calendar of 10th Term of Council
January 2018 to December 2018

<table>
<thead>
<tr>
<th>School Holidays</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 December 2017 – 29 January 2018</td>
</tr>
<tr>
<td>14 April – 29 April</td>
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<tr>
<td>7 July – 22 July</td>
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<tr>
<td>29 September – 14 October</td>
</tr>
<tr>
<td>20 December 2018 – 28 January 2019</td>
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<table>
<thead>
<tr>
<th>Christmas 2017/18 Council Closure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rangiora Service Centre</td>
</tr>
<tr>
<td>Closed noon Friday 22 December 2017.</td>
</tr>
<tr>
<td>Reopen Wednesday 3 January 2018.</td>
</tr>
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<table>
<thead>
<tr>
<th>Christmas 2018/19 Council Closure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rangiora Service Centre</td>
</tr>
<tr>
<td>Closed noon Friday 21 December 2018.</td>
</tr>
<tr>
<td>Reopen Thursday 3 January 2018.</td>
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<table>
<thead>
<tr>
<th>Citizenship Ceremonies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursdays, 3.30pm in Chambers</td>
</tr>
<tr>
<td>8 February</td>
</tr>
<tr>
<td>29 March</td>
</tr>
<tr>
<td>17 May</td>
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<tr>
<td>28 June</td>
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<tr>
<td>18 August</td>
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<tr>
<td>1 November</td>
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<tr>
<td>6 December</td>
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<table>
<thead>
<tr>
<th>Rūnanga Meetings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday at 10am</td>
</tr>
<tr>
<td>(Committee Rooms, Rangiora Service Centre)</td>
</tr>
<tr>
<td>15 February</td>
</tr>
<tr>
<td>17 May</td>
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<tr>
<td>19 July</td>
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<tr>
<td>20 September</td>
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<tr>
<td>15 November</td>
</tr>
<tr>
<td><strong>Annual Hui with Rūnanga at WDC</strong></td>
</tr>
<tr>
<td><strong>Thursday 22 March 5.30pm</strong></td>
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<table>
<thead>
<tr>
<th>Waimakariri Road Safety Coordinating Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd Wednesday of 2nd month at 10am</td>
</tr>
<tr>
<td>(Rakahuri Committee Rooms, Rangiora)</td>
</tr>
<tr>
<td>14 February</td>
</tr>
<tr>
<td>13 June</td>
</tr>
<tr>
<td>10 October</td>
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<table>
<thead>
<tr>
<th>Waimakariri Passchendaele Trust</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Rakahuri Committee Rooms)</td>
</tr>
<tr>
<td>Wednesday @ 4pm</td>
</tr>
<tr>
<td>14 February</td>
</tr>
<tr>
<td>6 June</td>
</tr>
<tr>
<td>3 October</td>
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<table>
<thead>
<tr>
<th>Enterprise North Canterbury</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday at 3pm</td>
</tr>
<tr>
<td>31 January 2018</td>
</tr>
<tr>
<td>28 March</td>
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<tr>
<td>30 May</td>
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<tr>
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<table>
<thead>
<tr>
<th>Waimakariri Water Zone Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>(meetings held in Function Room, Rangiora Town Hall, Second Monday at 3pm)</td>
</tr>
<tr>
<td>Agendas Close (Friday 9am)</td>
</tr>
<tr>
<td>12 February 2018</td>
</tr>
<tr>
<td>12 March</td>
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<td>9 April</td>
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<td>14 May</td>
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<td>12 November</td>
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<td>10 December</td>
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<table>
<thead>
<tr>
<th>Te Kōhaka o Tuhaitara Trust</th>
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</thead>
<tbody>
<tr>
<td>First Wednesday of month at 5pm</td>
</tr>
<tr>
<td>7 February</td>
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<tr>
<td>4 April</td>
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<tr>
<td>6 June</td>
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<tr>
<td>1 August</td>
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</table>
Waimakariri District Council
Meetings Calendar of 10th Term of Council
January 2018 to December 2018

<table>
<thead>
<tr>
<th>District Planning &amp; Regulation Committee</th>
<th>Community &amp; Recreation Committee</th>
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<tbody>
<tr>
<td><strong>Meeting Date (Tuesday)</strong></td>
<td><strong>Meeting Date (Tuesday)</strong></td>
</tr>
<tr>
<td><strong>Time</strong></td>
<td><strong>Time</strong></td>
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<tr>
<td><strong>Agendas Close (Friday 9 am)</strong></td>
<td><strong>Agendas Close (Friday 9 am)</strong></td>
</tr>
<tr>
<td>13 February (Retreat) 9am to noon</td>
<td>13 February 4.00pm 2 Feb</td>
</tr>
<tr>
<td>20 February (D) 1.00pm</td>
<td>27 March 4.00pm 16 March</td>
</tr>
<tr>
<td>13 March (B) 1.00pm</td>
<td>22 May 1.00pm 11 May</td>
</tr>
<tr>
<td>20 March (D) 1.00pm</td>
<td>17 July 1.00pm 6 July</td>
</tr>
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<td>10 April (B) 1.00pm</td>
<td>18 September 1.00pm 7 Sept</td>
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<td>17 April (D) 1.00pm</td>
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</tr>
<tr>
<td>24 April (Retreat) 9am to 1pm</td>
<td>18 December 1.00pm 7 Dec</td>
</tr>
<tr>
<td>15 May (B) 1.00pm</td>
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<tr>
<td>12 June (B) 1.00pm</td>
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<tr>
<td>19 June (D) 1.00pm 8 June</td>
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<tr>
<td>26 June (Retreat) 12.30pm to 4.30pm</td>
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</tr>
<tr>
<td>10 July (B) 1.00pm</td>
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<tr>
<td>14 August (B) 1.00pm</td>
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<tr>
<td>21 August (D) 1.00pm 10 Aug</td>
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<tr>
<td>11 September (B) 1.00pm</td>
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<tr>
<td>25 September (Retreat) 9am to 1pm</td>
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<tr>
<td>9 October (B) 1.00pm</td>
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<td>16 October (D) 1.00pm 5 Oct</td>
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<tr>
<td>13 November (B) 1.00pm</td>
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<tr>
<td>11 December (D) 1.00pm 30 Nov</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Audit &amp; Risk Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Meeting Date (Tuesday)</strong></td>
</tr>
<tr>
<td><strong>Time</strong></td>
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<tr>
<td><strong>Agendas Close (Friday 9 am)</strong></td>
</tr>
<tr>
<td>13 February 4.00pm 2 Feb</td>
</tr>
<tr>
<td>27 March 4.00pm 16 March</td>
</tr>
<tr>
<td>22 May 1.00pm 11 May</td>
</tr>
<tr>
<td>17 July 1.00pm 6 July</td>
</tr>
<tr>
<td>18 September 4.00pm 7 Sept</td>
</tr>
<tr>
<td>20 November 4.00pm 9 Nov</td>
</tr>
<tr>
<td>18 December 4.00pm 7 Dec</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Utilities &amp; Roading Committee</th>
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<tbody>
<tr>
<td><strong>Meeting Date (Tuesday)</strong></td>
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<tr>
<td><strong>Time</strong></td>
</tr>
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<tr>
<td>20 February 4:00pm 9 Feb</td>
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<tr>
<td>20 March 4.00pm 9 March</td>
</tr>
<tr>
<td>17 April 4:00pm 6 April</td>
</tr>
<tr>
<td>19 June 4.00pm 8 June</td>
</tr>
<tr>
<td>21 August 4.00pm 10 Aug</td>
</tr>
<tr>
<td>16 October 4.00pm 5 Oct</td>
</tr>
<tr>
<td>11 December 4.00pm 30 Nov</td>
</tr>
</tbody>
</table>

**2018 Bylaw Hearings**

Storm Water (confirmed hearing) Tue 27 February 2018 (9am)

Parking consultation mid 2018
Signage consultation mid 2018
Liquor Ban Bylaw consultation early 2018 (with LAP), hearings July/August 2018
Stock Water Race consultation late 2018
Vehicle Crossings consultation late 2018
Stock Movement Bylaw consultation late 2018
Skates & Skateboards 2019
WAIMAKARIRI DISTRICT COUNCIL

REPORT

FILE NO and TRIM NO: EXC-34-20 / 171031117605

REPORT TO: Council

DATE OF MEETING: 7 November 2017

FROM: Jim Palmer, Chief Executive

SUBJECT: Health and Safety Report – October

1. SUMMARY

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

Attachment
1 Discharging Officer Health and Safety Duties
2 October 2017 Health and Safety Dashboard Report

2. RECOMMENDATIONS

THAT the Council:

(a) Receives report No. 171031117605.

3. ISSUES AND OPTIONS

3.1. There were four work-related accidents/incidents recorded this month.

<table>
<thead>
<tr>
<th>Date</th>
<th>Occurrence</th>
<th>Event description</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>26 September</td>
<td>Accident</td>
<td>Caught protruding bolt at scaffold on shoulder. Large</td>
<td>Whilst conducting his site inspection, caught left shoulder on a bolt protruding from a scaffold clip. The result was a broken skin scrape with possibly some bruising. Protruding clips/bolts is a common occurrence on most scaffold systems and for Building Inspectors it is about being aware of these type of hazards on site. Sometimes it is just a case of turning around and accidentally catching clothing or body on the clips and bolts. This type of hazard to be raised at our next technical meeting for discussion and feedback. Team leader will raise this. CLOSED</td>
</tr>
<tr>
<td>29 September</td>
<td>Near Miss</td>
<td>Full Rangiora Service Centre building evacuation due to the presence of a smoke odour and</td>
<td>Evacuation was successful, and all staff were out of the building in a timely manner. Cause was investigated by Property Team and was</td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Description</th>
<th>Resolution Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 October</td>
<td>Accident</td>
<td>A surf life-saving rescue surf board struck a youth participating in a Youth in Emergency Services (YES) boot camp being delivered jointly by Hurunui, Waimakariri and Selwyn District Councils CDEM and Youth Development Officers. The activity was a Waikuku Beach Surf Life-saving Club training session where our youth were learning and practising the surf life-saving skills and using WBSLSC equipment. The surf caused the participants to lose control of the rescue board which was then propelled by the surf into the youth participant who is from Hurunui District. It struck her in the head causing minor pain.</td>
<td>Person was in water that was knee deep; the board was made of polystyrene; a trained lifeguard was standing in the knee-deep surf instructing at the time and helped injured person to their feet immediately post-impact and took them to the Surf Lifesaving Club building but was met at the edge of the water by WDC staff activity supervisor in attendance. Telephone contact made with injured person’s parents and kept them informed of progress when taken to hospital and on release. Father met with injured person post-release from hospital and together they decided she would re-join the YES Program and carry on that evening to continue with the program. Recurrence cannot be prevented. The only way to guarantee youth will not fall off the rescue surf board, is to not let them on it in the first place. This is not appropriate because the instructional activity is specifically how to use the rescue surf board in the surf. CLOSED</td>
</tr>
<tr>
<td>5 October</td>
<td>Property Damage</td>
<td>One of the four wheels on Water Unit tipper trailers snapped the centre bolt and the wheel and hub fell off, have sent trailer to Rangiora Mazda to fix and tell us what may have caused this to happen.</td>
<td>The trailer has a current WOF and it was not over loaded. No further information regarding prevention of recurrence. Corrective Action to be taken: Wait for Rangiora Mazdas report. Fleet manager notified. OPEN.</td>
</tr>
</tbody>
</table>

3.2. The dashboard review shows:

3.2.1. Driver Safety Training (Anti-Skid) has been provided to 24 Staff during October, and Asbestos Handling and Removal (A/C pipes) training has been provided to all staff at the Water Unit.

3.2.2. Occupational Health Monitoring has been completed for all Water Unit Staff, including hearing, lung function and Hep A/Hep B immunity testing.

3.2.3. A Serious accident at Rangiora Waste Water Treatment Plant. It involved the rollover of a sub-contractor’s loader while driving down a ramp. No injury, and a full investigation has been received by the contractors involved.

3.2.4. Two further contractor incidents of note, both vehicle/mobile plant related – no injury, however there was either property damage or near-miss. One contractor has a vehicle accident (on Oxford Road, East of Sutherlands Pit) and one near miss (one ton digger was digging a 1 metre deep trench, and managed to collapse the side of the trench and slide into the trench).

4. COMMUNITY VIEWS

4.1. N/A.
5. **FINANCIAL IMPLICATIONS AND RISKS**

5.1 N/A

6. **CONTEXT**

6.1. **Policy**

N/A

6.2. **Legislation**

Key extracts from the Health and Safety at Work Act 2015, especially as it relates to Officers, were provided to the first meeting of this term of Council on 25 October 2016.

Jim Palmer
Chief Executive
## Discharging Officer Health and Safety Duties

<table>
<thead>
<tr>
<th>OFFICER DUTIES</th>
<th>EXAMPLES OF ACTIVITIES TO SUPPORT DISCHARGE OF DUTIES</th>
<th>FREQUENCY</th>
</tr>
</thead>
<tbody>
<tr>
<td>KNOW</td>
<td>• Updates on new activities/major contracts&lt;br&gt;• Council reports to include Health and Safety advice as relevant&lt;br&gt;• Audit Committee to receive minutes of Health and Safety Committee meetings&lt;br&gt;• Update on legislation and best practice changes to Audit Committee</td>
<td>Various Committee reports&lt;br&gt;Monthly, as required&lt;br&gt;Two-monthly&lt;br&gt;As required</td>
</tr>
<tr>
<td>UNDERSTAND</td>
<td>• Induction of new Council through tour of District and ongoing site visits.&lt;br&gt;• H&amp;S Risk register to Audit Committee&lt;br&gt;• Training on H&amp;S legislation and best practices updates&lt;br&gt;• CCO activities reported to the Audit Committee</td>
<td>Start of each new term and as required&lt;br&gt;Six monthly, or where major change&lt;br&gt;At least annually&lt;br&gt;At least annually</td>
</tr>
<tr>
<td>RESOURCES</td>
<td>• LTP or Annual Plan to have a specific report on H&amp;S resources&lt;br&gt;• Reports to Committees will outline H&amp;S issues and resourcing, as appropriate</td>
<td>Annually&lt;br&gt;As required</td>
</tr>
<tr>
<td>MONITOR</td>
<td>• Report to every Council meeting – standing agenda item to include Dashboard Update and any major developments&lt;br&gt;• Risk register review by Audit Committee</td>
<td>Monthly&lt;br&gt;Six monthly</td>
</tr>
<tr>
<td>COMPLY</td>
<td>• Programme of H&amp;S internal work received by Audit Committee&lt;br&gt;• Internal Audit reports to Audit Committee&lt;br&gt;• Incident Investigations reported Audit Committee&lt;br&gt;• Worksafe review of incidents/ accidents reported to Audit Committee</td>
<td>Annually&lt;br&gt;As completed&lt;br&gt;As required&lt;br&gt;As required</td>
</tr>
<tr>
<td>VERIFY</td>
<td>• Receive ACC WSMP audit results and remedial actions (if any) reported to Audit Committee&lt;br&gt;• Worksafe audits, if undertaken&lt;br&gt;• Self-assessment against Canterbury Safety Charter reported to the Audit Committee</td>
<td>Two yearly&lt;br&gt;As completed&lt;br&gt;Aannually</td>
</tr>
</tbody>
</table>
## Progress against 2017/18 Workplan - October 2017 (**as at Wednesday 18th October 2017**)

<table>
<thead>
<tr>
<th>Major Projects</th>
<th>Current</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objective 1: Improve Health and Safety data management, and encourage all staff to report incidents and hazards.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Action 1: Safety Management System investigation and procurement project (includes carry-over of ‘Reporting Improvement’ project from 2016/17).</td>
<td>ON HOLD</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Informal investigation has commenced, with 6 options being reviewed. Requirements for system have been developed. Formal invtigation of project has commenced in August 2017, and first Project Advisory Group meeting held on 7 September 2017. Discussion was held in September with other Councils in the region during the quarterly Canterbury Health and Safety Advisory Group forum, and 5 members of the group have committed to investigating the potential to embark on a ‘shared services’ procurement project, as each of those Councils are in varying stages either procuring, reviewing or replacing their Safety Management System software. First meeting to discuss will be held 16 November. WDC’s project will be put on hold until this meeting is complete.</td>
</tr>
<tr>
<td>Action 2: Implementation of Tech1/Mobile Hazard, Incident and Take-5 systems (carry over project).</td>
<td>Hazards and incidents: Both hazard forms and incident forms have ‘gone live’ online. All staff can lodge hazards or incidents via internet link or mobile device. Link has been established to Technology 1, which is now the database for hazard and incident data. IT staff are developing workflows for any actions to be assigned to relevant staff. Completion of the workflows in Technology 1 is imminent, with IT currently working to finalise. Take-5 Forms: Take 5 forms have been developed for mobile devices, and are in use in the Water Unit. The forms have been demonstrated to Audit &amp; Risk Committee, Health and Safety Committee, and key users throughout the organisation. Trial for Utilities and Reading team has been completed, and feedback will be incorporated into Take-5 prior to roll-out to remainder of organisation.</td>
<td></td>
</tr>
<tr>
<td>Action 3: Improvement of Due Diligence Health and Safety reporting.</td>
<td>Lined up with Action 2, the finalisation of the Technology 1 Hazard and Incident database will allow for improved due diligence reporting and reporting of both hazards and incidents.</td>
<td></td>
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<tr>
<td></td>
<td></td>
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<tr>
<td>Objective 2: Maintain a fit-for-purpose internal health and safety auditing system to ensure that WDC is compliant with health and safety policies, procedures and legal requirements.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Action 5: Review and re-develop internal health and safety auditing system, aligned with best practice.</td>
<td></td>
<td>Initial investigation has lead to reviewing WorkSafe’s proposed “SafePlus” as a model. SafePlus has not been designed to replace WSMP. It has a different approach from a purely compliance audit. SafePlus is a business improvement tool that uses a behaviour-based assessment approach, and also offers independent guidance and advice on how to improve health and safety performance in a business. The toolkit will be available as three separate products: - Resources and guidance from WorkSafe website (available September 2017). - An independent onsite assessment (available September 2017). - A free online self-assessment. (Available in mid-2018). Report to Management Team has been submitted to seek approval to align WDC H&amp;S systems with SafePlus, and in turn, create an internal auditing programme to suit.</td>
</tr>
<tr>
<td>Objective 3: Ensure that all contractors are managed according to health and safety procedural requirements, and improve staff knowledge of those requirements.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Action 6: Contractor management process improvement project.</td>
<td>Project is now in implementation phase. - Stage 1: Current state analysis complete. Meetings were held with all key contract managers to determine current gaps, and ensure that any solutions that are developed are ‘fit-for-purpose’. Report to Management Team was submitted at end of August and proposed next steps were approved. - Stage 2 Steps: - Creation of interim contract register - Process mapping of Contract Management processes - Implementation of a Contract Management software system (e.g. TechnologyOne Contract Management module). Interim contract register has been created, and will be rolled out to the organisation during October/November.</td>
<td></td>
</tr>
<tr>
<td>Objective 4: Improve the Health and Wellbeing of staff, and create measures to ensure success.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Action 7: Wellbeing strategy development and implementation project.</td>
<td>Proposal for Wellbeing Strategy Development has been created, and shared with key groups (Community Team, NAD Committee and Social Club). A Wellbeing Survey was distributed in mid-September. Report to Management Team to present the findings of the survey will be submitted in November. Strategy development will be dependent on the outcomes of the survey and the Management Team review, and is planned for end 2017/early 2018.</td>
<td></td>
</tr>
<tr>
<td>Objective 5: Improve traceability and of staff working alone outside of hours, and appropriate response in the event of an incident.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Action 8: Lone working equipment procurement project.</td>
<td>COMPLETE</td>
<td>Work is complete on this project. SmartTrak devices have been procured for the Water Unit on-call team, which are satellite capable and externally monitored by AOT. They act as panic alarms and communication devices, even when the staff are out of cell-phone coverage range. A panic alarm has been assessed in the Environmental Services Unit, and the trial was successful, therefore they will be going ahead with purchase.</td>
</tr>
</tbody>
</table>

**Legend:**
- **On track**
- Slightly behind schedule (less than one month)
- Behind schedule (greater than one month)
Oct 2016 to Current: Worker - Cause of Incident

- Fall, trip or slip: 23%
- Body stressing: 21%
- Heat, Radiation and Energy: 18%
- Being hit by moving objects: 10%
- Hitting objects with part of body incl. cuts: 14%
- Mental stress: 7%
- Chemicals or other substances: 2%
- Biological factors: 5%

Oct 2016 to Current: Worker Incident Reporting

- Accident: 39, 57%
- Near Miss: 9, 13%
- Incident: 12, 18%
- Notifiable injury/illness/incident: 1, 2%
- Property Damage: 7, 10%
- Fatality: 0, 0%
<table>
<thead>
<tr>
<th>Risk Description</th>
<th>Rating (out of 25)</th>
<th>Current actions</th>
<th>Action Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractor Health and Safety</td>
<td>15</td>
<td>*Train all contract managers in H&amp;S processes/requirements at time of induction.</td>
<td>Charlotte Browne</td>
</tr>
<tr>
<td>Management</td>
<td></td>
<td>*Develop comprehensive contract administration/contract management training package to deliver to all staff managing contractors.</td>
<td>Gerard Cleary</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Identify volunteer groups and leaseholders that engage contractors on behalf of WDC and train in contract H&amp;S management processes.</td>
<td>Charlotte Browne</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Complete development of Safety in Design procedures and embed in design processes.</td>
<td>Gerard Cleary</td>
</tr>
<tr>
<td>Vehicle Use &amp; Driver Safety</td>
<td>15</td>
<td>*Deliver driver training as per training strategy (Driver Safety / 4WD)</td>
<td>Charlotte Browne</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Identify any drivers that require further progressive driver training on an as-needs basis and provide relevant training.</td>
<td>Managers &amp; Team Leaders</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Provide information and training regarding use of safety equipment such as fire extinguishers in staff pool vehicles to all drivers.</td>
<td>Charlotte Browne</td>
</tr>
<tr>
<td>Volunteers</td>
<td>15</td>
<td>*Undertake a review of operations to ensure that all activity and training is being carried out as per internal H&amp;S processes.</td>
<td>Liz Ashton</td>
</tr>
<tr>
<td>*Conducting hazardous activities</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>*Injury/death</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adverse Weather</td>
<td>15</td>
<td>*Develop protocols for response to adverse weather events (especially at night), and include in Safe Working in the Field Manual</td>
<td>Charlotte Browne</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Include in Emergency Management Plan out-of-hours deployment in adverse weather.</td>
<td></td>
</tr>
<tr>
<td>Airfield Operations</td>
<td>15</td>
<td>*Develop of Airfield Safety Committee and appointment of Airfield Safety Co-ordinator to administer all actions from safety review.</td>
<td>Craig Sargison</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Develop of Airfield Operations Manual, and adoption of the manual by Council as the key safety document for the Airfield operations.</td>
<td>Craig Sargison</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Provide regular Airfield Operations report to Council</td>
<td>Craig Sargison</td>
</tr>
</tbody>
</table>
WAIMAKARIRI DISTRICT COUNCIL

MINUTES FOR THE MEETING OF THE AUDIT AND RISK COMMITTEE HELD IN THE WAIMAKARIRI DISTRICT COUNCIL CHAMBERS, 215 HIGH STREET, RANGIORA ON TUESDAY 19 SEPTEMBER 2017 COMMENCING AT 4PM.

PRESENT

Councillors N Atkinson (Chairperson), Mayor D Ayers, A Blackie, S Stewart and P Williams

IN ATTENDANCE

Councillors D Gordon, J Meyer, W Doody
Messrs J Palmer (Chief Executive), J Millward (Manager Finance and Business Support), S Markham (Manager Strategy and Engagement), G Meadows (Policy Manager), P Christensen (Finance Manager), G Cleary (Manager Utilities and Roading), Ms K LaValley (Project Delivery Manager), M Harris (Customer Services Manager) and Mrs A Smith (Committee Advisor), Auditor General John Mackey.

ELECTION OF COMMITTEE CHAIRPERSON FOR THE MEETING

In the absence of the Committee Chairperson, Jeff Millward opened the meeting and called for nominations for Committee Chairperson for the duration of this meeting.

Moved Councillor Blackie seconded Councillor Williams

THAT role of Audit and Risk Committee Chairperson be Councillor N Atkinson for the duration of this meeting.

CARRIED

Councillor Atkinson assumed the Chair at this time, for the duration of the meeting.

1 APOLOGIES

Moved Councillor Blackie Seconded Councillor Williams

THAT an apology be received and sustained from Deputy Mayor Felstead.

CARRIED

2 CONFLICTS OF INTEREST

There were no conflicts of interest reported.

3 CONFIRMATION OF MINUTES

3.1 Minutes of a meeting of the Audit and Risk Committee held on Tuesday 18 July 2017

Moved Councillor Blackie seconded Councillor Williams

THAT the Audit Committee

(a) Confirms the circulated minutes of a meeting of the Audit and Risk Committee, held on the 18 July 2017, as a true and accurate record.
CARRIED

4 MATTERS ARISING

There were no matters arising.

5 PRESENTATION/DEPUTATION

There were no presentations.

6 REPORTS

6.1 Non-Financial Performance Measures for the year ended 30 June 2017 – Maria Edgar (Moving Councillor)

Mr Geoff Meadows presented this report on behalf of Ms Edgar.

Mayor Ayers sought confirmation that the service requests do include “Snap Send Solve”

Moved Councillor Atkinson seconded Councillor Blackie

THAT the Audit and Risk Committee

(a) Receives report no. EXC-08-03/ TRIM No. 170906096317 Non-Financial Performance Measures for the year end 30 June 2017.

(b) Notes 72% of performance measures for the 2016/17 financial year end were achieved, 22% were nearly achieved and 6% were not achieved.

CARRIED

Councillor Atkinson commented that this is a good report and the format is easy to follow.

6.2 Review of Significance and Engagement Policy – Simon Markham (Manager Strategy and Engagement)

Mr Markham presented this report which seeks the Committees recommendation to Council to an amended Significant and Engagement Policy. These changes are minor and of a technical nature. This Policy provides guidance to the Council and the community about what constitutes ‘significant’ decisions warranting specific consultation. Recent consultation on the Waste Management Plan, and the District Development Plan have both used the full Special Consultative Procedure to engage with the community on, as these would have an impact on future of the district.

It was agreed that three additional items should be included in Item 4.2 Strategic Assets, in the Policy. These are:

- Service Centres
- Drainage and stormwater systems as a whole
- Rangiora Airfield

Councillor Atkinson asked if any red zone areas (business areas) should be added into this list. There is still to be conversation on this and it was noted by Mr Palmer that maybe not include any of this as a strategic asset, as it would be the intention to sell this land.
Moved Mayor Ayers seconded Councillor Blackie

**THAT** the Audit and Risk Committee

(a) **Receives** Report No. 170912098422; and

**Recommends** that the Council:

(b) **Approves** amendments to its Significance and Engagement Policy as shown in Document No. 140930106853 as being of a minor/technical nature and without further process, including additions to the list of strategic assets in Section 4.2 as follows:

- Drainage and stormwater system assets as a whole;
- Service Centres;
- Rangiora Airfield

Mayor Ayers noted that this is a requirement of legislation and the Council is tidying up the wording.

**6.3 Capital Projects Report for the period ended 30 June 2017 – Paul Christensen (Finance Manager)**

Paul Christensen and the Auditor General spoke to this report. Mr Christensen highlighted the number of projects completed is 72%, capital expenditure shows that the actual spend under the earthquake recovery projects is well below the budget, and this is due to delays in completing projects.

Moved Councillor Stewart seconded Councillor Atkinson

**THAT** the Audit and Risk Committee

(a) **Receives** report No 170906096337

(b) **Circulates** report to the Boards

(c) **Notes** the progress of the capital projects with 72% of the 265 projects on time or completed.

**CARRIED**

Councillor Stewart commented on the optimistic timeframes for capital projects and asked why there is so many Council projects not completed within these timeframes? Mr Palmer said collectively for asset managers, if a budget has been set for a project, they like to get on with it. Mr Palmer said that there could possibly be issues around how the Council deal with project management, and sometimes there are resourcing issues which can mean some projects fall behind. There is sometimes not enough time included in planning of projects to include consultation with the community. Bigger projects which are spread over several years are usually well planned, but sometimes there is not enough time allocated for completion of smaller projects.

Councillor Stewart commented further on the capital works programme and questioned if there could be more efficient use of staff resource, when programmes are being planned. Councillor Stewart suggested that rather
than having staff working on a project that wasn’t going to be completed, they
could be working on the completion of other projects. Mr Millward said there
is always the variables with capital works, such as delays by contractors,
understaffing in some areas, and slowdowns in developments have an impact.
It was suggested that 86% of completed projects is considered to be a good
figure.

Councillor Atkinson suggested this matter is something that could be
discussed during the Long Term Plan process.

6.4 Financial Report for the year ended 30 June 2017 – Paul Christensen
(Finance Manager)

Mr Mackey (Auditor), noted the audits are proceeding on the Council
Controlled organisations, Enterprise North Canterbury and Te Kohaka o
Tuhaitara Trust. There have been some challenges with the Council Audit,
and processes are being looked at and addressed. This is related to the value
of assets in the 3 Waters area. It is expected that there will need to be a re-
statement with adjustments of the balances from the previous year. Prior to
2015 there was some time when assets weren’t captured through subdivision.
Mr Millward said the Council’s system will need to be more robust in future
reconciliation and subdivisions. The impact on depreciation is not significant.
There will be a complete explanation included in the annual report.

The valuation of assets is completed on a rolling system, with all assets valued
at least once every three years and reauding done every year. This correction
of the value of asset figures would not have any adverse effect on ratepayers.
Mr Palmer said the assets concerned are basically new assets and have little
depreciation.

Moved Mayor Ayers seconded Councillor Blackie

THAT the Audit and Risk Committee

(a) Receives report no. 170906096691

(b) Notes that the preliminary result for the year ended 30 June 2017 is a
surplus of $26.1million. The final audited accounts will be presented for
adoption on 3rd October.

CARRIED

7 PORTFOLIO UPDATES

7.1 Audit, Risk, Long Term Plan and Excellence Programme – Deputy Mayor
Kevin Felstead

Deputy Mayor Felstead was not present.

7.2 Communications – Councillor Neville Atkinson

Nothing further to advise.

8 QUESTIONS

There were no questions.
9 **URGENT GENERAL BUSINESS**

There was no urgent general business.

10 **MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED**

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

Moved Councillor Blackie seconded Councillor Atkinson

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

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

<table>
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<tr>
<th>Item No</th>
<th>Minutes/Report of:</th>
<th>General subject of each matter to be considered</th>
<th>Reason for passing this resolution in relation to each matter</th>
<th>Ground(s) under section 48(1) for the passing of this resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.1</td>
<td>Report of Gerard Cleary (Manager Utilities and Roading and Kelly LaValley (Project Delivery Manager)</td>
<td>Development Contributions – Review of major subdivisions and developments</td>
<td>Good reason to withhold exists under Section 7</td>
<td>Section 48(1)(a)</td>
</tr>
<tr>
<td>10.2</td>
<td>Report of Maree Harris (Customer Service Manager)</td>
<td>Request to Remit Statute Barred Rates</td>
<td>Good reason to withhold exists under Section 7</td>
<td>Section 48(1)(a)</td>
</tr>
</tbody>
</table>

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

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<tbody>
<tr>
<td>10.1 and 10.2</td>
<td>Protection of privacy of natural persons To carry out commercial activities without prejudice</td>
<td>A2(a) A2(b)ii</td>
</tr>
</tbody>
</table>

CARRIED

**CLOSED MEETING**

*See In Committee minutes*

**OPEN MEETING**

There being no further business, the meeting closed at 5.26pm.
CONFIRMED

__________________________
Chairman

__________________________
Date

WORKSHOP
At the conclusion of the meeting a Workshop was held to review the Revenue and Finance Policy
MINUTES OF A MEETING OF THE REGENERATION STEERING GROUP HELD IN THE RUATANIWHA KAIAPOI CIVIC CENTRE ON MONDAY 2 OCTOBER 2017 AT 4.00PM.

PRESENT:

Kaiapoi Community Board – A Blackie (Chair), J Watson, P Redmond, S Stewart, C Greengrass, R Blair, J Meyer, M Pinkham, N Atkinson.

J Palmer (Chief Executive); C Sargison (Manager Community and Recreation); D Roxborough (Implementation Project Manager - District Regeneration).

IN ATTENDANCE:

1. **APOLOGIES**

An apology was received and sustained from D Ayers, C McKay, H Crombie, J Barr for absence.

An apology was received and sustained from J Watson & C Greengrass for lateness.

CARRIED

2. **CONFIRMATION OF MINUTES**

Moved: A Blackie  Seconded: J Meyer

THAT the Regeneration Steering Group:

Confirms as a true and correct record the minutes of a meeting held on Monday 4 September 2017.

CARRIED

3. **MATTERS ARISING**

S Stewart advised that she is still seeking clarification around the status of the Pegasus Bay Walkway in the context of the entrances to it. C Sargison advised that he will respond to this. C Sargison advised that a letter has been received from the Croquet Club in regard to the potential relocation to another site in Kaiapoi. The Croquet Club have confirmed they would like to stay at their current location as this stage. C Sargison advised that both the St Margaret's and Union Rowing Clubs have advised they are happy to go to the area around the bend in the river to where the old bowling club was located. C Sargison will bring a report back to the Kaiapoi-Tuahiwi Community Board asking them to approve the lease of this land.

D Roxborough advised that as per the discussion at the previous meeting in regard to the road stopping plans for The Pines Beach area that there will be a report coming to the next Regeneration Steering Group meeting.

4. **DEPUTATIONS AND PRESENTATIONS**

Nil.

5. **LINZ UPDATE**

Nil.
6. **REPORTS**

6.1 **HONDA TREES APPLICATION**

D Roxborough advised that the purpose of the report is to seek a resolution from the Regeneration Steering Group to support an application to the Honda Tree Fund. A project overview is attached to the report which will support the application when it is lodged.

D Roxborough proposed a change under Recommendation (b) to amend the funding amount to $30,000.00.

Moved:  P Redmond  
Seconded:  J Meyer

**THAT** the Regeneration Steering Group recommends:

(a) **Receives** report No. 170925103366.

(b) **Supports** staff making an application for funding to the Honda Tree Fund for the sum of $30,000.00 for native planting in the recreation and ecological linkage reserves in the Kaiapoi Regeneration areas.

(c) **Supports** the Chair of the Regeneration Steering group preparing a letter of support to add to the application for funding to the Honda Tree Fund.

**CARRIED**

N Atkinson sustained from voting on this recommendation.

7. **COMMUNITY ENGAGEMENT**

7.1 **DISTRICT REGENERATION COMMUNICATIONS REPORT – SEPTEMBER 2017**

D Roxborough referred to the report and noted that under Clause 3.1.1. that the latest Regeneration video will be released this week and will be covering the Food Forest Planting day, update regarding the Kaiapoi East Sport and Recreation Reserves Roading options, and some engagement with the youth groups.

Moved:  J Palmer  
Seconded:  A Blackie

**THAT** the Regeneration Steering Group:

(a) **Receives** report No. 170920101586.

**CARRIED**

8. **MATTERS REFERRED FROM COUNCIL**

Nil.

9. **GENERAL**

Nil.
10. **MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED**

Nil.

11. **NEXT MEETING**

The next scheduled meeting of the Regeneration Steering Group commences at 4.00pm on Monday 6 November 2017 at the Ruataniwha Centre, Kaiapoi.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 4.16PM.
MINUTES FOR THE MEETING OF THE WOODEND-SEFTON COMMUNITY BOARD
HEL) IN THE WOODEND COMMUNITY CENTRE, SCHOOL ROAD, WOODEND ON
MONDAY 11 SEPTEMBER AT 7PM.

PRESENT
S Powell (Chairperson), A Thompson (Deputy Chair), A Allen, J Archer, A Blackie,
R Mather and J Meyer.

IN ATTENDANCE
C Sargison (Manager, Community and Recreation), S Nichols (Governance Manager) and
E Stubbs (Minutes Secretary).

1 APOLOGIES
Nil.

2 CONFLICTS OF INTEREST
R Mather Item 7.2 as an executive member of the Pegasus Residents Group.

ACKNOWLEDGEMENTS
The Chair acknowledged the recent passing of Councillor Peter Allen, reflecting on
the loss to the district of a committed advocate.

3 CONFIRMATION MINUTES
3.1 Minutes of the Woodend-Sefton Community Board – 14 August 2017

Moved J Meyer Seconded R Mather

THAT the Woodend-Sefton Community Board:
(a) Confirms the circulated minutes of the Woodend-Sefton Community
Board meeting, held 14 August 2017, as a true and accurate record.

CARRIED

4 MATTERS ARISING
Nil.

5 DEPUTATIONS FROM THE COMMUNITY
Nil.
6 ADJOURNED BUSINESS

6.1 Memorial Seat: Alison Swain – Additional Information – C Brown (Community Greenspace Manager)

Report 170721076337 was left to lay on the table from the September Board meeting, pending further information. That additional information and revised staff recommendations were provided by way of Memo no. 170830094153.

C Sargison spoke briefly to the report. Staff had spoken to the family who supported a standard seat due to concerns around vandalism with the original submitted design; in addition it would allow installation in time for a family anniversary. The outcome of the staff discussions with the family resulted in a change of recommendation to a standard seat design. The family would take the opportunity to place handprints in the concrete pad.

S Powell asked if the plan needed to go to ECan, being on the stop bank. C Sargison advised all that was required was for the Board to pass the resolution and staff would manage the details.

A Allen asked if the seat could be differentiated by staining. C Sargison advised that it was not generally done that close to the sea. The natural weathering of the seat visually suited that environment and had been part of the discussion with the family.

Moved R Mather    seconded A Thompson

THAT the Woodend-Sefton Community Board:

(a) Receives memo No. 170830094153.
(b) Notes the change in wishes of the family to support the installation of a standard seat as opposed to the originally proposed unique design.
(c) Supports staff installing a standard seat with plaque in the chosen location, along the Waikuku stop banks (near the end of Park Terrace) with opportunity for the family to place hand prints into the concrete pad.

CARRIED

R Mather commented that it was a good outcome after Council discussion with the family.

6.2 Applications for Woodend-Sefton Community Board Discretionary Grant 2017-2018 – E Cordwell (Governance Adviser)

S Nichols spoke briefly to the report, noting a memo answering some of the questions raised had been circulated to the Board. Both Rangiura-Ashley and Oxford-Ohoka Community Boards had declined a similar application. Reasoning for declining the applications included costs associated with the project, target audience benefits, contents and the belief the concept was tired and needed a revamp. It was also noted that Council provided standard material to new ratepayers. While the bags had some value initially as a neighbourhood connection tool, particularly after the earthquakes they were not used in that way so much now. It was the discretion of the Board to grant funding.

S Powell asked if the project would proceed without board funding. S Nichols advised that the project would likely wind down. There were still a number of bags in stock. C Sargison explained that it was a post-earthquake initiative with development of new subdivisions. A muffin recipe had been included
with the idea that neighbours could introduce themselves over a plate of muffins.

A Blackie commented that the idea in Kaiapoi was that the project would go back to local community groups to take over and fund themselves and ‘pay it forward’. J Meyer explained that years ago when the idea started Kaiapoi Promotions and businesses helped fund the project. He suggested that when Ravenswood progressed it would be worth considering for that area.

A Allen queried whether the question of viability had been raised before. Staff indicated that viability was raised during the grant application consideration by other Community Boards.

R Mather commented that she had had first-hand experience with the bags. They had been a success in Pegasus as a tool to welcome people who were delighted to receive a bag. The bags had been personalised to Pegasus. It was important not to be sponsored by businesses so that it maintained community information. S Powell asked if the information provided in the Pegasus bags was relevant, which R Mather confirmed was the case.

A Allen enquired who received the bags in Pegasus. R Mather replied it was for newcomers and the elderly, especially those on their own, were most appreciative of the information. To help identify and ensure newcomers received a bag The Main Street Store, real estate agents, Facebook and the Pegasus Community Centre were all used.

A Thompson commented that he was uncomfortable supporting the whole of the district’s bags when two community boards had turned it down and had not been approached. C Sargison advised that the resolution could be amended for a smaller area.

A Allen asked if bags were being handed out in other parts of the ward. It was advised that the Woodend Community Association distributed bags. It was uncertain if that happened in Sefton however that area had not been of focus as it did not experience the growth of other areas.

Moved R Mather seconded J Archer

THAT the Woodend-Sefton Community Board:

(a) Receives report No. 170718074699.

(b) Approves a grant of $500 to Social Inclusion Initiatives Group towards the costs of Welcome Bags for newcomers to the Woodend-Sefton Ward.

CARRIED

R Mather remarked that she was uncomfortable supporting bags for outside the ward. Pegasus had been proactive in distributing bags to newcomers.

6.3 **General Landscaping Budget – C Sargison: (Community and Recreation Manager)**

To be considered at Item 17 -matters to be considered with the public excluded.
7 REPORTS

7.1 Woodend Beach Road Walkway/Cycleway Naming, Planting and Seat Installation – G Reburn (Parks and Recreation Operations Team Leader)

C Sargison noted that the Walkway/Cycleway had been well discussed and the report was self-explanatory.

S Powell asked if anyone else do the planting. C Sargison advised that the location required traffic management and the protocols complex with the Health & Safety standards required by the Council. S Powell also asked whether it was usual for a Community Board to pay for installation of, as in this instance, a seat. C Sargison advised that the fundraising for the seat had been driven by the Lions and it was normal use for the landscaping budget to provide assistance with a community project.

J Archer commented that the Council assisted with a lot of community planting days however coordinating traffic management and volunteers created issues. The proposal was for the Board to fund the plants and the Council would plant and maintain them.

A Blackie enquired on the rationale for the seat being in that location. J Archer noted it looked back toward the town, was a sunny corner and it was where there was the most space, elsewhere down the track it was more confined.

Moved A Blackie seconded A Allen

THAT the Woodend-Sefton Community Board:

(a) Receives report No. 170901094692.
(b) Approves the new cycleway/walkway along Woodend Beach Road being named Jill Creamer Walkway.
(c) Approves that the $800 cost of the concrete seat pad construction and seat installation on the corner of Sandhill and Woodend Beach Roads be covered by the Woodend – Sefton General Landscape Development Budget.
(d) Approves that the $2471 cost for supply of plants and planting above the path and gabion wall on Woodend Beach Road be covered by the Woodend – Sefton General Landscape Development Budget.
(e) Thanks the Woodend Community Association for their work and major contribution to the development and implementation of the Woodend Beach Road Walkway/Cycleway

CARRIED

A Blackie thanked the Woodend Community Association for their ongoing commitment to the walkway.

S Powell reflected on the community involvement of Jill Creamer. The community had had an opportunity to put forward names for the walkway as in the May 2017 Woodpecker there had been a request for suggestions.
7.2 Application for Woodend-Sefton Community Board Discretionary Grant 2017-2018 – E Cordwell (Governance Adviser)

Having declared a conflict of interest, R Mather sat back from the table and did not participate in the discussion.

S Nichols took the report as read.

S Powell asked how much had been approved for the event last year. S Nichols replied $400, was funded towards the popular event.

A Allen asked where the event was promoted. S Nichols advised that it was within Pegasus however visitors from elsewhere would not be turned away.

Moved A Thompson seconded A Allen

THAT the Woodend-Sefton Community Board:

(a) Receives report No.170823091211.

(b) Approves a grant of $500 to Pegasus Residents’ Group towards the costs of the Pegasus ‘Christmas on the Lake’ event.

CARRIED

R Mather abstained

A Allen supported the event, particularly if it was widely advertised.

7.3 Ratification of the Woodend-Sefton Community Board’s Submission to the Waimakariri District Council regarding the Northern Pegasus Bay Bylaw 2016 Implementation Plan - E Cordwell (Governance Adviser)

S Nichols advised that the submission had been circulated for comment and required formal ratification.

Moved A Blackie seconded J Archer

THAT the Woodend-Sefton Community Board:

(a) Receives report No. 170824091404.

(b) Ratifies the Board’s Submission to the Waimakariri District Council regarding the Northern Pegasus Bay Bylaw 2016 Implementation Plan. (Trim 170825092113).

CARRIED

7.4 Ratification of the Woodend-Sefton Community Board’s Submission to the Waimakariri District Council regarding the Draft Waimakariri Accessibility Strategy: “Towards an Inclusive Environment – E Cordwell (Governance Adviser)

S Nichols advised that the submission had been circulated for comment and required formal ratification.

Moved J Meyer seconded A Allen

THAT the Woodend-Sefton Community Board:

(a) Receives report No. 170824091452.
(b) **Ratifies** the Board’s Submission to the Waimakariri District Council regarding **the** Draft Waimakariri Accessibility Strategy: “Towards an Inclusive Environment”. (Trim 170828092672)

CARRIED

7.5 **Summary of Discretionary Grant Accountability 1 January 2017 to 30 June 2017 – E Cordwell (Governance Adviser)**

S Nichols advised the report is presented to the Board every six months to provide an update. Staff would continue to request accountability forms. If a group had made an application but had not competed a prior accountability form staff would work to ensure the paperwork was up to date.

Moved A Allen     seconded J Meyer

**THAT** the Woodend-Sefton Community Board:

(a) **Receives** report No 170830093802.

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

CARRIED

8 **CORRESPONDENCE**

Nil.

9 **CHAIRPERSON’S REPORT**

9.1 **Chairperson’s Report for August-September 2017**

Moved S Powell     seconded J Archer

**THAT** the Woodend-Sefton Community Board:

(c) **Receives** report No. 170904095269.

CARRIED

10 **MATTERS FOR INFORMATION**

10.1 **Oxford-Ohoka Community Board meeting minutes – 3 August 2017**

(Trim No. 170808084495)

10.2 **Rangiora-Ashley Community Board meeting minutes – 9 August 2017**

(Trim No. 170808084508)

10.3 **Annual Report: Dog Control 2016/2017 – M Johnston, (Environmental Services Manager) – Report to Planning and Regulation Committee meeting 15 August 2017 (Trim No. 170710071156)**


10.5 **Changes to Kaiapoi (West) Speed Limits – K Stevenson, (Roading Manager) – Report to Council meeting 5 September 2017 (Trim No. 170822090290)**

10.6 **Update on Cam River Enhancement Project - J Fraser, (Utilities Planner) and O Davies (Drainage Asset Manager) – Report to Utilities and Roading Committee 15 August 2017 (Trim No. 170803082835)**
10.7 Request for Funding to be Brought Forward for Bramleys Road Well Consent to take Water – C Roxburgh (Water Asset Manager) – Report to Council 5 September 2017 (Trim No. 170811086311)

Moved A Blackie    seconded J Archer

THAT the Woodend-Sefton Community Board receives the information in items 10.1-10.7.

CARRIED

11 MEMBERS’ INFORMATION EXCHANGE

11.1 August-September Diary for A Thompson, J Archer, R Mather and (Trim No. 170904095226)

11.2 A Blackie

- Commented on the September Council meeting;
  - Bramley Road Well, the only implication was there would be mixing of water on occasion when the pressures and demands affected it.
  - Mark Inglis, the coordinator of the Hurunui Trails Trust spoke to the Council regarding the proposed cycle trail from Picton to Christchurch and was working with staff.

11.3 A Allen

- Attended Neighbourhood Support Meeting.
- WHAG – the late P Allen’s contribution was acknowledged.
  Mental health was still a big issue and they were attempting to get youth support. There had been 80 suicides in Canterbury in the year to date, with feedback that people were anxious about approaching their GP. The message was that no-one was to be turned away.
  Presbyterian Support was in need of volunteer drivers.

11.4 J Meyer

- Attended the Community Service Awards where a large number of talented people were recognised.
- The Kaiapoi Food Forest was open.
- Roading, including the Kaiapoi Bypass was going well.

S Powell thanked A Thompson for attending the Community Awards in her absence. A Thompson commented they were brilliant.

11.5 J Archer

- Attended Woodend Community Association AGM and stood down as president. The new President was Mark Patterson.

11.6 A Thompson

- Had assisted a beach resident having issues with water ponding. Council had done a good job responding to complaints however there was not an easy fix. He flagged that in the future this could increasingly become an issue for beach community’s to address.

12 CONSULTATION PROJECTS

Nil.
13  **FOSTERING COMMUNITIES**

Nil.

14  **REGENERATION PROJECTS**

14.1  **Town Centres, Woodend-Pegasus**

Updates on the Woodend-Pegasus area projects are emailed regularly to Board members. These updates can be located using the link below:


14.2  **New Arterial Road, Kaiapoi**

Regular updates on the progress of the new Arterial Road will be posted on the Council’s website. There are also links to intersection layout plans for each of the new intersections. The updates can be located using the link below:


15  **BOARD FUNDING UPDATE**

15.1  **Board Discretionary Grant**

Balance as at 11 August 2017: $2,955.

The Board noted the balance.

16  **MEDIA ITEMS**

A Allen acknowledged A Thompson’s YouTube video.

S Nichols advised that each Community Board would have a media liaison person for communications and the initiative would be underway next month. Karen Lindsay-Lees was the media liaison for the Woodend-Sefton Community Board.

A photo of the full community board would be taken in the New Year, following the appointment of a new member to the Rangiora-Ashley Community Board.

17  **MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED**

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

Moved S Powell  seconded A Blackie

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

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CARRIED

The public excluded portion of the meeting occurred from 7.58pm to 8.09pm

**Resolution to resume in Open Meeting**

Moved J Meyer seconded R Mather

THAT open meeting resumes and the business discussed with the public excluded remains public excluded until staff have informed family, after which time the resolution may be made public.

CARRIED

18 **QUESTIONS UNDER STANDING ORDERS**

Nil.

19 **URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

Nil.

**NEXT MEETING**

The next meeting of the Woodend-Sefton Community Board is scheduled for 7pm, Monday 9 October 2017 at the Pegasus Community Centre.
THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 8.10pm.

CONFIRMED

________________________
Chairperson

________________________
Date
MINUTES FOR THE MEETING OF THE WOODEND-SEFTON COMMUNITY BOARD
HELD IN THE PEGASUS COMMUNITY CENTRE, MAIN STREET, PEGASUS ON
MONDAY 9 OCTOBER 2017 AT 7PM.

PRESENT
S Powell (Chairperson), A Thompson (Deputy Chair), J Archer, A Blackie, R Mather and
J Meyer.

IN ATTENDANCE
C Brown (Community Green Space Manager), S Nichols (Governance Manager) and
E Stubbs (Minutes Secretary).

1 APOLOGIES
Moved J Archer   Seconded R Mather
An apology was received and sustained from A Allen for absence.

CARRIED

2 CONFLICTS OF INTEREST
Nil.

3 CONFIRMATION MINUTES
3.1 Minutes of the Woodend-Sefton Community Board – 11 September 2017
Moved J Meyer   seconded R Mather

THAT the Woodend-Sefton Community Board:
(a) Confirms the circulated minutes of the Woodend-Sefton Community
Board meeting, held 11 September 2017, as a true and accurate record.

CARRIED

4 MATTERS ARISING
Nil.

5 DEPUTATIONS AND PRESENTATIONS FROM THE COMMUNITY
5.1 Jenny Lake, Sales Manager of Ravenswood, spoke to agenda item 7.1 (Road
Naming for Ravenswood Developments). J Lake tabled a stage map and
advised that construction of Stage 1 would start at the end of the month.

The Clegg farm had been purchased for the development and the sales and
purchase agreement had included the provision that a road would be named
‘Clegg’. Inadvertently this had not been included when road names were
formed and J Lake requested the change from Lilburne to Clegg to honour
that agreement. J Lake noted that the Clegg family had been in Woodend for
over 50 years.

A Blackie noted that the proposed change from Shipton to Shrimpton was the
result of a typing error.

Item 7.1 was taken at this time.
5.2 C Brown, Green Space Manager spoke to the Parks and Playground Management Plan. The purpose of the presentation was:

- to provide the Boards with information about Levels of Service (LoS) for Green Space and how those levels of service impacted the Long Term Plan (LTP)
- to seek the Boards feedback on the projects and timing of those projects which have been identified by staff to fill gaps in levels of service
- to seek the Boards feedback regarding any projects for consideration as part of the LTP 2018/2028

As background C Brown explained that staff, as part of the preparation for LTP 2018/28, prepared a number of strategies which related to the key asset types of play spaces, toilets, sports facilities and community facilities. The strategies identified current LoS relating to the asset types, as well as some proposed new service levels. These LoS then inform the Activity Management Plan which, in turn, informs the LTP. C Brown explained that there are many LoS which relate to the provision and development of reserves. These LoS vary depending on the park type and the catchment area of the park. He advised that there are a number of LoS changes which are being proposed in relation to the strategies which have been prepared.

For playgrounds the proposed changes in LoS include:

- An emphasis on the assessment of play value and a specified age and ability provision linked with park catchment type
- Shade provision and UV protection: Shade sails or structures will be installed at key play spaces. High-use, long stay sites will be prioritised, particularly junior play areas with no natural shade
- Premium supplementary play assets (skate parks etc): Provision of skate parks in an even distribution across the District’s key activity centres. Size and scale will reflect the population catchment
- More emphasis on integrating opportunities for inclusive play into play space general design, rather than specific equipment provision

C Brown explained that the implications of the proposed LoS meant there were several new playground developments required to meet the LoS:

- Milton Memorial Reserve
- Elm Green / Kippenburger linkage
- Hurunui Reserve, Pegasus
- East Eyreton Domain
- Skate Park in Woodend/Pegasus Area

C Brown showed a list of playgrounds in order of replacement priority. The priority was based on the age of the playground, the play value that it provides and public expectations. There was an aim to complete one or two per year. Woodend Sefton Community Board had six in the list of fifteen:

- Owen Stalker Reserve
- Waikuku Beach North Oval
- Woodend Beach Domain
- Allin Drive Reserve
- Pegasus View Park
- Pankhurst Reserve

S Powell asked if youth had been consulted and if a skatepark was what they wanted as a skatepark was just one possibility. C Brown advised that consultation had not yet been undertaken in the area but was likely in the
future. Currently youth were also using scooters in skateparks. If there was approval, the first action would be to go to the community. At a high level the LoS indicated there needed to be something like that in the Board’s community area, however there were many issues to consider; for example, considering the position of SH1 or would there need to be two smaller skate parks. Also to be considered was land availability.

S Powell inquired about developer contributions to playgrounds in Ravenswood. C Brown replied that developers could offset against reserve development contributions. There would be other requirements; for example, contributions to Gladstone Park. The developer could build something which exceeded the LoS as long as it was maintainable and replaceable within operational budgets. It was commented there was not a huge amount of reserve land identified on the Ravenswood map and C Brown advised that in Stage 6 there was proposed to be a half basketball court. In addition, need for a skate asset had been identified.

A Blackie raised the removal of tractors from playgrounds for safety reasons. There was some discussion around safety requirements in playground with some board members expressing concern that favourite pieces of play equipment were being removed. C Brown noted staff would do their best to retain the train in Owen Stalker Park. It was asked if kids were being “cotton-woolled” and C Brown commented that Council had to adhere to safety standards.

C Brown advised that proposed changes to LoS for toilets included:
- Provision of toilets in Neighbourhood Parks with large catchment areas
- Unisex and accessible cubicles in new toilets
- Trend towards having toilets closed at night
- Development of a LOS for town centre toilets
- Development of LOS for toilets on or servicing land owned by others; for example, Department of Conservation (DOC) and Environment Canterbury (ECAn) land at Saltwater Creek

A Thompson queried why Council toilets did not have soap and C Brown replied it was due to vandalism. A Thompson asked why there could not be a robust mechanism and C Brown replied that any attachments such as hand driers or soap got kicked off. They were replaced until it had happened too often. Toilet vandalism was high and there was always a toilet in the district getting repaired. At least two toilets a week had graffiti.

J Archer asked if hidden cameras could be placed on toilet blocks and C Brown advised that there were privacy laws and it was uneconomical unless they were high use locations. Police have prosecuted a number of offenders after investigating graffiti cases.

C Brown explained that the implications of the proposed new LoS meant there were new toilets are required in some locations to meet the revised standards of provision. These were:
- Mandeville Sports Ground Equestrian,
- Rangiora Town Centre,
- Milton Memorial Reserve
- West Oxford Reserve

The proposed toilet replacement schedule is:
- Victoria Park Upgrade
- Kairaki Reserve
- Ashley Picnic Ground
- Woodend Beach Domain
- Maria Andrews

To complete these projects would take around 10 years, however the Woodend Beach Domain toilets would have some remediation this year.

An assessment had been undertaken to determine what sports facilities would be required over the next 30 years. The assessment included consideration of:

- sport and recreation trends
- carrying capacity of current fields
- population and demographic projections
- participation trends

Implications of the assessment was that with regard to sports facilities there was nothing required in the Woodend-Sefton community area for the next 30 years.

Over the entire district conclusions were:

- No new land was required to cater for projected numbers of sports field users. Even with district growth participation numbers for games were remaining relatively static
- A Four Court indoor venue was a high priority
  - There was a trend to playing weeknight games, particularly basketball, rather than weekend sport:
  - Council should consider a programme of sports field upgrades to increase the usability of fields rather than invest in a further artificial turf
    - Upgrades include increased drainage and sand carpet fields, Currently some fields only had a carrying capacity of 4 hours per week which could be improved to over 14 hours
    - Money for an artificial turf would be better spent on improving a number of fields around the district.
- Development of a softball facility in Kaiapoi

C Brown advised there had been other key service enhancements that had been identified by staff or members of the public. This list includes:

- Milton Memorial Park concept plan implementation
- old Kaiapoi dump site development
- sealing of the Kairaki Beach car park (half share with ECan)
- development of old pit land at Kaiapoi Lakes
- installation of fully accessible beach viewing platform at Waikuku and Pegasus
- installation of a new surf lifesaving tower at Pegasus Beach

C Brown advised that the installation of a fully accessible beach viewing platform at Pegasus should be straightforward, however it would be difficult at Waikuku due to the nature of the beaches and current access. R Mather requested that the fully accessible beach viewing platform at Pegasus Beach be pushed up the list of priorities, as it was relatively easy to complete and Pegasus was already well utilised by those with accessibility issues.

C Brown requested feedback on the priority for the installation of a new surf lifesaving tower at Pegasus Beach. S Powell commented that feedback from people was that they valued the lifesaving service.
Ongoing funding of $2000 annually for the Taranaki Stream Development (similar to what occurred at Silverstream) was discussed. C Brown commented that it was easily justifiable in terms of LoS. A Thompson commented that arrangements needed to be made to allow the group to step up. A level of certainty in funding would be helpful. C Brown advised Taranaki Stream development would be added to the list of priorities.

R Mather asked if community centres and halls were included within the Plan. C Brown advised that C Sargison (Community & Recreation Manager), was completing a community facility strategy. LoS around community facilities and meeting space would be included in that work.

Improving the acoustics at Waikuku Hall was queried. It was noted it had been included in the Board’s Annual Plan submission. C Brown advised that he would ask staff to investigate options for acoustic panelling at the hall and add that to the LoS list of priorities.

A Thompson noted the walkability issues around SH1, especially with regard to community facilities, and asked about a safe pedestrian passage across the road. J Meyer noted the presence of a pedestrian underpass in the North Island. S Powell raised another barrier to community connectivity, being the lack of public transport to and from Rangiora.

J Archer raised the possibility of future need for swimming pools and a library in Ravenswood, and the need to set aside land for them before it was too late. C Brown advised that in terms of aquatics there was no plan for another aquatic facility in the Board’s community area. Pools were very expensive to build and run. The existing Kaiapoi Library serviced the entire Kaiapoi-Woodend ward. It was suggested that C Sargison could speak to the Board regarding community facilities.

A Thompson congratulated staff on the speed of installation of the Alison Swain memorial seat.

6 ADJOURNED BUSINESS

Nil.

7 REPORTS

7.1 Road Naming – Ravenswood Developments Limited, Woodend – S Morrow (Land Information Officer).

S Morrow spoke briefly to the report noting that its purpose was to reconsider renaming two roads.

S Powell asked if ‘Drive’ fitted the type of road proposed as Clegg Drive. S Morrow commented that a ‘Drive’ was more of a long road, it did not really suit a shorter road. There was already a long Drive in the subdivision. S Morrow’s recommendation was for ‘Street’

A Blackie sought clarification whether ‘Avenue’ was a suitable descriptor for road number b (Shirrington), as he questioned if an ‘avenue’ normally went in a curve. S Nichols advised that an ‘avenue’ was a broad roadway usually planted each side with trees.

Moved R Mather seconded A Blackie

THAT the Woodend-Sefton Community Board:

(a) **Receives** report No 170926103729.

(b) **Approves** the alteration to the existing road name number 6 from Shipton Avenue to Shirrington Avenue.
(c) Approves the alteration of existing road name number 3 to Clegg Street.

CARRIED

Item 5.2 was taken at this time.

7.2 Draft Public Domain Policy Reference Group – G Meadows (Policy Manager)

C Brown advised the Reference Group would develop policy around permitted activities in Business 1 and Business 2 public domain areas; for example, hawkers, buskers, café seating, sandwich boards.

S Nichols advised that A Allen had expressed interest. Timeframes for the meetings would be determined once the group had been formed. Oxford-Ohoka Community Board had appointed J Lynn.

Moved A Blackie seconded R Mather

THAT the Woodend-Sefton Community Board:

(a) Receives report No. 170926103974.

(b) Approves Board member Andrea Allen to represent the Woodend-Sefton Community Board on the Draft Public Domain Policy Review Reference Group.

CARRIED

8 CORRESPONDENCE

The timing of the response to the Draft Annual Plan was initially queried, with S Nichols advising that the document had been sent to the Board Chair’s only.

Moved A Thompson seconded J Archer

THAT the Woodend-Sefton Community Board:


(b) Receives the invitation from the Kaiapoi RSA to attend the Memorial Service to commemorate the centennial of the Battle of Passchendaele (Trim 170922102696).

CARRIED

It was noted that A Blackie and S Powell would be attending the Memorial Service. One wreath would be laid on behalf of the Waimakariri District, and another on behalf of the people of Belgium.

S Nichols advised that there were two key events the Waimakariri District Council’s representatives to Belgium would be attending.

9 CHAIRPERSON’S REPORT

9.1 Chairperson’s Report for September-October 2017

Moved S Powell seconded A Blackie

THAT the Woodend-Sefton Community Board:

(a) Receives report No. 171002106157.

CARRIED

A Thompson commented on the suggestion from the Chair of the Woodend-Sefton Community Board at the recent All Boards meeting, to initiate a web link to keep people up to date on the forestry operation at the
beach and to allow people to view the latest programme of work. A Thompson commented that he did not believe that the simple message of why the logging was occurring was as comprehensive as required; that was what people would get agitated about. S Powell noted the forestry would be replanted in a manner better than the existing forestry planting, and a coastal native strip would be retained. A Thompson suggested there could be lots of questions and concerns from the community.

10 MATTERS FOR INFORMATION

10.1 Oxford-Ohoka Community Board meeting minutes – 7 September 2017 (Trim No. 170926103789).

10.2 Rangiora-Ashley Community Board meeting minutes – 13 September 2017 (Trim No. 170919101095).

10.3 Kaiapoi-Tuahiwi Community Board meeting minutes – 18 September 2017 (Trim No. 170918100755)

10.4 Capital Projects Report for the period ended 30 June 2017 – Report to Audit and Risk Committee 19 September 2017 (Trim No. 17090809337).

Moved R Mather seconded J Archer

THAT the Woodend-Sefton Community Board receives the information in items 10.1-10.4.

CARRIED

11 MEMBERS’ INFORMATION EXCHANGE

11.1 September-October Diary for A Allen and R Mather Trim No. 171002105935)

R Mather added that the Pegasus Residents Group were currently looking to purchase a seat to place outside the Pegasus Community Centre. It would be paid for out of income from the facility.

11.2 J Archer

- Attended Woodend School Fair with Woodend Community Association.
- Attended All Boards briefing.
- Attended Woodend Community Association meeting.
- Completed landscape plan for Pines Beach Pavilion.
- Developed planting program for Woodend Walkway; commented on the effect of the high water table.

11.3 J Meyer

- Attended All Boards briefing.
- In terms of his Councillor portfolio of Roading, noted that the majority of road deaths over the last 12 months were the result of people not wearing seatbelts.

11.4 A Blackie

- The Food Forest project was going very well and had been great for public relations in the area. 280 had attended planting day including people from outside the district.

12 CONSULTATION PROJECTS

12.1 District Plan Review

Consultation closes 5pm, 27 October 2017.

Moved S Powell    seconded J Archer

THAT the Woodend Sefton Community Board:

(a) **Resolves** that they wish to submit on the District Plan Review Consultation.

**CARRIED**

It was noted that a workshop to discuss this would be held after the meeting.

13  **FOSTERING COMMUNITIES**

14  **REGENERATION PROJECTS**

14.1  **Town Centres, Woodend-Pegasus**

Updates on the Woodend-Pegasus area projects are emailed regularly to Board members. These updates can be located using the link below:


14.2  **New Arterial Road, Kaiapoi**

Regular updates on the progress of the new Arterial Road will be posted on the Council’s website. There are also links to intersection layout plans for each of the new intersections. The updates can be located using the link below:


15  **BOARD FUNDING UPDATE**

15.1  **Board Discretionary Grant**

Balance as at 9 October 2017: $1,935.97.

There was currently no update.

There was some discussion around changing the rating factor for the Discretionary Grant, in particular the process. A submission regarding changes could be put to Council in March 2018 as part of the LTP process. S Nichols would communicate with the other Community Boards, as there would be more weight on consideration of changing the rating if more than one Board made this request.

16  **MEDIA ITEMS**

J Archer commented that the article in the Woodpecker by R Mather, on behalf of the Board, was very good.

17  **MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED**

Section 48, Local Government Official Information and Meetings Act 1987

Moved J Meyer    seconded A Blackie

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

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

<table>
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<tr>
<th>Item No</th>
<th>Minutes/Report of:</th>
<th>General subject of each matter to be considered</th>
<th>Reason for passing this resolution in relation to each matter</th>
<th>Ground(s) under section 48(1) for the passing of this resolution</th>
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<tbody>
<tr>
<td>17.1</td>
<td>Minutes of the public excluded portion of a meeting of the Woodend-Seton Community Board</td>
<td>Confirmation of Minutes</td>
<td>Good reason to withhold exists under Section 7</td>
<td>Section 48(1)(a)</td>
</tr>
</tbody>
</table>

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

<table>
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<th>Reason for protection of interests</th>
<th>Ref NZS 9202:2003 Appendix A</th>
</tr>
</thead>
<tbody>
<tr>
<td>17.1</td>
<td>Protection of privacy of natural persons</td>
<td>A2(a)</td>
</tr>
</tbody>
</table>

CLOSE MEETING 9.03PM

See Public Excluded Agenda (blue papers)

OPEN MEETING 9.04PM

18 QUESTIONS UNDER STANDING ORDERS

Nil.

19 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

Nil.

NEXT MEETING

The next meeting of the Woodend-Seton Community Board is scheduled for 7pm, Monday 13 November 2017 at the Woodend Community Centre.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 9.07pm

CONFIRMED
Workshop

1. Members’ Forum.
   Opportunity for members to share potential new ideas and initiatives.

2. Workshop Discussion on District Plan Draft Submission (circulated separately).
   Additional discussion on member’s first draft.
MINUTES OF THE MEETING OF THE KAIAPOI-TUAIHIWI COMMUNITY BOARD
HELD IN MEETING ROOM 1 (UPSTAIRS), RUATANIWHA KAIAPOI CIVIC CENTRE,
176 WILLIAMS STREET, KAIAPOI ON MONDAY 18 SEPTEMBER 2017
COMMENCING AT 4PM.

PRESENT
J Watson (Chair), C Greengrass (Deputy Chair), N Atkinson, M Pinkham, P Redmond and S Stewart.

IN ATTENDANCE
Councillors A Blackie and J Meyer
J Palmer (Chief Executive), C Sargison (Manager Community and Recreation), R Hawthorne (Property Unit Manager), R Qu (Property Asset Advisor) and A Smith (Committee Advisor)

1 APOLOGIES
There were no apologies.

2 CONFLICTS OF INTEREST
There were no conflicts of interest noted.

ACKNOWLEDGEMENT
Chairperson J Watson acknowledged the recent passing of former District Councillor and Kaiapoi Community Board member John Shivas. John served two terms as a District Councillor and Board member and was an active member of the community.

3 CONFIRMATION OF MINUTES
3.1 Minutes of the Kaiapoi-Tuahiwi Community Board – 21 August 2017
Moved J Watson seconded C Greengrass

THAT the Kaiapoi-Tuahiwi Community Board:
(a) Confirms the circulated minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 21 August 2017, as a true and accurate record.

CARRIED

4 MATTERS ARISING
It was confirmed that information on the safe pedestrian crossing points in the Kaiapoi Western arterial route will be provided at a subsequent meeting of the Board.
5 DEPUTATIONS AND PRESENTATIONS

Simon Rutherford was present and spoke on his proposal to establish a kayak and paddleboard hire service on the Kaiapoi River. With the aid of a powerpoint presentation, S Rutherford provided some background information on the origins of his business which in recent years has been operating at Lake Pegasus. This has involved the hiring of sail boats and kayaks and hosting school groups for sailing lessons. It would be the intention to have a similar facility operating on the Kaiapoi River. S Rutherford noted that having such a facility would boost the numbers of visitors to the town, which in turn would increase patronage at local businesses.

It was suggested that the hire equipment would only travel down the river as far as the Coast Guard building and N Atkinson asked the reasoning for this. S Rutherford said there is other powered boats using the river, and there could be issues with the water being tidal. It would be the intention to determine the previous experience people have had using such equipment, prior to it being hired out. S Rutherford said it would also depend on how long the equipment was being hired for. N Atkinson noted that jet skis do travel quite a long way up the river also.

C Greengrass asked, if there is a group of children having sailing lessons, what safety measures would be in place and would there be a safety boat out on the water during lessons? S Rutherford said that since the Lake Wanaka incident which involved many people using unsuitable inflatable boats and needing to be rescued, there is a duty of care that operators are expected to undertake. There is a challenge to make sure people are safe, though S Rutherford noted that the Kaiapoi River would be quite flat water, compared to being on the water on a windy day in Lake Pegasus. Safety regulations are important, and these can be based on local conditions and it is very important to give advice on tides. S Rutherford said that no one is able to get on or in a vessel without a buoyancy aid on.

S Rutherford expects this proposed hire business will operate seven days a week during school holidays. Lots of family groups have used the facilities at Lake Pegasus which has been very popular. It is intended to have discussions with the local Scout groups for wider promotion of the proposal. Currently there are four or five holiday programme groups being run, and the limitation during school holidays would be the amount of gear that is available for hire.

P Redmond supports this proposal, and considers it an excellent idea for the town. S Rutherford said with using Murphy Park boat ramp this will draw people along the river and make the town centre more vibrant. S Rutherford said they believe their business can be viable, and would be looking at employing two people whenever the business is open. There would be short periods of time when only one person would be there, but there needs to be two at pack up time at the end of the day.

Regarding what is required of the Council in relation to this proposal, C Sargison, advised that arrangements are still to be formalised with others groups proposing to use Murphy Park. This includes the Kaiapoi Croquet Club, which staff have been having discussions with seeking confirmation of their long term plans and St Margaret’s College for their rowing facility. The boat ramp referred to needs some maintenance and repair work undertaken on it. C Sargison will work with S Rutherford on arranging temporary access for his hire business, for the coming season.

Mr Rutherford was thanked for his presentation.
6 ADJOURNED BUSINESS

There was no adjourned business.

7 REPORTS

7.1 Kaiapoi Food Forest Trust – Licence to Occupy– Craig Sargison (Manager Community and Recreation)

C Sargison presented this report which seeks approval of a licence to occupy to the Kaiapoi Food Forest Trust for the development of a food forest in the Kaiapoi East Regeneration Area. This proposal has the support of the Regeneration Steering group.

Moved Neville Atkinson seconded Sandra Stewart

THAT the Kaiapoi-Tuahiwi Community Board:

(a) Receives report No 170913098972

(b) Notes that the terms of the Licence to Occupy are aligned with the current lease from the Crown.

(c) Approves the licence to occupy (as amended) with Kaiapoi Food Forest Trust (Trim 170818089574)

CARRIED

N Atkinson offered congratulations to all those involved with the inaugural planting day of the Food Forest that took place on Saturday, with over 250 people attending.

7.2 Application for Kaiapoi-Tuahiwi Community Board’s Discretionary Grant 2017-2018– Edwina Cordwell (Governance Adviser)

Board Chair, J Watson, spoke to this report, with three applications for funding from the Kaiapoi Pony Club, Clarkville Playcentre and Pines Kairaki Beach Association.

N Atkinson questioned a previous grant that was approved, which was half of the grant actually requested. When considering this request, some Board members had indicated that the issuing of the grant would be benefitting a closed group of people, N Atkinson has concerns that this may have set a precedent. S Stewart noted that the requests that are coming through are all for what could be considered to be closed groups, or for people who are members of groups. It was noted that there needs to be consistency in the administration of these grants. There followed discussion on the criteria for grants.

J Palmer commented that ultimately it comes down to the judgement of the Board members as to whether it is considered to be a worthwhile purpose. Each application is an application considered on its merits and J Palmer does not feel that the Board should be influenced by merits of previous decisions.

P Redmond noted that if the Board approved all applications, it would have spent all of its allowance in the first three months of the year.
The Board then considered the funding applications in this report.

Regarding the Kaiapoi Pony Club application, A Blackie noted that wages cannot be funded by discretionary grant and that as part of the application was to fund coaching for members, this was not considered to meet the criteria. Members also noted that the Pony Club had been the recipient of grants in previous years.

Moved S Stewart seconded C Greengrass

**THAT** the Kaiapoi-Tuahiwi Community Board:
(a) Receives report No. 170905096019.
(b) Declines the application for funding from Kaiapoi Pony Club.

**CARRIED**

The Board discussed the application for funding from the Clarkville Playcentre and it was agreed that there could be other options considered (including using recycled items) to provide indoor play equipment for the children to use on cold and wet days.

Moved J Watson seconded C Greengrass

(c) Declines the application for funding from Clarkville Playcentre.

**CARRIED**

Following a question from P Redmond on how the rebuild of the Pines Beach Hall building was funded, J Palmer advised that it was funded through insurance pay out, and there was a shortfall of $100,000, which was provided from the Council. The Pines Kairaki Beach Association have also done some fundraising for this facility and assisted with considerable voluntary hours work.

Moved C Greengrass seconded N Atkinson

(d) Approves a grant of $500 to The Pines Kairaki Beach Association towards the costs of a celebration to mark the opening of the new Pines Beach Hall.

**CARRIED**

N Atkinson noted that there has been a struggle for this group to get their community facility back after the damage caused by the earthquakes. N Atkinson supports this funding application, in lieu of the work done by the community towards this hall.

S Stewart also supports this funding application, noting the local community buy-in to make this new facility happen, and it will have use far wider than just this community.

P Redmond noted that on the explanations of other Board members he is happy to support this funding application.
7.3 **Summary of Discretionary Grant Accountability 1 January 2017 to 30 June 2017 – Edwina Cordwell (Governance Adviser)**

Chairperson J Watson presented this report. There was no discussion.

Moved P Redmond seconded J Watson

**THAT** the Kaiapoi-Tuahiwi Community Board:

(a) **Receives** report No 170901094834.

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

CARRIED

7.4 **Ratification of the Kaiapoi-Tuahiwi Community Board’s Submission to the Waimakariri District Council regarding the Northern Pegasus Bay Bylaw 2016 Implementation Plan – Edwina Cordwell (Governance Advisor)**

Chairperson J Watson presented this report. There was no discussion.

Moved J Watson seconded S Stewart

**THAT** the Kaiapoi-Tuahiwi Community Board:

(a) **Receives** report No. 170824091413.

(b) **Ratifies** the Board’s Submission to the Waimakariri District Council regarding the Northern Pegasus Bay Bylaw 2016 Implementation Plan (Trim 170822090392)

CARRIED

7.5 **Ratification of the Kaiapoi-Tuahiwi Community Board’s Submission to the Waimakariri District Council regarding the Draft Waimakariri Accessibility Strategy: “Towards an Inclusive Environment”, – Edwina Cordwell (Governance Advisor)**

Chairperson J Watson presented this report. There was no discussion.

Moved J Watson seconded P Redmond

**THAT** the Kaiapoi-Tuahiwi Community Board:

(a) **Receives** report No. 170824091426.

(b) **Ratifies** the Board’s Submission to the Waimakariri District Council regarding the Draft Waimakariri Accessibility Strategy: “Towards an Inclusive Environment”. (Trim 170822090631).

CARRIED
8 CORRESPONDENCE

There was no correspondence.

9 CHAIRPERSON’S REPORT

9.1 Chair’s Diary for August-September 2017

J Watson provided some clarification on the events/meetings listed in her Chair’s Diary for August-September. She was unable to attend the events listed on 14 and 16 September and had attended the Reception for Freddy De Clerk, from Passchendaele, Belgium, which was held at the Rangiora Town Hall on Sunday 17 September.

Moved J Watson seconded P Redmond

THAT the Kaiapoi-Tuahiwi Community Board:

(a) Receives report No. 170912098561.

CARRIED

10 MATTERS REFERRED FOR INFORMATION

10.1 Oxford-Ohoka Community Board meeting minutes – 3 August 2017 (Trim No. 170808084495)

10.2 Woodend-Sefton Community Board meeting minutes – 14 August 2017 (Trim No. 170822090257)

10.3 Rangiora-Ashley Community Board meeting minutes – 9 August 2017 (Trim No. 170808084508)

10.4 Annual Report: Dog Control 2016/2017 – Malcolm Johnston, (Environmental Services Manager) – Report to Planning and Regulation Committee meeting 15 August 2017 (Trim No. 170710071156)


10.6 Changes to Kaiapoi (West) Speed Limits – Ken Stevenson, (Roading Manager) – Report to Council meeting 5 September 2017 (Trim No. 170822090290)

10.7 Update on Cam River Enhancement Project - Janet Fraser, (Utilities Planner) and Owen Davies (Drainage Asset Manager) – Report to Utilities and Roading Committee 15 August 2017 (Trim No. 170803082835)

10.8 Request for Funding to be Brought Forward for Bramleys Road Well Consent to take Water – Colin Roxburgh (Water Asset Manager) – Report to Council 5 September 2017 (Trim No. 170811086311)

Moved J Watson seconded C Greengrass

THAT the Kaiapoi-Tuahiwi Community Board receives the information in items 10.1-10.8.

CARRIED

Note: Items 10.1 – 10.8 were circulated to Board members separately.
11 MEMBERS’ INFORMATION EXCHANGE

The purpose of this exchange is to provide a short update to other members in relation to activities/meetings that have been attended or to provide general Board related information.

C Greengrass

- There is an issue with an incorrect spelling of a street name in Beachgrove subdivision and this will followed up with Scott Morrow. The street sign for Taupata Street has the incorrect spelling of Tapauta.
- Attended Kaiapoi Historical Society meeting
- Pines Beach Hall is in compliance stage, all major purchases have been made and there have been numerous working bees. Opening Ceremony will be in November. There are still concerns with the car park, which has been upgraded but would like it smoothed out some more.
- Has met with Sandra James, Jude Archer and Tina Robinson who are writing a book on Waimakariri’s earthquake recovery.
- Attended the Kaiapoi Promotions Association (KPA) meeting
- You Me We Us, Christine Watton has resigned.
- You Me We Us, Enterprise North Canterbury (ENC) and KPA have recently held a joint meeting and it is intended to continue holding these on a regularly basis.

A Blackie

- Met with G Byrnes (General Manager, Te Kohaka o Tuhaitara Trust) and Duncan Roxborough, about possible road closures of Clarke Avenue and Hood Avenue, at Pines Beach. The surrounding land is currently Crown Land to be divested to the Trust. There is plans proposed for a field research station to be established here, operated jointly by the Trust and the University of Canterbury.
- The food forest planting day was very successful, people came from far away to attend the plantings, and about 80 trees were donated on the day, some with a value of $50 each. The church opened up for the day, there was a blessing conducted and the Kaiapoi North School kapa haka group performed. Two large barbeque tables were donated from the Kaiapoi High School’s woodwork class, and many local businesses and individuals donated trees. There were many fruit trees included in those donated.

J Meyer

- Roading projects are ahead of schedule.

M Pinkham

- Attended Cam River Rehabilitation meeting.
- Attended two workshops for the Kaiapoi Town Centre Plan Review Reference Group.

P Redmond

- Attended the Community Service Awards at Rangiora Town Hall on 29 August.
• Also attended the two workshops on the Kaiapoi Town Centre Plan Review Reference Group.
• Attended the sod turning ceremony for the Passchendaele Walk/Cycle way.
• Attended the talk given by Freddie De Clerk on Passchendaele.
• Attended the Waimakariri Health Advisory Group (WHAG) meeting – lack of disabled toilets in Rangiora was mentioned and concerns were expressed that applications for liquor licenses were being received by the Council. Noted that some local authorities are not issuing any further off licenses and on-licenses.

S Stewart

• S Stewart spoke on the Cam River Rehabilitation project, suggesting that the project be given a joint bi-lingual name. Also S Stewart would like to have signage displayed to inform the public on the different stages of the project. The project will commence at the springhead and is going to be looked at as a model and template for others to take aspects from. S Stewart noted that now the money has been allocated, this will not fix the Cam River, but it will be a good start. After 16 years, Waimakariri is leading on a project of this nature and Sandra would like to see this publicized widely and loudly.

Congratulations were extended to P Redmond and M Pinkham for receiving their Community Service Awards, which were presented on 29 August.

12 CONSULTATION PROJECTS
There are no current consultation projects.

13 REGENERATION PROJECTS
13.1 Town Centre, Kaiapoi
Updates on the Kaiapoi Town Centre projects are emailed regularly to Board members. These updates can be accessed using the link below:

13.2 New Arterial Road, Kaiapoi
Regular updates on the progress of the new Arterial Road will be posted on the Council’s website. There are also links to intersection layout plans for each of the new intersections. The updates can be located using the link below:

13.3 Kaiapoi Regeneration Steering Group
The next meeting of the Kaiapoi Regeneration Steering Group will be held in Meeting Room 1, Ruataniwha Kaiapoi Civic Centre, 4pm on Monday 2 October 2017. This meeting is open to the public.
14 BOARD FUNDING UPDATE

14.1 Board Discretionary Grant

Balance as at 18 September: $2,900.

15 MEDIA ITEMS

There were no media items.

16 MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED

Section 48, Local Government Official Information and Meetings Act 1987

Moved J Watson seconded M Pinkham

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

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

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<td>16.1</td>
<td>Rob Hawthorne, (Property Unit Manager)</td>
<td>Proposed sale process for 137–141 Williams Street, Kaiapoi</td>
<td>Good reason to withhold exists under Section 7</td>
<td>Section 48(1)(a)</td>
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This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987, and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

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<tbody>
<tr>
<td>16.1</td>
<td>To carry out commercial activities without prejudice</td>
<td>A2(b)jii</td>
</tr>
</tbody>
</table>

CARRIED
CLOSED MEETING

Recommendation to Resume Open Meeting

Moved J Watson seconded P Redmond

THAT open meeting resumes and the business discussed with the public excluded remains public excluded.

CARRIED

OPEN MEETING

17 QUESTIONS UNDER STANDING ORDERS

There were no questions.

18 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

There was no urgent general business.

NEXT MEETING

The next meeting of the Kaiapoi-Tuahiw Community Board is scheduled for 4pm, Monday 16 October 2017 at the Ruataniwha Kaiapoi Civic Centre.

There being no further business, the meeting closed at 5.50pm.

CONFIRMED

______________________________
Chairman

______________________________
Date

Workshop

1. Members’ Forum.

   Opportunity for members to share potential new ideas and initiatives.
MINUTES OF THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD
HELD IN MEETING ROOM 1 (UPSTAIRS), RUATANIWA KAIAPOI CIVIC CENTRE,
176 WILLIAMS STREET, KAIAPOI ON MONDAY 16 OCTOBER 2017
COMMENCING AT 4PM.

PRESENT
J Watson (Chair) (until 6.15pm), C Greengrass (Deputy Chair), N Atkinson, R Blair, M
Pinkham, P Redmond and S Stewart.
C Greengrass assumed the Chair at 6.15pm at time of departure of J Watson.

IN ATTENDANCE
Councillors J Meyer and A Blackie (from 4.05pm.)
J Palmer (Chief Executive), C Brown (Community Green Space Manager), S Morrow (Land
Information Officer), K Ward (Community Board Advocate), and A Smith (Committee
Advisor)

1 APOLOGIES
There were no apologies

2 CONFLICTS OF INTEREST
There were no conflicts of interest recorded. Subsequently during consideration of
Item 8 - Correspondence, N Atkinson and S Stewart moved away from the table and took no part in discussion or voting of recommendation (b).

3 CONFIRMATION OF MINUTES
3.1 Minutes of the Kaiapoi-Tuahiwi Community Board – 18 September 2017

 Moved J Watson seconded P Redmond
THAT the Kaiapoi-Tuahiwi Community Board:
(a) Confirms the circulated minutes of the Kaiapoi-Tuahiwi Community
Board meeting, held 18 September 2017, as a true and accurate record.
CARRIED

4 MATTERS ARISING
Item 4 – it was advised that there will be an update provided at the 20 November
board meeting on the safe pedestrian crossing points in the Kaiapoi Western arterial
route.

5 DEPUTATIONS AND PRESENTATIONS
5.1 Larina Tiffen “Miss Lilly’ Angel Trust”
Larina Tiffen owns and operates Miss Lillys Boutique Catering, an event and
function catering business in North Canterbury and Canterbury regions. The
business has a mobile boutique café. L Tiffen has previously resided in
Kaiapoi. The Miss Lilly Angel Trust was established on 22 November 2016
following the November 14 Kaikoura earthquake as a result of the community relief effort. What started as a Facebook Post on the Miss Lilly Catering business page, immediately following the first earthquake, resulted in the donation of goods from both local businesses and private donations from local families and the delivery of these to the Kaikoura region. There was subsequently delivery of over 30 Christmas packages to effected families in the Kaikoura region that following Christmas.

A book called “Come Together” is being written, which is a collection of stories of families involved in the Kaikoura earthquake and includes their family recipes. The Miss Lilly’s Angel Trust wishes to hold a community gala day, to be known as “Thrive ME” in the Kaiapoi East Regeneration area, on Sunday 18th February 2018 from 11am to 4pm, at which this book will be launched. This event would recognise the contribution from our district to the recovery efforts after the Kaikoura earthquake. The event would include a community pot luck meal, stalls, live music and children’s entertainment. Copies of the proposed programme of events for this day were circulated at the meeting for Board members information. There have already been several confirmed sponsors/donors for the event.

L Tiffen believes this day would be a good day to show how far the community has come in the past six years and has secured media promotion of the event through Seven Sharp TV programme and free radio advertising on Compass FM. Ms Tiffen is seeking approval of the Community Board to hold this event in the Regeneration area.

**Members Questions:**

C Greengrass asked if any of the existing support groups in the Waimakariri already been approached. Ms Tiffen advised there hadn’t been any approach made to other groups. There is a proposal in the bigger picture for resilient community plans, which would to be rolled out in Waimakariri, Kaikoura and Hurunui. Ms Tiffen is having discussions with local Civil Defence and in Christchurch and with Nathan Guy, the Civil Defence Minister.

A Blackie advised that one possible restriction to having the event on the regeneration area would be access to power, but this could be overcome.

The Chair advised Ms Tiffen that the Board members would need to give consideration to the matter and come back to her with a decision.

**5.2 Chris Brown, Green Space Manager, presented the Parks and Playground Management Plan to the Board.**

C Brown, Green Space Manager spoke to the Parks and Playground Management Plan. He spoke to a PowerPoint presentation. The purpose of the presentation was to provide the Boards with information about Levels of Service for Green Space and how those levels of service impacted the Long Term Plan, to get the Boards feedback on the projects and timing of those projects which have been identified by staff to fill gaps in levels of service, and to get the Boards feedback regarding any projects for consideration as part of the Long Term Plan 2018/2028.

As background C Brown explained that staff, as part of the preparation for LTP 2018/28, prepared a number of strategies which related to the key asset types of play spaces, toilets, sports facilities and community facilities. The strategies identified current levels of service (LoS) relating to the asset types as well as some new service levels. These LoS then inform the Activity Management Plan which informs the LTP. C Brown explained that there are many LoS which relate to the provision and development of reserves. These LoS are different depending on the park type and the catchment area of the park. He advised that there are a number of LoS changes which are being proposed in relation to the strategies which have been prepared.
For playgrounds the changes in LoS include

- An emphasis on the assessment of play value and a specified age and ability provision linked with park catchment type.
- Shade provision and UV protection. Shade sails or structures will be installed at key play spaces. High-use, long stay sites will be prioritised particularly junior play areas with no natural shade.
- Premium supplementary play assets (skate parks etc). Provision of skate parks – even distribution across districts key activity centres. Size and scale – reflective of the population catchment.
- More emphasis on integrating opportunities for inclusive play into play space general design rather than specific equipment provision.

C Brown explained that the implications of the new LoS meant there were several new playground developments required to meet the LoS.

- Milton Memorial Reserve
- Elm Green / Kippenberger linkage
- Hurunui Reserve Pegasus
- East Eyreton Domain
- Skate Park in Woodend/Pegasus Area

C Brown showed a list of playgrounds in order of replacement priority. The priority was based on the age of the playground, the play value that it provides and public expectations. There was an aim to complete one or two per year.

N Atkinson queried the different play equipment that is available in parks, and the age groups that are catered for. C Brown said the Council cannot provide equipment for all age groups in every park, as an example, the specific equipment for older age groups (such as skateboard parks), cannot be provided everywhere. But as an example, C Brown noted that Sovereign Palms subdivision has three playgrounds, if all these were looked at collectively, it would show that all the different age groups are catered for (0 – 5 years, 5-10 years, and 10-15 years). N Atkinson mentioned Hinemoa Park, which has a bowling club, and noted that there is groups who use the play equipment, and older children who bike and use the BMX track. C Brown said this is a local catchment park and it is planned to continue providing these facilities at Hinemoa Park. There are other local parks which won’t be providing play equipment for every age group (suggested example is Torlesse Park in Rangiora, a small local park which has play equipment for younger children).

Regarding Playgrounds, C Brown said staff would be looking at the provision of shade over play equipment and the levels of service, including where higher level specific equipment is provided (i.e. skate parks).

N Atkinson suggested it is important that the strategy doesn’t block skate parks in on small sites. For future proofing, it would be better to make sure that there is room available to build onto existing parks, as the need arises with population growth. This would be a better option rather than having to develop a new park in a different area.

Staff have identified the parks where the play equipment will need replacing in the next five years – which includes Kairaki reserve and NCF Park (in the Regeneration area)

N Atkinson asked about the play equipment available in Silverstream – C Brown said it is proposed to have a toilet facility provided adjacent to the current playground.
S Stewart, mentioned Darnley Square which is close to the Plunket Rooms, and noted that the play equipment currently there, is not suitable for the younger age group (this includes a climbing frame better suited for older children). It was suggested that there is the need for more equipment there to suit younger children.

N Atkinson noted that a lot of people use the play equipment beside the rugby clubrooms, even when there is no event happening at the Clubrooms, but the remainder of the domain doesn’t get used a lot as a playground.

Toilets

The criteria has been looked at to determine if toilets are required in neighbourhood parks, within a large catchment area. A different level of service for provision of toilets in town centres has been considered. It is planned to have discussions with owners of land where there could be benefit of having toilets, when the Council doesn’t own land.

S Stewart said the design of toilets needs to be innovative (“fabulous”), so they are attractive pieces of architecture. C Brown noted that in the Towns Level of Service it has been identified that these locations need well designed architectural toilets. C Brown said that the Plan hasn’t gone to this extent for the design of neighbourhood toilets. S Stewart believes that every single toilets could be attractive and would ask the Council designers to “think outside the square” and provide attractive pieces. C Brown said for the neighbourhood reserves, they will do what can be done, noting that there is some toilet blocks which have already been built with some small adjustments to make them a bit different (i.e. Elephant Park in Rangiora, and Sovereign Lakes). S Stewart believes there would not be the need to go over budget to provide more attractive toilet blocks for all areas in the district and suggests that staff could look at this.

New Toilets required to meet Levels of Service are:

- Mandeville Sports Ground Equestrian
- Rangiora Town Centre
- Millton Memorial – a very well used area which needs to have a toilet facility provided, especially the dog park.
- West Oxford Reserve – this area will become more highly used and in the future a toilet will be required here.

To build a new Rangiora town Centre stand alone toilet block, would cost in the vicinity of $350,000. The options being considered are updating the Victoria Park toilets, or looking at possibly working in with a business owner. The Strategy preference is improving these existing toilets, rather than investing in a new stand alone facility which would require a big investment.

Toilets to be upgraded will be undertaken at one every two years in the Ten Year Plan. This does not include the removal of the toilets opposite the Kaiapoi Workingmens Club, on Raven Quay. Members agreed with this proposal and S Stewart suggested the extension of the flower beds in place of this toilet block, once it is removed.

There is extensive consultation with neighbours of parks when a reserve development is proposed, which can include having a toilet installed. Many neighbouring residents ask about the proposed design of the toilets, i.e. the way it will face, what planting will be done, and what lighting will be provided.

Sports Facilities

A study has shown that the district does not need to have as many sports fields as previously thought. C Brown confirmed that the Council doesn’t need to buy any more land to develop sports grounds for the next ten years as the
available Council land is sufficient. Alternatively the Council will look at using the facilities they have more efficiently. This will mean increasing the carrying capacity of many fields by improving drainage. For some areas the first thing to do will be an irrigation investigation.

Regarding irrigation of sports fields, S Stewart asked would there need to be discussions and approval granted from Ecan before this can be allocated. C Brown said this would be looked at, and also staff would need to look at installing sand carpet on sports field. There is already consent at Mainpower Oval for irrigation and extra capacity is stored in three tanks. Swannanoa Domain also has irrigation system available, from water stored in tanks.

C Brown highlighted the key service enhancements which have been identified by staff and in some cases by members of the public:

- Millton Memorial Park concept plan implementation
- Old Kaiapoi Dump Site development
- Sealing of Kairaki Beach car park (which would need to be half cost share with Ecan)

Development of old pit land at Kaiapoi Lakes - S Stewart suggested the Urupa development. The cemetery was part of a project from 1990, and this is the last part of this project which has not been completed. There was involvement with members of the community at the time, and input provided into the plans. There is a lot of history of those buried in this cemetery. N Atkinson asked is there anything in the strategy which talks about how to bring people on board with these developments. C Brown said when any of these projects are looked at, there is the opportunity to involve local community groups (e.g. Lions. C Brown said it is important to note that if this were done for each of these projects, there would need to be more staff resourcing required to do this, but it was acknowledged that there is many benefits of community involvement as well. It was suggested that the Silverstream Reserve project is a good template that could be used for other projects. C Brown said the community has indicated that they want the developments provided, and did note that there has been many occasions when the Council has involved the community in developments already (e.g. Koura Reserve, Rangiora, when the development was completed, a community planting day was held, which brought many people together to complete the project).

Town Centre entrances were discussed, C Brown noted there has been discussion held with Roading department staff, with support from the PDU staff in that department. This has been put on hold due to staff resourcing issues. It was agreed that there would be an update provided back to the Board members on the current situation with this.

J. Meyer asked of the Royalties funding for the Kaiapoi Lakes development, suggested that there might be some funding still available for this north west area. Mr Palmer said there would be a check made of this and if there was any funds available.

Regarding installation of fully accessible beach viewing platform at Waikuku and Pegasus, C Brown advised that this was looked at as part of the Pegasus Bay Bylaw. This would allow wheel chair access to view the beach. This is achievable at Pegasus, but a little more work would be required to make this available at Waikuku. It is suggested this be located at the Waikuku Beach Surf Lifesaving Club end of the beach.

6 **ADJOURNED BUSINESS**

There was no adjourned business.
7 REPORTS

7.1 Road Naming – Beach Road Developments Limited – Scott Morrow (Land Information Officer)

S Morrow presented this report, seeking approval of the Board to alter a road name, in the Beach Grove subdivision on Beach Road, Kaiapoi. The original name for Tapauta Street came from the pre-approved road name list for Kaiapoi and was approved for the subdivision in September 2013. The street is named after the ship Taupata which used to operate from Kaiapoi River in the 1960’s. There are nine residents living in this street and it was confirmed that all these residents will be notified of the change. The developer has agreed to cover any costs of new road name blades and other associated costs.

It was advised that Jean Turvey has reviewed the current suggested name list for streets, to keep it updated.

Moved J Watson seconded N Atkinson

THAT the Kaiapoi-Tuahiwi Community Board:

(a) Receives report No 170926103733.

(b) Approves the alteration to the existing road name from Tapauta Street to Taupata Street.

CARRIED

P Redmond abstained from voting

N Atkinson acknowledges that there is a lot of history in the naming of streets in Kaiapoi, and doesn’t believe there will be too much inconvenience.

P. Redmond supports the change but would encourage consultation with the residents to advise why there is to be a change of name for the street.

R Blair supports the recommendation, and advising the nine residents of the proposed name change to their street.

7.2 Draft Public Domain Policy Reference Group – Geoff Meadows (Policy Manager)

C Brown presented this report on behalf of Policy Manager, G Meadows. The reports seeks nomination of one member of the Kaiapoi-Tuahiwi Community Board as the representative on the Draft Public Domain Policy Reference Group. The public domain in this instance, refers to public space adjacent to Business 1 and 2 zones in the Waimakariri District around Town Centres. The Policy will include consideration of outdoor dining areas, busking and charitable collections, display of goods, mobile vendors and amenity lighting.

Moved N Atkinson seconded J Watson

THAT the Kaiapoi-Tuahiwi Community Board:

(a) Receives report No. 170926103988.

(b) Approves Board member C Greengrass to represent the Kaiapoi- Tuahiwi Community Board on the Draft Public Domain Policy Review Reference Group.

CARRIED
The meeting adjourned at 5.45pm and reconvened at 5.55pm, to allow for administrative update.

Moved J Watson seconded P Redmond

**THAT** the meeting adjourn at 5.45pm and reconvene at 5.55pm.

**CARRIED**

8 **CORRESPONDENCE**

J Watson noted that a subcommittee will have to be created to discuss the placement/sites for historic panels.

Board members N Atkinson and S Stewart moved away from the table during consideration of recommendation (b).

Moved J Watson seconded R Blair

**THAT** the Kaiapoi-Tuahiwi Community Board:

(a) **Receives** the letter regarding Decisions by Council on the Draft Annual Plan 2017/18 (pg 155-160 of Trim 170703068122)

(b) **Ratifies** the Kaiapoi-Tuahiwi Community Board Objection to Bottle O Silverstream Liquor Application 21 September 2017 (Trim 170921102331)

**CARRIED**

9 **CHAIRPERSON’S REPORT**

9.1 **Chair’s Diary for September-October 2017**

Moved J Watson seconded M Pinkham

**THAT** the Kaiapoi-Tuahiwi Community Board:

(a) **Receives** report No. 171010109318.

**CARRIED**

10 **MATTERS REFERRED FOR INFORMATION**

10.1 **Oxford-Ohoka Community Board meeting minutes – 7 September 2017** (Trim No. 170926103789)

10.2 **Woodend-Sefton Community Board meeting minutes – 11 September 2017** (Trim No. 171003106542)

10.3 **Rangiora-Ashley Community Board meeting minutes – 13 September 2017** (Trim No. 170919101095)

10.4 **Capital Projects Report for the period ended 30 June 2017** – Report to Audit and Risk Committee 19 September 2017 (Trim No. 17090609337).

10.5 **Draft Submission to the Productivity Commission’s issues paper on a Low-emissions Economy** – Report to Council 3 October 2017 (Trim No. 170920101559).

10.6 **Battle of Passchendaele Commemoration 2017** – Report to Council 3 October 2017 (Trim No. 170922102546).
Moved N Atkinson seconded P Redmond

THAT the Kaiapoi-Tuahiwi Community Board receives the information in items 10.1-10.6.

CARRIED

Note: Items were circulated to Board members separately.

11 MEMBERS’ INFORMATION EXCHANGE

The purpose of this exchange is to provide a short update to other members in relation to activities/meetings that have been attended or to provide general Board related information.

S Stewart

- Issues with Rural Drainage were highlighted, noting that historic drainage areas in the rural areas only cover small patches and there are concerns about the water coming into and through these areas from rural 4ha developments and these landowners don’t pay a drainage rate. This continues to be an issue for most of the rural drainage areas, with members of these groups continually asking that the drainage rating be reviewed and for the council to consider district wide rural drainage.

- Update from the Water Zone Committee: Ecan is starting a lifestyle block project to familiarise lifestyle block owners with the sub-regional plan. This project has involved circulating information how Ecan would like these property owners to have good management practices in their lifestyle blocks. S Stewart believes the Board should be informed of how this will impact on the rural areas of this Ward, possibly through having attendance at a workshop with Board members. A Blackie advised that flyers had been sent out to rural residents. It was suggested that Ecan be asked to provide copies of any of the information that has been circulated to rural residents.

- S Stewart has visited Baker Park, and noted that there is a lot of water laying in the area of the new playground equipment. Photo to be sent to C Brown to show him this.

- S Stewart suggested that the Board members should go on a walk through the Kaiapoi Town Centre and believes there could be improvements in the landscaping in Williams Street. S Stewart does not believe this is a good example of the regeneration of Kaiapoi and would like to know what the policy is about the plantings in Kaiapoi and suggested there needs to be consideration given to improvements. It was noted that there is new planting in Sewell Street but that no one can see them.

P Redmond

- RSA organized the Passchendaele Memorial service at the cenotaph on 12 October, which was well attended and well organized.

- Attended the All Boards briefing

- Attended the Kaiapoi Community Groups meeting

- Attended the Kaiapoi Town Centre Review workshop

- Canterbury Museum visit. The Museum is going to be closed for three years for updating the building, hoping to relocate to a temporary site during this time. The lack of appropriate storage for exhibits not on display was noted.

- Attended ENC networking meeting. Civil Defense Officer spoke on business interruption
- Attended the Waimakariri Health Advisory Group meeting. Current Chair, who has been in the role for five years is wanting to retire. The role has been advertised and there was a good response. A decision to be made soon on the replacement for this role.

**M Pinkham**
- Attended the Enquiry By Design Workshop.
- Noted the good progress with the Passchendaele Walkway.
- Attended All Board briefing.
- Attended the ENC meeting, and quality of speakers was good with a good attendance.

**J Meyer**
- Noted that many Councillors have been away this month.
- There is potential issue with the servicing of the well heads on Smith Streets land.
- Silverstream bypass is running to schedule.

**A Blackie**
- Attended many meetings as previously noted above.
- Laid the wreath on behalf of the Council at the Passchendaele Centenary Commemoration on 12 October at the Kaiapoi Cenotaph.

**R Blair**
- Nothing to report.

**N Atkinson**
- Has been in Cromwell for the Zone 5 and 6 meeting.

**C Greengrass**
- Offered congratulations at the Council’s AA rating, awarded in the LGNZ Excellence Review
- Attended Kaiapoi Museum meeting – it is hoped to get many of the museums items out of storage. Kaiapoi Lions Club has recently gone into recess and the organization has donated all items to the Museum.
- Opening function for the Pines Kairaki Hall is to be held on 4 November, which all Board members have been invited to.
- You Me We Us, the Amazing race date is now December 3 (not November 26). Chris noted that the Social Inclusion group do not come under the You Me We Us umbrella.
- The Darnley Club are back to their new facility, with the new extension which looks very good. The Club are grateful to the Community Board and the Council for this.
12 CONSULTATION PROJECTS

12.1 District Plan Review

Consultation closes 5pm, 27 October 2017.


Moved C Greengrass seconded P Redmond

THAT the Kaiapoi-Tuahiwi Community Board:

(a) Resolves that they wish to submit on the District Plan Review Consultation.

CARRIED

13 REGENERATION PROJECTS

13.1 Town Centre, Kaiapoi

Updates on the Kaiapoi Town Centre projects are emailed regularly to Board members. These updates can be accessed using the link below:


13.2 New Arterial Road, Kaiapoi

Regular updates on the progress of the new Arterial Road will be posted on the Council’s website. There are also links to intersection layout plans for each of the new intersections. The updates can be located using the link below:


13.3 Kaiapoi Regeneration Steering Group

The next meeting of the Kaiapoi Regeneration Steering Group will be held in Meeting Room 1, Ruatanwha Kaiapoi Civic Centre, 4pm on Monday 6 November 2017. This meeting is open to the public.

14 BOARD FUNDING UPDATE

14.1 Board Discretionary Grant

Balance as at 16 October: $2,400.

15 MEDIA ITEMS

No media items.
16 MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED

Section 48, Local Government Official Information and Meetings Act 1987

Moved N Atkinson seconded C Greengrass

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

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

<table>
<thead>
<tr>
<th>Item No</th>
<th>Minutes/Report of:</th>
<th>General subject of each matter to be considered</th>
<th>Reason for passing this resolution in relation to each matter</th>
<th>Ground(s) under section 48(1) for the passing of this resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>16.1</td>
<td>Minutes of the public excluded portion of a meeting of the Kaiapoi-Tuahiwi Community Board Meeting 18 September 2017</td>
<td>Confirmation of Minutes</td>
<td>Good reason to withhold exists under Section 7</td>
<td>Section 48(1)(a)</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Item No</th>
<th>Reason for protection of interests</th>
<th>Ref NZS 9202:2003 Appendix A</th>
</tr>
</thead>
<tbody>
<tr>
<td>16.1</td>
<td>To carry out commercial activities without prejudice</td>
<td>A2(b)ii</td>
</tr>
</tbody>
</table>

CARRIED

CLOSE MEETING

Resolution to resume open meeting

Moved N Atkinson seconded P Redmond

THAT the open meeting resumes and the business discussed with the public excluded remains public excluded.

CARRIED

OPEN MEETING
17 **QUESTIONS UNDER STANDING ORDERS**

There were no questions.

18 **URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

There was no urgent general business.

**NEXT MEETING**

The next meeting of the Kaiapoi-Tuahiwi Community Board is scheduled for 4pm, Monday 20 November 2017 at the Ruataniwha Kaiapoi Civic Centre.

There being no further business, the meeting closed at 6.25pm.

CONFIRMED

__________________________________________
Chairperson

__________________________________________
Date

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**Workshop**

1. **Members’ Forum.**
   Opportunity for members to share potential new ideas and initiatives.
MINUTES FOR THE MEETING OF THE RANGIORA-ASHLEY COMMUNITY BOARD
HELD IN THE COUNCIL CHAMBERS, RANGIORA SERVICE CENTRE, 215 HIGH
STREET, RANGIORA ON WEDNESDAY 11 OCTOBER 2017 AT 7PM.

PRESENT
J Gerard QSO (Chair), D Lundy (Deputy Chair), M Clarke, K Galloway, J Hoult, G Miller,
C Prickett and P Williams.

IN ATTENDANCE
J Millward (Manager Finance and Business Support), C Brown (Community Green Space
Manager), K Ward (Community Board Advocate) and E Stubbs (Minute Secretary).

1 APOLOGIES
Moved J Gerard seconded C Prickett
Apologies were received and sustained from S Lewis, R Brine, and D Gordon for
absence.
CARRIED

2 CONFLICTS OF INTEREST
Nil.

3 CONFIRMATION OF MINUTES
3.1 Minutes of the Rangiora-Ashley Community Board – 13 September 2017
Moved J Hoult seconded P Williams

THAT the Rangiora-Ashley Community Board:
(a) Confirms the circulated minutes of the Rangiora-Ashley Community
Board meeting, held on 13 September 2017, as a true and accurate
record.
CARRIED

4 MATTERS ARISING
D Lundy queried whether the Council had decided to have a stand at the Rangiora
A and P show. K Ward advised M McIlraith, Communications and Engagement
Manager, had decided not to proceed with a presence at this year’s event due to
insufficient communication projects currently underway to fill a site. D Lundy
expressed his opposition to this decision, commenting it was a lost opportunity to
meet face to face with residents.

5 DEPUTATIONS AND PRESENTATIONS
5.1 Citizens Advice Bureau
Beverley Mitchell, Chair, spoke to the work of Citizens Advice Bureau (CAB)
in the Waimakariri District. She noted that CAB was established on the eve
of WWII in Britain, to cope with the trauma and dislocation of war. In New
Zealand there were 82 branches and 2800 volunteers dealing with 0.5 million
client enquiries annually. In 1978 the North Canterbury (NC) branch was
established and it would be their 40th anniversary next year. B Mitchell
advised that 30 branches in New Zealand (including NC) had been chosen by
MBIE to assist with migrant communities. The NC branch had 42 volunteers
and one part-time coordinator.
B Mitchell provided a breakdown of the 700 calls received by the NC CAB over the last two months with topic examples:

- 274 consumer calls – goods/services and online trading, the answers were not always what people wanted to hear
- 78 community calls – neighbour problems, trees, fences, barking dogs, finding clubs
- Education – teachers, bullying (an increasing issue)
- 33 employment and business – hours, wages, lack of written contracts/no contracts (600 calls on this topic alone in the last 2 years) and bullying
- 47 family or personal – relationship breakups, wills, parenting, power of attorney
- 59 finance and benefits – budgeting, mortgage, reverse mortgages, WINZ, scams.
- 50 health – doctors, dentists, and health insurance – A notable topic of advice to migrants was health insurance as they were not covered if in NZ for less than two years. Mental health issues - The CAB handled bookings for the St John Health Shuttle that went from Amberley to Christchurch Monday – Friday, for any medical appointment, not just those at Christchurch Public Hospital
- 19 housing/renting – landlords, tenants, and real estate agents
- 155 legal government – Hold a fortnightly legal clinic which is always fully booked

B Mitchell advised that they had a number of teams; for example:

- The CAB organised the JP Service.
- On Wednesday mornings there is a migrant clinic and migrant connect services to assist the migrant community.
- There is a Civil Defence Team, and CAB had assisted at the Woodend hub after the Kaikoura earthquakes.
- There is a CV team who assisted youth and those re-entering the workforce.
- There is a team that focused on updating information
- There is a team of Trainers

Volunteers received nine months training before ‘going solo’. There was ongoing learning every month for all volunteers. B Mitchell commented the CAB was a busy place and she hoped she had provided an overview of the work they did.

J Gerard asked if they obtained sufficient funding. B Mitchell replied it was with great difficulty. They received central government funding for the work they did with the migrant community, and Rata Foundation assisted with funding also. They were grateful to WDC for provision of rooms and power. They found volunteers time was better spent assisting people than fundraising. J Gerard advised of the Discretionary Grant.

C Prickett referred to issues with bullying and WINZ and asked if those that approached CAB had gone through appropriate channels first. B Mitchell replied a bit of both. With regard to WINZ the CAB wanted to introduce an advocacy service that would allow CAB volunteers to go to WINZ with clients in order to assist, as it was difficult for some clients to articulate what they needed in the appointment time they were allocated.

C Prickett asked how many requests for assistance came over the phone.

B Mitchell replied a large proportion. The NC branch covered a large area from Kaikoura to Waimakariri. C Prickett asked if other forms of communication such as
Facebook were used and B Mitchell replied that brochure information had been transferred to the website, and confirmed that the CAB is also on Facebook.

C Prickett asked if any clients had expressed frustration at Council services and B Mitchell replied that complaints around trees were very common.

M Clarke asked if volunteers had legal protection. B Mitchell replied that they did have an exemption in insurance. Volunteers are trained to only give advice and options, they did not tell people what to do.

J Hoult asked what qualities are sought in the CAB’s volunteers. B Mitchell advised volunteers were often retired from the business world or education. Computer skills were important. Due to the nature of its work, the CAB had to be selective in their volunteers; Police checks were required.

P Williams commented due to having a CAB volunteer in his family, that he was familiar with the work. He thanked B Mitchell and CAB for the work they did in the community.

J Gerard thanked B Mitchell for speaking to the Board and for the work CAB did in the community.

5.2 Chris Brown, Green Space Manager, spoke to the Parks and Playground Management Plan (the Plan). He advised that staff were preparing for the Long Term Plan (LTP) 2018/2028 and that the budget was due to be finished in November. He spoke to a PowerPoint presentation. The purpose of the presentation was to:

- provide the Boards with information about Levels of Service (LoS) for Green Space, and how those levels of service impacted the LTP
- receive feedback from the Boards on the projects, and timing of those projects, which have been identified by staff to fill gaps in LoS
- receive the Board’s feedback regarding any projects for consideration as part of the LTP.

As background C Brown explained that staff, as part of the preparation for LTP 2018/28, prepared a number of strategies which related to the key asset types of play spaces, toilets, sports facilities and community facilities. The strategies identified current LoS relating to the asset types as well as some new service levels. These LoS then inform the Activity Management Plan which, in turn, informs the LTP. C Brown explained that there are many LoS which relate to the provision and development of reserves. These LoS are different depending on the park type and the catchment area of the park. He advised that there are a number of LoS changes which are being proposed in relation to the strategies which have been prepared.

For playgrounds the changes in LoS include:

- An emphasis on the assessment of play value and a specified age and ability provision linked with park catchment type
  - For example, a local park had the ages 1-5 as a primary focus, as the catchment increased the age range was more broad
- Shade provision and UV protection:
  - Shade sails or structures will be installed at key play spaces
  - High-use, long stay sites will be prioritised particularly junior play areas with no natural shade
  - Guidelines had been added around relocation of large trees for shade where appropriate
- Premium supplementary play assets (skate parks, etc.):
  - Provision of skate parks needed an even distribution across the District’s key activity centres
  - Size and scale should reflect the population catchment
- More emphasis on integrating opportunities for inclusive play into play space general design, rather than specific equipment provision
• There would be an emphasis on increasing accessibility to current equipment; for example, removing step-up barriers

C Prickett hypothesised about a family with a 12 year old and 5 year old going to a local park. C Brown advised that was not the funding for every single reserve at the local level to cover the range of ages. There would be more focus on the 5 year old play items at the local park, and there was also more of a focus on natural play items which meant less expenditure and also encouraged use of imagination.

C Prickett commented on the many small parks in Pegasus, and asked if it was better to have slightly less parks so that more could be spent in each. C Brown commented that was preferable.

J Hoult commented that she had had feedback requesting more to keep young ones occupied at the Dudley Skate Park. C Brown commented that the Board had the opportunity to raise ideas, and that there was a LoS to cater for that.

C Prickett noted that LoS for skate parks were based on population, and asked if there was consideration of distance to travel. C Brown commented that was not a consideration; a key activity centre was an urban area, there was not an expectation for a skate park in a rural area. Even if the community wanted to fundraise $200,000 for a skate park, the Council would still need to budget that cost for maintenance and future replacement.

C Brown explained that the implications of the new LoS meant there were several new playground developments required to meet the LoS:

• Millton Memorial Reserve
• Elm Green / Kippenberger linkage
• Hurunui Reserve Pegasus
• East Eyreton Domain
• Skate Park in Woodend/Pegasus Area

D Lundy commented that it could be argued that the East Eyreton Domain was in the middle of lifestyle blocks, and asked if there was a trend or demand from that type of area. C Brown replied there was a trend. Many people had moved into rural residential areas with an expectation of urban facilities. The East Eyreton Domain did not meet LoS but there had been a detailed process over the last 4-5 years to develop a concept plan. There had been development there that had fallen into disrepair. The Domain was currently proposed for development in 10 years, the Council could choose to move it further out.

There was some discussion around the East Eyreton Domain, including:

• increased rates for higher neighbourhood amenity
• development contributions for developments that did not trigger urban LoS until a number of developments were completed

J Gerard asked if a skate park at Woodend/Pegasus would include Ravenswood, and C Brown confirmed this.

C Brown showed a list of playgrounds in order of replacement priority. The priority was based on:

• the age of the playground
• the play value that it provides
• public expectations

There was an aim to complete one or two per year across the ten year LTP.

J Gerard noted there were six to be completed in Kaiapoi-Tuahiwi and C Brown replied that that area had older playgrounds. Rangiora-Ashley had
two which indicated there were not that many in that part of the District due for upgrades.

P Williams commented on the price of playground equipment. It was expensive due to safety standards. He asked if there was consideration of Council building play equipment themselves. C Brown replied that approach required a producer statement from a qualified engineer certifying manufactured equipment was safe. Currently Council did not employ an engineer with that capability, and consultant engineers’ fees were prohibitive in this context. In addition, there was now a focus on natural play. A child did not care how much play equipment cost and often preferred natural play elements; the use of tracks and wind grass at Elephant Park was an example.

C Brown advised that changes to LoS for toilets included:
- Provision of toilets in Neighbourhood Parks with large catchment areas
  - This came from public feedback
- Unisex and accessible cubicles in new toilets.
- Trend towards having toilets closed at night to prevent antisocial behaviour and vandalism
- Development of a LOS for town centre toilets
- Development of LOS for toilets on or servicing land owned by others; for example, DOC and ECan land at Saltwater Creek
  - The criteria revolved around the benefit to the District, and solving problems on Council land

P Williams asked if putting a public toilet in places like Saltwater Creek would encourage freedom campers. C Brown commented that they would not want to create an issue. Freedom campers were another debate.

C Brown explained that the implications of the new LoS meant there were new toilets required to meet the LoS. These were:
- Mandeville Sports Ground Equestrian
- Rangiora Town Centre
- Milton Memorial Reserve
- West Oxford Reserve

The toilet replacement schedule was:
- Victoria Park Upgrade
- Kairaki Reserve
- Ashley Picnic Ground
- Woodend Beach Domain
- Maria Andrews

To complete these projects would take around 10 years.

The number one complaint regarding LoS was around Rangiora Town Centre (RTC) toilets, which it is on the list for new toilets. The vandalism at Victoria Park toilets was commented on and the historic need for durability over aesthetic quality. A high quality RTC toilet would be better incorporated into a business with set open hours, and there was currently no opportunity for that. New RTC toilets would cost $350,000. An option was to upgrade the Victoria Park toilets including lighting and making them more visible. Because of the large amount of investment of RTC toilets, staff needed to be confident in the decision.

C Brown advised of the location of all the existing public RTC toilets including:
- New World
- Rangiora Library
- Rangiora Town Hall
- The Warehouse
- Centennial Memorial Centre
- Council buildings
• **Victoria Park**

K Galloway suggested development of an app around locating toilets would assist the public to locate them. C Brown advised that when the Public Toilet Strategy had been approved, the location details could also be provided on the WDC website and passed through to Google.

The vandalism at Victoria Park toilets was commented on and the need for durability over aesthetic quality.

C Brown further commented that there was extensive activity at Milton Memorial Park and consequently was an area where a toilet was appropriate.

An assessment was undertaken to determine what sports facilities would be required over the next 30 years as part of the Plan. It considered:

- sport and recreation trends
- carrying capacity of current fields
- population and demographic projections
- participations trends

**Conclusions were:**

- No new land was required to cater for projected numbers of sports field users
  - Even with district growth participation numbers for games were remaining relatively static
- A Four Court indoor venue was a high priority
  - There was a trend to playing weeknight games, particularly basketball, rather than weekend sport
- Council should consider a programme of sports field upgrades to increase the usability of fields rather than invest in a further artificial turf
  - Upgrades include increased drainage and sand carpet fields
  - Currently some fields only had a carrying capacity of 4 hours per week which could be improved to over 14 hours
  - Money for an artificial turf would be better spent on improving a number of fields around the District
- Development of softball facility in Kaiapoi

Sand carpet fields were discussed. C Brown advised that an excellent example of sand based fields was Gladstone Park. The advantage was around eight fields across the district could be improved at the same cost as one artificial turf, and a sand carpet field did not have the same replacement cycle as an artificial turf.

C Brown advised there had been other key service enhancements that had been identified by staff or members of the public. The list included:

- Milton Memorial Park concept plan implementation
- old Kaiapoi dump site development
- sealing of the Kairaki Beach car park (half share with ECan)
- development of old pit land at Kaiapoi Lakes
- installation of fully accessible beach viewing platform at Waikuku and Pegasus
- installation of a new surf lifesaving tower at Pegasus Beach

P Williams asked if there were other funding options available for a surf lifesaving tower at Pegasus Beach and C Brown advised staff could look at options.
C Brown provided a Board specific overview of LoS issues within their community area:

- Millton Memorial Reserve Playground, toilet and concept plan implementation
- Elm Green Kippengerger linkage
- Playground Replacements
  - Canterbury Street Reserve
  - Bush Street Reserve
- Toilet Replacements
  - Victoria Park Toilets
  - Ashley Picnic Grounds
  - Maria Andrews
- Rangiora Town Centre Toilet
- Indoor Court Development
- Upgrades to Maria Andrews and Southbrook Park (sand carpet fields, drainage and irrigation)

P Williams asked if the tree side of the department could be more proactive in preventing root damage before it occurred. C Brown advised that staff were currently preparing an answer to that. In short it was cheaper to deal with issues as they arose, rather than instigating an investigation regime. Currently three to four complaints were dealt with annually.

6  ADJOURNED BUSINESS
Nil.

7  REPORTS


C Brown spoke briefly to the report noting that it was in relation to Business 1 and Business 2 areas and the activities that could be carried out in those locations; for example, activities with sandwich boards and hawkers.

K Galloway advised that he would like to be considered.

J Gerard advised he would like to be considered and that his understanding was two members could be appointed.

G Miller advised he would like to be considered.

Moved D Lundy seconded M Clarke

THAT the Rangiora–Ashley Community Board:
(a) Receives report No. 170926103979.
(b) Approves Board member K Galloway and G Miller to represent the Rangiora-Ashley Community Board on the Draft Public Domain Policy Review Reference Group.

CARRIED

7.2 Applications for Rangiora-Ashley Community Board Discretionary Grant 2017-2018 – K Ward (Community Board Advocate)

K Ward advised that the report detailed an application by Kids First Kindergarten for funds to replace books. She had been unsuccessful at seeking additional financial information.
J Houlty queried what that information was and K Ward replied it was clarification of the term ‘administrative recharge’ and a full balance statement was not provided to show how much money was in the bank.

Moved K Galloway seconded C Prickett

THAT the Rangiora–Ashley Community Board:
(a) Receives report No. 170926104076.
(b) Lies the report on the table pending further information.

CARRIED
G Miller against

8 CORRESPONDENCE

Moved P Williams seconded M Clarke

THAT the Rangiora-Ashley Community Board:
(b) Receives the invitation from Kaiapoi RSA to attend the centennial commemorative Memorial Service of the Battle of Passchendaele (Trim 170922102696) (previously circulated by email).

CARRIED

9 CHAIRPERSON’S REPORT

9.1 Chair’s Diary for September 2017

Moved J Gerard seconded G Miller

THAT the Rangiora-Ashley Community Board:
(a) Receives report No. 171002105986.

CARRIED

10 MATTERS FOR INFORMATION

10.1 Oxford-Ohoka Community Board meeting minutes – 7 September 2017
(Trim No. 170926103789)

10.2 Woodend Sefton Community Board meeting minutes – 11 September 2017
(Trim No. 171003106542)

10.3 Kaiapoi-Tuahiwi Community Board meeting minutes – 18 September 2017
(Trim No. 170918100755)

10.4 Capital Projects Report for the period ended 30 June 2017 – Report to Audit and Risk Committee 19 September 2017 (Trim No. 17090609337).


Moved K Galloway seconded D Lundy

THAT the Rangiora-Ashley Community Board receives the information in items 10.1-10.6.

CARRIED
11 MEMBERS’ INFORMATION EXCHANGE

11.1 G Miller
- Commented that on his trip around Canada he had encountered many small towns with much the same issues comparable to towns and districts in New Zealand.
  - Also commented on the beautiful flowers on the main streets of Canadian towns and how this is one idea that Rangiora may wish to trial.
  - K Galloway noted Rangiora High Street used to have hanging petunia baskets.
- Noted the progress of the cycleways.

11.2 C Prickett
- Attended All Boards
- Attended Water Advisory Group meeting regarding Poyntz Road and West Eyreton schemes.
  - There was general agreement to a way forward with a second bore established 50m from the existing bore as backup.
  - Questions had been raised regarding losing both in the event of an earthquake and advice had been given that in previous earthquakes effect on bores was non-specific.
  - Poyntz Road raised more issues, as the well did not meet drinking water standards.

11.3 J Hoult
- Noted progress of the cycleways project.
- Attended All Boards meeting.
- Timebank is continuing to be established.
  - A community led project, the group had established its own Facebook page, set up policies and signed a memorandum of understanding with Presbyterian Support for it to act as an ‘umbrella group’ until such time Timebank could operate autonomously.
- Creative Communities:
  - a photographic exhibition working with migrants and getting their stories is planned.
  - It would be toured around the Waimakariri towns and Christchurch.
- District Plan submission.

J Gerard thanked J Hoult for her work with Timebank. There was a suggestion to get the Chair along to speak to the board in the future.

11.4 M Clarke
- Croquet Club:
  - the carpark by the ramp needed to be tarsealed as there was accessibility issues over the rough shingle.
- Attended Rangiora Promotions evening.
- Attended Central Drainage Committee meeting:
  - real time footage of flooding events had been shown.
- Waimakariri Health Advisory Group (WHAG):
  - The Chair was retiring
  - The position of independent Chair is being advertised.

11.5 K Galloway
- Milton Avenue Dog Park:
  - There is now a gate in the fence off River Road.
Friends of the Millton Ave Dog Parks are fundraising to provide shelters for the park. There will be a Quiz night 7pm on 13 November at Five Stags; the Board was invited to put in a team.

11.6 D Lundy
- Attended Civil Defence training.
- Was unable to attend the Central District Drainage meeting however noted that there was some resolution on the historical McAlpines consent issues.
- There would be a Loburn Reserve Statement regarding the Memorial project.

11.7 P Williams
- Had a meeting with H Warwick, Enterprise North Canterbury (ENC), regarding the value of what the Council put into ENC.
- Attended Summerhill water meeting.
- Commented that he found the 6% rates rise and the increase in council debt levels concerning. J Gerard referred to Council’s strict guidelines around debt levels. J Millward advised that the current 6% increases was the current worst case scenario with everything we are aware of at this stage included. The Staff and Council still had to undertake the review and it was likely to be reduced significantly prior to being consulted on with the community. Part of the issue is still the significance the earthquake expenditure has had on rates and currently being funded by debt and rates.

The Council is manages debt well within the statutory limits. Something investors looked at was the ratio interest as a proportion to rates revenue which is being kept well within the Council’s own self-imposed limits and the Local Government limit benchmark. Our forecast debt and cost of interest to rates revenue was also being kept well under these limits. Council had an AA credit rating and it was worth noting its AA Local Government excellence status that was just recently received, understood to be the only AA rating issued in the last review. WDC was sitting at about 7%, with approval that could go to 25% and to 30% with the approval of the Local Government Funding Agency. WDC also had a self-imposed limit of debt, which was to take it within $70 million of that limit, which meant Council could still fund a significant disaster event without insurance, should it not be made available in the market. J Millward commented that the Council did still have a significant debt compared to some others, but it was managed well within the limits allowed under the mandatory reporting limits, disclosed under the LG Financial Reporting Prudence Regulations 2014. The last annual Credit Review undertaken by Standards & Poors audit review maintained WDC with an AA rating, with a positive outlook, which meant they were managing well. J Millward commented that he agreed with P Williams in that Council needed to look at its spend and start prioritising capital projects going into the LTP, and that 6% would most likely be unacceptable to our community.

D Lundy commented on 6% rate rises, over the next four years and stated he did not want staff to increase rates beyond its means and development was costly. J Millward commented that the funding methodology was provided within the Council’s Revenue and Financing Policy. A substantial amount of new growth capital was funded through developments contributions. The WDC rate demand was very detailed on how rate charges were used to ensure transparency to ratepayers for each of the services the ratepayer receives.

K Galloway asked if Council had considered charging for water through metering. J Millward advised that the installation and operating cost of the system would cost more in rates than the current supply and charging
system. The amount of water currently used is a 7% of the total amount of water used in the District and that the conversation benefit to cost was currently costly at this stage.

G Miller asked if Council was borrowing money for operating costs. J Millward replied Council had borrowed money for earthquake operating costs to a degree over the first few years. The Targeted Earthquake rate is progressive increased about 1.2% of total rates annually to an amount where the loan is repaid back over a twenty-five year period.

J Millward advised the Council fully funds the replacement of its Assets and takes a hole of life approach, so that there is sufficient funds available to fund the replacement of its assets. The audit office has been referring to our Councils Infrastructure Strategy as one of the best that was produced for the LTP and refers to it at a number of forums and conferences held thorough New Zealand as a good example of an Infrastructure Strategy.

12 CONSULTATION PROJECTS
12.1 District Plan Review
Consultation closes 5pm, 27 October 2017.

Moved K Galloway seconded J Hoult

THAT the Rangiora-Ashley Community Board:
(a) Resolves that they wish to submit on the District Plan Review Consultation.

CARRIED
P Williams abstain

13 REGENERATION PROJECTS
Updates on the Rangiora Town Centre projects are emailed regularly to Board members. These updates can be located using the link below:

14 BOARD FUNDING UPDATE
14.1 Board Discretionary Grant
Balance as at 11 October 2017: $10,564.04.

15 MEDIA ITEMS
Nil.

16 QUESTIONS UNDER STANDING ORDERS
Nil.

17 URGENT GENERAL BUSINESS UNDER STANDING ORDERS
Nil.
NEXT MEETING
The next meeting of the Rangiora-Ashley Community Board is scheduled for 7pm, Wednesday 8 November 2017 in the Council Chambers at the Rangiora Service Centre.

THERE BEING NO FURTHER BUSINESS THE MEETING WAS CLOSED AT 9.10PM.

CONFIRMED

____________________
Chairperson

____________________
Date
## 1. SUMMARY

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Sunday 17 September</td>
<td>Attended Tuia Wānanga, Papanui High School</td>
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<td></td>
<td>Called into Woodend School Fair</td>
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<td>Monday 18 September</td>
<td>Turning of sod for Passchendaele Memorial Cycleway, Kaiapoi</td>
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<td></td>
<td>Turning of sod for Woodend-Rangiora Cycleway, Woodend</td>
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<td></td>
<td>Lunch with Zonnebeke delegation, Kaiapoi High School</td>
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<td></td>
<td>Attended address by Freddy Declerck to Kaiapoi RSA</td>
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<tr>
<td>Tuesday 19 September</td>
<td>Interview with Compass FM Radio Station</td>
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<td></td>
<td>Lunch with Freddy Declerck at Christchurch Club, hosted by Margaret Austin</td>
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<tr>
<td>Friday 22 September</td>
<td>Met Borgmester (Mayor) John Braedder of Guldborgsund Municipality, Nykøbing Falster, Denmark. Interviewed by local newspaper.</td>
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<tr>
<td>Monday 25 September</td>
<td>Interview with Newstalk ZB.</td>
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<td>Monday 9 October</td>
<td>Attended Menin Gate Last Post ceremony, Ieper, and laid wreath on behalf of the Waimakariri community and Council. Followed by dinner hosted by Zonnebeke Council, Ieper.</td>
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<td>Date</td>
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<tr>
<td>Tuesday-Wednesday 10-11 October</td>
<td>Joined RSA party tours of battlefields, memorial and cemeteries in Messines and Passchendaele areas, and Passchendaele Memorial Museum 1917 in Zonnebeke, led by Freddy Declerck.</td>
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<tr>
<td>Wednesday 11 October</td>
<td>Official reception for Waimakariri visitors conducted by Burgemeester (Mayor) Dirk Sioen and the Zonnebeke Council.</td>
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<td></td>
<td>Attended strongly New Zealand-themed Menin Gate Last Post Ceremony preceded by sound-and-light presentation and the arrival of a waka on the moat. Laid wreath in company of Burgemeester Dirk Sioen and Mayor Phil Goff.</td>
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<tr>
<td>Thursday 12 October</td>
<td>Attended official New Zealand service remembering the New Zealand advance at the Battle of Passchendaele 100 years earlier at Tyne Cot Cemetery, followed by reception.</td>
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<td>Attended unveiling of the New Zealand Garden at Zonnebeke (joining gardens of other Flanders campaigns participating nations).</td>
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<td>Participated in tree-naming ceremony, Polygon Wood.</td>
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<td>Attended Sunset Service at Buttes New British Cemetery, Polygon Wood, conducted by the NZ Defence Forces – a combination of parade and musical production.</td>
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<tr>
<td>Friday 13 October</td>
<td>Attended farewell dinner for RSA party and others, Ieper.</td>
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<tr>
<td>Saturday 14 October</td>
<td>Marilyn and I participated in “Silent City Meets Living City” at Tyne Cot, a moving event mainly for local Belgian people with a very large crowd.</td>
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<tr>
<td>Saturday 21 October</td>
<td>Rangiora A&amp;P Show – Deputy Mayor Kevin Felstead attended on my behalf.</td>
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<tr>
<td>Tuesday 24 October</td>
<td>Attended IHC AGM and Art Exhibition, Southbrook.</td>
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<td>Wednesday 25 October</td>
<td>Met Tuia mentoree Maui Brennan.</td>
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<td>Canterbury Museum Behind-the-Scenes Tour</td>
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<td>Thursday 26 October</td>
<td>Visited Science Roadshow at Pegasus Bay School</td>
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<tr>
<td>Friday 27 October</td>
<td>Interview with David Hill (North Canterbury News).</td>
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<td>Interview with Ministry for the Environment on the review of the effect that the appointment of Commissioners had on Environment Canterbury’s governance.</td>
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<tr>
<td>Saturday 28 October</td>
<td>Attended North Canterbury Sports Awards, Ohoka.</td>
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<td>Flare: Food and Fashion – a fundraiser for the Cactus programme, Kaiapoi High School.</td>
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<tr>
<td>Sunday 29 October</td>
<td>Attended Oxford Garden Fete</td>
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<td>Attended Art Exhibition opening at the Chamber Gallery, Rangiora.</td>
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<tr>
<td>Monday 30 October</td>
<td>Rātā Foundation Canterbury Grants Function – Deputy Mayor Kevin Felstead attended on my behalf</td>
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<td>Meet Community Board chairs and Board Member Thomas Robson regarding possible youth scholarships</td>
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<tr>
<td>Tuesday 31 October</td>
<td>Interview with Compass FM Radio Station</td>
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<td>Attended Darnley Club reopening and AGM, Kaiapoi</td>
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<td>Safe Roads - Ashley to Belfast project update and pre-Open Day briefing</td>
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<td></td>
<td>Attended Waimakariri Light Party, Kaiapoi</td>
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<tr>
<td>Wednesday 1 November</td>
<td>Canterbury Regional Road Safety Working Group meeting, Christchurch.</td>
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<td></td>
<td>Met representatives from community-based early childhood education sector.</td>
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**THAT** the Council:

(a) **Receives** report No 171031117365.

David Ayers  
**MAYOR**