

Waimakariri District Council

Agenda

Tuesday 6 June 2023

1.00pm

Council Chamber
215 High Street
Rangiora

Members:

Mayor Dan Gordon

Cr Neville Atkinson

Cr Al Blackie

Cr Robbie Brine

Cr Brent Cairns

Cr Tim Fulton

Cr Jason Goldsworthy

Cr Niki Mealings

Cr Philip Redmond

Cr Joan Ward

Cr Paul Williams

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The Mayor and Councillors

WAIMAKARIRI DISTRICT COUNCIL

A meeting of the **WAIMAKARIRI DISTRICT COUNCIL** will be held in **THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA** on **TUESDAY 6 June 2023** commencing at 1pm.

Sarah Nichols
GOVERNANCE MANAGER

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

BUSINESS

Page No

1. APOLOGIES

2. CONFLICTS OF INTEREST

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

3. ACKNOWLEDGEMENTS

Acknowledgment of the passing of Michael Blackwell.

4. CONFIRMATION OF MINUTES

4.1 Minutes of a meeting of the Waimakariri District Council held on Tuesday 2 May 2023

RECOMMENDATION 10 – 23

THAT the Council:

- (a) **Confirms**, as a true and correct record, the circulated Minutes of the meeting of the Waimakariri District Council meeting held on Tuesday 2 May 2023.

4.2 Minutes of an Extraordinary meeting of the Waimakariri District Council held on Thursday 4 May 2023

RECOMMENDATION 24 – 25

THAT the Council:

- (a) **Confirms**, as a true and correct record, the circulated Minutes of the extraordinary meeting of the Waimakariri District Council meeting held on Thursday 4 May 2023.

4.3 Minutes of an Extraordinary meeting of the Waimakariri District Council held on Tuesday 16 May 2023

RECOMMENDATION 26 – 29

THAT the Council:

- (a) **Confirms**, as a true and correct record, the circulated Minutes of the extraordinary meeting of the Waimakariri District Council meeting held on Tuesday 16 May 2023.

MATTERS ARISING (FROM MINUTES)

5. DEPUTATIONS AND PRESENTATIONS

5.1 Ashley River Estuary – Grant Davey

G Davey will be addressing the Council about the Ashley River Estuary.

6. ADJOURNED BUSINESS

Nil.

7. REPORTS

7.1 Draft Road Reserve Management Policy – J McBride (Roding and Transport Manager), S Binder (Senior Transportation Engineer) and T Allinson (Senior Policy Analyst)

RECOMMENDATION

30 – 60

THAT the Council:

- (a) **Receives** Report No. 230524076134.
- (b) **Approves** the draft Road Reserve Management Policy (TRIM No. 221117200292) going out for public consultation.
- (c) **Appoints** Councillors, and the Roding Portfolio Holder to the Hearing Panel.
- (d) **Circulates** this report to the Community Boards for their information.
- (e) **Notes** that the policy is going through external legal review and that there may be small changes resulting from this process which will be tabled with Council at the meeting.

7.2 Proposed Council Housing Policy for Public Consultation 2023 – R Hawthorne (Property Manager) and T Allinson (Senior Policy Analyst) – on behalf of the Property Portfolio working Group.

RECOMMENDATION

61 – 87

THAT the Council:

- (a) **Receives** Report No. 230531080420.
- (b) **Supports** the recommendation of the Property Portfolio Working Group to in principle adopt the Housing Policy 2023 (230518071595) subject to public consultation, as provided for with the attached consultation plan (230531080462).
- (c) **Delegates** to the Chair of the PP-WG, and two Councillor members, the role of hearing any submissions to the proposed Housing Policy and providing recommendations to Council on any further amendments to the Policy as a result of feedback received.
- (d) **Notes** that the attached public consultation plan allows for specific engagement with the existing residents of Council's housing portfolio, Ngāi Tūāhuriri hapū and the other partners within the Greater Christchurch Partnership Committee (GCP)
- (e) **Notes** that the GCP intends to develop a Kāinga Nohoanga Strategy and that some preliminary inputs for that work stream have been considered in drafting the proposed Housing Policy.

7.3 **Establishment of a Promotions Associations Review Working Group** – M Maxwell (Strategy and Business Manager)

RECOMMENDATION

88 – 98

THAT the Council:

- (a) **Receives** Report No.230525076852.
- (b) **Notes** that a Promotions Association Review Working Group will be established.
- (c) **Approves** the Terms of Reference for the Promotions Associations Review Working Group as attached in Appendix 1 (Trim230525076854).
- (d) **Appoints** Councillor Cairns as Chair, being the portfolio holder of Business, Promotion and Town Centres, Councillor Ward, as agreed at the Council briefing on 9 May 2023 and _____.
- (e) **Approves** the Rangiora, Kaiapoi and Oxford Promotions Associations Chairs (or their representatives) and the Rangiora-Ashley, Oxford-Ohoka, Kaiapoi-Tuahiwī and Woodend-Sefton Community Board Chairs (or their representatives) as members of the Working Group.
- (f) **Notes** that the Promotions Association Working Group will be supported by the General Manager, Strategy, Engagement and Economic Development, Manager, Strategy and Business and Senior Advisor – Business and Centres.
- (g) **Circulates** the Report and Terms of Reference to Community Boards for their information.

7.4 **Customer Satisfaction Survey 2022** – H Downie (Senior Advisor – Strategy and Programme) and G Maxwell Project and Support Coordinator)

RECOMMENDATION

99 – 307

THAT the Council:

- (a) **Receives** report No. 230523074655.
- (b) **Receives** the Customer Satisfaction Survey 2022 report(s) and notes that the Key Findings public report (attachment ii) and Customer Satisfaction Survey 2022 Report, Opinions Market Research (attachment iii) will be made available on the Council website, and that the public report (attachment ii) will be publicly advertised.
- (c) **Refers** the Customer Satisfaction Survey 2022 reports to Unit and Department Managers for more detailed analysis and any LTP considerations.
- (d) **Circulates** this report to all Community Boards for their information.
- (e) **Notes** results from the Customer Satisfaction Survey help to inform maintenance for, and improvements to, specific facilities and activities delivered by Council.

7.5 **Submission: Electric Vehicle Charging Infrastructure Strategy** – T Allinson (Senior Policy Analyst)

RECOMMENDATION

308 – 317

THAT the Council:

- (a) **Receives** Report No. 230522073875.
- (b) **Receives** the attached submission on Electric Vehicle Charging Infrastructure.
- (c) **Circulates** the report and attached submission to the community boards for their information.

7.6 **Recommended Appointments as Civil Defence Emergency Management Controllers** – B Wiremu (Emergency Management Advisor)

RECOMMENDATION

318 – 323

THAT the Council:

- (a) **Receives** Report No. 230507064639.
- (b) **Appoints** Kelly LaValley, Murray Sinclair, Sam Salthouse, Mark Buckley, Mark Maxwell and Peter Daly as CDEM Controllers.
- (c) **Delegates** the CDEM role of “*Lead Controller*” to Kelly LaValley (General Manager Planning, Regulation and Environment) on a permanent basis.
- (d) **Notes** the appointment of CDEM Controllers must subsequently be ratified by the Canterbury CDEM Group Joint Committee, which is the statutory forum of all Mayors of the Canterbury Region, as required by Section 13(4) of the CDEM Act 2002.

7.7 **CDEM Cadet Programme Review March 2023** – B Wiremu (Emergency Management Advisor)

RECOMMENDATION

324 – 336

THAT the Council:

- (a) **Receives** report 230403046649.
- (b) **Approves** replacement of the CDEM Cadet Programme by a sustainable long-term programme for Youth in Emergency Management, as described in section 4.8 of this report.
- (c) **Notes** that reduction in the Youth Development partnership, negative impacts of COVID on key support agencies, and the significant amount of time needed of our EMO to manage the programme are core reasons for the recommended replacement programme.

7.8 **Canterbury Mayoral Forum’s Plan for Canterbury 2023-2025** – J Millward (Chief Executive)

RECOMMENDATION

337 – 345

THAT the Council:

- (a) **Receives** Report No. 230504063258.
- (b) **Supports** the Canterbury Mayoral Forum’s Plan for Canterbury 2023-2025 and the Forum’s three strategic priority issues for this triennium:
 - 1. Sustainable environmental management of our habitats (land, air, water and ecosystems) – focusing on land use and freshwater management.
 - 2. Shared prosperity for all our communities – focusing on building our economic strengths and developing emerging sectors, growing, attracting, and retaining a skilled workforce, improving the transport network, and coordinating strategies for housing our communities.
 - 3. Climate change mitigation and adaptation – reducing our carbon footprint, building community resilience, and making our infrastructure as strong as it can be.

8. **HEALTH, SAFETY AND WELLBEING**

8.1 **Health, Safety and Wellbeing Report May 2023** – J Millward (Acting Chief Executive)

RECOMMENDATION 346 – 359

THAT the Council:

- (a) **Receives** Report No 230517071869
- (b) **Notes** that there were no notifiable incidents this month. The organisation is, so far as is reasonably practicable, compliant with the duties of a person conducting a business or undertaking (PCBU) as required by the Health and Safety at work Act 2015.
- (c) **Circulates** this report to the Community Boards for their information.

9. **COMMITTEE MINUTES FOR INFORMATION**

9.1 Minutes of a meeting of the Utilities and Roding Committee meeting of 18 April 2023

9.2 Minutes of a meeting of the Utilities and Roding Committee meeting of 23 May 2023

RECOMMENDATION 360 – 382

THAT Items 9.1 and 9.2 be received information.

10. **COMMUNITY BOARD MINUTES FOR INFORMATION**

10.1 Minutes of the Rangiora-Ashley Community Board meeting of 12 April 2023

10.2 Minutes of the Kaiapoi-Tuahiwi Community Board meeting of 17 April 2023

10.3 Minutes of the Oxford-Ohoka Community Board meeting of 3 May 2023

10.4 Minutes of the Woodend-Sefton Community Board meeting of 8 May 2023

10.5 Minutes of the Kaiapoi-Tuahiwi Community Board meeting of 15 May 2023

RECOMMENDATION 383 – 429

THAT Items 10.1 to 10.5 be received for information.

11. **MAYOR'S DIARY**

11.1 **Mayor's Diary May 2023**

RECOMMENDATION

THAT the Council:

- (a) **Receives** the verbal update provided by the Mayor.

12. **COUNCIL PORTFOLIO UPDATES**

12.1 **Iwi Relationships** – Mayor Dan Gordon

12.2 **Greater Christchurch Partnership Update** – Mayor Dan Gordon

12.3 **Government Reforms** – Mayor Dan Gordon

- 12.4 **Canterbury Water Management Strategy** – Councillor Tim Fulton
 12.5 **Climate Change and Sustainability** – Councillor Niki Mealings
 12.6 **International Relationships** – Deputy Mayor Neville Atkinson
 12.7 **Property and Housing** – Deputy Mayor Neville Atkinson

13. QUESTIONS

(under Standing Orders)

14. URGENT GENERAL BUSINESS

(under Standing Orders)

15. MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED

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

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

(a) *That the public is excluded from the following parts of the proceedings of this meeting*

- 15.1 *Confirmation of Council public excluded minutes 2 May and 4 May 2023 meeting*
- 15.2 *Delta cost fluctuations and historical under charge for Contract 16/51*
- 15.3 *Mandeville Domain*
- 15.4 *Authorisation to approach landowners*
- 15.5 *Road and Drainage Maintenance Activities*

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

Item No.	Subject	Reason for excluding the public	Grounds for excluding the public.
15.1	Confirmation of Council public excluded minutes 2 May 2023 meeting	Good reason to withhold exists under section 7	To protect the privacy of natural persons, including that of deceased natural persons (s7(2)(a) and to carry on without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) as per LGOIMA Section 7(2)(i).
15.2	Confirmation of Council public excluded minutes 4 May 2023 meeting	Good reason to withhold exists under section 7	To protect the privacy of natural persons, including that of deceased natural persons (s7(2)(a) and to carry on without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) as per LGOIMA Section 7(2)(i).
15.3	Delta cost fluctuations and historical under charge for Contract 16/51	Good reason to withhold exists under section 7	To enable Council to continue with (commercial) negotiation without prejudice or disadvantage as per LGOIMA Section 7(2)(i).

15.4	Mandeville Domain	Good reason to withhold exists under section 7	To protect information, which is subject to an obligation of confidence, avoid prejudice to measures protecting public health and maintaining legal professional privilege under Section 7(2)(c, and g) of the Local Government Official Information and Meetings Act 1987.
15.5	Authorisation to approach landowners	Good reason to withhold exists under section 7	Under Section 7(2)(i) of the Local Government Official Information and Meetings Act 1987, to “enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)”.
15.6	Road and Drainage Maintenance Activities	Good reason to withhold exists under section 7	To enable Council to continue with (commercial) negotiation without prejudice or disadvantage as per LGOIMA Section 7(2)(i).

CLOSED MEETING

Refer to Public Excluded Agenda (separate document)

OPEN MEETING

NEXT MEETING

The next ordinary meeting of the Council is scheduled to commence at 1pm on Tuesday 4 July 2023, to be held in the Council Chamber, 215 High Street, Rangiora.

MINUTES OF A MEETING OF THE WAIMAKARIRI DISTRICT COUNCIL HELD IN THE KAIKANUI ROOM (UPSTAIRS), RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI ON TUESDAY, 2 MAY 2023, COMMENCING AT 1PM.

PRESENT

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

IN ATTENDANCE

J Millward (Acting Chief Executive), C Brown (General Manager Community and Recreation), K Simpson (Three Waters Manager), S Nichols (Governance Manager), G McLeod (Community Greenspace Manager), V Spittal (Senior Policy Analyst), M Kwant (Green Space Community Projects Officer), J Fraser (Utilities Planner), T Allison (Senior Policy Analyst) and K Rabe (Governance Adviser).

1. APOLOGIES

There were no apologies.

2. CONFLICTS OF INTEREST

N Atkinson and N Mealings declared an interest in Item 7.3 'Airfield Development, Aeronautical Study and Master Planning' as they currently were Commissioners for the District Plan Review.

3. ACKNOWLEDGEMENTS

Mayor Gordon attended the St John's Ambulance Awards and commended Councillor J Goldsworthy and his wife for their long service to the community.

4. CONFIRMATION OF MINUTES

4.1 Minutes of a meeting of the Waimakariri District Council held on Tuesday 4 April 2023

Moved: Councillor Cairns

Seconded: Councillor Redmond

THAT the Council:

- (a) **Confirms**, as a true and correct record, the circulated Minutes of the meeting of the Waimakariri District Council meeting held on Tuesday 4 April 2023.

CARRIED

4.2 MATTERS ARISING (FROM MINUTES)

Nil.

5. DEPUTATIONS AND PRESENTATIONS

Nil.

6. ADJOURNED BUSINESS

Nil.

7. **REPORTS**

7.1 **Adoption of the Northern Pegasus Bay Bylaw 2016 (amended 2023)** – N Thenuwara (Policy Analyst)

V Spittal and M Kwant presented the report which requested the Council to adopt the Northern Pegasus Bay Bylaw 2016 (amended 2023). The bylaw review (which had a deadline of July 2023) was delayed due to unavoidable circumstances such as Covid and staffing shortages. Therefore, the Council was requested to adopt the amended bylaw and a full review including a robust consultation process would be carried out in the latter part of 2023.

Mayor Gordon suggested a word change to recommendation (d) with the inclusion of the word “interim” and amended recommendation (e) by stating that a full review would follow which would include stakeholders and community consultation.

Councillor Fulton asked if there had been any consultation with Environment Canterbury (ECan) and if the central Government changes to legislation had been taken into account in the amended review. V Spittal replied that during the full review all legislation would be referred to and ECan as a stakeholder would also be consulted.

Councillor Atkinson noted that the bylaw allowed (fire) braziers to be used on the beach, however, he believed they were more dangerous than a gas barbeque, as sparks could be carried to neighbouring vegetation. M Kwant responded that the wording had come from the new Fire and Emergency New Zealand (FENZ) rules, however, staff would research and evaluate this matter fully prior to the review coming back to the Council for consideration.

Moved: Councillor Blackie

Seconded: Councillor Atkinson

THAT the Council:

- (a) **Receives** Report No. 230411049443.
- (b) **Receives** the Section 155 report (TRIM 230411049445).
- (c) **Receives** the 2016 Northern Pegasus Bay Bylaw Review - Summary of Evidence (TRIM 221117200125) and Draft Northern Pegasus Bay Bylaw 2016 (amended 2023) (TRIM 230217021817).
- (d) **Adopts** the interim Northern Pegasus Bay Bylaw 2016 (amended 2023), (TRIM 230217021817).
- (e) **Notes** that the interim bylaw was approved so as to meet the criterial timeframes to keep it operational. A process would follow to fully review the bylaw including stakeholders and community consultation.

CARRIED

Councillor Blackie noted that this was an administrative matter to allow staff to proceed with a full review. He further noted that the number of offences were decreasing, however, acknowledged that enforcement by way of fines would assist to deter repeat offenders.

Councillor Atkinson reiterated his concerns regarding braziers being allowed on beaches, though, acknowledged that this matter would be investigated more fully during the review.

Councillor Brine requested that the Council refrain from considering a complete ban of vehicles or dogs on beaches as that would negatively impact the community who were unable to walk for long distances and those wanting to exercise their dogs.

7.2 **Waimakariri District Council Bylaw and Policy Review Programme** – J Fraser (Utilities Planner) and T Allison (Senior Policy Analyst)

J Fraser and T Allison presented the report which requested the Council to consider a set of recently revised policies within the Policy Manual as part of an ongoing review and condensing of the current 70 policies and 15 bylaws.

Councillor Atkinson raised a concern that the report stated that the policies to be adopted or revoked would not affect Te Ngāi Tūāhuriri, which he did not agree with, as some of the policies related to water matters. He believed that Te Ngāi Tūāhuriri should be consulted on any proposed change in policy to maintain a good working relationship.

Mayor Gordon agreed with Councillor Atkinson and instructed staff to give far more consideration to this section of the report in the future.

Moved: Councillor Goldsworthy

Seconded: Councillor Cairns

THAT the Council:

- (a) **Receives** Report No. 230321038647.
- (b) **Adopts** the Waimakariri District Council Wastewater Policy (TRIM 221214216590).
- (c) **Adopts** the Waimakariri District Council Advisory Groups Policy (TRIM 221214216299).
- (d) **Adopts** the Waimakariri District Council Application for Connection to Water Supply or Wastewater Schemes Policy (TRIM 221221220283).
- (e) **Adopts** the Waimakariri District Council Underground Service Locating Policy (TRIM 221221220812).
- (f) **Adopts** the Waimakariri District Council Naming Policy (TRIM 230321039443).
- (g) **Approves** the Waimakariri District Council Subdivisions Policy for targeted public consultation with developers (TRIM 221220219765).
- (h) **Revokes** the Fire Control Bylaw (TRIM 140917100993).
- (i) **Revokes** the following Council policies which are no longer required:
 - i) Aquatic Facilities Customer Safety and Security Policy (TRIM 180525057831).
 - ii) Temporary Residential Accommodation Policy (TRIM 120808051207).
 - iii) Bylaw Policy (TRIM 210921151596).
 - iv) Council's Role in the Provision of Community Facilities (TRIM 120622038970).
 - v) Council's Role in Economic Development (TRIM 131112104759).
 - vi) Sale of Council Owned Land in Town Centre Development Areas (TRIM 120814052808).
 - vii) Public Refuse Bins Policy (TRIM 130402022973).
 - viii) Private Individual Water Supplies Policy (TRIM 221214216013).
 - ix) Water Supplies – Residential 4A – 4B Zones (TRIM 121120081965).
 - x) Transfer Surplus Water Units on Restricted Water Supplies (TRIM 121114080354).
 - xi) Servicing of Urban Infill Developments and Infill Subdivisions (TRIM 161010104086).
 - xii) Geotechnical Investigations and Subdivisions Assessment Policy (TRIM 230124008890).

- (j) **Notes** the Three Water's Policies and Development / Subdivision policies had all been reviewed and the proposals in this report completed the policy review process for these departments.
- (k) **Circulates** this report to the Community Boards for their information.

CARRIED

Councillor Goldsworthy congratulated staff on the work being carried out to streamline the system.

Councillor Cairns also thanked staff on this initiative as anything that made it easier for the general public was to be encouraged.

Councillors Atkinson and Mealings left the meeting at 1.30pm and did not take part in the discussion or decision making of item 7.3.

7.3 Airfield Development, Aeronautical Study and Master Planning – G MacLeod (Community Greenspace Manager)

C Brown and G MacLeod spoke to the report which requested permission for staff to proceed with certifying the Rangiora Airfield following the submission of an Aeronautical Study to Council, as well as a decision on the Council's preference on how to progress the planning/zoning following the development and review of the Master Plan created in 2021.

Councillor Williams raised the point that there seemed to be disagreement on whether the main runway should be extended. G MacLeod explained that the disagreement was regarding the south-west runway rather than the main runway. The Study's author agreed that the best solution would be to extend the runway, however, he was aware of the cost implications to the Council and that currently the runway was underutilised. Nevertheless, due to the partnership with Daniel Smith Industries the issue of land purchase had been avoided. The reason the south-west runway was not fully utilised currently was that it was too short for most aircraft to use safely. However, with the fluctuating winds in the area this was a much-needed facility.

Councillor Ward requested clarification if the extension of the main runway would allow for safer landing and take offs for larger aircrafts and if that would assist future proofing the airfield. G MacLeod concurred with her assessment.

Councillor Fulton queried what would happen if the Council did not apply for certification. G MacLeod stated that the Civil Aviation Authority (CAA) would force certification as the airfield's air traffic had increased. G MacLeod acknowledged the Microlite Club had concerns regarding the certification, as they considered the data included in the Study as incorrect, however, the CAA and staff would be working with them in order to mitigate their concerns.

Councillor Redmond queried whose responsibility it was to clean up the land after the removal of the trees on the eastern side of the airfield. G MacLeod noted that Daniel Smith Industries had carried out the work and levelled the land for a reasonable cost for the Council.

Councillor Goldsworthy noted it would be preferable for this project to be cost neutral, though acknowledged that with the proposed timeline this was unlikely. He queried how this would change in the future. G MacLeod replied that there would be increased commercial use of the airfield which would generate income, as well as rateable properties in the vicinity with access to the airfield, increased landing fees and hanger fees and the economic benefits to the region which could be substantial in the future.

Moved: Councillor Ward

Seconded: Councillor Williams

THAT the Council:

- (a) **Receives** Report No. 230420056169.
- (b) **Supports** the proposed concept plan/master plan that included input from Daniel Smith Industries (DSI). Noted that DSI would use this as the basis for a Plan Change to the Council.
- (c) **Notes** this concept plan/master plan had been discussed and prepared with the Rangiora Airfield Advisory Group.
- (d) **Approves** the Chief Executive and General Manager Community and Recreation to create a cost share agreement with Daniel Smith Industries in relation to implementation of the plan change process associated with the airfield development. The cost share agreement would be brought back to the Council for approval.
- (e) **Notes** this cost share agreement would only be given effect to, should the Council adopt a plan change through the planning process.
- (f) **Approves** staff progressing with certification of the airfield as a qualifying aerodrome under Civil Aviation Authority (CAA) Rule Part 139. Noting that there would be a cost to this of approximately \$55,000 which was currently identified in the draft Annual Plan.
- (g) **Approves** staff to work with the Rangiora Airfield Advisory Group to propose governance changes as outlined in option two of the aeronautical study. That the changes proposed be brought to the Council for ratification.
- (h) **Notes** that the Civil Aviation Authority had begun their own feedback process on the aeronautical study with users of the airfield.
- (i) **Notes** that the Civil Aviation Authority engagement process was unlikely to see a change in recommendation to become a certified aerodrome.
- (j) **Notes** staff had applied for \$150,000 in the draft Annual Plan to assist with certification requirements. It was expected that this would cover the compliance required within the aeronautical study including fencing improvements, taxi way improvements, *AWIB and **management system.

* *AWIB Service means an automatic broadcast of aerodrome and weather information provided specifically for the facilitation of aviation.*

** *A management system is a system for the management of safety at aerodromes including the organisational structure, responsibilities, procedures, processes, and provisions for the implementation of aerodrome safety policies by an aerodrome operator, which provides for the control of safety at, and the safe use of, the aerodrome.*

CARRIED

Councillor Ward thanked staff for the detailed report. She believed that it was important to keep moving forward and to continue to work in partnership with private developers, which would allow for future proofing the airfield. She also believed it was imperative not to miss this opportunity and cautioned against landlocking the airfield. Furthermore, she supported the cost sharing proposal for the required plan change. She reiterated the importance of improving safety measures which would be accomplished in part by CAA certification.

Councillor Williams stated that this was a golden opportunity to improve safety and thought that the land near Priors Road should be retained. Councillor Williams believed that it was unnecessary to purchase additional land at this time for future proofing, as the land could not be developed due to the airfield's activities. In his opinion, the purchasing of the land should be delayed until a later date to reduce the burden on ratepayers. Once the airfield was more financially viable, with the ability to generate more income the matter could be reassessed.

Councillor Redmond believed that the airfield was under charging on landing fees and other costs relating to the airfield, and believed this aspect should be reviewed. He was supportive of the partnership with Daniel Smith Industries which meant that the airfield could be future proofed, and safety improved timeously.

Councillor Fulton supported the proposed plan change required and requested that all operational practices and costs were detailed to ensure full transparency of the process.

Mayor Gordon acknowledged Councillors Ward and Williams' work on the Rangiora Airfield Advisory Group to progress the certification of the airfield. He noted that the changes at Christchurch Airport would benefit the Waimakariri District, and this was a great opportunity for the future.

Councillor Ward warned that this project would take time, however, it was important to keep moving forward and reminded the Council that investing in future development required spending money.

Councillors Atkinson and Mealings returned to the meeting at 2.07pm.

7.4 **Three Waters Transition: Scope of Property Transfer** – R Kerr (Delivery Manager – Stimulus and Shovel Ready) and K Simpson (Three Waters Manager)

K Simpson spoke to the report which informed the Council of the request for property information from the Three Waters Reform National Transition Unit.

Councillor Atkinson queried if the Council would be granted access when maintenance work was required on the underground network. K Simpson agreed that this was a key consideration, however, any assets where access was doubtful would be retained until a process agreement was in place with the Transitional Unit. He also clarified that any pipework would remain the Council's responsibility and only above ground assets would be transferred.

Councillor Ward enquired on the timeline for transfer of ownership, and K Simpson replied that no details were available, however, it would be between years 2024 and 2026.

Councillor Cairns enquired if all equipment and assets, such as vehicles, at the various sites would be transferred. K Simpson was unsure if all the vehicles would be required though computers and other consumables would not.

Councillor Mealings asked if the process was a legal requirement or were staff acting in good faith by providing the information required. K Simpson responded that the information was being provided voluntarily and this practice was in line with other councils in Canterbury. Staff believed it was better to work with the Transitional Unit to enable a good working relationship to be achieved when negotiating on the more complex properties.

Councillor Fulton queried if land subdivided from water assets could be resold or used for a different purpose and was informed that the Property Portfolio's Working Group were dealing with this aspect of the matter.

Councillor Atkinson questioned what the situation was for land that was shared with other entities such as the Te Kohaka Trust and Holiday Camps, which included water infrastructure and was told there would be no change presently but right of way discussions would be required in the future.

Councillor Williams requested confirmation that no new vehicles would be replacing existing vehicles at the plants to be transferred. J Millward replied that only vehicles that were uneconomical for the Council to run would be replaced.

Councillor Mealings asked if drainage contractors would still be available to assist during emergencies and weather events as in the past or would the Council lose this facility. K Simpson noted that this was another area that required clarity and further discussions, though he believed that contractors were open to help in emergencies.

Moved: Mayor Gordon

Seconded: Councillor Williams

THAT the Council:

- (a) **Receives** Report No. 230418054328.
- (b) **Note** the schedule of properties submitted to the National Transition Unit which identified land recommended to be transferred to the new Water Services Entity as well as land that was recommended to remain in the Council's ownership.
- (c) **Note** the schedule of 270 properties identify the following categories of properties:
 - (i) Seventy-four are identified as solely used for Three Waters and the land should transfer to the Water Services Entity.
 - (ii) One hundred and twelve are identified as multi-value and should remain in Waimakariri District Council ownership (these are generally stormwater basins) with access for the Water Services Entity was covered by a Relationship Agreement.
 - (iii) Eighteen are partly occupied by Three Waters assets and property ownership was proposed to remain in the Council's ownership with access for the Water Services Entity is covered by a Relationship Agreement.
 - (iv) A further 66 properties where assets are located on the road reserve, Crown, private or Environment Canterbury land.
- (d) **Circulates** the report to all Community Boards for their information.

CARRIED

A division was called:

For (7): Mayor Gordon, Councillors Brine, Cairns, Fulton, Goldsworthy, Mealings and Williams.

Against (4): Deputy Mayor Atkinson, Councillors Blackie, Redmond, and Ward.

7/4

Mayor Gordon noted that members had been briefed and received relevant information on this matter previously. Waimakariri District Council had been leaders in raising concerns regarding Three Water Reforms and staff were awaiting clarity on several aspects of the transition.

Councillor Williams noted that the Council was obliged to comply, however, stated that most of the councils in Zones five and six were against the reforms.

Councillor Mealings believed the staff were acting responsibly and in a coherent manner in considering preserving good working relationships.

Councillor Atkinson noted he did not support the reform and believed that information should only be shared when regulated. He believed the Council would have to carry the cost of creating a similar department as currently existed to deal with maintenance and emergency weather events.

Councillor Redmond did not support the motion and noted the reform was a work in progress and while the Council was working in good faith he believed the central Government was not, when taking into account the cancellation of tranche two funding. He believed giving the property information to the Three Waters Reform National Transition Unit was counterproductive.

Mayor Gordon agreed with members that the reform was not supported, nonetheless it was useful to have the information presented in an easily understandable format. He also noted that no decision was being made and the information was to only be received.

7.5 **Voting Method and Representation Review for 2025 Election** – S Nichols
(Governance Manager)

S Nichols spoke to the report which requested the Council to establish a Representation Review Working Party to undertake a review during 2023/24 with the determination to take effect for the 2025 Local Body elections and to inform the Council of the voting method to be used for the 2025 elections.

Councillor Atkinson raised concerns regarding the cost of a representation review and noted the previous term had also carried out a review. S Nichols replied that representation reviews had to be undertaken every six years, however, if there had been substantial growth in the area and an increase in population, councils could undertake a review sooner. The last review meant little change for the district, however the population numbers were close to forcing boundary changes. She believed it would be better to do the review this term rather than wait until 2028, particularly as new Census data would better reflect the known growth.

Councillor Atkinson also had doubts that the required census information would be available in the near future and would hold up the review which was another reason he felt it better to wait for 2028. S Nichols noted the previous Council had recommended that the review be considered for the 2025 election, hence this report. It was anticipated that the Census data would be released in November and staff would also be utilising building consent data in conjunction to help formulate potential representation options.

The meeting was adjourned at 2.40pm to move into workshop to discuss this matter further and reconvened at 2.55pm.

Councillor Blackie clarified that the working party would be able to make the decision on whether to proceed with the full review in 2028.

Moved: Councillor Atkinson

Seconded: Councillor Williams

THAT the Council:

- (a) **Receives** report No. 230421056342.
- (b) **Notes** Anthony Morton from Electionz.com as the Electoral Officer for the Council.
- (c) **Notes** Sarah Nichols from the Council as the Deputy Electoral Officer for the Council.
- (d) **Authorises** staff to advertise the intention of the First Past the Post (FPP) voting system for the 2025 local authority elections and report back to the Council before August 2023.

- (e) **Establishes** a Representation Review Working Party and approved the Terms of Reference. (Trim 230421056350), which once established, would meet regularly on Thursday mornings.
- (f) **Appoints** Mayor Gordon and Councillors Mealings, Goldsworthy and Redmond (being one councillor from each ward) to the Representation Review Working Party.
- (g) **Approves** one member (non-Councillor) from each of the Rangiora-Ashley, Kaiapoi-Tuahivi, Woodend-Sefton and Oxford-Ohoka Community Boards being appointed by their respective Boards to be members of the Representation Review Working Party.
- (h) **Notes** a report would come before the Council for consideration on the Māori ward matter following consultation with Ngāi Tūāhuriri Rūnanga and consideration of amendments to the Local Government Electoral Act legislation.
- (i) **Circulates** a copy of this report to each Community Board.

CARRIED

Councillor Atkinson noted that 2028 was not far off and by that time the Ravenswood and Woodend subdivisions would be better established which would also include the commercial area of Ravenswood. He believed at that point there may be enough population for an increase in the number of Community Boards as well as an increase in Councillors. Councillor Atkinson asked the Working Party to first ascertain the exact cost of a review and investigate the feasibility of waiting until 2028.

Councillor Redmond agreed with Councillor Atkinson noting that people aged over 16 would be eligible to vote in the Local Body elections in 2028 which would also increase numbers.

Councillor Atkinson reiterated that he was not confident that the census data would be forthcoming in the near future.

7.6 Local Government New Zealand (LGNZ) Annual Conference Attendance 2023 – S Nichols (Governance Manager)

S Nichols spoke to the report which sought the Council's decision on delegates to the Local Government New Zealand (LGNZ) Conference and LGNZ Excellence Awards.

Mayor Gordon stated that he was supportive of all councillors attending the conference which was being held in Christchurch. He believed there was real value for members to attend.

Moved: Mayor Gordon

Seconded: Councillor Atkinson

THAT the Council:

- (a) **Receives** report No. 230126009761.
- (b) **Approves** Councillors Atkinson, Cairns, Fulton, Mealings, Redmond, and Ward attending the Local Government New Zealand Conference, subject to available budget, from 26-29 July 2023 in Christchurch, accompanying the Mayor and Chief Executive.
- (c) **Notes** a report from attendees will be provided to a future workshop to discuss information and opportunities learnt from the attendance.

CARRIED

Councillor Williams queried the justification of the cost of the conference especially for those who would not require accommodation and was informed that very little profit was made by LGNZ and that a recent dental conference held in Christchurch cost \$1,400 per delegate.

8. HEALTH, SAFETY AND WELLBEING

8.1 Health, Safety and Wellbeing Report April 2023 – J Millward (Acting Chief Executive)

J Millward noted that the incident at Rangiora Airfield which had been reported was being worked through while establishing a satisfactory procedure for the future. Councillor Ward noted that a meeting had been held regarding improvement of safety matters at the airfield, and the day after the meeting there were three or four incidents recorded all of which had been people who had not attended the safety workshop.

Councillor Cairns enquired on the measures being implemented in Kaiapoi after two people fell into the Kaiapoi River. C Brown noted that a meeting between the Coast Guard, staff and ECan had determined a few minor changes such as ropes attached to the pontoons for people to hold onto if in the river.

Councillor Williams queried the triviality of some of the incidents reported and was told that to comply with Health and Safety regulations all incidents needed to be reported.

Moved: Councillor Goldsworthy

Seconded: Councillor Redmond

THAT the Council:

- (a) **Receives** Report No 230420055525.
- (b) **Notes** that there were no notifiable incidents this month. The organisation was, so far as reasonably practicable, compliant with the duties of a person conducting a business or undertaking (PCBU) as required by the Health and Safety at work Act 2015.
- (c) **Circulates** this report to the Community Boards for their information.

CARRIED

There was a request by the Mayor that Councillor Ward's fall on ANZAC Day be recorded.

9. COMMITTEE MINUTES FOR INFORMATION

9.1 Minutes of a meeting of the Community and Recreation Committee meeting of 21 March 2023

9.2 Minutes of a meeting of the District Planning and Regulation Committee meeting of 21 March 2023

9.3 Minutes of a meeting of the Utilities and Roding Committee meeting of 21 March 2023

Moved: Councillor Blackie

Seconded: Councillor Ward

THAT Items 9.1 to 9.3 be received information.

CARRIED

10. COMMUNITY BOARD MINUTES FOR INFORMATION

10.1 Minutes of the Kaiapoi-Tuahivi Community Board meeting of 20 March 2023

10.2 Minutes of the Oxford-Ohoka Community Board meeting of 5 April 2023

10.3 Minutes of the Woodend-Sefton Community Board meeting of 11 April 2023

Moved: Councillor Brine

Seconded: Councillor Mealings

THAT Items 10.1 to 10.3 be received for information.

CARRIED

11. MAYOR'S DIARY

11.1 Mayor's Diary April 2023

- Attended the ANZAC Day dawn service at Kaiapoi and was asked to speak unexpectedly. Beautiful morning.

Moved: Mayor Gordon

Seconded: Councillor Atkinson

THAT the Council:

- (a) **Receives** report no. 230427059115.

CARRIED

12. COUNCIL PORTFOLIO UPDATES

12.1 Iwi Relationships – Mayor Dan Gordon

Mayor Gordon had a productive meeting with Dr Te Maire Tau regarding development contributions and was happy to report the good working relationship with the Rūnanga was still evident, however, there was some further work to be done prior to the Mahi Tahī Committee meeting again. It should be noted that non-attendance does not mean that relationships were strained. It was a similar matter for the relationship with the Greater Christchurch Partnership which Mayor Gordon had related to the Mayors at his last meeting.

Council members had been accorded friendly hospitality during the ANZAC service at Tuahiwi.

12.2 Greater Christchurch Partnership Update – Mayor Dan Gordon

Canterbury mayors were traveling to Wellington on 11 May 2023 to meet with nine Ministers to advance any matters from the Mayoral forum with the assistance of Minister Woods.

Meetings had been moved to bi-monthly as a more productive outcome occurred.

Resource Management Act, 1991 (RMA) reforms discussion on local decision making.

Discussion on Audit New Zealand's capacity especially with the Long Term Plans (LTP). Request to Government for the 2024 LTP to be delayed due to the flooding in Northland as well as the uncertainties facing three waters changes.

12.3 Government Reforms – Mayor Dan Gordon

There had been no changes to the stance on Three Waters Reform and still awaiting clarification on local decision making. Mayor Gordon was part of the Local Government Steering Group which would be meeting on 5 May 2023, anticipating there would be more information available at that time.

Concerns raised about water asset audits especially among the smaller councils.

Some Councils in the North Island are requesting the Long Term Plan (LTP) be delayed due the flooding event in their area and the Minister indicated that he was open to discussion regarding this on a case by case basis. LGNZ will be also raising delays due to the need to adapt to the requirements for three waters reforms, however there was no definitive agreement and therefore it was unlikely that the Minister would entertain further requests for delays.

Councillor Ward raised the point of the increased remuneration required for Chief Executives for a further six entities and impacts on the withdrawal of Tranche two funding. Mayor Gordon stated he had been advised that all the current positions had been made redundant and that the CEs who had already been appointed would have to reapply. The withdrawal of funding had been raised at the meeting and the Minister indicated that the Department of Internal Affairs (DIA) had dealt with that, however there was understanding by DIA that the Minister of Finance had been responsible. LGNZ will be raising this matter later in the week with the Minister.

12.4 **Canterbury Water Management Strategy** – Councillor Tim Fulton

Attended the Water Zone Committee which allocated funding to biodiversity projects and developed the criteria for the Environmental Awards which needed to align to the Action Plan.

The matter of adopting Standing Orders was discussed and the consensus of opinion was that Standing Orders would be suspended to enable public participation at meetings.

There was concern at the lack numbers of members attending the meetings and staff would investigate the reasons for non-attendance and take appropriate action.

There had been discussion regarding the Lineside property and plans for a possible site visit in the near future.

Councillor Atkinson raised the question of why the Water Zone Committee was getting involved in the Lineside property when this should rightfully fall under the Biodiversity Portfolio. Mayor Gordon agreed and requested staff to arrange a workshop on this matter to decide on the Councils next steps in relation to the property and possibly a site visit to be arranged and requested Councillor Fulton to take the message back to the Committee to await further information before proceeding in any matters relating to the property.

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

Spoke to staff regarding the Canterbury Mayoral Group climate resilience with staff working on the feedback and strategy progression would be reported back shortly.

Work was progressing on the Draft Waimakariri Economic Strategy which has positive environment directions towards sustainability. ENC had recently had a strategy day to ensure a strong sustainability focus opportunities for local projects and businesses. There was much interest in this aspect from local businesses.

A high school farm was interested in becoming a centre of vocational excellence for sustainable agriculture.

Still progressing the climate resilience stocktake across all council departments.

The first two projects need to be completed for the Climate Change Response Programme before the next steps can be done which will possibly require a 10% drawdown on funding.

Councillor Mealings had zoomed into the Hydrogen Opportunities Workshop and found it very interesting.

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

Deputy Mayor Atkinson noted the proposed Zoom meeting to be set up for the next Passchendaele meeting with Belgium delegates to discuss a possible visit in 2024.

He noted that the ANZAC wreaths were impressive, and there had been a good attendance at the services he attended.

A Sister City meeting was scheduled for 23 May 2023.

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

The last meeting had been cancelled as due to the volume of work to progress prior to the agenda being distributed. A decision had been made to take the work to the following meeting which was scheduled for 11 May 2023.

13. **QUESTIONS**

(under Standing Orders)

Nil.

14. **URGENT GENERAL BUSINESS**

(under Standing Orders)

Nil.

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

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

Moved: Mayor Gordon

Seconded: Councillor Ward

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

(a) That the public is excluded from the following parts of the proceedings of this meeting

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

Item No.	Subject	Reason for excluding the public	Grounds for excluding the public-
15.1	Confirmation of Council public excluded minutes 4 April 2023 meeting	Good reason to withhold exists under section 7	To protect the privacy of natural persons, including that of deceased natural persons (s7(2)(a) and to carry on without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) as per LGOIMA Section 7(2)(i).
15.2	Mandeville Domain	Good reason to withhold exists under section 7	To protect information, which is subject to an obligation of confidence, avoid prejudice to measures protecting public health and maintaining legal professional privilege under LGOIMA Section 7(2), (c), (d) and (g).
15.3	Acquisition of Easement Oxford	Good reason to withhold exists under section 7	Protecting the privacy of natural persons and enabling the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial) negotiations and maintain legal professional privilege as per LGOIMA Section 7 (2)(a), (g) and (i).
15.4	Acquisition of Easement and Boundary Adjustment	Good reason to withhold exists under section 7	Protecting the privacy of natural persons and enabling the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial) negotiations and maintain legal professional privilege as per LGOIMA Section 7 (2)(a), (g) and (i).
15.5	Acquisition of Easement Waikuku Beach	Good reason to withhold exists under section 7	Protecting the privacy of natural persons and enabling the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial) negotiations and maintain legal professional privilege as per LGOIMA Section 7 (2)(a), (g) and (i).
15.6	Contract 23/05 On-Demand UV Disinfection Contract for supply of UV reactors	Good reason to withhold exists under section 7	To enable Council to continue with (commercial) negotiation without prejudice or disadvantage as per LGOIMA Section 7(2)(i).

CARRIED

CLOSED MEETING

Resolution to resume in Open Meeting

Moved: Mayor Gordon

Seconded: Councillor Goldsworthy

THAT open meeting resumes, and the business discussed with the public excluded remains public excluded unless otherwise resolved as per the individual recommendation.

CARRIED

The public excluded meeting commenced as 3.50pm and concluded at 5.20pm.

OPEN MEETING

- 15.1 **Acquisition of Easement – 10 Commercial Road, Oxford** – A Childs (Property Acquisitions and Disposals Officer)
- (a) **Approves** that the resolutions may be released once various negotiations and transactions were concluded.
- 15.2 **Acquisition of Easement and Boundary Adjustment – 9, 11 and 15 Kowhai Avenue, Rangiora** – A Childs (Property Acquisitions and Disposals Officer)
- (a) **Approves** that the resolutions may be released once various negotiations and transactions were concluded.
- 15.3 **Contract 23/05 On-Demand UV Disinfection – Contract for Supply of UV Reactors**
– R Kerr (Shovel Ready Delivery Manager) and C Roxburgh (Water Asset Manager)
- (a) **Receives** report No 230418053440.
- (b) **Approves** the design philosophy adopted that fed into the UV unit sizing of having UV systems upstream of stored water reservoirs on the basis of the cost savings offered, the operational benefits of this approach, and the fact that there were steps in place already to manage the risk of any contaminants entering the system via the reservoir.
- (c) **Awards** Contract 23/05 for the supply of UV equipment for five on-demand headworks to Filtec.
- (d) **Notes** that a future report would be presented addressing the site layouts of the proposed treatment plants.
- (e) **Resolves** that the recommendations in this report be made publicly available, however, that the report and minutes remains public excluded as they contain commercially sensitive information.
- (f) **Circulates** a copy of this report public excluded to the Utilities and Roading Committee.

NEXT MEETING

The next ordinary meeting of the Council was scheduled to commence at 1pm on Tuesday 6 June 2023, to be held in the Council Chamber, 215 High Street, Rangiora.

There being no further business, the meeting concluded at 5.30pm.

CONFIRMED

Chairperson
Mayor Dan Gordon

Date

MINUTES OF AN EXTRAORDINARY MEETING OF THE WAIMAKARIRI DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, 215 HIGH STREET, RANGIORA ON TUESDAY, 4 MAY 2023, COMMENCING AT 3.15PM.

PRESENT:

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

IN ATTENDANCE:

J Millward (Acting Chief Executive), S Hart (General Manager, Strategy, Engagement and Economic Development), and T Kunkel (Governance Team Leader).

APOLOGIES

None.

CONFLICTS OF INTEREST

Councillor Atkinson and Councillor Mealings noted that they would not be taking part in any discussion on matters pertaining to the District Plan.

The meeting was adjourned from 3.17pm to 3.20pm to continue with the hearing of submissions to the draft Annual Plan 2023-24.

3. MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED

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

Moved: Councillor Atkinson

Seconded: Councillor Redmond

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

(a) That the public is excluded from the following parts of the proceedings of this meeting

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

Item No.	Subject	Reason for excluding the public	Grounds for excluding the public-
3.1	Proposed Sale of 67 Otaki Street, Kaiapoi	Good reason to withhold exists under section 7	Protecting the privacy of natural persons and enabling the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial) negotiations and maintain legal professional privilege as per LGOIMA Section 7 (2)(a), (g) and (i).

CARRIED

CLOSED MEETING

Resolution to resume in Open Meeting

Moved: Mayor Gordon

Seconded: Councillor Atkinson

THAT the open meeting resumes, and the business discussed with the public excluded remains public excluded unless otherwise resolved as per the individual recommendation.

CARRIED

OPEN MEETING

NEXT MEETING

The next ordinary meeting of the Council was scheduled to commence at 1pm on Tuesday 6 June 2023, to be held in the Council Chamber, 215 High Street, Rangiora.

THERE BEING NO FURTHER BUSINESS, THE MEETING CONCLUDED AT 3.26PM.

CONFIRMED

Chairperson
Mayor Dan Gordon

Date

MINUTES OF AN EXTRAORDINARY MEETING OF THE WAIMAKARIRI DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBERS, 215 HIGH STREET, RANGIORA ON TUESDAY, 16 MAY 2023, COMMENCING AT 8.30AM.

PRESENT

Mayor D Gordon (Chairperson), Councillors A Blackie, R Brine, B Cairns (virtual), J Goldsworthy (arrived at 8.39am), P Redmond, J Ward and P Williams.

IN ATTENDANCE

J Millward (Acting Chief Executive), M Bacon (Development Planning Manager), J McBride (Roading and Transport Manager), S Nichols (Governance Manager) and K Rabe (Governance Adviser).

K La Valley (General Manager Planning, Regulation and Environment), T Tierney and three other representatives from the Greater Christchurch Partnership were in the public gallery.

1. APOLOGIES

Moved: Mayor Gordon

Seconded: Councillor Blackie

Apologies for absence were received and sustained from Deputy Mayor N Atkinson and Councillors N Mealings and T Fulton.

CARRIED

2. CONFLICTS OF INTEREST

No conflicts of interest were declared.

3. REPORTS

3.1 Greater Christchurch PT Futures Mass Rapid Transit Business Case Endorsement
– M Bacon (Development Planning Manager) and J McBride (Roading and Transport Manager)

J McBride presented the report which requested the Council's endorsement of the Greater Christchurch Public Transport Futures Mass Rapid Transit Indicative Business Case, with, if endorsed, a detailed business case process which would occur within the 2023/24 financial year subject to funding being provided by Waka Kotahi.

Councillor Williams raised concern regarding the removal of 40 car parks with the implementation of the Mass Rapid Transit (MRT) Business Case, which, in his opinion, would impact residents from the district when they travelled into Christchurch given that the current public transport was less than perfect between the centres. J McBride replied that MRT would allow residents options in the future on how to move around the city, including using cars. It was envisioned that there would be large parking areas at the start and end of the MRT routes for people to leave their vehicles outside of the central city and utilise buses, scooters or bicycles.

Mayor Gordon requested clarification that car parking provisions would be considered under the District Plan. M Bacon agreed saying that the Hearing Panel who was currently considering the District Plan would provide recommendations to the Council for a final decision.

Councillor Redmond queried the impact on the Waimakariri District Council's level of service and funding. J McBride noted that when the matter was considered it was shown that it was not viable for a MRT system to extend to the District and it was felt that the current levels of service being provided were adequate to link with the proposed route starting in Belfast. Councillor Redmond queried where the terminus would be located in Belfast. J McBride stated that the next stage of the project would be looking into the details of locations however it was proposed to be somewhere in the vicinity of Chaney's Corner.

Councillor Redmond noted the report stated that climate change was a factor and that vulnerable communities would be impacted disproportionately and queried why that would be. J McBride had no definitive response however noted that the impact on the vulnerable sectors of the community from the effects of climate change with repeated flooding, high water tables and the threat of sea level rise was acknowledged.

Councillor J Goldsworthy arrived at 8.39am.

Councillor Williams queried if the 'infill' in the Spatial Plan should be carried out prior to the MRT to ensure that there were the numbers to support the initiative. T Tierney replied that the Spatial planning was occurring simultaneously and would be integrated in the work going forward. However, how this would be carried out would still need to be pursued. The Spatial Plan would give direction and framework to future investment along the MRT route.

Moved: Mayor Gordon

Seconded: Councillor Goldsworthy

THAT the Council:

- (a) **Receives** Report No. 230503062664;
- (b) **Endorses** the Greater Christchurch Public Transport Futures Mass Rapid Transit Indicative Business Case set out in attachment ii of report 230503062664;
- (c) **Notes** that, subject to funding approval, Detailed Business Case investigations are undertaken in FY2023/24 to enable the scoping and preparation of procurement documents and to ensure integration and alignment of Mass Rapid Transit with the remainder of the Public Transport Futures programme and the Greater Christchurch Spatial Plan;
- (d) **Notes** that Mayor Gordon, Deputy Mayor N Atkinson and Councillor N Mealings are the Waimakariri District Council representatives on the Whakawhanake Kāinga Komiti Committee.

CARRIED

Councillor Williams Against

Mayor Gordon stated that the Waimakariri District Council was working in partnership with the other Councils in Canterbury to achieve a coordinated approach to the directives from the Government to provide a business case for MRT in the region. Work was being undertaken to ensure the business case would link in with WDC's priorities. Terminuses were still to be identified and the system would be an enhanced version of the popular Park and Ride system allowing options in transport which could include links to other areas, trackless trams and hydrogen technology. Social planning work was being integrated in the business plan to show a co-ordinated approach. This work would come back to the Council for the final sign-off in the future.

Councillor Goldsworthy agreed and stated this was a starting point and the matter would be brought back to the table several times for further discussion and consideration. It was important to take time to get this right through co-ordination and joint discussions.

Councillor Williams noted that he could not support this motion as he failed to see the benefit to the district.

Mayor Gordon noted that through discussions in the future it was hoped that Councillor Williams could be persuaded to see the benefits in working together to achieve a unified plan for Canterbury.

3.2 Endorsement of Greater Christchurch Spatial Plan for Public Consultation –

M Bacon (Development Planning Manager)

M Bacon presented the report which requested the Council's endorsement of the draft Greater Christchurch Spatial Plan for public consultation in July 2023, which if endorsed, would require a Special Consultative Procedure on the draft Plan and would include submissions and a hearing. He highlighted that this was in relation to the direction of travel in the future and covered density along MRT routes, car parking and investment, also noting that the District Plan covered parking provision.

There were no questions from Councillors.

Moved: Mayor Gordon

Seconded: Councillor Brine

THAT the Council:

- (a) **Receives** Report 230503062602.
- (b) **Notes** the Whakawhanake Kāinga Komiti resolutions 12 May 2023 (Attachment i).
- (c) **Endorses** the consultation occurring on the draft Greater Christchurch Spatial Plan (Attachment ii).
- (d) **Receives** the Greater Christchurch Housing Capacity Assessment March 2023 (Attachment iii).
- (e) **Receives** the Greater Christchurch Business Capacity Assessment April 2023 (Attachment iv)
- (f) **Receives** the Huihui Mai Engagement Report (Attachment v).
- (g) **Notes** that the consultation submission period for the draft Greater Christchurch Spatial Plan would be held between mid-June and end of July 2023.
- (h) **Notes** the consultation process and associated supporting documents as set out in the report.
- (i) **Notes** that following the consideration of submissions, hearing from submitters, and receiving of an officers' report, a Hearings Panel would make recommendations to the Whakawhanake Kāinga Komiti on responses to submissions and changes to the Draft Greater Christchurch Spatial Plan as a result of the public consultation process.

CARRIED

Mayor Gordon noted that there had been positive engagement in relation to this work and by endorsing the public consultation gave residents the opportunity to express their opinions. He also noted that the Council would have a representative on the Hearing Panel.

T Tierney (GCP) thanked staff for the way in which they had worked to achieve the positive outcomes and to move this work forward. The Mayor concurred.

3.3 Amendments to Standing orders for Council, Committee, Sub-committee and Hearing Panels – T Kunkel (Team Leader Governance)

S Nichols presented the report which requested the Council to adopt the amended Standing Orders for Council, Committees, Sub-Committees, Joint Committees and Hearing Panels following a workshop on 9 May 2023.

There were no questions arising from the report.

Moved: Councillor Redmond

Seconded: Councillor Blackie

THAT the Council:

- (a) **Receives** report No. 230504063758.
- (b) **Adopts** the updated Waimakariri District Council, Committees and Sub-Committees, Joint Committees and Hearing Panels Standing Orders May 2023 (230510066902), effective from 17 May 2023.
- (c) **Notes** that the Mahi Tahi Joint Development Committee, which is a Joint Committee between the Waimakariri District Council and the Te Ngāi Tūāhuriri Rūnanga is also subject to the Standing Orders. A copy of this report and adopted Standing Orders will be advised to our Te Ngāi Tūāhuriri membership.
- (d) **Recommends** to all four Community Boards that any proposed Standing Orders for Community Boards should be consistent with the Council, Committees, Sub-Committees, Joint Committees and Hearing Panels Standing Orders except for those areas which relate specifically to Community Boards and to give consideration to updated Standing Orders being adopted at their June 2023 meetings.
- (e) **Circulates** this report to the Community Boards for information.

CARRIED

Councillor Redmond thanked staff for the work to ensure that the Standing Orders were able to be adopted.

Mayor Gordon thanked Councillor Redmond for alerting him to the casting vote issue which he had failed to notice previously, stating he did not believe in casting votes and would not have used it even if it had been included in the Standing Orders.

4 NEXT MEETING

The next scheduled meeting of the Council will commence at 9am on Tuesday 30 May 2023.

There being no further business, the meeting concluded at 8.58am.

CONFIRMED

Chairperson
Mayor Dan Gordon

Date

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** GOV-07-02, RDG-01 / 230524076134**REPORT TO:** COUNCIL**DATE OF MEETING:** 6 June 2023**AUTHOR(S):** Shane Binder, Senior Transportation Engineer
Temi Allinson, Senior Policy Analyst
Joanne McBride, Roding & Transport Manager**SUBJECT:** Draft Road Reserve Management Policy**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)_____
General Manager

Chief Executive**1. SUMMARY**

- 1.1. The purpose of this report is to seek approval to consult on the draft Road Reserve Management Policy.
- 1.2. The Roding Team is responsible for seven policies, all of which are overdue for review.
- 1.3. To ensure an effective and efficient policy structure, these policies have been merged into one document, as they contain related content.
- 1.4. The draft Road Reserve Management Policy has combined the following existing policies:
 - Rural Seal Extension Policy
 - Private Funding of Seal Extension Policy
 - Formation of Unformed Roads Policy
 - Road Reserves Fencing & Grazing Policy
 - Stock Underpasses Policy
 - Vehicle Crossings, Entranceway and Driveway Surfacing Materials Policy
- 1.5. The draft policy has also been extended to include other roading functions including:
 - Roadside berms
 - Unformed legal roads
 - Road corridor usage including storage
 - Utilities
 - Work zone traffic management
 - Road surfacing
- 1.6. The absence of formal guidance in these additional areas has led to confusion in the past. Providing clarity will help set expectations and enable staff to be able to clearly communicate Council policy.
- 1.7. It is proposed the consultation on the draft plan be carried out from 19. June to 19. July 2023, with a hearing and deliberations scheduled for 9. August 2023.
- 1.8. It is also requested that three Councillors are nominated to the Hearings Panel.

Attachments:

- i. Draft Road Reserve Management Policy (TRIM No. 221117200292)

2. **RECOMMENDATION**

THAT the Council:

- (a) **Receives** Report No. 230524076134;
- (b) **Approves** the draft Road Reserve Management Policy (TRIM No. 221117200292) going out for public consultation;
- (c) **Appoints** Councillors,, and the Roothing Portfolio Holder to the Hearing Panel;
- (d) **Circulates** this report to the Community Boards for their information; and
- (e) **Notes** that the policy is going through external legal review and that there may be small changes resulting from this process which will be tabled with Council at the meeting.

3. **BACKGROUND**

- 3.1. The Roothing Team is responsible for seven policies, all of which are overdue for review.
- 3.2. To ensure an effective and efficient policy structure, these policies have been merged into one document, as they contain related content. Maintaining these documents separately over time is more resource intensive, as well as having the potential to generate duplication or inconsistency.
- 3.3. The driver for this policy review is to ensure that the Council's published policies remain current. As a result of evolving service delivery processes and regulatory changes, it is timely to ensure policies reflect the Council's current intent and are relevant to current practice.

4. **ISSUES AND OPTIONS**

- 4.1. The draft policy has been reviewed and updated to ensure that it includes all of the existing policies as well as gaps which have been identified.
- 4.2. The absence of formal guidance with regards to responsibilities within the road reserve has led to confusion and conflicting expectations among adjacent landowners and road network users.
- 4.3. While the majority of the draft Road Reserve Management Policy comes from existing Council policies, new sections have been added based on current practice, to provide clarity on expectations for use and maintenance of all elements in the road reserve.
- 4.4. During the review process, several Roothing policies have been reviewed, updated, and amalgamated into a single policy. The draft Road Reserve Management Policy is a combination of the following existing policies:
 - Rural Seal Extension Policy
 - Private Funding of Seal Extension Policy
 - Formation of Unformed Roads Policy
 - Road Reserves Fencing & Grazing Policy
 - Stock Underpasses Policy
 - Vehicle Crossings, Entranceway and Driveway Surfacing Materials Policy
- 4.5. A new section in the policy on road surfacing includes the agreed levels of service for surfacing roads as approved by the Utilities & Roothing Committee in 2007 (TRIM 071108035864).
- 4.6. The draft policy has also been extended to include new sections for other rooding functions including:
 - Roadside berms – clarifying maintenance responsibilities for urban and rural berms as well as expectations for existing and potential trees and hedges.

- Unformed legal roads – specifying responsibility for maintenance and criteria for occupation, formation, and stopping
 - Road corridor usage including storage – defining conditions for temporary use of the roadside
 - Utilities – identifying expectations for installing utilities in the roadside
 - Work zone traffic management – setting requirements for safe traffic management planning.
- 4.7. Two existing related policies, the “Street Naming Policy” and the “Street and Reserve Trees Policy” have not been included in this amalgamation. The Street Naming Policy has now been incorporated into the new “Naming Policy” (TRIM 230321039443) while the Street and Reserve Trees Policy remains under the aegis of the Greenspace Unit.
- 4.8. It is proposed that community consultation be undertaken to ensure residents and roading network users are aware of the policy and to provide an opportunity for feedback prior to final adoption.
- 4.9. The following options are available to Council:
- 4.10. Option One – Retain the current suite of seven Roading policies:
- This option would see Council retain seven separate policies and maintain these as separate documents. Maintaining these documents separately over time is more resource intensive, as well as having the potential to generate duplication or inconsistency. This option also does not address gaps in the current policies. As such this is not the recommended option.
- 4.11. Option Two – Amend the draft Road Reserve Management Policy before proceeding to consultation:
- This option would see Council further amend the draft policy by adding or removing sections of the policy. There has been a significant amount of work go into the draft policy so that it provides clear guidance which reflect current practice. The draft policy also addresses gaps in the current policies. As such this is not the recommended option.
- 4.12. Option Three – Approves the draft Road Reserve Management Policy going out to consultation:
- This option would see Council take the draft policy in its proposed form out to consultation. This is the recommended option.

Implications for Community Wellbeing

- 4.13. There are implications on community wellbeing from the issues and options that are the subject matter of this report. The draft policy which is proposed to be adopted has been reviewed and updated by relevant staff across Council, to ensure it reflects current requirements and practices as these affect activities and responsibilities of Council and the general public.
- 4.14. Policies and bylaws have an underlying purpose of ensuring the Council undertakes its activities and manages its assets where there is an interface with the public in a way that provides for safety and transparency while also demonstrating fairness and equity for our community. These documents establish responsibilities and obligations for third parties, in situations where requirements and/or roles are not otherwise clearly specified through legislation, regulation, standards, or industry guidance.
- 4.15. The previous policies are out-of-date and require updating. The new version of the policy will replace the previous version.
- 4.16. The Management Team has reviewed this report and support the recommendations.

5. **COMMUNITY VIEWS**

5.1 **Mana whenua**

Te Ngāi Tūāhuriri hapū are not likely to be affected by or have an interest in the policy's subject matter beyond a general interest as members of the community.

5.2 **Groups and Organisations**

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

5.3 **Wider Community**

The wider community is likely to be affected by, or to have an interest in the subject matter of this report. Council officers propose to undertake consultation with the wider community on the proposed new policy.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1 **Financial Implications**

There are not financial implications of the decisions sought by this report. Where any financial obligations of Council and/or third parties are referenced, these are already specifically provided for in the Annual Plan / Long Term Plan funding or fees and charges manual. This information is publicly available and has been previously consulted through these processes.

6.2 **Sustainability and Climate Change Impacts**

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

6.3 **Risk Management**

There are no risks arising from the adoption/implementation of the recommendations in this report. The implementation of the policy within this report ensures current practice addresses risks to both Council and third parties.

6.4 **Health and Safety**

There are health and safety risks arising from the adoption/implementation of the recommendations in this report. The policy is drafted to ensure health and safety risks for staff and the public are addressed during activities managed by the Council as far as is practicable. The policy will help ensure that the road corridor is managed in a way which provides for safety of the public.

7. **CONTEXT**

7.1 **Consistency with Policy**

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

7.2 **Authorising Legislation**

Council policies are developed, reviewed, and amended to ensure they meet requirements of the *Local Government Act 2002*, Sections 78 and 82, which provide for the Council to determine the level of consultation required for a decision and give consideration to the views and preferences of persons likely to be affected by, or have an interest in the matter.

The Council decision making process must take account of the extent to which the current views and preferences of persons who will or may be affected by, or have an interest in, the decision or matter are known to the local authority.

The proposed adoptions and revocations in this report are consistent with s78 and 82 because these policies have been publicly available on the Council website and have been actively implemented by staff over previous years, taking account of the views of groups, organisations, and the affected public during implementation.

7.3 Consistency with Community Outcomes

The Council's community outcomes are relevant to the actions arising from recommendations in this report. In particular, the following community outcomes are of relevance to the issue under discussion:

Transport is accessible, convenient, reliable, and sustainable:

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

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

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

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.

7.4 Authorising Delegations

The Council has the responsibility of reviewing, amending, and approving or revoking its policies and bylaws.

Road Reserve Management Policy

1. Introduction

This policy sets out the Waimakariri District Council's (WDC) approach to managing activities within the road reserve. It addresses uses and management requirements in the road reserve that can affect private activities or impose costs on residents, and provides clear guidance to staff and the community.

2. Purpose

The purpose of this policy is to clarify controls, responsibilities, and any associated costs for use of the road reserve affecting a wide range of private and public activities.

These expectations are clearly set out so that the requirements are visible to, and can be clearly understood by, all users of the road corridor.

3. Scope

This policy provides guidance on management of Council road reserves and establishes:

- Criteria for sealing unsealed rural roads, including funding requirements
- Specifications for the use of unformed legal roads and forming unformed legal roads
- Responsibilities for use, fencing, and maintenance of the road berm
- Requirements for sealing roads and vehicle crossings
- Criteria for forming stock underpasses
- Expectations for temporary traffic management activities.

4. Policy objectives

The overarching objective of this policy is to assist the Council to consistently and transparently apply management requirements and cost-share agreements for use of the road reserves, and to ensure fair and equitable outcomes for all parties.

- 4.1. The policy sets out the criteria for sealing unsealed rural roads so that costs and benefits are fairly distributed in accordance with set criteria.
- 4.2. The policy clarifies responsibilities for accessing and using unformed legal roads. It provides a process to consider privately-constructed assets on or under such roads.
- 4.3. The policy ensures that the responsibility for forming and maintaining private accesses on an unformed legal road is clearly with the party requesting and benefiting from the access.
- 4.4. The policy manages rural road boundary fencing and berm grazing to ensure safety for vehicles, pedestrians, and stock and to reduce road maintenance issues.
- 4.5. The policy specifies suitable materials for vehicle crossings to ensure standardisation and limit impacts from future works within the road reserve.
- 4.6. The policy manages the construction of stock underpasses to safely allow stock and farmers to travel from one side of the road to another, and allow road users to pass unhindered.

5. Sealed roads

5.1. Rural seal extension

This policy is used to assess any requests to seal rural roads with speed limits of 60km/h or greater.

The Council will only seal unsealed rural roads in the following situations:

- When co-funding is approved by the New Zealand Transport Agency (Waka Kotahi)
- When roading financial contributions from subdivisions of at least 30% of the cost of sealing the road have been received by the Council
- When privately funded, as detailed below.

See *Appendix C*: for seal extension technical requirements.

5.1.1. New Zealand Transport Agency Approved Projects

5.1.1.1. The New Zealand Transport Agency has set criteria for the funding of seal extensions and few projects are likely to be eligible for, or receive New Zealand Transport Agency co-funding.

5.1.1.2. Any roads which meet the New Zealand Transport Agency criteria will be identified and submitted to the Long Term Plan and Regional Land Transport Plan (RLTP) processes for consideration of funding allocation.

5.1.1.3. The Council may programme the seal extension in the earliest year funding is available, or bring forward the funding to the following financial year.

5.1.2. Roading Financial Contribution Projects

5.1.2.1. The Council will consider sealing a rural unsealed road when receipted Roading Financial Contributions from subdivisions reach at least 30% of the cost of sealing the road.

5.1.2.2. Funding for these projects will come from the Subdivision contribution budget.

5.1.2.3. The Council may at its discretion, attempt to obtain subsidy from the New Zealand Transport Agency either fully or by using the contributions to offset the capital cost of the work. However, the sealing will be programmed for completion, whether New Zealand Transport Agency approval is obtained or not.

5.1.3. Private Funding of Seal Extension

5.1.3.1. The Council will consider sealing existing roads where the adjoining property owner(s) is willing to fund 50% of the cost of the sealing.

5.1.3.2. Seal extensions up to a total length of 1km per year may be approved by the General Manager, Utilities and Roading, under delegated authority, subject to the following conditions:

- Those requesting the work will pay 50% of the cost. The balance shall be funded as a deficit balance within the current years roading account.
- Any additional works required to support the seal extension (e.g., signs, markings, drainage) will be included in the cost apportionment. Any works required to address existing deficiencies will be covered by Council.
- The design and tender for the seal extension work will normally be prepared by the Council and all physical work will be organised by the Council. Those requesting the work will pay 50% of the costs of design, tender and construction of the physical works.

- The sealed road will remain the property of the Council in accordance with the Local Government Act 1974 s317.
- Future maintenance, including resealing, will be the responsibility of the Council.

5.2. Sealed road surfacing

- 5.2.1. Generally, the most appropriate and cost-effective sealed road surfacing is chip seal. By default, all roads and streets which Council agree to seal shall be surfaced with chip seal to ensure the lowest lifecycle cost is achieved, unless other surfacing is considered appropriate based on the technical grounds noted below.
- 5.2.2. Asphaltic concrete (hotmix) is more durable with less noise and vibration, but its usage incurs a higher lifecycle cost. Its use will require approval by the General Manager, Utilities and Roading.
- 5.2.3. Asphaltic concrete (hotmix) may be used to seal Strategic and Arterial Roads with speed limits of 50 km/hr or less, and with urban scale development on both sides of the road.
- 5.2.4. Asphaltic concrete (hotmix) or similar surfacing may also be used on selected streets within the town centres or on other roads and bridges on a case-by-case basis.
- 5.2.5. Asphaltic concrete (hotmix) or similar surfacing may be used in cul-de-sac heads, at intersections with large numbers of heavy turning vehicles, and in any other area where it is the most appropriate technical and cost-effective option. It is used in situations where there are high vehicle turning movements to reduce the wear and tear from turning vehicles.
- 5.2.6. Asphaltic concrete (hotmix) or similar surfacing may also be used, on an exceptions basis, where it is technically considered the most appropriate solution to address inconsistencies in vertical and horizontal alignment in some streets.
- 5.2.7. In situations where streets are already surfaced with asphaltic concrete (hotmix) or similar material, but are not consistent with this policy and require resurfacing, they will be resurfaced with asphaltic concrete (hotmix) or similar surfacing unless there are compelling technical and / or cost reasons for not doing so.

6. Unformed legal roads

This policy specifies controls on the use, access, and maintenance of unformed legal roads, also known as paper roads.

6.1. Public use of unformed legal roads

- 6.1.1. The Council has a responsibility under the Local Government Act 1974 (Part 21) and Land Transport Act 1998 (Part 3) to ensure that the public right of passage along unformed legal road corridors is preserved while protecting the environment, the road and adjoining land, and the safety of road users.
- 6.1.2. Herenga ā Nuku Aotearoa - the Outdoors Access Commission was established pursuant to the Walking Access Act 2008 to lead, support, negotiate, establish, retain, and improve access to the outdoors. The rights and responsibilities in the Outdoors Access Commission's Outdoor Access Code should be adhered to when using unformed legal roads.
- 6.1.3. While there is no specific statutory right to use a motor vehicle on any road, where the terrain permits, vehicles may be used on unformed legal roads, unless this is prevented or restricted through a bylaw or other enactment.
- 6.1.4. Road corridor users must not modify, obstruct, or damage the surface of unformed legal roads, except in accordance with the provisions of this policy.
- 6.1.5. Most unformed legal roads will not have clearly delineated areas set aside for different types of users. Vehicles, pedestrians, bicycles, and horses are likely to share the same space. Unformed legal roads are considered "shared zones" available for use by pedestrians, cyclists, equestrians, and motorists, as per the purpose of Land Transport (Road User) Rules 2004. This means that motorists must give way to pedestrians, but pedestrians must not unduly impede the passage of any vehicle.
- 6.1.6. Due to the risk posed to other road users, the road surface, and adjoining property and vegetation, the Council does not permit the lighting of fires on unformed legal roads.
- 6.1.7. Unformed legal roads are public places for the purposes of the Arms Act 1983. Therefore, the discharging of a firearm on an unformed legal road is not permitted.

6.2. Maintenance of unformed legal roads

- 6.2.1. The Council is not obligated to, and does not generally intend to:
 - Maintain or repair damage to unformed legal roads
 - Fence unformed legal roads
 - Inspect, identify, or mitigate any road safety issues on unformed legal roads
 - Signpost or otherwise mark unformed legal roads.
- 6.2.2. The Council is obligated to inspect and maintain non-roading assets that it has purposefully installed in unformed legal roads, such as drainage or forestry blocks.
- 6.2.3. Adjacent landowners are generally responsible for fencing, vegetation control, and pest plant management. The Council should be consulted before removing any exotic non-pest trees or hedges. Naturally-occurring indigenous vegetation shall not be removed or disturbed without written approval from the Council. This is particularly relevant where there are features of ecological importance or Significant Natural Areas; refer to the District Plan for more details. Exceptions may be considered on a case-by-case basis.

6.3. Private occupation and encroachments in unformed legal roads

- 6.3.1. The Council recognises that a range of activities may wish to make use of, or locate on, unformed legal roads. The Council will consider requests for occupation of an unformed legal road on a case-by-case basis.
- 6.3.2. Approved requests for occupation will be formalised through a Licence to Occupy and must comply with this policy and the conditions of that Licence. See the Council *Rural Land Lease and Licence Policy* for additional terms.
- 6.3.3. Should the Property Team recommend against granting a Licence to Occupy for occupation of an unformed legal road, such approval is reserved for the Utilities and Rooding Committee.
- 6.3.4. The Council recognises that there are a large number of existing occupied unformed legal roads that are not subject to a formal lease or Licence to Occupy. While the Council will endeavour over time to standardise these occupancy activities, this will be governed by the availability of Council staff resources. Priority may be given to unformed legal roads where issues arise in relation to an existing use.
- 6.3.5. See *Appendix C: Technical requirements* for conditions for unformed legal road occupation.

6.4. Unauthorised occupation

- 6.4.1. Where there is an unauthorised encroachment on an unformed legal road, the Council:
- Will investigate complaints about encroachments
 - Will first attempt to resolve encroachments through voluntary removal, Licence to Occupy, or road stopping (as appropriate) before considering legal action
 - May remove, or require removal of, unauthorised encroachments that obstruct or impede public access, at the cost of the party responsible, unless exceptional circumstances exist in relation to the encroachment (including a public benefit).

6.5. Formation of unformed legal roads

- 6.5.1. The Council is not obligated to, and does not generally intend to, form, or improve unformed legal roads.
- 6.5.2. However, the Council will consider requests from adjacent property owners, developers, and interest groups to construct carriageways, cycle tracks, bridle paths, and footpaths within unformed legal roads at the applicant's expense, where this is vital for development or where significant public benefits are clearly demonstrated.
- 6.5.3. A written application is to be made and approval given in writing by the General Manager, Utilities and Rooding, before any physical works start in the road reserve.
- 6.5.4. Developers and subdividers seeking to use unformed legal roads are required to seek approval to form and/or upgrade roads to a Council-standard as part of the subdivision process.
- 6.5.5. When a request is received for a formation on an unformed legal road, the applicant will be advised that, should the request be approved, the following options are available:
- The applicant forms the road to the Council's rooding standards and specifications, or better. Approval of a Council-standard road is to be subject to the following conditions:
 - All work is to be at the expense of those requesting it.

- All work is to be in accordance with the Council's specifications and to its standards.
- The standards and specifications used for the work are to be those adopted and in use for similar access to similar properties upon subdivision.
- Where it is agreed by the Council that the road is to be vested, future maintenance of the road (to appropriate standards) will become the responsibility of the Council following acceptance of the construction work from the contractor or completion of the civil maintenance period.
- The applicant forms the road to a lesser standard than the Council requires, in which case on-going maintenance will be at the property owner's expense. The applicant is also advised that if this option is chosen, they will not be able to restrict or control public access to or along the upgraded section of public road. Approval of a lesser-standard access requires an encumbrance to be registered against the title(s) of the applicant's lot(s) recording their responsibility to maintain that part of the road.
- The applicant may alternately request the Council stop the road. This would remove the legal road status and enable the sale of the section of land if approved. See Section 6.6 for more details on road-stopping.

6.5.6. Where a formed access is requested for a section of unformed legal road that adjoins two or more properties, notice will be given to the other adjoining landowner(s) of the application, giving them 20 working days to respond with their view. Where more than one adjoining landowner wishes to use the same section of unformed legal road along a shared boundary, the Council will encourage all parties to agree on the arrangements. Where agreement is not reached, the Council will use its discretion as to how the occupation is divided.

6.5.7. Where any dwelling house was lawfully erected prior to 23 January 1992, and it has sole access to an unformed or substandard legal road, then the Council will contribute up to 50% of the cost of upgrading to the Council's standard, to be funded as a subdivision commitment.

6.6. Stopping unformed legal roads

6.6.1. Where a road is proposed to be stopped, the Council will generally follow the Local Government Act 1974, section 342 process. The Public Works Act 1981, section 116 process will only be used in exceptional circumstances where there is no likelihood of a valid objection being received and doing so is deemed to be in the public's interest.

6.6.2. Any applicant requesting to stop an unformed legal road should give regard to:¹

- a. The Council may or may not support the request.
- b. The full costs will be borne by the applicant and the applicant will need to enter into a cost agreement and may be required to pay a deposit for such costs prior to any work being undertaken.
- c. The process the application must follow includes provision for public submissions and the Council has no control over the outcome of that process.
- d. Ultimately, any decision made in the road stopping process is appealable through the Environment Court.
- e. If the stopping is completed, the applicant will be required to purchase the stopped road at an agreed value and amalgamate it with their existing title, at their expense.

¹ Section 6.6.2 (c) to (e) only apply in respect of road stopping carried out under the Local Government Act 1974 but would not apply to road stopping carried out under the Public Works Act 1981.

6.6.3. In considering applications to stop an unformed legal road, the Council will evaluate the application against:

- Current use – e.g., public walking/driving access, service to land-locked sections
- Strategic value – e.g., connections to water bodies, reserves, conservation land, or some other future strategic need
- Alternatives for public access
- Biodiversity and ecological value – e.g., value of the land to ecosystem services; rarity, representativeness, and density of native flora or fauna
- Future use of the road as proposed by the applicant
- Intended or potential alternative future uses – e.g., walk- or cycle ways, drainage, amenity, recreation uses, significant landscape amenity
- Corridor user safety
- Existing or anticipated infrastructure, encumbrances, and easements.

6.6.4. Where a section of unformed legal road is stopped and freehold title issued, subject to the requirements of the Public Works Act 1981 or any other relevant legislation, the Council may choose to dispose of the land accordingly.

7. Roadside management

This portion of the policy specifies requirements for private use of the road reserve for fencing, grazing, storage, and berm management.

7.1. Fencing on road reserve

- 7.1.1. New boundary fences adjacent to Council road reserves shall be located on the surveyed property boundary.
- 7.1.2. Replacement boundary fences on Council road reserves not located on the surveyed property boundary are to be relocated onto the surveyed property boundary when replaced.
- 7.1.3. In exceptional cases, when agreed by the Utilities and Roothing Committee, existing boundary fences may be retained onto a line that is not on the surveyed property boundary when the adjacent property owner wishes to retain this alignment.

7.2. Private entry structures

- 7.2.1. Private entry signs, features, artwork, and monuments will not be permitted within the road reserve.
- 7.2.2. Subdivision entry structures shall be situated on private land and maintained at the cost of the property owner.
- 7.2.3. Private gates must not open into or otherwise obstruct the road reserves.

7.3. Grazing on road reserve

- 7.3.1. The grazing of road reserve frontages is not permitted on the following roads:
 - Within the urban area
 - On the roads listed in *Appendix A: Grazing-restricted roads*
 - On the mown verge of sections of road regularly mown by the Council or its contractors
- 7.3.2. The grazing of road reserve frontages is permitted along Council-controlled roads within the District, except those set out above, and is subject to the conditions found in *Appendix C: Technical requirements*.

7.4. Temporary storage on road reserve

- 7.4.1. Generally, the Council does not permit temporary storage within the road reserve. Material may not be stored under any circumstances on roads classified as collector, arterial, or strategic roads within the rural area. See the District Plan for a list of classified roads.
- 7.4.2. Temporary storage may be considered on a case-by-case basis with written approval from the Council. Any temporary storage on the road reserve is subject to the conditions found in *Appendix C: Technical requirements*.
- 7.4.3. An unformed legal road may not be used for storage of any kind, or the long-term parking of any vehicles.

7.5. Roadside berm maintenance

A berm is defined as the area between the road and property boundary, not including any sealed or unsealed Council-maintained footpath or shared path.

7.5.1. Berms Adjacent to Council Property

The Council will maintain grass berms outside Council property including reserves,

cemeteries, community facilities (e.g., pools, halls, community centres, and libraries), gravel pits, forestry blocks, and rental housing. The mowing will be managed either directly by the Council, via committees, or in accordance with lease conditions where the Council property is leased.

7.5.2. Berms Adjacent to Private Property

- 7.5.2.1. The Council will not maintain berms or frontages of private property, except where otherwise provided for in this Policy.
- 7.5.2.2. The Council expects that berms will be covered in natural turf and maintained in a clean and tidy condition by the adjoining property owner to ensure safe space for all road users and prevent erosion of roadside drains.
- 7.5.2.3. Refer to *Appendix D: Approved berm planting* for a list of natural turf species approved for planting on a berm.
- 7.5.2.4. Permanent landscaping and decoration are not permitted on or in berm areas' as these areas are reserved for utility and public access only.
- 7.5.2.5. Berms along many rural collector and arterial roads are mown regularly for a nominal distance off the road for traffic safety reasons. Adjoining property owners are responsible for maintaining the remainder of the berm.
- 7.5.2.6. Adjoining property owners are responsible for the removal of any noxious weeds or pest plants growing in rural berms. A list of pest plants is maintained by Environment Canterbury; for more details, see the *Canterbury Regional Pest Management Plan*.
- 7.5.2.7. The Council does not generally maintain berms that contain stormwater conveyance and treatment such as swales, drains, or overland flow paths, although within Drainage Rated Areas, the Council does maintain a limited number of designated drains located within berms. Adjoining property owners are encouraged to maintain these berms, but may apply to the Council for an exemption as per section 7.5.3.
- 7.5.2.8. Stockwater races in the berm are required to be maintained by adjoining property owners in accordance with the Council's *Stockwater Race Bylaw*.
- 7.5.2.9. The owner or occupier of any undeveloped residential zone property shall ensure that grass and other vegetation within the property boundaries is maintained in accordance with the Council's *Property Maintenance Bylaw*.

7.5.3. Exceptions for Berms Adjacent to Private Property

- 7.5.3.1. Property owners can apply in writing to the Council for an exemption to the requirement to maintain the berm adjoining their property.
- 7.5.3.2. Any requests for an exemption will be evaluated on a case-by-case basis using the following criteria:
 - Whether the berm is a stormwater conveyance and treatment area that requires mowing to ensure it operates efficiently or it meets regulatory requirements
 - The berm design and whether its maintenance can be safely carried out by the adjoining property owner (e.g., berms that are too steep to be maintained by a hand mower or line trimmer)
 - Whether the berm's maintenance could impact the safety of road network users (e.g., vehicular, pedestrian, equestrian, or cycle traffic)
 - Whether the mowable area of the roadside berm is greater than 400 m²

(urban only)

- Special circumstances may be considered on compassionate grounds.

7.5.3.3. Any exemption granted in accordance with section 7.5.3.2 will be at the Council's discretion.

7.5.4. Trees and Hedges Within Berms

7.5.4.1. This policy does not cover consented street trees and street gardens; refer to the Council *Street and Reserve Trees Policy*.

7.5.4.2. Tree and hedge planting within urban and rural road reserves is not permitted without written approval from the Council, to ensure road safety and avoid the Council incurring maintenance costs when the property changes hands.

7.5.4.3. Trees and hedges established before adoption of this Policy shall be allowed to remain, provided the plantings are not considered to be a nuisance by the Council.

7.5.4.4. Plantings will be considered a nuisance by Council if they create a safety risk or interfere with road maintenance, drainage, or utility services. The Council may direct the adjoining property owner to remove nuisance trees or hedges at the expense of that owner. The Council should be consulted before removing any nuisance trees.

7.5.4.5. Where historical plantings (other than consented street trees) are allowed to remain within the road reserve, the adjoining property owner is responsible for their maintenance; refer to *Appendix C: Technical requirements* for a list of responsibilities.

7.5.4.6. The Council should be consulted before removing any exotic non-pest trees or hedges. Naturally-occurring indigenous vegetation shall not be removed or disturbed unless the Council considers it to be a nuisance. This is particularly relevant where there are features of ecological importance; refer to the District Plan for more details.

7.5.5. Overhanging trees and vegetation

Overhanging vegetation or other obstructions from property adjacent to any road reserve will be managed as per Section 355 of the Local Government Act 1974. Refer to *Appendix B: Roadway clearance* for more details.

7.5.6. New berms

7.5.6.1. Council contractors are responsible for the establishment and mowing of new grass berms that are sown as part of roadworks, footpath resurfacing, or trenching during the defects liability period. Once the maintenance period of the work has expired, berm mowing will be managed in accordance with this Policy.

7.5.6.2. Developers and subdividers are responsible for the establishment and mowing of new grass berms that are sown as part of new development. Once the maintenance period of the work has expired, the berm mowing will be managed in accordance with this Policy.

7.5.6.3. When new road reserve is vested with the Council through subdivision or new construction, the land will generally be fully cleared by the property owner prior to vesting. Any Protected Trees or Significant Natural Areas in the District Plan shall be protected. Other significant or notable vegetation should be evaluated on a case-by-case basis by the Council's Roading and Greenspace Units for possible retention by the Council as street trees.

The following factors will be taken into consideration as part of this evaluation:

- Impacts on traffic safety and sightlines
- Ability to realign or redesign proposed works
- Amenity and / or historic value
- Botanical and / or ecological value
- Tree health and form
- Risk of falling limbs or other potential damage to the tree arising from construction processes.

7.5.7. Unformed legal roads (paper roads)

7.5.7.1. Unformed legal roads are not maintained by the Council, and as such, routine inspections are not undertaken. Where the Council has other assets (e.g., drainage, intentionally-planted forestry blocks) within an unformed legal road, these assets will be maintained by the Council.

7.5.7.2. Where a property owner has been granted written permission to form a private access on an unformed legal road which will not be vested as road, that owner is responsible for maintaining this access and any adjacent vegetation.

7.5.7.3. Property owners shall not obstruct any unformed legal road, including with fencing, locked gates, livestock, vegetation, trees, or other landscaping.

7.5.8. Construction works

7.5.8.1. Where existing grass berms are required to be excavated or altered as part of Council maintenance or capital works (including works by utility operators), the Council or the relevant utility operator will re-establish the grass and any Council-installed street trees, plantings, and associated irrigation. Private trees and plantings will not be reinstated. Letter boxes will be reinstated.

7.5.8.2. Any construction work undertaken in the berm will require written consent from the Council. Where a property owner arranges work to excavate or alter the berms as a result of works to their property or neighbouring property, the cost of reinstatement of a berm will be met by that owner.

7.6. Services in the road reserve

Any activity undertaken which involves excavation or disturbance of the ground within the road reserve requires the Council's authorisation. This includes work which has been granted a resource consent.

Permits to undertake work within the road reserve are issued in accordance with the requirements of the *National Code of Practice for Utility Operators' Access to Transport Corridors* in the form of Corridor Access Requests.

7.6.1. Location of overhead services within the road reserve

7.6.1.1. The preferred location for all overhead services will be as far from the road carriageway as practicable, and away from corners and intersections.

7.6.1.2. Road safety features which meet recognised standards (e.g., barriers) are required where overhead services cannot be located away from corners and intersections, or within 3m of the edge of the road carriageway. This distance may vary depending on the classification of the road, the size of the service, and the topography at the site.

All associated cabinets and kiosks shall be situated to avoid limiting sight

distance, and shall be frangible or protected as per the *National Code of Practice for Utility Operators' Access to Transport Corridors*.

- 7.6.1.3. All new service installations and replacement or changes to existing service installations within the road reserve must have the prior approval of the Council.

7.6.2. Private services within the road reserve

- 7.6.2.1. Installation of private services within the road reserve is generally not supported except in unusual circumstances (e.g., where no alternative exists on private property) and with authorisation by the Council through a Licence to Occupy and registration of an encumbrance on the private service owner's property.
- 7.6.2.2. A private service owner will be responsible for the cost of preparing a Licence to Occupy and encumbrance (including registration), installing the service, making good the road surface as required, maintaining the service during the term of that Licence, and relocating the service should construction of new Council infrastructure within the road reserve create a conflict.
- 7.6.2.3. As-built plans shall be provided to the Council by the service owner once installation is complete.

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8. Vehicle crossing surfacing

8.1. Surfacing standard

8.1.1. The Council defines standard surfacing material for driveways as follows:

- Urban areas: asphaltic concrete or broomed concrete
- Rural areas (including rural residential zones) for access off sealed roads, other than access solely to paddocks: asphaltic concrete or chip seal
- Rural area unsealed roads and paddock-only access: metal / gravel

8.1.2. Prohibited materials for surfacing vehicle crossings are:

- Stamped concrete and other decorative finishes that do not provide a safe, firm, relatively smooth and comfortable walking surface, are prohibited where they would cross a footpath or be on a main pedestrian route.
- Loose surfaces that could migrate onto the adjacent footpath or roadway, or into nearby drainage channels and gutters, will not be permitted.

8.1.3. If there is a sealed footpath or shared-use path across the property frontage, then the area of path must be reinstated in the same material as the adjoining path, including markings, unless permitted otherwise by the Council.

8.1.4. The path shall be continuous across the vehicle crossing to convey priority to footpath or shared-use path users.

8.1.5. Vehicle crossings at footpaths or shared-use paths may require reinforcing or additional depth of material to accommodate the additional loads from vehicles crossing the path; refer to the Council Engineering Code of Practice for details.

8.1.6. All vehicle crossings shall be constructed and maintained in accordance with the Council's *Vehicle Crossing Bylaw*.

8.2. Non-standard vehicle crossing surfaces

Other finishes such as stamped or coloured concrete, exposed aggregate, bevelled or smooth edge cobbles, etc. are considered to be non-standard finishes and may be approved for use subject to the conditions in *Appendix C: Technical requirements*.

9. Stock underpass

9.1. Underpass standard

- 9.1.1. Refer to the New Zealand Transport Agency *Stock under control (crossing and driving) guidelines* for options to cross stock over a road.
- 9.1.2. Permission to construct a stock underpass will normally be granted by the General Manager, Utilities and Roothing, who is hereby delegated that authority.
- 9.1.3. Where the General Manager, Utilities and Roothing considers that the request should not be approved, and the matter cannot be resolved through negotiation with the applicant, only the Utilities and Roothing Committee may refuse such permission.
- 9.1.4. In granting permission for construction of an underpass, the General Manager, Utilities and Roothing shall ensure that the following conditions are imposed:
- The applicant completes a Stock Underpass Construction Agreement
 - The applicant completes a Stock Underpass Use Agreement and Subsoil Lease Agreement
 - An encumbrance is registered against the title(s) of the applicant's lot(s) recording their responsibilities under the Stock Underpass Use Agreement and Subsoil Lease Agreement.
 - The Council will financially support the construction of each stock underpass only to the extent that the work meets the New Zealand Transport Agency formula for financial support detailed in the New Zealand Transport Agency Planning and Investment Knowledge Base, as it may be amended from time to time.
 - The maximum contribution available is 25% of the total cost of the work. The actual contribution depends on the volume of traffic on the road.
 - The New Zealand Transport Agency policy requires that the funding be from the Minor Safety Improvements Programme. In the event that such funding is not available in the current financial year, the Council will make provision for that expenditure in the next financial year. In this event, should the applicant wish to proceed with the construction earlier than when the Council can provide the financial assistance, the applicant shall carry the full cost and invoice the Council for its share after the commencement of the year in which programme provision is made. Deferment of the Council's contribution shall not alter the requirement for the grantee to comply with the Competitive Pricing Procedures requirements of the Construction Agreement.
 - The General Manager, Utilities and Roothing shall report to the Utilities and Roothing Committee each grant of a Stock Underpass Construction Agreement that attracts Council financial support.
 - Removal of a stock underpass, in accordance with the conditions contained in the Stock Underpass Use Agreement, may be authorised by the General Manager, Utilities and Roothing when requested to do so by the grantee. Alternatively, should the General Manager, Utilities and Roothing recommend the closure of an underpass against the wishes of the grantee, such approval is reserved to the Utilities and Roothing Committee.

9.2. Gates and cattle stops on unformed legal roads

- 9.2.1. With approval from the Council, a person may erect a fence with a suitable gate or cattle stop across an unformed legal road in accordance with s 344 or 357 of the Local Government Act 1974. A sign must be affixed to the gate indicating it is a public road.

9.2.2. The Gates and Cattlestops Order 1955 prescribes the form and construction of swing gates and cattle stops which have been authorised to be placed across roads.

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10. Temporary traffic management

- 10.1.1. All requests to undertake an activity that varies from the normal operating condition of the legal road, whether it is on a carriageway, footpath, or adjacent to the road, shall include a Traffic Management Plan (TMP). TMPs are also needed for activities outside the legal road, which will affect the normal operating conditions of the road.
- 10.1.2. Activities such as the ones listed below are all situations that are likely to require a TMP to undertake the activity (this is not an exhaustive list):
- Road construction or maintenance activities
 - Construction or maintenance of assets within the road corridor
 - Construction of vehicle crossings
 - Concrete pours where the concrete pump or concrete truck will affect legal road, including a footpath or carriageway
 - Scaffolding installation on or near the footpath
 - Crane or lifting work that requires safety zones to close a traffic lane, footpath or grass berm
 - Multiple deliveries to a site causing congestion on adjacent roadway
 - Tree felling and vegetation maintenance works that require exclusion zones which extend into the legal road or are undertaken from the roadside
 - Community or sporting events that impact the normal operating condition of the legal road.
- 10.1.3. Prior to any such activities starting, a TMP complying with the New Zealand Transport Agency Code of Practice for Temporary Traffic Management (CoPTTM) or relevant temporary traffic management guidance document must be submitted to the Council, and approved by a Traffic Management Coordinator (TMC).
- 10.1.4. Where these requirements are not met, or where activities are deemed to be dangerous or not installed as per an accepted TMP, the Council will require all activity varying the normal operating condition of the road to stop and the area made safe.
- 10.1.5. If the area is not made safe as per CoPTTM or other adopted guidance, Worksafe New Zealand will be notified. The Health & Safety at Work Act 2015 requires Persons Conducting a Business or Undertaking must, so far as is reasonably practicable, provide and maintain an environment that is without health and safety risks.

11. Responsibilities

This Policy will be implemented by the Roding and Transport Unit of the Council. All-cost sharing agreements under the policy must be approved by the Roding and Transport Manager with additional approvals required as specified in section 5.1.3.2 of this policy.

12. Definitions

Berm (also Verge) – grassed, soiled, or metalled area between the carriageway and the property boundary.

Council – the Waimakariri District Council and includes any person, authorised by the Council to act on its behalf.

District Plan – the Council's District Plan and includes any amendments and replacements.

Fencing – a barrier or partition enclosing an area to prevent or control access.

Indigenous Vegetation – a plant community, of a species indigenous to that part of New Zealand, containing throughout its growth the complement of native species and habitats normally associated with that vegetation type or having the potential to develop these characteristics.

Licence to Occupy – a licence which provides permission to use land for an agreed purpose. A licence does not confer a right to exclusive possession of the land.

Permanent Landscaping – an area that has been laid out and maintained with plants, including associated structures.

Road – has the same meaning as in section 315 of the Local Government Act 1974; and includes a motorway as defined in section 2(1) of the Government Roding Powers Act 1989.

Road Reserve (also Road Corridor) – land held by the Council or the New Zealand Transport Agency or any other party as road reserve containing a formed road.

Rural Area – an area zoned rural in the District Plan.

Significant Natural Area – an area of significant indigenous vegetation and/or significant habitat of indigenous fauna that meets one or more of the ecological significance criteria listed in the District Plan.

Street Trees – trees permitted, planted, and maintained by the Council Greenspace Unit within road reserve.

Unformed Legal Road (also Paper Road) – land that has been legally established as a public road prior to 1996 but which is not formed or maintained by the Council or the New Zealand Transport Agency as a public road.

Urban Area – an area of land that is, or is intended to be, predominantly urban in character and part of a housing and labour market of at least 10,000 people. Refer to the District Plan for a list of urban areas in the Waimakariri District.

Vehicle Crossing – the area within public road or other public land from a road carriageway to a property boundary intended for use by vehicles accessing the property.

13. Relevant documents and legislation

- Building Act 2004 and Building Regulations (stock underpasses)
- Canterbury Regional Pest Management Plan

- Government Policy Statement on Transport
- Government Roding Powers Act 1989
 - s.55 to 57, Removal of trees, hedges etc.
- Land Transport Act 1998
 - s.22AB (f) and (g) – (restrict use of paper roads)
- Land Transport Management Act
- Local Government Act 2002
 - s.175 Power to recover for damage by wilful or negligent behaviour (berm management)
- Local Government Act 1974
 - part 21 (managing unformed roads)
 - s.317 (private funding of seal extension)
 - s.319 formation of paper roads)
 - s.353 (fencing and grazing of roadsides – general road safety provisions)
 - s.355 (control of vegetation on road berm)
- National Code of Practice for Utility Operators' Access to Transport Corridors
- NZTA Bridge Manual
- NZTA Code of Practice for Temporary Traffic Management
- NZTA New Zealand Guide to Temporary Traffic Management
- NZTA Planning and Investment Knowledge Base
- Property Law Act 2007, Subpart 4 – Trees and unauthorised improvements on neighbouring land, Sections 332 to 338
- Street and Reserve Trees Policy
- Transport Act 1962, section 72
- Vehicle Crossing Bylaw 2007
- Vehicle Crossing Information Pack (QP-C289)
- Waimakariri District Council QS-K401: Information regarding installation of stock underpasses.

14. Questions

Any questions regarding this policy should be directed to the General Manager, Utilities and Roding in the first instance.

15. Effective date

Date Month 2023

16. Review date

Date Month 2029

17. Policy owned by

General Manager, Utilities and Roding

18. Approval

Adopted by Waimakariri District Council on Date Month 2023

Appendix A: Grazing-restricted roads

Local Roads	
Loburn Whiterock Road (Hodgsons Road to Chapel Road)	
Collector Roads	
Ashley Gorge Road	<div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>Highlighted road sections have been added to list in existing Grazing Policy</p> </div>
Beach Road	
Birch Hill Road	
Boys Road	
Carrs Road	
Fernside Road	
Fishers Road	
Gressons Road	
Harleston Road	
High Street (Oxford)	
Hodgsons Road	
Island Road (Ohoka Road to Tram Road)	
Johns Road	
Lower Sefton Road (Toppings Road to Wyllies Road)	
Marshmans Road	
Mill Road (Ohoka)	
Plasketts Road (Oxford Road to Ashworths Road)	
Rangiora-Woodend Road (Gressons Road to SH1)	
River Road	
South Eyre Road (diversion bridge to Tram Road)	
South Eyre Road (Depot Road to Tram Road)	
Swannanoa Road	
Threlkelds Road	
Toppings Road (Lower Sefton Road to Upper Sefton Road)	
Two Chain Road (Swannanoa Road to South Eyre Road)	
Waikuku Beach Road	
Wyllies Road	
Arterial Roads	
Cones Road (Fawcetts Road to Dixons Road)	
Dixons Road (Loburn)	
Fawcetts Road	
Flaxton Road	
Kippenberger Avenue	
Loburn Whiterock Road (Dixons Road to Hodgsons Road)	
Main North Road (Kaiapoi)	
Ohoka Road (SH1 to Skewbridge Road)	
Rangiora-Woodend Road (Kippenberger Avenue to Gressons Road)	
Skewbridge Road	
Tram Road	

Williams Street
Strategic Roads
Ashley Street Cones Road (Milton Avenue to Fawcetts Road) Cust Road Depot Road Milton Avenue Oxford Road Upper Sefton Road

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Appendix B: Roadway clearance

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Clearance Envelope Required:
All vegetation in line with fence or back of path, and 2.5m above footpath

HEDGEROW CLEARANCE AT FOOTPATHS

NOTES

- PROTECTED OR SIGNIFICANT VEGETATION REQUIRES SITE SPECIFIC ASSESSMENT.
- VEGETATION CLEARANCE FOR SIGHT DISTANCE SHALL ALSO MEET THE FOLLOWING STANDARDS:
 - VEHICLE CROSSINGS & ROW: DISTRICT PLAN FIG. 30.3 & 30.4
 - RAILWAY CROSSINGS: DISTRICT PLAN FIG. 30.13
 - INTERSECTIONS: SEE TABLE BELOW
- CONSULT WITH COUNCIL REGARDING VEGETATION CLEARANCES REQUIRED OVER STOCK/WATER RACES OR DESIGNATED COUNCIL-MAINTAINED DRAINS.

Clearance Envelope Required:
2.5m above footpath and berm

OVERHEAD VEGETATION CLEARANCE AT FOOTPATHS

Clearance Envelope Required:
5.0m above crown of road

VEGETATION CLEARANCE FROM EDGE OF ROADWAY

MINIMUM INTERSECTION SIGHT DISTANCES

Side Road Speed	ASD (m)	Main Road Speed	SISD (m)
40	40	40	73
50	55	50	97
60	73	60	123
70	92	70	151
80	114	80	181
90	151	90	228
100	179	100	282

Consult with Council if intersection sight distances cannot be achieved.

INTERSECTION SIGHT DISTANCE DIAGRAM

WAIMAKARIRI DISTRICT COUNCIL

ROAD RESERVE MANAGEMENT POLICY - DRAFT

ROADWAY CLEARANCE

SCALE (A4)	DATE
NTS	03/05/2023
DRAWING	4119
SHEET	REVISION
1	A

Appendix C: Technical requirements

Seal Extension Requirements

The width of the seal is to be approved by the General Manager, Utilities and Roading in accordance with the Engineering Code of Practice and the District Plan.

Normally this will be 6.0m; however, this may be altered when the nature of the road and its traffic density indicate another width is more appropriate. The absolute minimum width in any circumstance is 4.0m.

All private seal extensions shall have a two-coat wet-coat chip seal surface to ensure that future maintenance costs are able to be shared with the Crown.

Nominal minimum length of seal extension is 100m. The actual length to be sealed is to be approved by the General Manager, Utilities and Roading who will agree an appropriate end-point, having consideration for the road alignment.

The gap to the nearest section of seal is not to be less than 400m providing:

- That the “minimum gap” requirements shall only be enforced at the end of the seal-extension closest to the adjacent sealed surface; and
- Any gap less than that detailed above is to be sealed in accordance with Section 5.1.3.1.

Unformed Legal Road Occupation Requirements

Any requests to occupy an unformed legal road are subject to the following requirements:

- Public access along the road must not be obstructed. A minimum traversable width of 4m must be maintained at all times.
- Temporary fencing may be installed within an unformed legal road for purposes of stock control but must still allow public access. Permanent fencing may be installed across an unformed legal road at public boundaries but must include an unlocked gate or other means of public passage, where agreed with the Council.
- Occupiers are responsible for maintaining the surface of the unformed legal road to the same or better condition than prior to the occupation commencing. Damage caused to existing infrastructure or fencing through the occupation of the unformed legal road is the responsibility of the occupier to remedy at their cost.
- Occupiers are responsible for controlling all noxious pests and weeds, including as required under the Canterbury Regional Council Pest Management Plan
- Livestock that presents a hazard to the public (e.g., bulls) shall not be permitted to occupy or graze unformed legal roads and must be fenced if grazing or occupying adjoining land.
- ‘Private Property,’ ‘Keep Out’ signs, or similar are only allowed on private buildings and must not be posted in such a way that they are seen as applying to the unformed legal road itself.
- Generally, new structures, permanent landscaping, or planting of trees will not be permitted by the Council within unformed legal roads.
- A Licence to Occupy does not negate any requirement for building or resource consents and the Licence holder is responsible for obtaining all other relevant approvals.

Road Reserve Grazing Requirements

The grazing of road reserve frontages subject to the following requirements:

- The period of grazing shall be 14 days or less at any one time.
- Stock owners, or their agents, shall not graze the frontage of a third party's property without the permission of that property owner. It is advisable that the stock owner obtains this permission in writing (this does not apply to driven stock)
- Grazed stock shall be fenced so that they cannot stray onto the carriageway. The fence should be clearly visible.
- The fence shall consist of temporary electric fencing to be secured by electric fence standards – i.e., fiberglass, plastic, or light metal standards. The use of waratahs, posts and other more substantial type fencing is not allowed on berms.
- Fences shall comply with the requirements of the Electricity Act 1992 and the Electricity Regulations 1993
- Suitable labels shall be used to notify the public that the fence is live.
- The fence shall be completely clear of the carriageway and road shoulder.
- Horses shall only be grazed upon road reserves when accompanied by a person and fastened to a lead rope.
- All grazing shall be in accordance with the Animal Welfare Regulations 2018
- Livestock that presents a hazard to the public (e.g., bulls) shall not be permitted to occupy or graze formed or unformed legal roads and must be fenced if grazing or occupying adjoining land.
- Where road reserve is used for grazing the adjoining landowner is responsible for sowing and maintaining a grass surface appropriate for both the stock and the public's use of the road.

Road Reserve Temporary Storage Requirements

Temporary storage on the road reserve is subject to the following requirements:

- Written approval must be granted prior to any storage on the road reserve.
- Appropriate temporary traffic management may be required by the Council.
- Materials shall be located a minimum of 5m away from the edge of rural road carriageways.
- Materials storage and access must not cause damage to roading assets, including pavement, berms, kerbs, drainage, and edge marker posts.
- Material may not be stored in a location that obstructs a vehicle crossing, footpath, cycle facility, drainage facility or race, or sight distance, or otherwise impacts road corridor user safety.

Berm Trees and Hedges Requirements

Where permitted or historical plantings are allowed to remain within the road reserve, the adjoining property owner is responsible for the following requirements:

- Removing plantings within the road reserve which impede visibility along the road, at intersections, property access ways, road corners, and signs
- Removing plantings within the road reserve which cause shading of the roadway to the extent that there are significant and identified risks to road users related to mobility and road safety
- Removing overhanging branches or fallen trees which obstruct pedestrians, cyclists, and vehicles, and all tree trimmings and tree debris from the roadside
- Paying costs associated with repairing or reinstating services or damage to the road as a

result of the plantings

- Carrying out any tree maintenance required to avoid services or overhead utilities
- Ensuring that roadside drains are kept clear of tree roots, tree trimmings, and tree debris
- Removing any noxious weeds and pest plants (e.g., gorse and broom).

Vehicle Crossing Non-Standard Finish Requirements

Non-standard finishes may be approved for use on vehicle crossings subject to the following requirements:

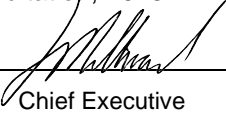
- That in the event of an excavation across their frontage it is unlikely that a non-standard surface will be restored to its original appearance.
- That a minimum of 3-100ø ducts to be provided across the full width of the proposed driveway with the information being recorded on the Property Information File and GIS records to enable services to be laid under the driveways without the need for excavating the driveways unless specifically otherwise required
- That the property owner accepts full responsibility for repair and maintenance of the portion of the driveway that is located on road reserve
- That should a footpath ever be built across the frontage of their property the portion of the non-standard driveway that would form part of the path may be replaced with a standard surface.

Appendix D: Approved berm planting

The following species are considered suitable for planting on berms:

- Perennial dwarf ryegrass
- *Dichondra repens*
- *Selliera radicans*
- *Acaena inemis*
- *Pratia angulata*
- *Leptinella* sp.

DRAFT

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** EXC-63 / 230531080420**REPORT TO:** COUNCIL**DATE OF MEETING:** 6 June 2023**AUTHOR(S):** Rob Hawthorne, Property Unit Manager
Temi Allinson, Senior Policy Analyst
(on behalf of the Property Portfolio Working Group)**SUBJECT:** Proposed Council Housing Policy for Public Consultation, 2023**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)_____
Department Manager
Chief Executive**1. SUMMARY**

- 1.1. This report seeks Council approval to adopt in principle the attached Housing Policy and to undertake Public Consultation prior to further consideration and final ratification of the Policy in August 2023.
- 1.2. In May 2021 Council appointed a Housing Working Group (HWG) to undertake a review of housing challenges faced by the Waimakariri district and a review of Councils role in relation to supporting positive housing outcomes for the district (TRIM 210423065589).
- 1.3. HWG in its Interim Report to the Council on 1 March 2022 resolved to delegate to the HWG the task of developing a Housing Policy to guide both Council and other parties on the scope of how Council intends to give effect to its stated housing outcomes, in exercising its roles as provider, funder, advocate and regulator.
- 1.4. Following consideration of information from a variety of sources and extensive liaison with stakeholder groups the HWG developed an initial draft housing policy statement and reported this to Council just prior to the 2022 local authority elections. The report recommended the incoming Council review the draft policy and consider the next steps.
- 1.5. In February 2023 Council merged the functions of the HWG with the Property Acquisition & Disposal Working Group to form a new Working Group known as the Property Portfolio Working Group (PP-WG). One of the tasks this group were delegated was to further the work commenced by the HWG. This included a review and update of the draft Housing Policy with any relevant amendments considered appropriate.
- 1.6. The PP-WG has further refined the previous Policy document and are now seeking Council's approval in principle of the revised Policy (attached) with the intent of undertaking public consultation prior to formal ratification in August 2023.

Attachments:

- i. Proposed - WDC Housing Policy 2023 (230518071595)
- ii. Public Consultation Plan (230531080462)

2. **RECOMMENDATION**

THAT the Council:

- (a) **Receives** Report No. 230531080420.
- (b) **Supports** the recommendation of the Property Portfolio Working Group to in principle adopt the Housing Policy 2023 (230518071595) subject to public consultation, as provided for with the attached consultation plan (230531080462).
- (c) **Delegates** to the Chair of the PP-WG, and two Councillor members, the role of hearing any submissions to the proposed Housing Policy, and providing recommendations to Council on any further amendments to the Policy as a result of feedback received.
- (d) **Notes** that the attached public consultation plan allows for specific engagement with the existing residents of Council's housing portfolio, Ngāi Tūāhuriri hapū and the other partners within the Greater Christchurch Partnership Committee (GCP)
- (e) **Notes** that the GCP intends to develop a Kāinga Nohoanga Strategy and that some preliminary inputs for that work stream have been taken into account in drafting the proposed Housing Policy.

3. **BACKGROUND**

- 3.1. In May 2021 Council appointed a Housing Working Group (HWG) to undertake a review of Council's role in relation to supporting positive housing outcomes for the district.
- 3.2. In context, the Council's 2021-31 Long Term Plan includes a comprehensive set of community outcomes as 'strategic objectives for the District' it seeks to achieve in exercising its various roles as provider, funder, advocate, and regulator. Its key stated housing related outcomes are:
 - ✓ *There are wide ranging opportunities to support people's physical health, social and cultural wellbeing*
 - ✓ *Housing is available to match the changing needs and aspirations of our community*
- 3.3. At present the only direct statement of Council policy in relation to housing relates to its 'provider' role in Elderly Persons Housing (EPH). That was adopted by Council on 2 February 2016, on a six-year review cycle, to guide the eligibility for and tenancy management of the stock of 112 units for elderly persons.

https://www.waimakariri.govt.nz/_data/assets/pdf_file/0015/33162/S-CP-3810-Housing-for-the-Elderly-Policy.pdf

In a more indirect manner, the Council is party to policy in relation to its 'regulator' role, through the District Plan and the GCP but it lacks an overall statement to guide both Council and other parties on the scope of how the Council intends to give effect to its stated housing outcomes.

This need was identified by the HWG in its Interim Report to the Council on 1 March 2022 and the Council resolved to:

"Request the Housing Working Group draft for consideration by the Council a statement of intent to guide both Council and other parties on the scope of how the Council intends to give effect to its stated housing outcome in exercising its roles as provider, funder, advocate and regulator".

For this report see pp125-250 at:

https://www.waimakariri.govt.nz/_data/assets/pdf_file/0023/109526/20220301-Agenda-Council-meeting-part-1.pdf

- 3.4. It is relevant to note that in parallel with the work of the HWG, the GCP has been giving consideration to progressing a social and affordable housing plan (as discussed in the 1 March report referenced above). In September 2022 a draft plan was presented to the GCP and alongside it a proposal to develop a Greater Christchurch Kāinga Nohoanga Strategy (GCKN Strategy).
- 3.5. Following consideration of information from a variety of sources, including the GCP work-stream, and after extensive liaison with stakeholder groups the HWG developed an initial draft housing policy statement. This was reported to Council October 2022 just prior to the local authority elections. That report recommended that the incoming Council review the draft policy and consider the next steps.
- 3.6. In February 2023 the new Council merged the functions of the HWG and the Property Acquisition & Disposal Working Group to form a new Working Group known as the Property Portfolio Working Group (PP-WG). One of the tasks this group was delegated was to further the work commenced by the HWG and in particular to review and update the draft Housing Policy with any relevant amendments considered appropriate.
- 3.7. Further information supporting the development of the GCKN strategy has been considered by the PP-WG and taken into account in the revised Housing Policy presented in this current report to Council however, at this date the Kāinga Nohoanga Strategy development remains a work in progress. Ongoing liaison will be required to obtain the benefit from a shared housing strategy for Greater Christchurch.
- 3.8. The PP-WG has further refined the previous Housing Policy document to guide both Council and other parties on the scope of how the Council intends to give effect to its stated housing outcomes - in exercising its roles as provider, funder, advocate, and regulator. The outcome of that is the proposed Housing Policy now under consideration.

4. ISSUES AND OPTIONS

Historic focus on provider role

- 4.1. Council is a long standing EPH provider (Elderly Person Housing) and this is commonly seen as Councils contribution to Housing related issues in the district. The existing housing policy document is focused just on the provider role. The wider role and contributions as a regulator, funder and facilitator are not well understood or articulated.
- 4.2. Under the current asset management and rental regime, Council's EPH Activity is over the full lifecycle of the assets sustainable without recourse to rates funding. Rentals are assisted by eligible tenants being able to access the Accommodation Supplement. Rents are below market rates but are reviewed annually and can be adjusted upward where long term operational and capital costs exceed inflation, including provision for replacing the assets. However, with only 112 units across the district the activity is operating at only a modest scale.
- 4.3. Local Councils as housing providers are not acknowledged under current Government policy settings and are therefore treated the same way as a private landlord. This approach is unlikely to change unless the Government assistance regime changes – such as extending IRRS assistance to local Councils changes.

The lack of direct capital assistance over the last 30 years from Government for the expansion of council housing stock has been a constraint on most councils responding to growing waiting lists and forecast demand.

Current & forecast demand (& supply issues)

- 4.4. A number of growing and unmet housing needs exist in the district and there is a growing wait-listed and evident 'demographic' demand for assisted EPH. The presence of a significant number of particularly older persons in motor camp accommodation has been subject to recent study and from a health and wellbeing perspective is not seen as being desirable or sustainable over the long term.
- 4.5. The total supply of one bedroom housing stock in the district has historically been modest and only a small portion of these available to rent. The number of one bedroom tenancies on a 6 month basis is too low for the Bond Centre to report. This limits the options for affordable rentals for small one or two person households.
- 4.6. There is a modest new supply of one bedroom housing being built, but set alongside the significant, forecast growth in one and two person households suggest the price point required to activate the private sector is high and therefore the affordability issues with rental housing in the private sector are likely to continue and be further exacerbated.
- 4.7. Social service agencies report a lack of emergency and transitional housing in the district. Census data evidences a degree of overcrowding, and there is a lack of social housing stock generally, evidenced by a growing public housing waiting list, especially among small households.
- 4.8. Long held aspirations by Ngāi Tūāhuriri whānau to exercise development rights in Māori Reserves in the district stemming from undertakings to original grantees have been frustrated by restrictive planning provisions and lack of provision of infrastructure. This inability to establish housing on ancestral land has contributed to whānau housing stress locally and further afield.
- 4.9. **Other providers of targeted housing assistance**
- 4.10. Kāinga Ora is recognised as the lead public housing provider across New Zealand, followed by Community Housing Providers able to access the Government's Income Related Rents Scheme (IRRS) as 'providers of first resort'.
- 4.11. In many instances the high cost of land has been a constraint on the expansion of additional rental stock by these providers.

Benefits of providing an overarching Housing Policy

- 4.12. While Council has operated for a long time without an overarching Housing Policy the PP-WG believe that the provision of such a Policy will enable Council to be more proactive in this space and clarify to other interested and invested stakeholders how Council can support and contribute to better housing outcomes in the district.
- 4.13. The proposed Policy includes Schedule 1 which provides a list of six identified key priority areas that are important to accomplishing the purpose of Council's housing policy. This is not intended to be a fully developed housing strategy however, for the policy to be given effect to and reliably monitored, it is important that anticipated actions are signalled and these will need to be identified under each of the priority area, and included in the Council's Activity planning.

- 4.14. The extent to which the policy is implemented will depend on decisions made in the Council's Long-Term Plan and Annual Plan processes, as balanced against other Council projects and services.
- 4.15. The PP-WG has signalled its support, in principle, via the Policy for Council to invest in additional housing stock, either by itself or via partnership. For example, proceeds from the sale of houses previously used for a Council owned affordable housing scheme amount to approximately \$2.5M, and at the time of preparing this policy these funds are available to invest. In addition, Council has also received \$1M for housing initiatives from the Better Off Funding grant from central Government.
- 4.16. The Policy signals that as part of its deliberations on how to use such funds, WDC will consider improved economies of scale that may be achieved through the expansion of the existing EPH portfolio, as well as noting that this also aligns with the increased current and future demand for EPH housing, in particular for one and two person households and for people over the age of 65. Council will actively consider investment of land and limited funds available to it to address these projected demands.
- 4.17. The Policy also signals that WDC is also prepared to consider contributing land it owns, in partnership with housing providers, towards meeting the other above mentioned housing needs. Depending on circumstances this may be via long term land lease arrangements or in some cases via the sale of land. This would generally be associated with land no longer required for other operational purposes. In some cases internal transfers may be required.
- 4.18. The adoption of the Policy enables Council to more actively develop a Housing Strategy to address the above as well as the other mechanisms signalled in Schedule 1 of the Policy to support improved housing outcomes in the district.
- 4.19. Developing this Housing Strategy is considered an important step for Council to take. When that occurs it will need, among other things, to be considered in the context of:
- 4.19.1. Ongoing discussions with and feedback from Ngāi Tūāhuriri hapū.
- 4.19.2. Liaison with the GCP in developing a broader Kāinga Nohoanga Strategy for Greater Christchurch and for "Greater Christchurch Councils, working in partnership with central government and other partners, to take forward a collective approach and to agree the specific actions where collective effort will accelerate the provision of affordable housing.
- 4.19.3. The involvement and activity levels of other housing providers in the district.

Implications for Community Wellbeing

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

It is now widely understood that housing plays a significant role in health outcomes, especially for those on limited incomes. In addition, stable housing also contributes strongly to the social and ultimately cultural wellbeing of communities and to the sense of identity that communities forge over time.

Dry, warm, safe, secure, and affordable housing for all is fundamental to individuals, whanau and community wellbeing and overall social cohesion.

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

5. COMMUNITY VIEWS

5.1. Mana whenua

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

As indicated above, discussion with and feedback from Ngāi Tūāhuriri hapū on the draft Statement has not yet taken place.

The Council as a member of the GCP has also been party to collaboration with Ngāi Tahu and Ngāi Tūāhuriri representatives in developing a Draft Greater Christchurch Social & Affordable Housing Action Plan that addresses unmet housing need. This has resulted in resolve to develop a Greater Christchurch Kāinga Nohoanga Strategy.

5.2. **Groups and Organisations**

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

In developing the proposed Housing Policy HWG has considered the views of a number of organisations and groups including housing developers and providers of targeted housing, as well as social services providers, through various communications and meetings, including the Housing Forum held in August 2021.

5.3. **Wider Community**

The wider community is likely to have an interest in the subject matter of this report and some individuals may be affected by specific developments implied by the Report.

As and when there are specific Project proposals in relation to the purpose and objectives of the HWG then targeted community consultation would need to be considered.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

There are no immediate financial implications associated with the decisions sought by this report.

6.2. **Sustainability and Climate Change Impacts**

The recommendations in this report do not have direct sustainability and/or climate change impacts but future projects may. In a broader sense, the availability of sufficient, good quality housing that meets the needs of the community is fundamental to individual and whānau wellbeing and so the social sustainability of communities.

6.3 **Risk Management**

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

6.3 **Health and Safety**

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

7. **CONTEXT**

7.1. **Consistency with Policy**

This matter in itself is not a matter of significance in terms of the Council's Significance and Engagement Policy. It is possible that future housing-related actions by the Council in accordance with its policy may involve potentially significant decisions to be considered as such at that time.

7.2. **Authorising Legislation**

S10 of the Local Government Act 2002 confers on Councils a broad mandate to promote community wellbeing.

7.3. **Consistency with Community Outcomes**

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

People's needs for mental and physical health and social services are met

- *Housing is available to match the changing needs and aspirations of our community*
- *There are wide ranging opportunities to support people's physical health, social and cultural wellbeing.*

7.4. **Authorising Delegations**

In taking up the responsibilities of the former Housing Working Group, the PP-WG has been tasked to progress a Housing Policy as directed by Council on 1 March 2022.

Housing Policy, 2023

1. Purpose

The purpose of this policy is to guide both Waimakariri District Council (WDC) and other parties on how it will contribute to the provision of adequate housing for all its residents.

This policy sets out broad parameters within which Council will operate as it exercises the various roles it will undertake in delivering on the community's housing aspirations.

The policy will also serve as a guide against which targeted housing related strategies and implementation plans will be developed.

2. Scope

The scope covers initiatives that enhance the quality, quantity, affordability and accessibility of housing across the district and across the full housing continuum depicted below. While Council cannot by itself meet every single community housing need, through the continuum, it is able to identify where housing barriers exist and what options, resources and or agencies are best placed to help resolve them.

The focus of Council's efforts will be on initiatives that help address housing needs of families and individuals on lower incomes and to those that otherwise face barriers to finding appropriate housing.

The Housing Policy will guide the Council's decisions and support collaborative action across the continuum of social, affordable and market housing to achieve the policy's purpose.



Figure 1 Housing Needs Continuum

3. Statement

3.1. Background

- 3.1.1. The Waimakariri District has historically had one of the highest levels of private home ownership of any local council area in New Zealand. But like elsewhere in recent years, there is increasing evidence of housing related stress that requires a shift in approach. Council acknowledges that housing supply and demand is a complex ever-changing system that is impacted by wider national and regional markets, as well as the influence of various Central Government and partner agency initiatives.
- 3.1.2. Many local Councils, including WDC, have traditionally provided of a subset of social/assisted rental housing in the form of Elderly Persons Housing (EPH). This has been the focus of WDC's housing policy to date and the main 'housing specific' practice historically engaged in by the WDC, outside of the Council's regulatory role in building control and land use planning.
- 3.1.3. In 2020, Council commissioned independent research into future housing needs over the next 30 years. The research findings clearly identified that despite a relatively high home ownership rate, the number of households facing 'housing stress' had increased in recent years and was likely to continue to steadily increase over time. The research also highlighted unmet housing needs which were likely to create significant hardship if left unaddressed. These are unlikely to be fulfilled by the private property market without some level of targeted intervention by the Central Government and Council.
- 3.1.4. In response to this, Council established a working group to consider housing needs and suggest possible Council-led interventions more closely. This policy statement is the outcome of the working group's deliberations. It leverages on Council's experience in the provision of elderly persons housing and how this puts Council in a strong position to contribute to the discussion on future housing needs and strategy both within the district and across the Greater Christchurch area.

3.2. Te Rūnanga o Ngāi Tūāhuriri

- 3.2.1. Council will continue to partner with Te Rūnanga o Ngāi Tūāhuriri in working to fulfil iwi and hapū housing aspirations. Focus will be on assuring related development rights for 'original grantee' descendants to be exercised across the Māori Reserves in the District, and Kaiapoi Māori Reserve 873 in particular.
- 3.2.2. Council will also work as a lead partner with the Greater Christchurch Partnership on its Kāinga Nohoanga Strategy on Māori land reserves and traditional Pā sites.

3.3. Other external partnerships

- 3.3.1. Housing needs across the district are diverse, and Council cannot meet these needs alone. We are partnering with others, including neighbouring councils, government agencies, Māori, infrastructure providers, private developers, and community housing providers. We will enable and complement, rather than compete with, the private market.
- 3.3.2. Council is a part of the Greater Christchurch Partnership (GCP), a voluntary coalition of local government, mana whenua and central government agencies working collaboratively to address strategic challenges like housing across the region. We are committed to using this forum to leverage resources and interventions that exceed what we are able to deliver alone.

- 3.3.3. Council is in discussions with Kāinga Ora on how best we can support them in meeting their mandate to provide affordable, decent accommodation for our local communities. The exact shape and nature of this partnership will evolve in the coming years but will be underpinned by a desire for meaningful and enduring partnership that delivers the best outcomes for our communities.
- 3.3.4. Council is also committed to engaging with Community Housing Providers (CHP) with a view to helping expand their presence across the district and supporting them in providing complementary services to our communities.

4. Responsibilities - Council's Role in support of Housing Outcomes

- 4.1. The Council has the following key roles:



Figure 2 The various roles of Council in delivering on the housing policy.

4.2. Council as a Provider

- 4.2.1. Kāinga Ora is the lead public housing provider across New Zealand. They are supported in this work by Community Housing Providers who are also able to access the Government's Income-Related Rent Subsidy (IRRS) as 'providers of first resort'.
- 4.2.2. Many councils are providers of assisted rentals, in WDC's case this is targeted on Elderly Persons Housing (EPH). This service is self-sustaining without recourse to rates funding. Council's ability to expand its role as a provider has historically been constrained by its decision to keep rents as low as possible, and it is not currently eligible for the IRRS funding from the Government.
- 4.2.3. Where WDC has access to existing or new sources of capital funding, including Government capital grants, it may consider expanding its portfolio, where financially sustainable without recourse to rates.
- 4.2.4. Findings from Council's commissioned research has shown a need to consider:
- a. reports about a lack of emergency and transitional housing in the district,
 - b. census data that implies a degree of overcrowding, and
 - c. the lack of social / public housing stock which is evidenced by a growing public housing waiting list, especially among small households and a significant forecast increase in the elderly population.

- 4.2.5. As part of its response, Council will actively consider operational and management approaches that enable the continued and future development of efficient, fit-for-purpose and quality housing stock. Emphasis will be on achieving improved economies of scale as part of any expansion of its existing EPH housing portfolio which may include utilising Council owned land towards meeting the above-mentioned housing needs.
- 4.2.6. There is scope for the Council to expand its service delivery role to a wider segment of the population beyond elderly persons. This may involve ongoing consideration of other partnering or management arrangements.

4.3. Council as a Regulator

- 4.3.1. Through implementing its district planning responsibilities under resource management legislation and its function as a building control authority, Council has the ability to enable the provision of quality housing in a range of typologies and densities to meet the needs of its community.
- 4.3.2. Council will seek to ensure that housing typologies are consistent with overall projected demand and the changing characteristics towards smaller and/or older households. In so doing it will ensure the location of infrastructural services are as appropriate and economical as possible.
- 4.3.3. Council will, in developing and implementing the District Plan and through its building control mechanisms, actively seek to:
- a. reduce impediments to the supply of land available for housing.
 - b. closely monitor housing demand and supply.
 - c. closely manage and monitor its performance in terms of timeliness of processing and issuing of consents.
 - d. where practical and appropriate make the processes involved in developing land and constructing housing as easy and cost efficient for others to deal with, as possible; and,
 - e. balance the above by retaining minimum standards that support the construction of safe, good quality housing and living environments in new subdivisions and with housing intensification and redevelopments.

4.4. Council as an Enabler / Incentiviser

- 4.4.1. Council has over many years been a credible source of housing related information and advice. Its research and monitoring of housing trends and changes along with forecasts have contributed to improved awareness and understanding of local and regional challenges associated with housing supply.
- 4.4.2. Council will continue to provide housing related information and advice in an 'honest broker' role – for local groups, agencies and developers seeking to provide for housing needs and support 'housing stressed' parts of the community.
- 4.4.3. Council is prepared to consider contributing land it owns, either by itself or in partnership with housing providers, towards meeting the other above mentioned housing needs. Depending on circumstances this may be via long term land lease arrangements or in some cases via the sale of land.
- 4.4.4. Council will seek to stimulate the Community Housing Provider sector in the district and will be open to approaches for support by registered CHPs in expanding their presence in/into the district.

4.5. Council as an Advocate of Change

- 4.5.1. Council will continue to research and monitor housing trends and changes. With its Greater Christchurch Partner Councils, organisations and agencies, it will continue to review and analyse future long term housing needs and demand and promote policy and strategies that support and enhance the quality, quantity, affordability and accessibility of housing across the district and across the full housing continuum.
- 4.5.2. Council will encourage more public housing in appropriate locations in the district and work with Kāinga Ora around the siting of public housing within the district and engage with them to consider partnering opportunities as they arise in response to the growth in the Public Housing Register.
- 4.5.3. Council will work with CHPs in ensuring that their service interventions are delivered in appropriate locations across the district.
- 4.5.4. Council will continue to be an advocate to Government on behalf of the community to support unmet housing needs and affordability are addressed and is open to partnering with community groups in this regard.
- 4.5.5. Council will be a strong advocate for the provision of wider wrap-around services to households accessing social and assisted housing support. Where appropriate, these services will be targeted to specific needs and complement the nature of existing support provided, with the aim of being locally based and readily available in the district.

5. Definitions

Adequate housing – Housing that takes account of security of tenure, affordability, habitability, availability and location of services, accessibility, and cultural considerations.

Appropriate location – Locations that provide for physical safety, are away from threats to the health of occupants and allows access to services.

Assisted ownership – Household income-related pathways to home ownership including rent-to-buy, affordable equity, and shared equity programmes. Models can include below market price point mechanisms to ensure longer term 'Retained Affordable Housing'.

Assisted rental – Subsidized rental accommodation only. Rents usually partially funded by the Income Related Rent Subsidy or the Accommodation Supplement, or from a capital subsidy that allows the setting of rents at below market rates.

Community Housing Provider (CHP) – typically not-for-profit organizations who provide housing to those most in need. CHPs are registered with the Community Housing Regulatory Authority (which is part of the Ministry for Housing and Urban Development).

Emergency housing – Temporary accommodation for people who have an urgent need for accommodation because they have nowhere else to stay, or are unable to remain in their usual place of residence.

Income-Related Rent Subsidy (IRRS) - Subsidy paid by Te Tūāpapa Kura Kāinga - Ministry of Housing and Urban Development (HUD) to public housing landlords, to cover the balance between what a public housing tenant pays in rent and the market rent for the property.

Private ownership – Housing that is privately owned without any form of direct external assistance.

Private rental – Households in private rental accommodation which is not directly subsidized (although some households may receive the Accommodation Supplement).

Social housing – Not-for-profit housing programmes that are supported and/or delivered by central or local government, or community housing providers, to help low income households and other disadvantaged groups to access appropriate, secure and affordable housing (on the Housing Continuum, includes Emergency Housing and Supported Rental).

6. Questions

Any questions regarding this policy should be directed to both the Property Manager and Strategy and Business Manager in the first instance.

7. Relevant documents and legislation

Council direction

- Long-Term Plan
- Property Asset Management Plan
- District Plan
- Community Outcomes on housing
- Development Contributions Policy

Strategic direction

- Waimakariri District Growth and Development Strategy
- Community Development Strategy

Legislative direction

- Local Government Act
- National Policy Statement on Urban Development
- Resource Management Act
- Building Act

8. Effective date

Date Month Year

9. Review date

Six years after effective date

10. Policy owned by

Manager, Strategy and Business

11. Approval

Adopted by Waimakariri District Council on Date Month Year

Schedule One – Proposed list of key priority areas

Below is a list of six identified key priority areas that are critical to accomplishing the purpose of Council's housing policy.

For this policy to be given effect to and reliably monitored, detailed actions will need to be identified under each priority area and included in the Council's activity planning.

The extent to which the policy is implemented will depend on decisions made in the Council's Long-Term Plan and Annual Plan processes, as balanced against other Council projects and services.

- Priority area 1:** Maintain demand analysis and building knowledge information.
- Priority area 2:** Support and promote developments that are responsive to changing housing needs.
- Priority area 3:** Identify and pursue opportunities, including working and partnering with others, to deliver housing developments on Council owned land.
- Priority area 4:** Safeguard the retention of existing affordable housing and social housing stock.
- Priority area 5:** Advocate for new investments to secure and improve housing supply.
- Priority area 6:** Support and partner with iwi on the provision of papakāinga and housing for Māori

Schedule Two – Elderly Persons Housing Criteria

1. Eligibility Criteria

- a) Single applicants must be over the age of 65 years. Where the applicants are a couple, one of the applicants must be over the age of 65 years and the other over 60 years.
- b) The applicant(s) must have assets valued at less than \$10,000 (single applicant) or \$16,000 (couple). Assets exclude furniture, motor vehicle and personal effects.
- c) The applicant(s) must be receiving a benefit (e.g. superannuation, etc) or a comparable level of income but not exceeding 20% of the Gross Superannuation income current at the time the tenancy commences.
- d) Must not own or have owned property within the last two years
- e) The applicant(s) must be New Zealand citizens or have New Zealand permanent residency
- f) Priority allocation of applicant(s) to the units will take into consideration, but not be limited to, the following criteria:
 - a. Whether the applicant is adequately housed;
 - b. The applicants ability to be housed in the private rental market bearing in mind their eligibility for the Accommodation Supplement or availability of income related rental options with an approved Community Housing Provider;
 - c. All applicants must either be able to care for themselves or require minimum supervision and support from community support providers. Prior to unit allocation and where appropriate, WDC shall require written confirmation, by way of a completed Independent Living Form, from a health professional to ensure tenants are able to live independently;
 - d. All applicants must demonstrate a willingness to adapt to living harmoniously in a close community environment, either through providing appropriate referees that can be verified and contacted by Council or through the interview process or, during any tenancy, active behaviors that evidence the individual's intent in line with this criteria.
 - e. All applications, at WDC's discretion, shall be subject to a criminal records and credit rating check.
- g) Eligibility in relation to 1 c) and 1f) c & d may be reviewed every 2 years. Where an appreciable change or deterioration is considered to have occurred the tenant is expected to work with Council staff and other support agencies to explore more appropriate, alternate housing options.

2. Rental

- a) The rental structure of the Elderly Persons Housing (EPH) will be set between a level that covers the long term operational and capital costs of owning and operating the service in perpetuity and the market rent.
- b) This may be reviewed annually in line with Council's financial year. However, where a new tenancy commences during Council's financial year, Council may take into account the anticipated rent increase due in the following financial year and apply that anticipated rental rate to the tenancy agreement. However, this will be discounted to the current years

published rental rates from the commencement of the tenancy through to the end of that current financial year.

- c) The rental structure is based on accommodation considered by Council as being equivalent across the district. The definition of equivalent accommodation is at Council's discretion alone however, this is broadly based around smaller unrenovated units with no separate bedroom space being charged at the lowest rent by comparison with larger renovated units with a separate bedroom being charged at the highest rent. For example rent for equivalent accommodation is no higher in Rangiora than Oxford.
- d) Council reserves the right to make exceptions to the rental structure based around particularly high amenity features present at a site, such as for Ranui Mews in Kaiapoi, or other considerations as it considers at its own discretion as being appropriate.
- e) Where a single person is occupying a double unit then the rental shall be the single rate plus half the difference between the double and single rental costs.

3. Application

- a) Application forms shall show criteria for eligibility, current rental and location of units and be available from the WDC website and all WDC service centres.
- b) Information from applicants proven to be false, will immediately result in the termination of the application and eligibility.
- c) It is the responsibility of the applicant to advise Council of any salient change in circumstances.
- d) Where a unit is offered and subsequently declined by the applicant without justifiable reason, the applicant may at Council's discretion be removed from the list depending on their circumstances.

4. Allocation

- a) Council will maintain a waiting list of eligible applicants. The waiting list shall be audited on
- b) an annual basis.
- c) Housing for the units will be allocated by Council staff nominated by the Property Unit Manager.
- d) Units are broadly allocated on a "needs basis" and not in date order of applications. Council will seek to take into account the circumstances of applicants but reserves the right to make allocation decisions at its own discretion.
- e) A Queen unit will only be offered to a single person if there are no couples on the existing waiting list. Any single person in a Queen unit may be required to vacate the Queen unit when a couple is allocated it and after a single unit becomes available.
- f) No pets other than fish, birds, cats (limited to one per resident) and service animals are to be kept at the units.
- g) No boarders are permitted.
- h) On-site parking for most sites is limited to one vehicle per unit.

5. Tenancy Agreement

- a) A tenancy agreement will be signed. Couples will jointly sign the tenancy agreement.
- b) At the commencement of the tenancy, WDC will require two weeks rental in advance.
- c) At the commencement of the tenancy, WDC will require a bond of two weeks rental in advance.
- d) Chattels provided by WDC will be listed in the tenancy agreement.

6. Cessation of tenancy

WDC requires written notification to cease the tenancy and the last day of tenancy is taken as being the day the keys are handed back to the WDC.

At this time the unit shall be inspected, including drug/methamphetamine testing, to ensure compliance with tenancy conditions.

7. Eviction of tenants

The WDC may end the tenancy if:

- a) Rent is 21 days in arrears
- b) The tenant has assaulted or threatened the landlord, contractor working on the WDC's behalf or another resident of the unit complex. In this situation, the common law definition of "assault" applies: *"the act of creating apprehension of an imminent harmful or offensive contact with a person. As assault is carried out by a threat of bodily harm coupled with an apparent, present ability to cause the harm."* Any allegation of such an assault or threat needs to be accompanied by a police report in relation to the incident and Council reserves the right to seek advice from the Police with regard to the seriousness of the alleged assault or threat.
- c) The tenant, or a third party invited onto the premises by the tenant, has caused substantial damage to the premises. This needs to be supported by photographic evidence and/or witnesses' statements.
- d) The tenant has seriously breached any conditions of their tenancy agreement conditions.
- e) The tenant exhibits repetitive behaviors that negatively impacts on others or significantly increases the risk of harm or damage to others or the premises.

8. Utility charges

All tenants shall be responsible for their own use charges relating to electricity, internet and telephone, or other utilities when or, if, these are charged on a consumption basis.

9. Other

- a) All flats are supplied with the option of WDC's curbside collection service
- b) The timing of installation for upgrading of units and fittings supplied by Council shall be on a mutually agreed basis.

10. Links to legislation, other policies and community outcomes

- a) Local Government Act 2002 Part 2 s10 and s14
- b) Residential Tenancies Act 1986
- c) The Waimakariri District Council Disability Strategy 2011
- d) Long Term Plan? i.e. community outcomes
- e) The Residential Tenancies (Healthy Homes Standards) Regulations 2019

Draft - May 2023



Draft Housing Policy - Communications & Engagement Plan

Version 0.1 | Last updated 01 June 2023

Project Sponsor	Rob Hawthorne, Property Manager	
Communications and Engagement Advisor	Sara Meredith, Communication and Engagement Advisor	
Media Spokesperson	Rob Hawthorne, Property Manager	
Trim Reference:		
Budget	\$	GL:

Trim XXXXXXXXXXXX

Version	Notes	Author	Date
0.1	Initial Draft	Sara Meredith	30/05/2023
0.2			
0.3			
0.4			
1.0	Finalised & Adopted		

1. Project Background

Waimakariri has historically had one of the highest levels of private home ownership of any local council area in Aotearoa New Zealand. But like elsewhere in recent years, there is increasing evidence of housing related stress that requires a shift in approach.

Many local Councils, including WDC, have traditionally provided social/assisted rental housing in the form of Elderly Persons Housing (EPH). This has been the focus of WDC's housing policy to date and the main 'housing specific' practice historically engaged in by the WDC, outside of the Council's regulatory role in building control and land use planning.

In 2020, Council commissioned independent research into future housing needs over the next 30 years. The research findings clearly identified that despite a relatively high home ownership rate, the number of households facing 'housing stress' had increased in recent years and was likely to continue to steadily increase over time. The research also highlighted unmet housing needs which were likely to create significant hardship if left unaddressed. These are unlikely to be fulfilled by the private property market without some level of targeted intervention by the Central Government and Council.

In response to this, Council established a working group to consider housing needs and suggest possible Council-led interventions more closely. The draft Housing Policy is the outcome of the working group's deliberations. It leverages on Council's experience in the provision of elderly persons housing and how this puts Council in a strong position to contribute to the discussion on future housing needs and strategy both within the district and across the Greater Christchurch area.

Council is now seeking feedback from the community on the scope of the Policy, in particular the proposed use of existing Council assets, such as land, to fulfil its purpose of helping to address the housing needs of families and individuals on lower incomes and those that otherwise face barriers to finding appropriate housing.

2. Key Milestones

The proposed timeline for the review process includes:

- Report to Council: 6 June
- Consultation starts: 8 June
- Consultation finishes: 2 July

- Hearings: 11 July
- Final recommendations to Council: August

3. Communications Approach

Based on the IAP2's Public Participation Spectrum, the level of public engagement to be used is 'Consult'.

CONSULT	
Public Participation Goal	To obtain public feedback on analysis, alternatives and/or decisions.

4. Communications Objectives

- Raise awareness of the role Council plays in the housing sector.
- Introduce the draft Housing Policy and its key principles.
- Gather feedback on the Policy for Council consideration.
- Provide various ways for people to find out more and share feedback.

5. Risks and Mitigation

Communication Risk	Mitigation
The community feel that they haven't been genuinely engaged.	<p>Use multiple mediums of communication to reach residents and key stakeholders, including advertising and local media.</p> <p>Acquire as much visibility as possible using the communication channels detailed below.</p> <p>Make sure making a submission is easy and accessible.</p> <p>Ensure elected members and partner agencies are well informed.</p> <p>Clearly communicate the process and show how the feedback received has been considered and incorporated into the Housing Policy.</p>
Engagement fatigue or confusion with other engagements such as the Annual Plan & other Let's Talk campaigns.	<p>Clearly and simply communicate the scope of the project and the key differences from the other documents.</p> <p>Work with media to explain the differences and utilise paid advertorials if required.</p>

Key stakeholders don't receive information, read communication material or engage with the engagement.	Use multiple mediums of communication to target key stakeholders. Build and maintain a current stakeholder database.
Media portray the draft Housing Policy or engagement in a negative light.	Brief media about the project before engagement begins, and discuss with them key messages. Find interesting perspectives and stories for the media to use. Correct misinformation if it arises.
The community disagrees with the scope, proposed methods of delivery or principles of the draft Housing Policy.	Effectively communicate the intent of the Policy and its purpose. Clearly communicate the process and show how the feedback received has been considered and incorporated into the Housing Policy.

6. Audience and Stakeholders

Directly affected	<ul style="list-style-type: none"> • Waimakariri District residents • Housing for the Elderly tenants • Greater Christchurch Partnership • Ngāi Tahu • Te Ngāi Tūāhuriri hapū • Kāinga Ora • Community Housing Providers
Internal	<ul style="list-style-type: none"> • Manager, Strategy & Engagement (Simon Hart) • Communication & Engagement Manager (Alistair Gray) • Community Boards • Mayor and Councillors • Management Team • Housing Working Group
Other Stakeholders	<ul style="list-style-type: none"> • Waimakariri MP Matt Dooney • Local media • Waimakariri Access Group • Community Groups • Age Concern/Grey Power • WDC Facebook Users

7. Key Messages

- We're developing a Housing Policy that will ensure Council can respond to a complex and ever-changing housing market now and into the future.
- The draft Housing Policy is open for feedback until 5pm, Sunday 2 July.
- Our Housing Policy will serve as the guide for how Council, and our partners, should approach initiatives that enhance the quality, quantity, affordability and accessibility of housing across the District.
- While Council alone can't meet every single community housing need, we can identify where housing barriers exist and what options, resources and/ or agencies are best placed to help resolve them.
- We want to know if you agree with our approach for improving housing outcomes in the district, specifically meeting the housing needs of vulnerable people, and whether you think using existing Council assets, such as land, to achieve these outcomes is appropriate.
- The draft Housing policy is available to view online at Waimakariri.govt.nz/letstalk.
- There are several opportunities to share feedback on the draft Policy – the Council wants to hear what people think.

8. Communications Channels

	Tactic	Who
Distribution of Consultation Document	Mail-out or email key stakeholders. Copy of the draft Housing Policy (or link to project website) + cover letter/email introducing the project, and invite to engagement events or drop in sessions.	Property & Policy teams
	Mail-out or email Community / Special Interest Groups. Copy of consultation document (or link to e-copy) + cover letter/email, and invite to engagement event.	Property & Policy teams
	Mail-out or email Housing for the Elderly tenants. Copy of consultation document (or link to e-copy) + cover letter/email, and invite to engagement event.	Property team
	Information display and copies of all documents at all Council Service Centres and Library. Pull-up banner, large TV display, copies of consultation document.	Comms
Engagement	Maintain an updated stakeholder contact list.	Comms & Property teams
	Personal contact with important stakeholders such as GCP, Kāinga Ora, Iwi and Community Housing Providers.	Property & Policy teams
	Presentations at relevant community group meetings. Resident associations, Grey Power, Rotary, Lions, RPA, KPA etc...	Comms / Property & Policy teams
	Formal hearings following public engagement.	Housing Working Group

Advertising	Regular newspaper adverts through engagement period in the Northern Outlook / North Canterbury News / Kaiapoi Advocate / Oxford Observer / Woodend Woodpecker	Comms
	Radio advertising on Compass FM and on-air interviews with spokesperson.	Comms / Spokesperson
	Facebook Advertising Campaign	Comms
Online Presence	Engagement page set up on Bang the Table. Ensure the page remains updated with progress.	Comms
	News articles on Council website as required with links to the engagement page.	Comms
	Regular social media posts using the Council's digital channels.	Comms
Media	Issue media releases as appropriate and pro-actively work with media as opportunities arise.	Comms
	In-person briefings with local media before the engagement opens and supply with graphics/photos.	Comms

Closing the Loop

Consider how you will feed back to residents and stakeholders during and after the consultation period.

- Bang the Table newsletter updates during consultation
- Advise participants when a decision has been made (eg. Following Community Board or Council meeting)
- Send 'thank you' emails to all online participants via Bang the Table and outline what we heard/next steps
- News story for website/social media telling the wider community what we heard/next steps
- Distribute Detailed Summary Report and tool reports to Project Manager/Project Admin/Information Management
- Content in Community Noticeboard newspapers.

Evaluation/Measures of Success *Evaluating the communication and engagement plan or action plan is important to determine whether it met the objectives.*

Reporting is available via Bang the Table for 'formal' feedback and to measure digital engagement via the platform. However measuring the success of various communication and engagement tactics is equally important. It also allows for tweaking future projects or incorporating new channels and tools depending on what was successful and what wasn't.

Outputs:

- Distribution of the Documents or Let's Talk Flyers
- Number and reach of advertisements
- Number of people reached through engagement events
- Number of media releases and responses to media enquiries
- Number of conversations had with business and land owners
- Number of residential door-knocks
- Number and reach of social media postings
- Number and variety of stakeholder events
- Number of collaborative meetings with our partners

Outcomes:

- Feedback from our partners and key stakeholder on engagement during the engagement process
- Feedback from businesses and land owners in the XXXX on the engagement process
- Check with project sponsor on the quality of the submissions received, for example, did the feedback suggest people were well informed.
- Quantity of submissions received
- Number of people attending engagement events, including drop-ins
- Number of people attending the hearings
- Quantity and quality of comments and engagement on social media

- Volume and integrity of media coverage of the project, especially during the engagement phase

9. Debrief

For large engagements, a debrief should be held following that looks at:

1. What worked?
2. What didn't work?
3. How can we communicate the results of the process to our stakeholders and community?
4. How can we learn from this process?
5. Was this good value for money?

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: BAC-02-10 / 230525076852

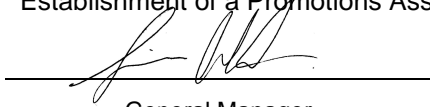
REPORT TO: COUNCIL

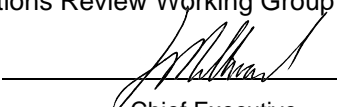
DATE OF MEETING: 6 June 2023

AUTHOR(S): Mark Maxwell, Strategy and Business Manager

SUBJECT: Establishment of a Promotions Associations Review Working Group

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


General Manager


Chief Executive

1. SUMMARY

- 1.1. This report seeks to establish a Promotions Associations Review Working Group to undertake a review of the current support and operations of the three existing town Promotions Associations supported by Council. The Working Group will also consider the request by the Woodend-Sefton Community Board to establish a new Promotions Association for that area. The establishment of this Working Group was discussed at a Council briefing on 9 May 2023. A Terms of Reference have been proposed and confirmation of Councillor membership is sought.

Attachments:

- i. Draft Terms of Reference (Trim 230525076854)
- ii. Promotions Association Review Council Briefing presentation (Trim230525076811)

2. RECOMMENDATION

THAT the Council

- (a) **Receives** Report No.230525076852
- (b) **Notes** that a Promotions Association Review Working Group will be established.
- (c) **Approves** the Terms of Reference for the Promotions Associations Review Working Group as attached in Appendix 1 (Trim230525076854).
- (d) **Appoints** Councillor Cairns as Chair, being the portfolio holder of Business, Promotion and Town Centres, Councillor Ward, as agreed at the Council briefing on 9 May 2023 and _____.
- (e) **Approves** the Rangiora, Kaiapoi and Oxford Promotions Associations Chairs (or their representatives) and the Rangiora-Ashley, Oxford-Ohoka, Kaiapoi-Tuahiwi and Woodend-Sefton Community Board Chairs (or their representatives) as members of the Working Group.
- (f) **Notes** that the Promotions Association Working Group will be supported by the General Manager, Strategy, Engagement and Economic Development, Manager, Strategy and Business and Senior Advisor – Business and Centres.
- (g) **Circulates** the Report and Terms of Reference to Community Boards for their information.

3. **BACKGROUND**

- 3.1. The three Promotions Associations in Rangiora, Kaiapoi and Oxford have operated for many years, with the primary function of promoting their respective towns through appropriate activities and events. They have also been responsible for the delivery of the annual Christmas Parade in each of the three respective towns.
- 3.2. Recently Promotions Associations in Rangiora, Kaiapoi and Oxford have faced various issues, including reduction in funding from sponsorships and other sources, resignations of staff and insufficient volunteers for Committee positions and other functions.
- 3.3. Each of the Promotions Associations have also cited increasing challenges in relation to health and safety, traffic management, insurance and other compliance requirements related to the delivery of community events.
- 3.4. Staff briefed Council on the issues and challenges facing Promotions Associations on 9 May 2023.

4. **ISSUES AND OPTIONS**

- 4.1. Recently the Promotions Associations supported by Council have begun facing a range of issues and challenges that impact on their ability to deliver services to their communities. The range of issues differ from Association to Association but generally include:
 - 4.1.1. Maintaining a quorum,
 - 4.1.2. Capability and capacity of committee members,
 - 4.1.3. Attracting funding and sponsorships,
 - 4.1.4. Increased compliance costs,
 - 4.1.5. Reduced volunteerism.
- 4.2. There are also challenges associated with the coordination of events across the district, many of which are run by Promotions Associations. This can create clashes of events in different towns.
- 4.3. Collectively the various challenges identified above have required Council either intervention and/or resulted in reduced levels of service from the Promotions Associations.
- 4.4. The Woodend-Sefton Community Board has requested through a recent Annual Plan submission that a Promotions Association be established to cover the area including Woodend, Sefton, Pegasus and Ravenswood.
- 4.5. The establishment of a Promotions Associations Review Working Group will allow an objective look at all the issues and challenges Promotions Associations face and make recommendations for changes to Council for consideration.
- 4.6. Whilst this report identifies a number of the current challenges faced by the Promotions Associations, there is also acknowledgement of the significant amount of good work the associations undertake within our communities. As such, the intention of the review is to work closely with the associations throughout the proposed review, to ensure their ideas and views are incorporated appropriately.

Implications for Community Wellbeing

There are unlikely to be implications on community wellbeing by the issues and options that are the subject matter of this report as overall services will still be delivered.

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

5. COMMUNITY VIEWS

5.1. Mana whenua

Te Ngāi Tūāhuriri hapū are not likely to be affected by, or have an interest in the subject matter of this report other than as members of the wider community covered by Promotions Association activities.

5.2. Groups and Organisations

Groups and organisations currently supported by Promotions Associations in some way, including through the provision of funding are likely to have an interest in the subject of this report as the review progresses.

5.3. Wider Community

The wider community is not likely to be affected by, but may have interest, in the subject matter of this report, however it is unlikely the result of the review will result in any negative outcome for the community.

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. Financial Implications

There are not financial implications of the decisions sought by this report. Budget for staff involvement is part of existing operational budgets.

6.2. Sustainability and Climate Change Impacts

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

6.3 Risk Management

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

6.3 Health and Safety

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

7. CONTEXT

7.1. Consistency with Policy

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

7.2. Authorising Legislation

Nil.

7.3. Consistency with Community Outcomes

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

7.4. Authorising Delegations

The Council has delegation to establish or disband working groups.

TERMS OF REFERENCE

PROMOTIONS ASSOCIATIONS REVIEW WORKING GROUP

1. Purpose

The purpose of the Promotions Associations Review Working Group (the “Working Group”) is to undertake a review into the issues and challenges currently faced by Promotions Associations supported by Council, and to consider whether an additional Promotions Association is required for the Woodend, Sefton, Pegasus, Ravenswood area. Any recommendations from the review will be presented to Council for consideration.

2. Membership

The following elected members:

- Council Portfolio Holder for Business, Promotion and Town Centres, Councillor Brent Cairns
- Rangiora-Ashley Ward Councillor, Councillor Joan Ward
- _____ Ward Councillor, Councillor _____
- Woodend-Sefton Community Board Member, _____

Supported by Council staff representing Strategy and Business Unit, Promotions Associations Representatives.

3. Role

The Working Group will be responsible for considering the issues and challenges faced by Promotions Associations and providing Council with options and recommendations in relation to potential changes to activities and/or funding as appropriate. The intention is to incorporate any changes adopted by Council from the review into the Long Term Plan 2024/34.

Tasks will include, but are not limited to, the following:

- Become familiar with current activities of each Promotion Association and the issues and challenges they face.
- Evaluate, as necessary, the activities, issues, and challenges alongside the current activities of Promotions Associations, and the relevant activities undertaken by Council, Community Boards and Enterprise North Canterbury to determine synergies where appropriate.
- Develop options and recommendations for changes, if appropriate, to the activities and/or funding of Promotions Associations for presentation to Council for consideration.
- Make recommendations to Council on funding options and implications to inform the 2024/34 Long Term Plan.

4. Meeting Frequency

An initial workshop in June to develop a work programme that includes consultation with Promotions Associations, Community Boards and Enterprise North Canterbury as appropriate. The final work programme is to be referred to Council for their information.

5. Quorum

A quorum shall be a minimum of 60% of the (elected) members of the Working Group.

TERMS OF REFERENCE

PROMOTIONS ASSOCIATIONS REVIEW WORKING GROUP

6. Duration

The Working Group will operate until a decision on the recommendations have been adopted or otherwise by Council to inform the 2024/34 Long Term Plan preparation.

7. Staff Executive

Simon Hart (General Manager, Strategy, Engagement and Economic Development)

Mark Maxwell (Strategy and Business Manager)

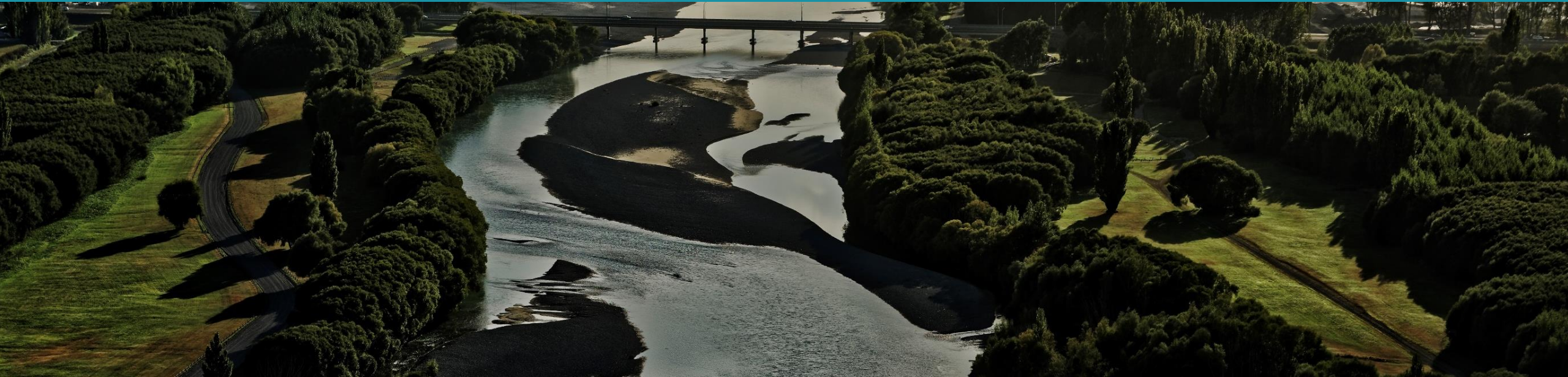
Vanessa Thompson (Senior Advisor – Business and Centres)



Promotions Association Review

Council Briefing

May 2023



Purpose of Briefing - *Content*

- Update Council on issues and challenges facing Promotions Associations
- Consider a possible scope for the review of the Promotions Associations
- Confirm next steps for the proposed review of Promotions Associations
- Receive Councillors' general thoughts and comments

Issues and Challenges

- Promotion Association Committees
 - Maintaining a quorum
 - Capability and capacity of committee members
- Membership, sponsorship and funding
- Increasing compliance and costs for events
- Lower levels of volunteerism
- Lack of coordination of events and activities across the district
- Woodend, Pegasus, Ravenswood area

Review Considerations

- Focus on events and activities for the town / area?
- Link to ENC for event promotion?
- Link to Community Boards for community development activities?
- Clarify membership, sponsorship and funding functions.
- Clarify business networking functions and opportunities.
- Review support for administration, Health & Safety, etc.
- What else?

Way Forward & Next Steps

- Confirmation of way forward with Council – Today's Briefing
- Establish Working Group – staff, Council and Promotions Associations. Community Boards?
- Working Group to develop a timeline – advise Council once complete.
- Present recommendations to Council – August / September 2023
- Finalise proposed arrangements and include LTP budgets – Oct 23 to Feb 24
- Implement recommendations from 1 July 2024

Final Discussion, Thoughts & Comments



WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR INFORMATION**

FILE NO and TRIM NO: POL-08-76 / 230523074655

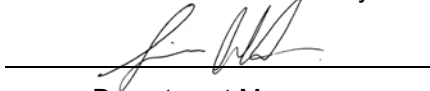
REPORT TO: Council

DATE OF MEETING: 6 June 2023

FROM: Gina Maxwell – Project and Support Coordinator
Heike Downie, Senior Advisor – Strategy & Programme

SUBJECT: Customer Satisfaction Survey 2022

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


Department Manager


Chief Executive

1. SUMMARY

- 1.1. The purpose of this report is to provide the Council with the overall findings of the 2022 Customer Satisfaction Survey.
- 1.2. The methodology for the 2022 Customer Satisfaction Survey has been updated to a largely online survey with invitations to participate sent to randomly selected District residents via email (and controlled by quota sampling for geographic location, age and gender based on the 2018 Census). In the past, members of District-based community groups hand delivered and collected printed questionnaires to/from selected addresses. While this has historically achieved a relatively high response rate, it has been declining in recent survey runs, is very labour and time intensive, and community group participation has been increasingly difficult to achieve. The updated methodology was much more time and resource efficient, is more consistent with Council's sustainability goals, and enabled results to be available to inform the 2024 Long Term Plan / Activity Management Plan preparations.
- 1.3. The survey was in the field during October to December 2022 and 772 surveys were completed, which is significantly more than in previous survey rounds (450 to 490 over the last three rounds: 2013, 2016, 2019). Satisfaction with Council's overall performance has been consistently high, at 85% in 2016 and 2019, rising to 86% in 2022 – a marked improvement when compared to 76% in 2013, when the question was first introduced.
- 1.4. The report outlines the importance participants give to the different services provided by Council with 92% to 96% of participants considering it to be very important/important for Council to be involved with the provision of recycling services, stormwater drainage, parks and reserves, rubbish collection, roading activities, public toilets, emergency & hazard management, sewerage, water reticulation and supporting resident safety and wellbeing.
- 1.5. Services that stood out for having particularly high satisfaction ratings were parks and reserves, sewerage systems and library services. A number of aspects relating to district development, environmental management and regulatory performance, received relatively high dissatisfaction ratings. The attachments provide further details pertaining satisfaction levels of individual services / aspects provided by Council.

Attachments:

- i. Tables Comparing Satisfaction and Dissatisfaction across all aspects of Council 2022 (Trim: 230523074789)
- ii. Customer Satisfaction Survey 2022 – Key Findings public report (Trim: 230504063243)
- iii. Customer Satisfaction Survey 2022 Report, Opinions Market Research, April 2023 (Trim: 230405048501)

2. RECOMMENDATION

THAT the Council:

- (a) **Receives** report No. 230523074655
- (b) **Receives** the Customer Satisfaction Survey 2022 report(s) and notes that the Key Findings public report (attachment ii) and Customer Satisfaction Survey 2022 Report, Opinions Market Research (attachment iii) will be made available on the Council website, and that the public report (attachment ii) will be publicly advertised.
- (c) **Refers** the Customer Satisfaction Survey 2022 reports to Unit and Department Managers for more detailed analysis and any LTP considerations.
- (d) **Circulates** this report to all Community Boards for their information.
- (e) **Notes** results from the Customer Satisfaction Survey help to inform maintenance for, and improvements to, specific facilities and activities delivered by Council.

3. BACKGROUND

- 3.1. The Customer Satisfaction Survey 2022 is the tenth in a series of three-yearly surveys carried out by the Council since 1992. The purpose of the survey is to ascertain customer perceptions about the range of services provided by Council and any changes people would like to see made. The results are statistically representative of the District's population as a whole.
- 3.2. In October 2022, the Management Team supported a change in approach and methodology in administering the 2022 Customer Satisfaction Survey. In summary, the updated survey methodology saw:
 - i. Questionnaires directed at individuals (previously households)
 - ii. Survey largely administered online with small proportion by mail (previously hard copies distributed / collected by Community Groups)
 - iii. Sample selected based on geographical distribution of the population by ward and sub-area across the District, then quotas applied to the sample for age, gender, ethnicity (previously random by geographic distribution only)
 - iv. Proactively reaching out to certain groups to bolster responses if under-represented
 - v. Results weighted if necessary to achieve statistical representation by key demographics
 - vi. Residents included in the recent Comms & Engagement Survey excluded from sample
 - vii. Some questions updated where relevant to ensure they are fit-for-purpose.
- 3.3. Due to a significant change in methodology (and therefore sample) for undertaking the 2022 survey, the results are not directly comparable (or trend-able) with results from

previous survey runs. However, some general comparisons are able to be made for some questions, with caution.

- 3.4. The survey sample excluded business zones and properties owned by Government Departments, institutions, and utility companies. This survey therefore does not include the views of non-resident ratepayers, businesses located in the District and those living in retirement homes/villages.
- 3.5. The 2022 Customer Satisfaction survey was administered between October and December 2022. A total of 772 residents participated by completing the survey (735 of whom filled in the survey online, and 37 of whom filled out a paper copy). This is the highest level of participation yet, and compares to between approximately 450 and 520 since the 2001 survey run. The statistical margin of error for 772 residents is $\pm 3.5\%$ at a 95% confidence level. This means there is a one in 20 chance that the actual result is outside the range indicated by the sampling error.
- 3.6. The proportion of respondents who selected 'no opinion' is at times relatively high (depending on the question – often reflecting the fact that they do not use a particular service/facility), however it is important and best practice to report on the full sample – this is explained under 'interpreting the data' in attachment iii).

4. **ISSUES AND OPTIONS**

Key Findings:

- 4.1. This section summarises the key survey findings. It should be read in conjunction with all three attachments. In particular, the Customer Satisfaction Survey 2022 Report prepared by Opinions Market Research (attachment iii) provides detailed information pertaining key insights, the survey methodology and sampling, and findings of responses against all survey questions. This also contains some high-level comparative information against the 2019 survey results. It should be noted though that the change in methodology and therefore survey sample means results are not directly comparable.
- 4.2. The below provides a summary of survey results by overall satisfaction, importance of Council services, and satisfaction of different Council services grouped by type. Attachment i provides data on satisfaction and dissatisfaction ratings considering all aspects of Council services included in the survey, . in a similar format that has been provided to Council for the 2019 Customer Satisfaction Survey.
- 4.3. Overall Satisfaction
86% of respondents were satisfied with the overall performance of the Council and 10% were dissatisfied. The main reasons for dissatisfaction centred around cost, roading and communication. This consistent with the last two surveys in 2016 and 2019 with an overall satisfaction rating of 85%.
- 4.4. Importance of Council Services
Most facilities and services provided by Council were considered important. The following table shows the percentage of respondents who considered that it is important that Council is involved in the various services / facilities listed below, from high to low.

Table 1: Percentage of respondents who considered that it is very important / important that Council is involved in the various services / facilities

% of respondents	Facility / service	% of respondents	Facility / service
96%	Recycling services	84%	Providing waste minimisation education
95%	Rubbish collection/disposal	84%	Youth development
95%	Parks and reserves	84%	Encouraging sustainability
95%	Public toilets	84%	Protecting/enhancing indigenous biodiversity (plants and animals native to NZ)
95%	Roading related activities	84%	Elderly persons housing
95%	Stormwater drainage including urban stormwater	83%	Library service
94%	Emergency/natural hazard management	82%	Community halls/meeting rooms
93%	Sewerage	82%	Street trees
92%	Water reticulation	79%	Promoting the District to visitors
92%	Supporting resident safety and wellbeing	76%	Creating jobs
88%	Play equipment	75%	Responding to climate change
87%	Organics collection/disposal	74%	Dog parks
87%	Supporting community groups and organisations	74%	Welcoming and supporting new residents
85%	Sports fields	74%	Social needs-based housing
85%	Swimming pools	67%	Cycleways
85%	Attracting businesses to the district	45%	Rangiora Airfield

4.5. Customer, Communication and Community Services

Customer Service Delivery

Around a third of respondents (34%) have had contact with Councils staff during the last 12 months. Among those have had contact with Council staff in the last 12 months, 80% were satisfied overall, although 17% expressed dissatisfaction – a common reason being a lack of resolution to issues. Among those using online e-services, satisfaction was high. The courteousness of staff received particularly high satisfaction (86%).

Communication and Consultations

67% of respondents were satisfied with the overall quality of information the Council provides about its activities and only 9% were dissatisfied. 23% had no opinion. There was also a high level of satisfaction across a number of aspects of communications including readability, ease of access, timeliness and relevance (between 64% and 67%). Participation in Council consultation over the last 12 months was relatively low - only 13% had taken part in the last 12 months. Among those, the level of satisfaction with Council's consultation was high (74%, which was up from 62% in 2019).

Community Support

There was a high proportion of respondents with 'no opinion' about the support Council provides for elderly persons housing (61%), youth development (59%), and welcoming and supporting new residents (50%). Over a quarter were satisfied with each (28%, 26% and 39% respectively) and between 11% and 15% were dissatisfied.

54% of respondents were satisfied with the support Council provides around residents safety and wellbeing, however, 17% were dissatisfied. A further 28% had no opinion.

57% were satisfied with the support Council provides to community groups and organisations and only 7% were dissatisfied. 36% had no opinion.

4.6. Emergency and District Development Management

Emergency Management

A quarter or more respondents had no opinion as to how satisfied or dissatisfied they were with the Council's response in a number of emergency areas, including civil defence emergency management (25%), earthquake (33%), flood (26%) and tsunami (42%) emergencies. Among those with an opinion, most were satisfied with the aspects of Council's emergency management provision.

The area that attracted most dissatisfaction was the Council's response to flooding (10% dissatisfied), particularly from respondents residing in the Ohoka Swannanoa subdivision. 28% did not have an opinion as to how satisfied they were with the Council ensuring residents are able to look after themselves effectively in an emergency, while 59% were satisfied.

A reasonable proportion of respondents (8%) are not really aware / have not has contact or experience with emergency response services.

District Development Management

There was a relatively high proportion of participants who had no opinion about Council's performance in several district development activities (between 21% and 39% across various activities).

A number of aspects of district development received relatively low satisfaction ratings, particularly planning for the future of rural areas (38%), planning for future subdivisions for housing (47%), and creating public places and spaces that are accessible to people with impairments (47%). Promoting the District saw the highest level of satisfaction (63%).

4.7. Environment and Regulatory

Environment Management

Responses by participants to questions about their satisfaction with the work the Council is doing around environmental management indicate that a sizable proportion of between 19% and 41% (depending on the activity) had no opinion.

57% were satisfied with the work the Council does in protecting / enhancing indigenous biodiversity and 55% with the waterways the Council is responsible for. 47% were satisfied with Council's work in encouraging sustainability, and only 38% with Council's response to climate change.

Levels of dissatisfaction were highest for Council's efforts in protecting / enhancing waterways the Council is responsible for (26%) and lowest for protecting / enhancing indigenous biodiversity (15%). Satisfaction with protection/enhancement of waterways the Council is responsible for was higher among residents of the Rangiora subdivision than of other areas. Comments reveal that a reasonable proportion of respondents (6%) think more information, education or community engagement is needed, while another 4% commented that more work is required in this area.

Regulatory Performance

28% of participants had been in contact with the Council about an aspect of regulatory performance in the last 12 months. Between 63% and 76% of all survey participants had no opinion about whether they were satisfied or dissatisfied with the performance of the Council delivering regulatory services across a number of areas.

Among only those who had contact with individual regulatory services, satisfaction was highest for food safety (78%), animal control (61%) and building consents (61%), and lowest for noise control (51%), with alcohol licensing and resource consents ranging in the middle (56% and 59% respectively). It should be noted that some of the sample sizes of people using these services were small meaning these findings are indicative only.

4.8. Roading and Transport

Roading and Transport Provision

The survey sought satisfaction levels with fifteen different transport related activities and infrastructure, ranging from footpaths and roads, parking, park and ride and infrastructure to support alternative modes such as cycleways, bus shelters and EV chargers.

Satisfaction was highest for town footpaths (81%) and town roads (78%). It was lowest for provision of park and ride in Kaiapoi (27%) and Rangiora (38%), though both of the latter attracted a high proportion of 'no opinions' (66% and 54% respectively).

Of note, there was a sizable proportion of participants who did not have an opinion about infrastructure to support alternative transport, in particular around the provision of bus shelters (44%), cycle stands (61%) and EV chargers for vehicles (65%). The most frequently made comments reveal seeking that roads are better maintained (8%).

4.9. Three Waters and Waste Services

Stormwater Drainage

Approximately three quarters (74%) of participants reside within a Waimakariri District Council land drainage area. Whilst 71% expressed satisfaction with drainage, there was a sizeable minority of 20% who were dissatisfied. Reasons for dissatisfaction centred around issues with flooding.

Council Operated Water Supply

Three quarters of participants (75%) were on a Council operated water supply. Most (86%) were satisfied overall with the water supply but there were some issues for a minority around taste, quantity, appearance and reliability. Most comments made were based around issues with chlorination.

Council Operated Sewerage Systems

63% disposed of their sewage via a Council operated system and, of these participants, nearly all were satisfied (91%). Only 2% were dissatisfied.

Kerbside Collection Services

74% of participants were on the Council operated kerbside collection. Most were satisfied with the collection service for rubbish (86%), recycling (91%) and organics (72%). Those who expressed dissatisfaction principally raised issues around missed and damaged bins, service coverage and cost. Those with access to kerbside collection services, both Council and contractor/bin services typically use these services about once every two to three weeks or more often.

Household Waste Disposal Services

While satisfaction was high for the kerbside collection services, it was relatively low for delivering rubbish, recyclables and green waste to transfer stations. Satisfaction with aspects of Southbrook Resource Recovery Park is generally high among those who typically use it. It is lowest for hazardous waste disposal (54%) and green waste disposal (74%), and between 86% and 95% for other aspects. Among those who typically use Oxford Transfer Station, satisfaction is lowest for opening hours/days (50%), green waste disposal (49%) and hazardous waste disposal (50%), and from 72% to 93% for other aspects. Among those who typically use Cust Rural Recycling Facility, satisfaction tends to be lower, particularly for the service provided by staff (10%), rubbish disposal (16%), the range of services provided (28%), green waste disposal (5%) and hazardous waste disposal (0%); however it should be noted that these results are based on a small sample size and therefore indicative only. Use of transfer stations was less frequent than kerbside services with most using these stations about once a month or less often. Those composting kitchen and garden waste typically did so on a frequent basis stating they did so once a week or more often.

4.10. Community Facilities and Greenspace

Library Services

Almost half of all respondents (49%) had used a Waimakariri library in the last 12 months. Among only those survey participants who mainly used each, there was a high level of satisfaction with all three district libraries (97% for Rangiora Library, 98% for Kaiapoi Library, 95% for Oxford Library).

Among those who have used a Waimakariri library in the last 12 months, satisfaction is highest for customer service (97%), library spaces (97%), library opening hours (95%) and physical collections (85%).

Swimming Pools

33% of all participants had used a Council operated swimming pool in the last 12 months. Females and those aged 18-29 were the most likely to have done so.

Of those using a pool, most had used the Dudley Park Aquatic Centre (81%), and fewer used the Kaiapoi Aquatic Centre (30%). Very few had used the Oxford Community Pool (4%).

Among those who mainly use each pool, there was a high level of satisfaction with the Dudley Park Aquatic Centre (92%) and for Kaiapoi Aquatic Centre (89%). Satisfaction with Oxford Community Pool was considerably less at 43%, however the sample size is small and the findings indicative as a result.

Green Space and Community Buildings

For green spaces and community buildings, satisfaction was highest for parks and reserves (91%), street trees (83%) and sports fields (75%). Satisfaction with the former two were reasonably higher than in the 2019 survey (82% and 41% respectively). Satisfaction was lowest for dog parks (55%) and play equipment (59%) though it should be noted that these attracted high proportions of 'no opinion' (35% and 36% respectively), together with community halls/meeting rooms (37% no opinion).

Dissatisfaction was highest for public toilets (20%) and street trees (13%). Comments relating to public toilets seek more cleaning and maintenance. Comments relating to street trees seek more trees and better maintenance.

Cemeteries

A notable 56% of respondents did not offer an opinion about the overall quality of cemeteries. Among those with an opinion, satisfaction with cemeteries was very high, with only seven respondents dissatisfied.

4.11. Implications for Community **Wellbeing**

The results from this survey will help Council understand our community's views relating to Council services, which in turn will inform the planning of future Council investment and service delivery which significantly impacts community well-being.

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

5. COMMUNITY VIEWS

5.1. Mana whenua

Te Ngāi Tūāhuriri hapū are not specifically likely to be affected by the subject matter of this report, beyond members of the Ngāi Tūāhuriri community being part of the general community who have been invited to complete the Customer Satisfaction Survey.

Further understanding of the views, aspirations, and thoughts of Ngāi Tūāhuriri hapū are likely to be better obtained through more direct and targeted engagement, which could be undertaken through Annual and Long-Term Planning processes amongst others.

Mana whenua may likely have an interest in the survey findings (as part of the general District population), and public communications to share the findings will ensue around mid-2023.

5.2. Groups and Organisations

Groups and organisations may likely have an interest in the survey findings (as part of the general District population), and public communications to share the findings will ensue around mid-2023.

5.3. Wider Community

A sample of the wider community was invited to participate in the 2022 Customer Satisfaction Survey. The wider community will likely have an interest in the survey findings and public communications.

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. Financial Implications

The financial implications of the Customer Satisfaction Survey have been discussed with the Management Team and are funded out of the Strategy and Business Unit's research and monitoring budget, which is included in the Annual Plan/Long Term Plan budget.

The final cost for Opinions Market Research administering the survey on behalf of Council was slightly higher (by less than \$8,000) than originally anticipated. This was primarily due to the length of the final questionnaire and therefore the analysis required, the inclusion of several additional tables in the report to be of greater assistance for application, and the inclusion of analysis of responses by users of a service (where possible) in addition to the total sample. These all added significant value to the report, particularly for Asset Managers, and the overall internal resource savings achieved by outsourcing the survey administration should not be underestimated. Some of the additional cost incurred was due to the methodology and reporting 'set up' cost and when the survey is repeated in the future, there will be savings as the new methodology is now 'bedded in'. It is worth considering the above in the context of the success of the updated methodology, which achieved 772 completed surveys (compared to between 450 and 520 in the past) with quota sampling and weighting applied (which is much more complex).

6.2. Sustainability and Climate Change Impacts

This report does not have any implications on sustainability and/or climate change impacts. It provides data on residents' views around sustainability and/or climate change.

6.3. Risk Management

The statistical margin of error for 772 residents is $\pm 3.5\%$ at a 95% confidence level. This means that there is a 95% chance that the whole community's views are likely to be within

5% of those recorded in the survey, but there is a one in 20 chance that the actual views of the community are outside of that range.

6.4. **Health and Safety**

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

5 CONTEXT

5.1 **Policy**

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

5.2 **Legislation (Local Government Act 2002, Sections 10 (b) and 11A)**

The Customer Satisfaction Survey is a discretionary rather than mandatory document. Its value lies in helping the Council understand community views on the services it provides. As such it helps to ensure that the purpose of local government is achieved as described in *Section 10 (b)*, that is;

(b) to promote the social, economic, environmental, and cultural well-being of communities, in the present and for the future.

It also enables the Council to fulfil its function under *Section 11A Core services to be considered in performing role*. This section requires a local authority to 'have particular regard to the contribution core services make to its communities' and the survey assists the Council in qualifying this contribution.

5.3 **Community Outcomes**

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

5.4 **Delegations**

N/A

Attachment i: Tables Comparing Satisfaction and Dissatisfaction across Council Services– 2022 Customer Satisfaction Survey

Introduction

The purpose of this document is to provide data on satisfaction and dissatisfaction ratings obtained from the 2022 Customer Satisfaction Survey, considering all aspects of Council services included in questions in the survey. It provides two tables: Table 1 lists those Council services / aspects of services that received comparatively high satisfaction ratings by respondents (where over 80% of survey respondents were satisfied/very satisfied). Table 2 lists those Council services / aspects of services that received comparatively high dissatisfaction ratings by respondents (where over 20% of survey respondents were dissatisfied/very dissatisfied).

It should be noted that, at times, the sample of respondents for individual Council services / aspects of services differs. Some questions asking respondents to rate their level of satisfaction were put to all survey respondents (total survey respondents: 772), while others were put only to users of a particular service / aspect of service. For example, only respondents who indicated (through a preceding filtering question) that they have used the Cust rural recycling facility in the previous 12 months were then asked to rate their level of satisfaction with the facility. This enabled 'fair' and 'true' satisfaction data to be generated, as most district residents do not use the facility and are therefore unlikely to have an opinion about it. Other questions related to satisfaction with more generic services / facilities that are not location specific, and most respondents are likely to have an opinion about, for example, town footpaths. Such, these were directed to all survey respondents.

At times this approach has generated satisfaction results from a small sample (for example, only 38 respondents indicated they had contact with Council about noise control services in the last 12 months), meaning dissatisfaction data contained in Table 2 represents an even smaller sub-set of respondents and results should be interpreted with caution and considered indicative only. Where caution due to a small sample should be applied, this has been indicated with an * in the tables.

Narrative introducing Tables 1 and 2 below list the Council services / aspects of services were all survey respondents (772 respondents – the full survey sample) were asked to rate their level of satisfaction. Satisfaction with the balance of services / aspects of services contained in the tables were asked of sub-sets of users of those services only.

This document should be read in conjunction with the full Customer Satisfaction Survey 2022 Report prepared by Opinions Market Research (230405048501), which contains all tables and graphs with full data.

High satisfaction ratings (over 80%)

Table 1 shows the services / aspects of services with which over 80% of respondents were satisfied / very satisfied.

Satisfaction with only the following services / aspects of services (shown in Table 1) was asked of all respondents (772 respondents – the full survey sample):

- overall satisfaction of parks and reserves
- overall satisfaction of street trees
- satisfaction of town footpaths

The remaining services / aspects of services listed in Table 1 were asked of only respondents who had indicated they have used the service / aspect of service in the last 12 months.

Table 1: Council services / aspects of services that received high satisfaction (over 80%)

% Participants Satisfied	Aspect of Service Measured	Category of Service
100	Location of Cust rural recycling facility*	Waste management
98	Overall satisfaction of Kaiapoi library	Library services
97	Overall satisfaction of Rangiora library	Library services
97	Customer service provided by library staff	Library services
97	Library spaces	Library services
96	Online dog reg. payment*	Online services
96	Opening hours and days at Cust rural recycling facility	Waste management
95	Online Council facility booking*	Online services
95	Online rates payment	Online services
95	Overall satisfaction of Oxford library*	Library services
95	Library opening hours	Library services
95	Location of Southbrook recovery park	Waste management
95	Dog reg. application	Online services
93	Service provided by staff at Oxford transfer station	Waste management
93	Location at Oxford transfer station	Waste management
93	Rubbish disposal at Oxford transfer station	Waste management
93	Dog notification	Online services
92	Overall satisfaction of Dudley park aquatic centre	Aquatic services
92	Service provided by staff at Southbrook recovery park	Waste management
91	Online direct debit application	Online services
91	Kerbside recycling collection service	Waste management
91	Opening hours and days at Southbrook recovery park	Waste management
91	Overall satisfaction of parks and reserves	Greenspaces
91	Reliability of drinking water	Water supply
91	Overall satisfaction of sewerage system	Wastewater
90	Appearance of drinking water	Water supply

89	Overall satisfaction of Kaiapoi aquatic centre	Aquatic services
89	Online infringement payment*	Online services
88	Rubbish disposal at Southbrook recovery park	Waste management
87	Overall satisfaction of drinking water	Water supply
87	Recycling services at Southbrook recovery park	Waste management
86	The courteousness of staff	Customer services
86	The kerbside rubbish collection service	Waste management
86	The range of services provided at Southbrook recovery park	Waste management
86	Online debtors payment*	Online services
85	Quantity of drinking water	Water supply
85	Physical collections (books, mags , DVDs etc.	Library services
84	Recycling services at Cust recycling facility	Waste management
83	Overall satisfaction with street trees	Greenspaces
81	The time taken to provide that service	Customer services
81	Town footpaths	Roading Services

* Results are indicative only due to the small sample size.

Higher dissatisfaction ratings (over 20%)

Table 2 shows the services / aspects of services with which over 20% of respondents were dissatisfied / very dissatisfied.

Satisfaction with only the following services / aspects of services (shown in Table 2) was asked of all respondents (772 respondents – the full survey sample):

- Unsealed rural roads (other than need for sealing)
- Planning for future subdivisions for housing
- Sealed rural roads
- Rangiora off street parking
- Planning for the future of rural areas
- Protection/enhancement of waterways the Council is responsible for
- General planning for the long-term future of the district
- Encouraging sustainability
- Responding to climate change
- Small settlement roads

The remaining services / aspects of services listed in Table 2 were asked of only respondents who had indicated they have used the service / aspect of service in the last 12 months.

Table 2: Council services / aspects of services that received higher dissatisfaction (over 20%)

%Participants Dissatisfied	Aspect of Service Measured	Category of Service
48	Opening hours at the Oxford transfer station	Waste management
43	Noise control*	Regulatory services
42	Overall dissatisfaction Oxford Community Pool*	Aquatic services
39	Resource consents*	Regulatory services
33	The range of services provided at Cust recycling facility	Waste management
32	Building consents*	Regulatory services
29	Animal control*	Regulatory services
28	Unsealed rural roads (other than need for sealing)	Roading
27	Planning for future subdivisions for housing	District development
27	Sealed rural roads	Roading
27	Rangiora off street parking	Roading
26	Planning for the future of rural areas	District development
26	Protection/enhancement of waterways the Council is responsible for	Environmental management
23	Those who participated in Council Consultation in the last 12 months	Consultations
22	Green waste disposal at Cust recycling facility	Waste management
21	General planning for the long-term future of the district	District development
21	Encouraging sustainability	Environmental management
21	Responding to climate change	Environmental management
21	Small settlement roads	Roading
21	Hazardous waste disposal at Cust recycling facility	Waste management

* Results are indicative only due to the small sample size.



Customer Satisfaction Survey 2022

Key Findings

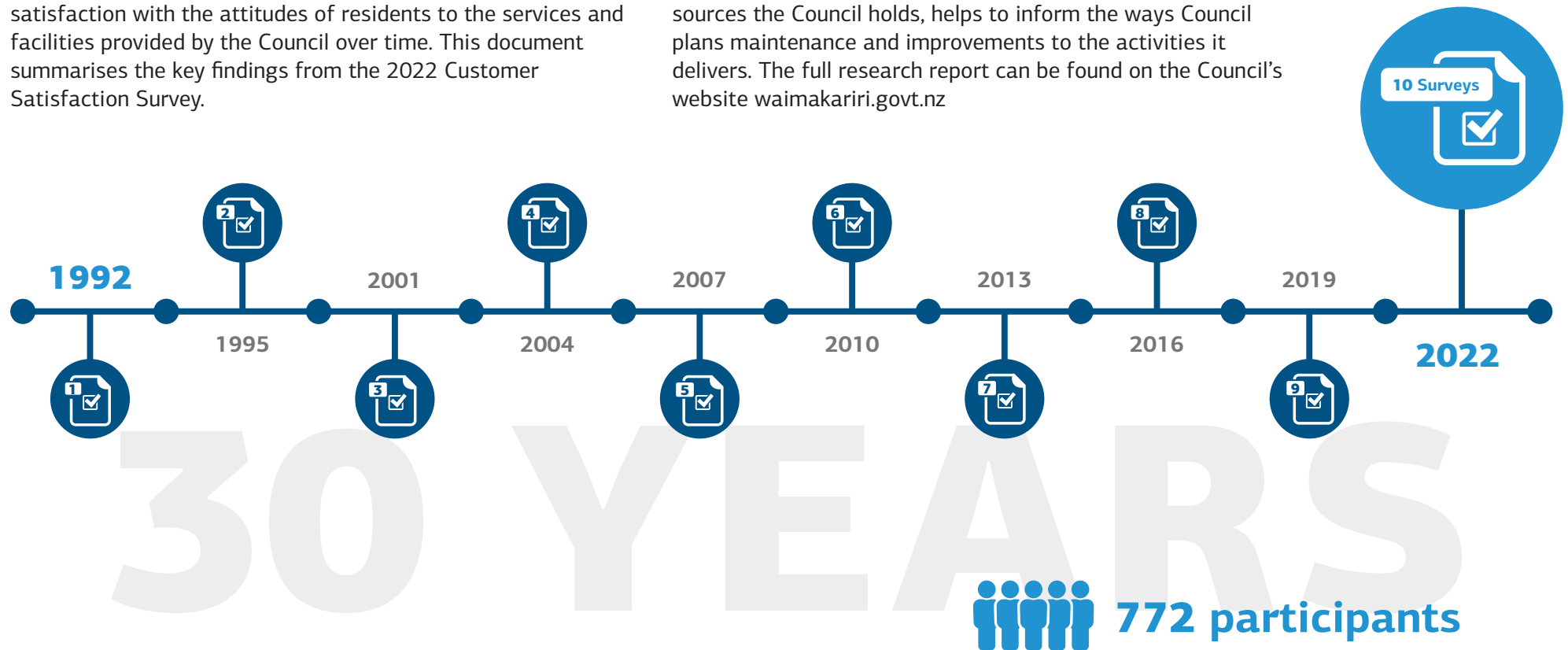


Introduction













In 1992 the Waimakariri District Council conducted its first “Household Survey” now known as the Customer Satisfaction Survey. We’ve repeated this survey every three years since, and in 2022, completed the 10th in the series.

The purpose of the survey is to obtain an overview of residents’ satisfaction with the attitudes of residents to the services and facilities provided by the Council over time. This document summarises the key findings from the 2022 Customer Satisfaction Survey.

Information received from this survey, as well as from other sources the Council holds, helps to inform the ways Council plans maintenance and improvements to the activities it delivers. The full research report can be found on the Council’s website waimakariri.govt.nz

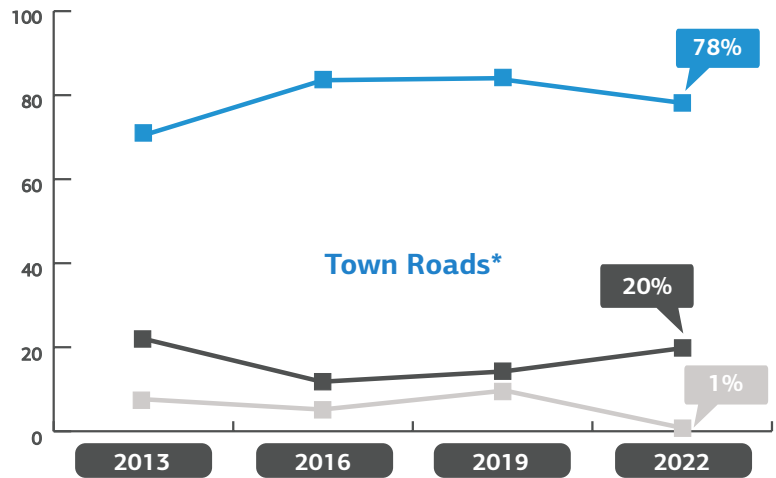


Contents

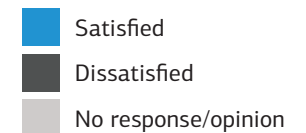
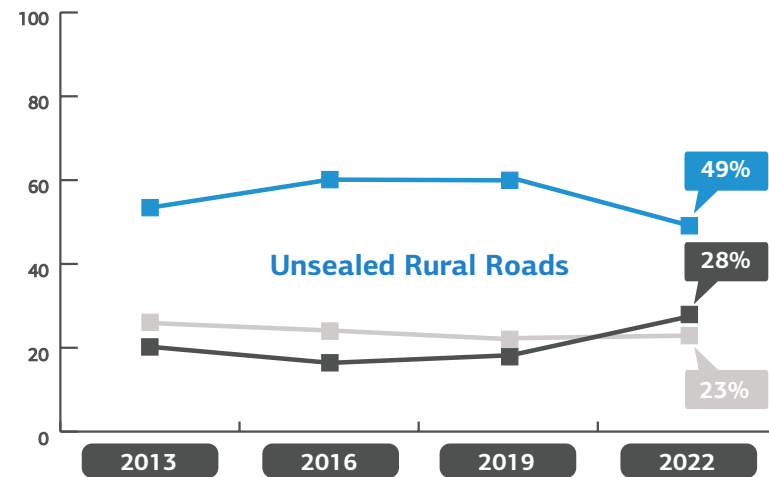
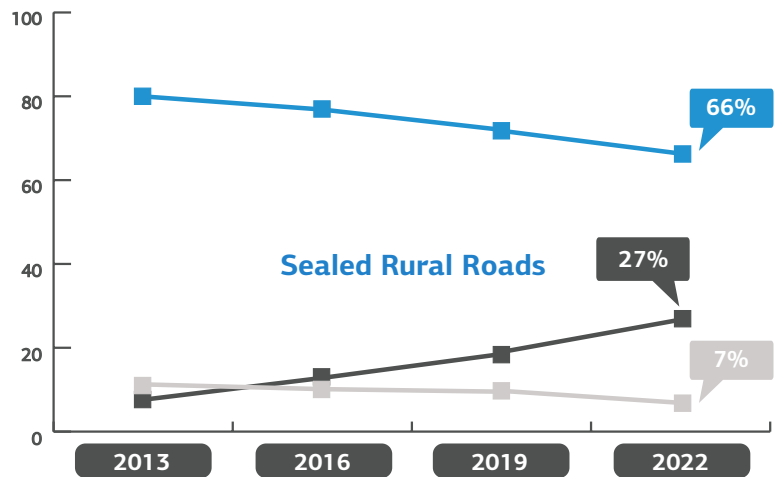
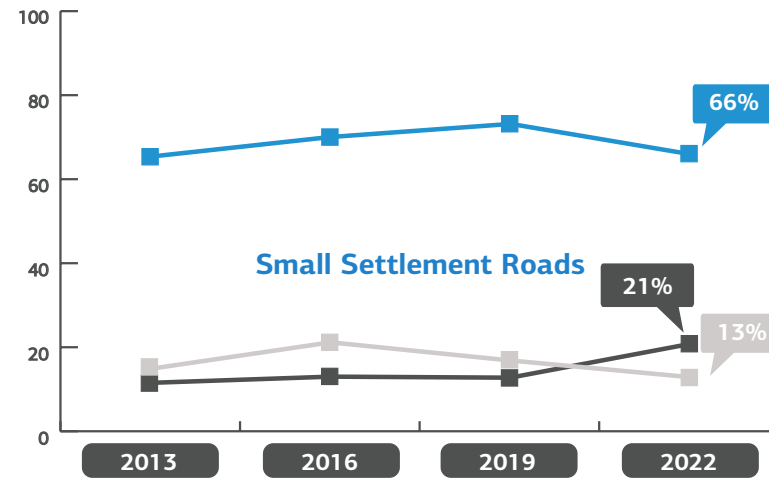
	Roads, Footpaths, Traffic Flow, Parking, Park & Ride and Cycling Provision.....2		Kerbside Collection, Recycling, Rubbish and Waste Handling Services and Facilities.....30
	Community and Recreation Services and Facilities 10		Three Waters34
	Community Support.....20		Customer Service38
	Regulatory Performance22		Consultation and Being Informed42
	Civil Defence Emergency Management and Natural Hazards24		Overall Priorities and Performance46
	Environmental Management26		
	District Development28		



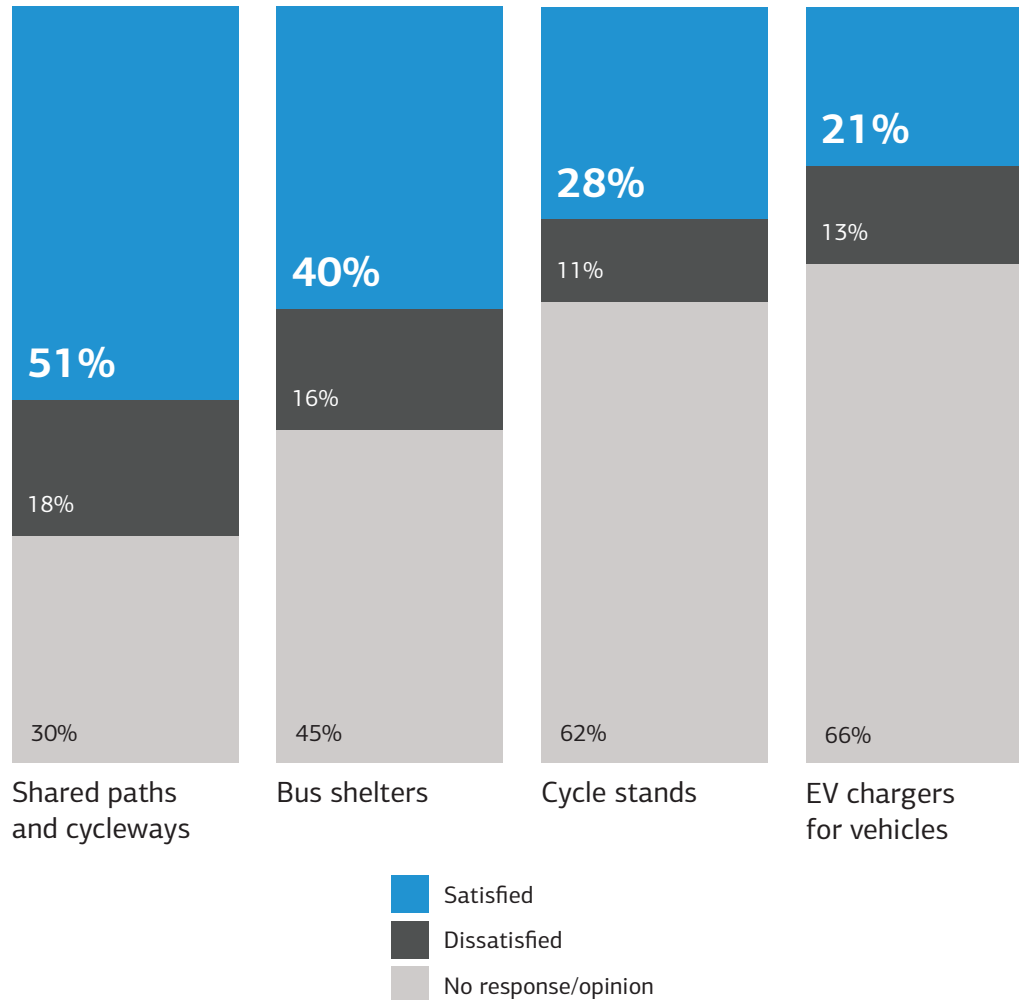
Are you satisfied with roads in the Waimakariri District?



* Worded differently in 2019: Town roads in general

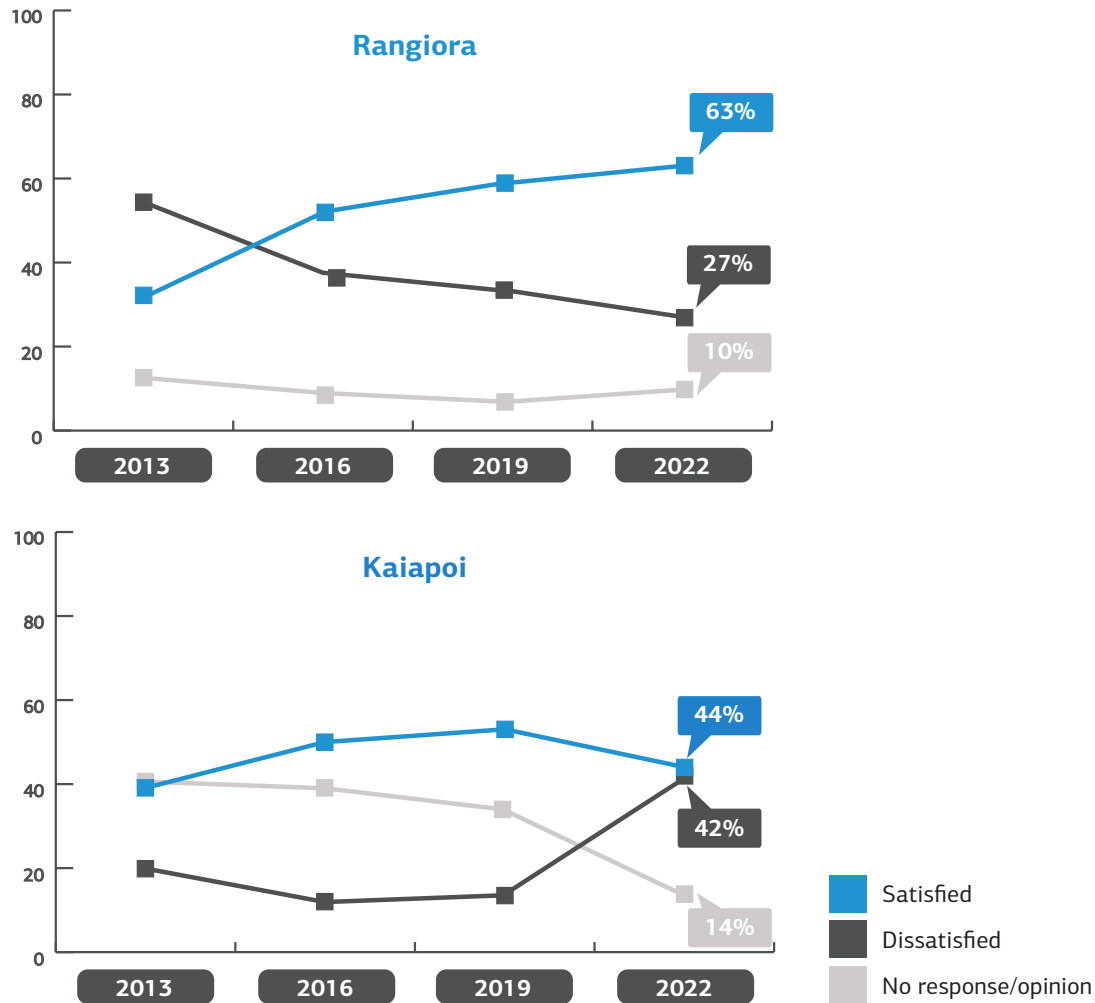


Are you satisfied with the infrastructure to support alternative transport options?





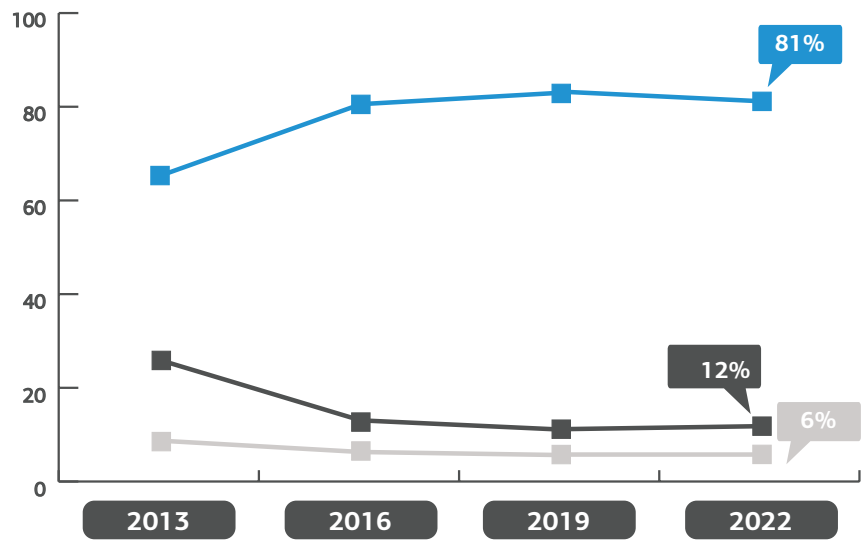
Are you satisfied with the off-street parking?





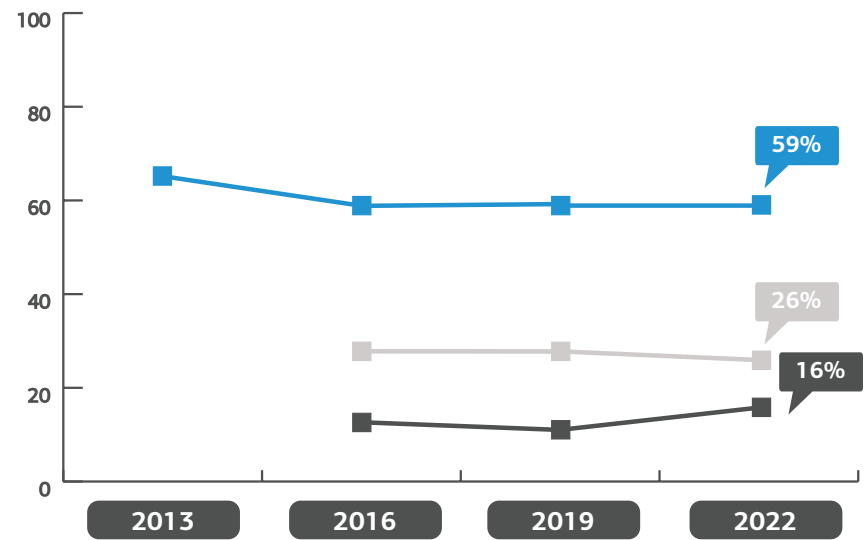
Are you satisfied with footpaths?

Town Footpaths*



* Worded differently in 2019: Town footpaths in general

Small Settlement Footpaths

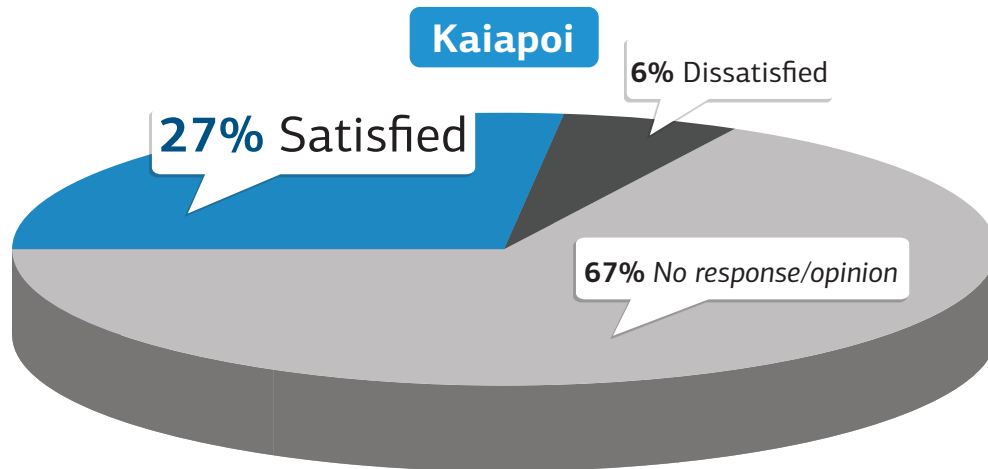
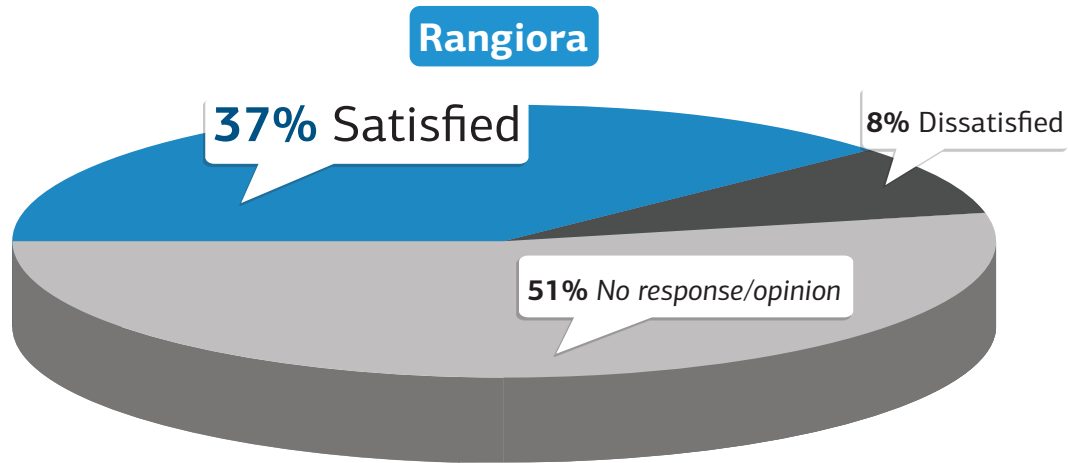


Key concern: Increase maintenance of footpaths.

- Satisfied
- Dissatisfied
- No response/opinion



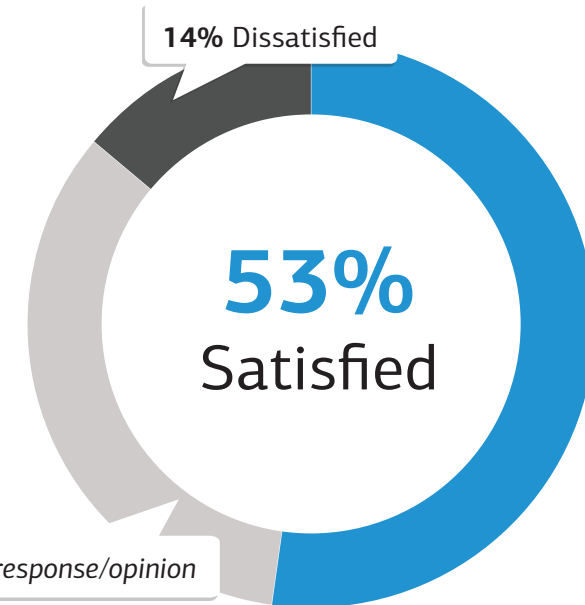
How satisfied are you with the provision of park & ride facilities?



You support 'Park and Ride' and the use of ride sharing and public transport to reduce congestion.



Are you satisfied with cycling facilities in the Waimakariri District?



Overall standard of provision

Satisfaction with provision for cycling was higher among residents in the Rangiora Subdivision.



What you asked for:

- Improve maintenance programme to sealed roads
- Ensure repairs to roads are efficient
- Improve traffic congestion at Southbrook, Rangiora
- Improve parking issues, including in the Rangiora and Kaiapoi town centres
- Maintain sealed and unsealed rural roads better
- Provide more footpaths in small settlements
- Improve overall quality of maintenance
- Investigate a passenger train service
- Support alternative transport modes to reduce congestion.





“

Linking cycleways between population centres is great. Infrastructure within towns for cycles not so much.



“

Many roads are in poor condition and need to be better maintained.



“

Cycling infrastructure and charging facilities for EV's and e-bikes need to be rolled out much faster to facilitate uptake.



“

Current pothole correction methodologies are either temporary (at an additional unnecessary cost) or very substandard.

“

Need to focus on enabling public transport options and methods of travel that reduce reliance on cars.



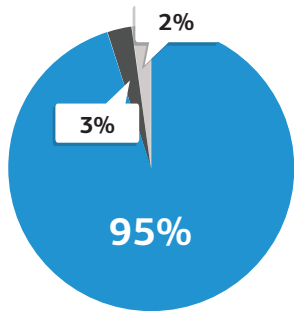
“

Would be great to hear of a future plan to implement a small passenger carriage rail service, Rangiora-Christchurch.

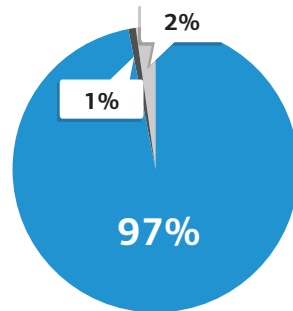




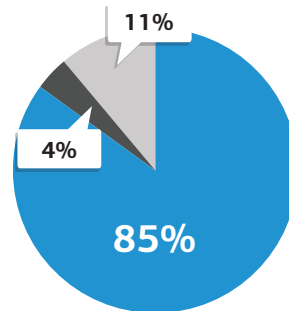
Are you satisfied with library services?



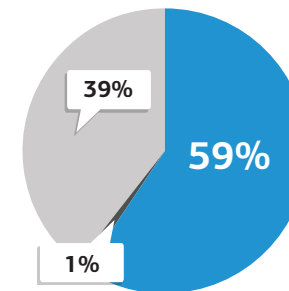
Opening hours



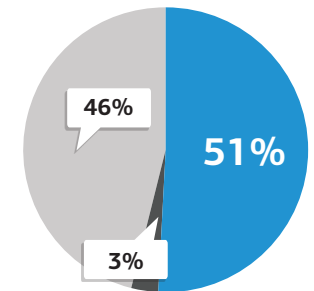
Service by staff



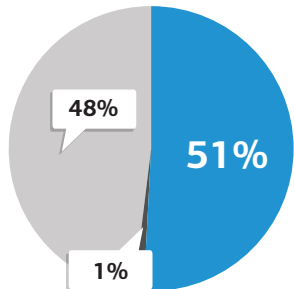
Physical collections



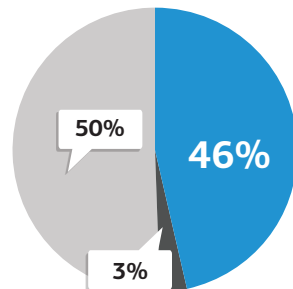
Computer Services



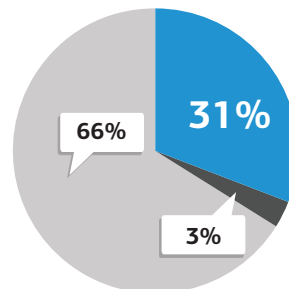
Digital collections



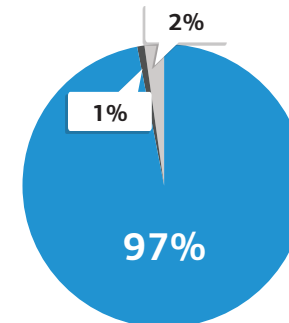
Programme, events
and services for
children/families



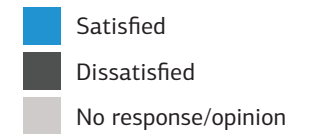
Programme, events
and services
for adults



Programme, events
and services
for young adults



Library Space



Sample: those that have used a Waimakariri library in the last 12 months: 2022: 395.



Many of you loved the services provided

“

Very friendly and helpful staff, the ambience is very good and meeting rooms are very practical. I love the views from upstairs too.



Oxford Service Centre and Library

“

Our Kaiapoi library is quite simply put, sensational. I have utilised the services a lot over the last year. Printing out documents, reviewing my emails, sourcing information.



Ruataniwha Civic Centre

“

I love the Rangiora library. The staff are always so friendly. They always have the book I want.

“

The staff at the Oxford library and the programmes that are held there are great, keep up the good work!



What you asked for:

- Longer opening hours at weekends
- Upgrade of Rangiora Library and facilities
- Newer range of books - more updated titles
- More activities and events - such as toddler times and book clubs
- Greater range of books available at the Kaiapoi and Oxford Libraries.

“I would like extended opening hours at the weekend...”

“I’d like to see them host more events such as book clubs etc.”

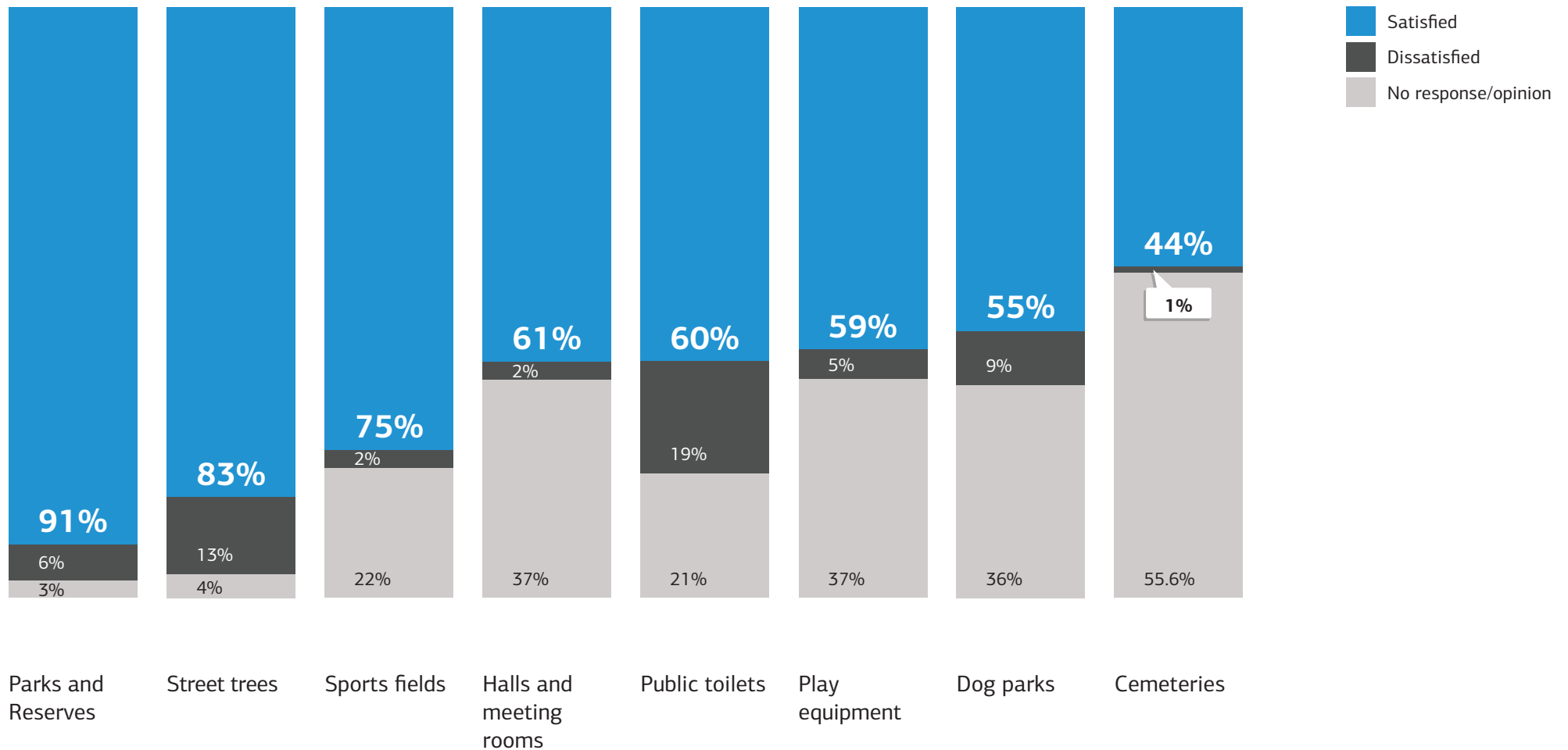
“More large print books provided.”

“I often find there seems to be the same old selection there all the time, from specific authors I am interested in, and very few if any fresh ones.”

“Their accessible bathrooms don’t meet the needs of all people with disabilities, only some.”



Are you satisfied with the overall quality of parks and community facilities?





You had plenty of suggestions for how the parks and community facilities in the District could be improved.



“

Many of the toilets are few and far between and not of a high hygiene standard.



“

Oxford would like a dog park - lots of dogs here!

“

Make sure all new developments have decent parks. Not just a small play area with a generic metal swing set or swale, but a decent park where you can have a picnic or let your dog off the lead. Where birds can nest. Where ducks can roam. Where kids can jump in muddy puddles and have fun.

“

Not enough green areas. They also need to be maintained more frequently.



“

There seems to be a generally high standard and availability of these different things. Matawai Park is a lovely space that we use a lot.

What you asked for:

- More/better maintained public toilets
- Upgraded play areas, including equipment for older children
- Better maintenance of street trees
- More street trees around the district with a focus on natives.

Some of you were happy with the parks as they are: 'District parks are beautiful and always well cared for - well done!'

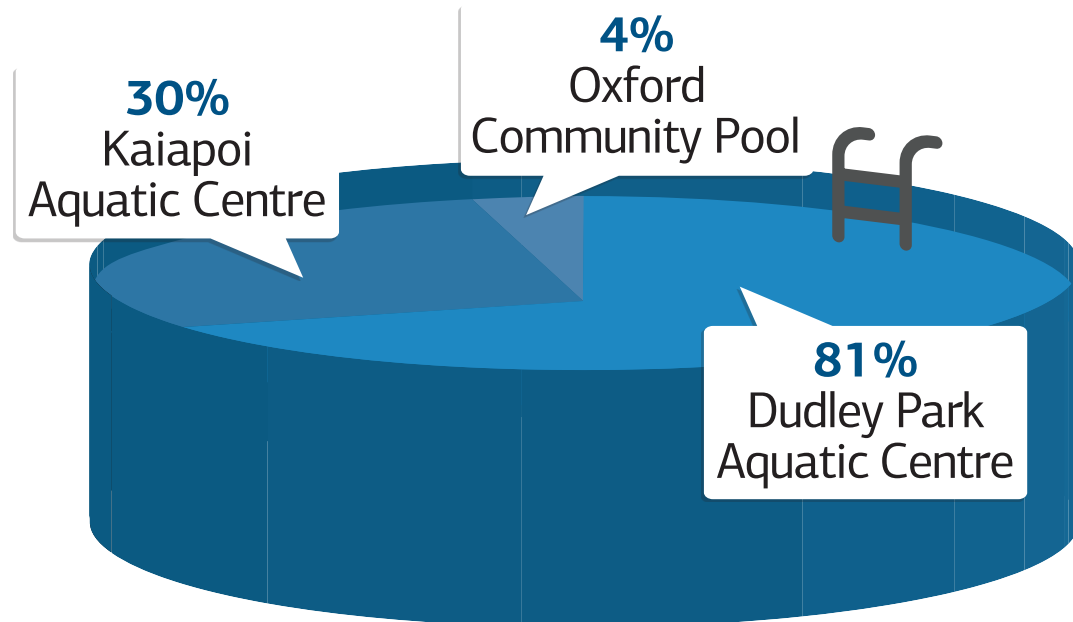




Have you used a Council-operated swimming pool in our District in the last year?



Total sample:
2022: 772



Sample: those who have used a Council-operated swimming pool in the District in the past 12 months: 2022: 243



What you asked for:

- More swimming areas
- More space/time for public use
- More facilities such as a sauna, wave pool etc
- A water playground for children
- Upgraded changing rooms
- Cheaper fees
- A roof/cover for Oxford pool.

Many of you were “happy with the service” at your local pool but said “it needs to grow”.

“Friendly staff. It would be good to have a spa pool added to the centre.”

“At times the pool is committed to swimming lessons and this restricts space a bit. However it’s a great resource. It would be nice to have a slide.”

“I have used this facility since it was built and it is a great facility for the community.”

“It would be great if there was a hydrotherapy pool in North Canterbury.”

“I believe the pool is now too small to accommodate the needs of the town and the people using it.”





Are you satisfied with the community support we provide?



Support for community groups and organisations



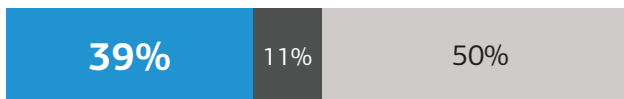
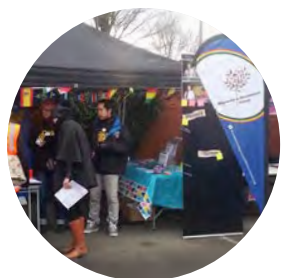
Support for youth development



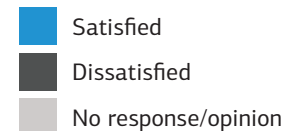
Ensuring resident safety and wellbeing



Provision of elderly persons housing



Welcome and support for new residents





What you asked for:

- Better communication about what community support Council provides
- More recreational activities for youth
- More support for older people
- Welcoming new residents.

“There is still much about the District I don’t know!”

“No welcome or pack as a new resident 4 years ago. There are great community programs and events in Rangiora.”

“The WDC have an opportunity to develop the community and elderly housing I would like to see the plan going forward.”

““We need places for youth to go off the streets like a youth centre or ten pin bowling, laser strike, gaming lounge type of thing.”

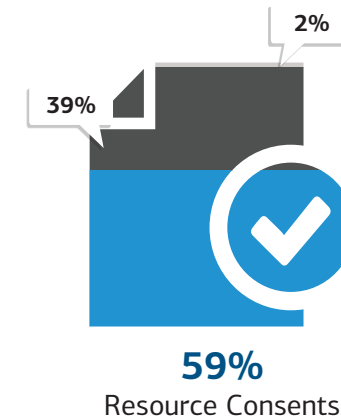
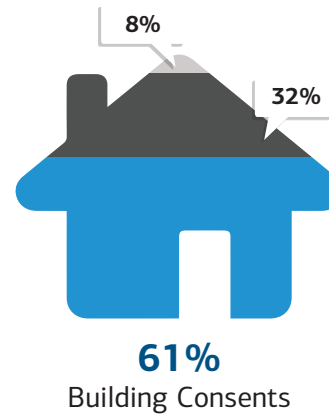
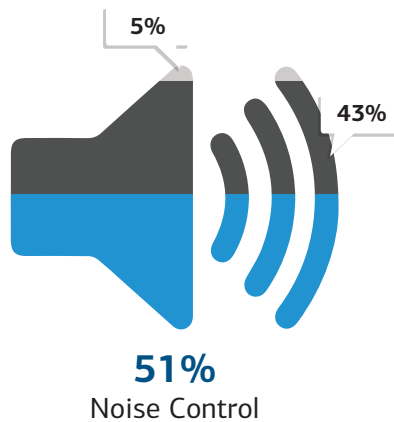
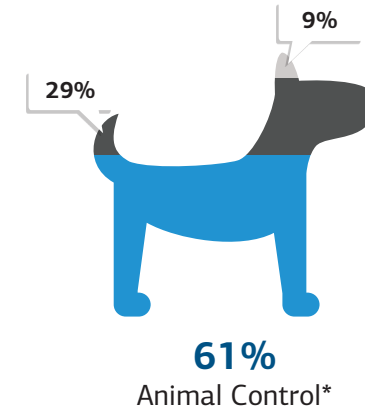
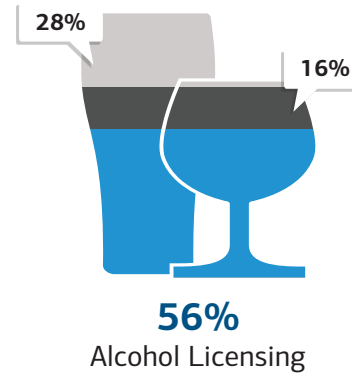
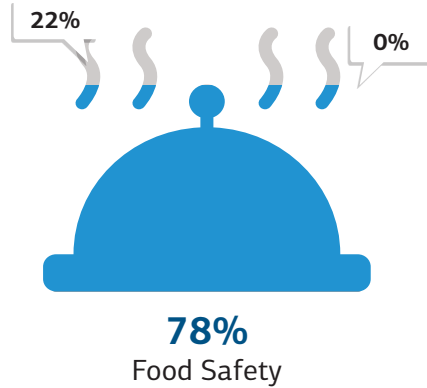
“I have no opinion as I have no knowledge of any of these activities.”

“I haven’t had to use any of these, but I’m aware that Rangiora offers all that one might need, and found when I first shifted here the library staff were extremely helpful.”





Are you satisfied with our regulatory performance?



■ Satisfied
 ■ Dissatisfied
 ■ No response/opinion

*Dog control in 2019
Sample: those that have used a Waimakariri regulatory service in the last 12 months.



What you asked for:

- More/improved animal control enforcement
- More efficient processing of building consents and resource consents
- Less liquor outlets
- Better communication, engagement and consultation.

“More community notification about changes in resource consents and more engagement where possible so we are not caught unaware of changes in land allocations and designations.”

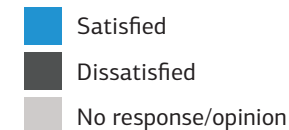
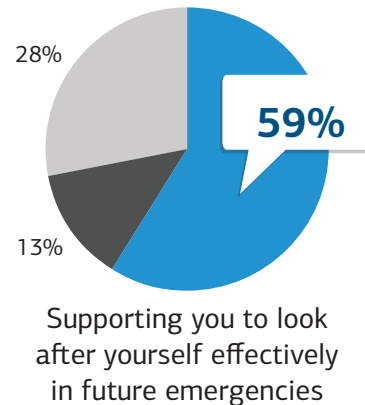
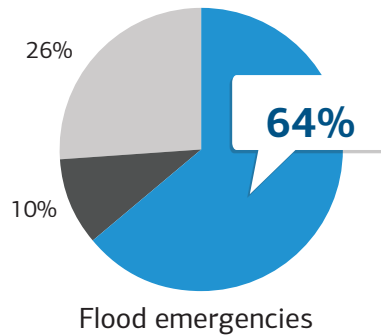
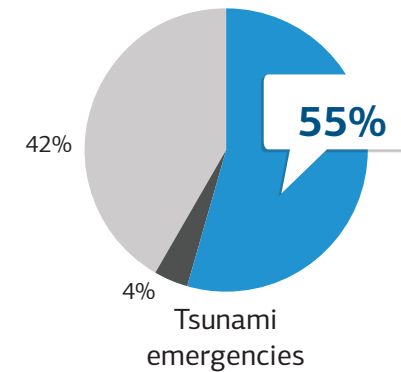
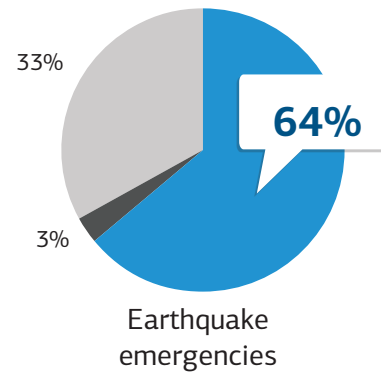
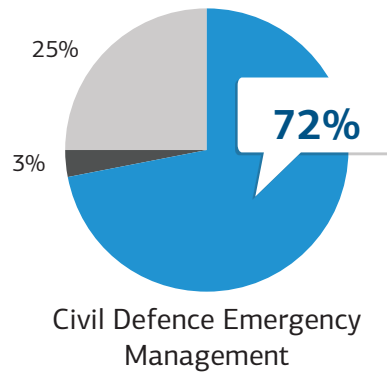
“Noise control needs to take a strong stance on anti-social regular offenders.”

“It’s all invisible. It would be good to know what the Council does. It would be good to know more about local building and resource consents.”

“Long timeframes and lack of communication between departments and customers. Nothing is actioned until chased up by customers or agents.”

“They provide a good service, but high cost of building consents needs to be reviewed – it’s detrimental to ongoing economic development.”

Are you satisfied with our Civil Defence Emergency Management and natural hazards planning?



What you asked for:

- Increase awareness of emergency management planning
- More cleaning of natural drains and gutters before rain to stop flooding
- Warnings and signs put in place of know flooding locations
- Ongoing planning to promote resilience.

“Perhaps Council should be more proactive rather than responsive to flooding.”

“During the earthquake, communities looked after themselves, WDC was awesome in enabling that and supporting the community.”

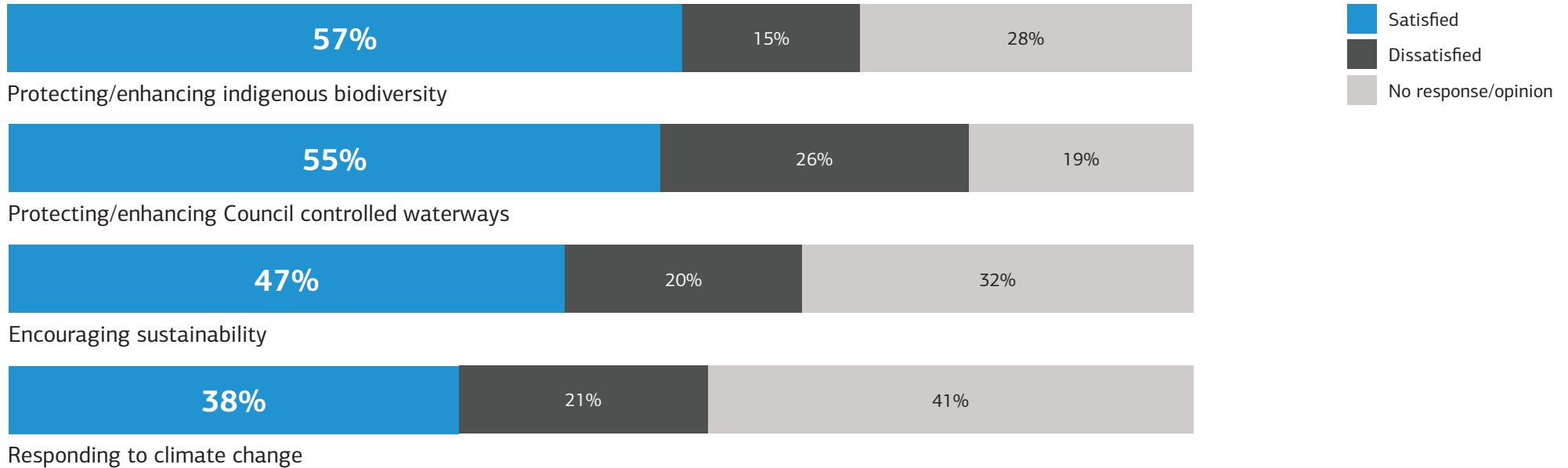
“I have no idea what the Council is doing in this regard. The Council came across as on to it during recent media coverage of the Pegasus fires though.”

“More information would help, including how to prepare for such events.”

“Having been very involved with earthquake recovery and welfare services alongside the Council I have had first-hand experience with working with Council services and can say that we are very blessed to have a Council totally committed to these natural disasters.”



Are you satisfied with our environmental management?





What you asked for:

- More information and communication to the community
- Council to show leadership by prioritising climate change, sustainability and environmental protection
- Cleaner and upgraded waterways
- More native planting
- More education opportunities for the community
- Increase community awareness of reducing waste and improve recycling opportunities.

“I think that the Council could be doing more work in these areas as the current state of our waterways, native trees and bird life leaves a lot to be desired. Need greater knowledge among residents on what they can do to reduce their impact on the climate.”

“My ‘no opinion’ answers reflect my poor knowledge of how the Council is dealing with these issues.”

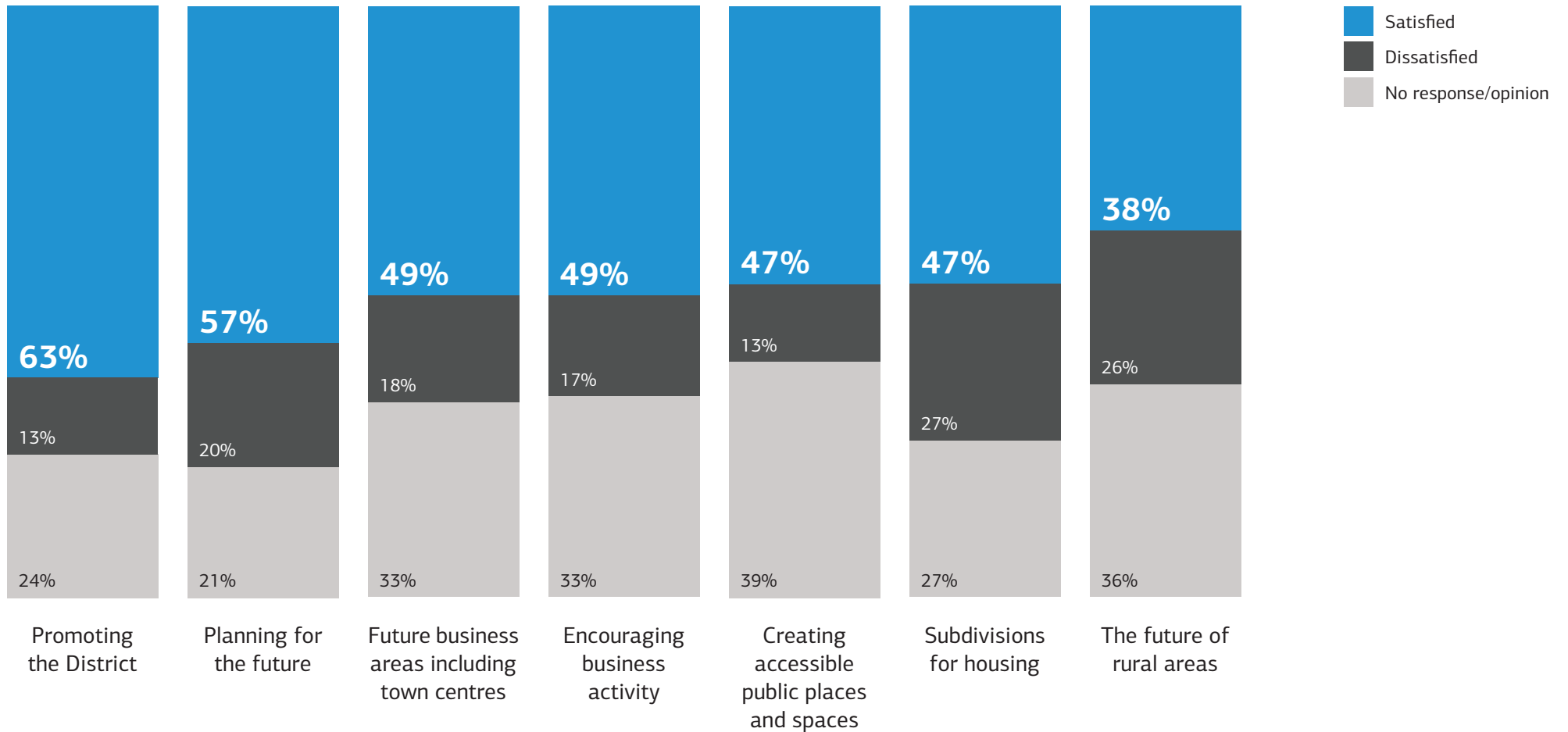
“Not enough priority is given to the response to climate change and sustainability. Our central government only has words, no real action. It would be nice to see a local government that actually makes a real effort and has a clear target for emissions reduction.”

“I think the Council could be showing stronger leadership in confronting and responding to the challenges of climate change.”

“I think the WDC is proactive and I like that they seek the public’s opinion on what ratepayers and communities want.”



Are you satisfied with our planning for the District?





You raised a few issues for us to think about:

Is the current subdivision development taking infrastructure and amenities into consideration?

Are we retaining enough open spaces between the three eastern centres?

Are we protecting enough rural land for production?

Is information about District development readily available and clearly communicated?

“Too much good productive farm land is being subdivided for lifestyle blocks.”

“Kaiapoi seems on the cusp of being a great little town but some of the newer subdivisions could use a little more social infrastructure (cafés, retail, etc), obviously not to the detriment of the main township.”

“Regulations for controlling further sprawl of residential developments need tightening urgently.”





What you asked for:

- No charges to change bin sizes
- More frequent collections
- Bigger bins
- Consistent bin collection times
- Free rubbish bags for rural households
- Extend the current collection zones
- More education on recycling.

Many of you were happy with the kerbside collection service. 'It's a great system and efficiently implemented.'

“Being able to choose which service is great. Thanks to the people who get the job done each week.”

“Keep extending it... we are only 100m away.”

“I would like an option (maybe included with rates notice) to review the bins I use. I chose them four years ago and my patterns change over time. I would love the option of a bigger recycle bin or more frequent pickups around Christmas when there is so much cardboard!”

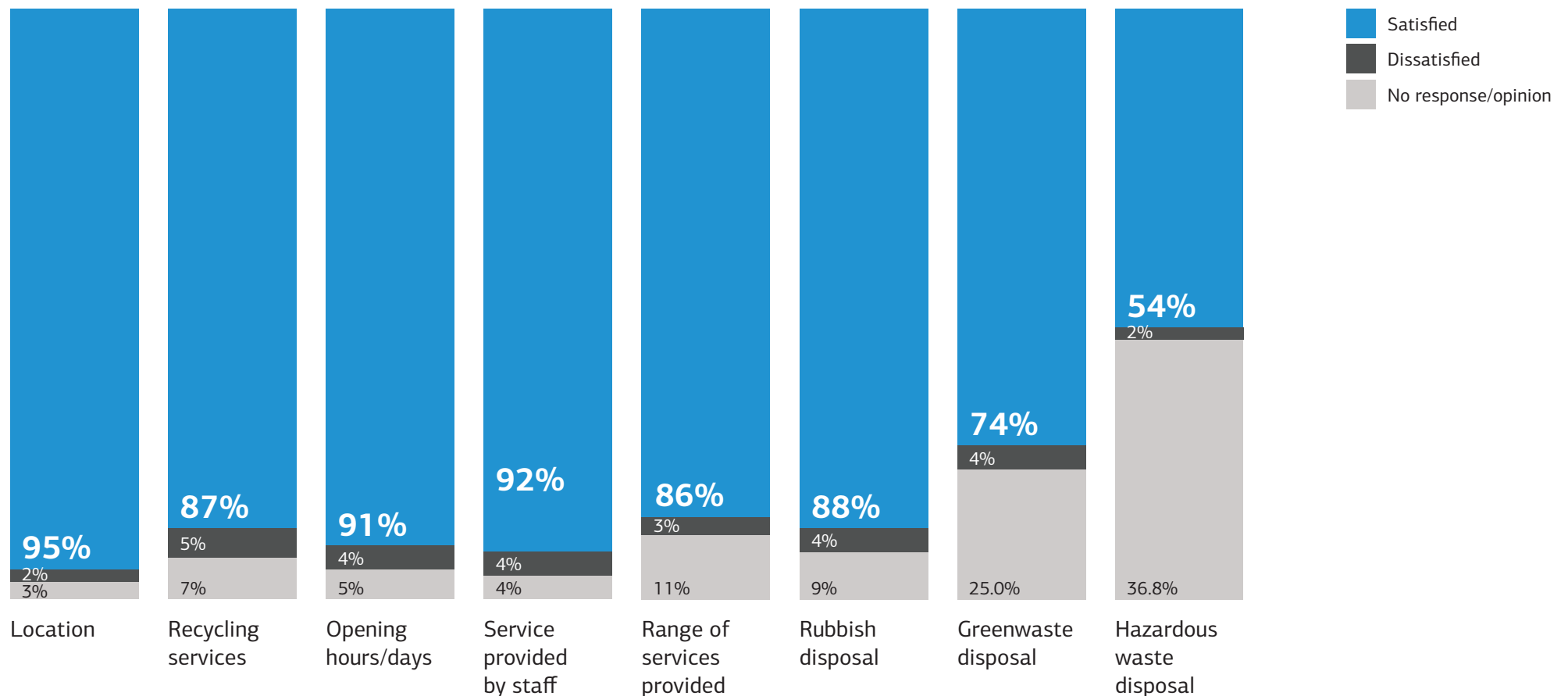
“They're a bit rough with the bins and often don't empty them properly.”

“Need regular updated information about what can and can't be recycled and tops on or off to keep residents informed.”



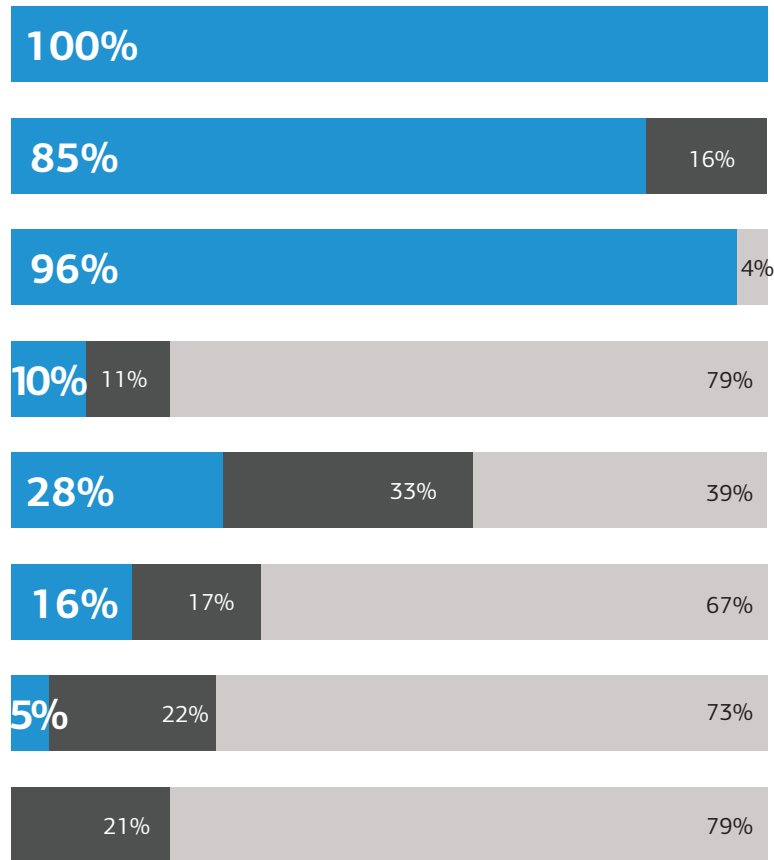
Are you satisfied with our waste handling facilities?

Southbrook Resource Recovery Park Satisfaction





Cust Rural Recycling Facility Satisfaction

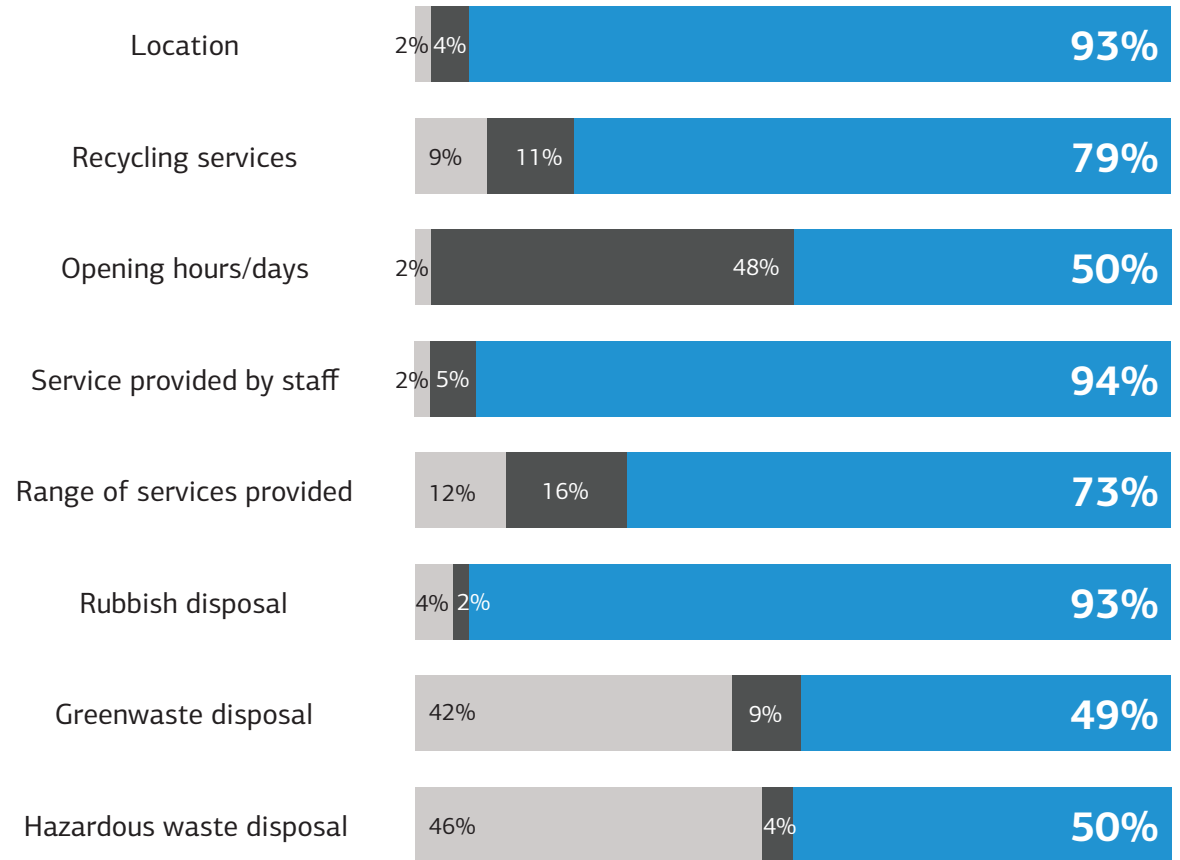


■ Satisfied

■ Dissatisfied

■ No response/opinion

Oxford Transfer Station Satisfaction





What you asked for:

- Reduce fees
- Extend recycling facilities
- Increase opening hours
- Free dumping of green waste
- Expand Southbrook transfer station
- Ongoing community education

“To ensure people use it and don’t litter the community with their rubbish, by dumping inappropriately, keep it cheap to use.”

“It would be helpful if e-waste could be accepted at the transfer station. There must be increasing amounts of this waste.”

“It’s time to rethink hours, especially over summer, to make the weekends less busy. Maybe have a couple of late nights during the week.”

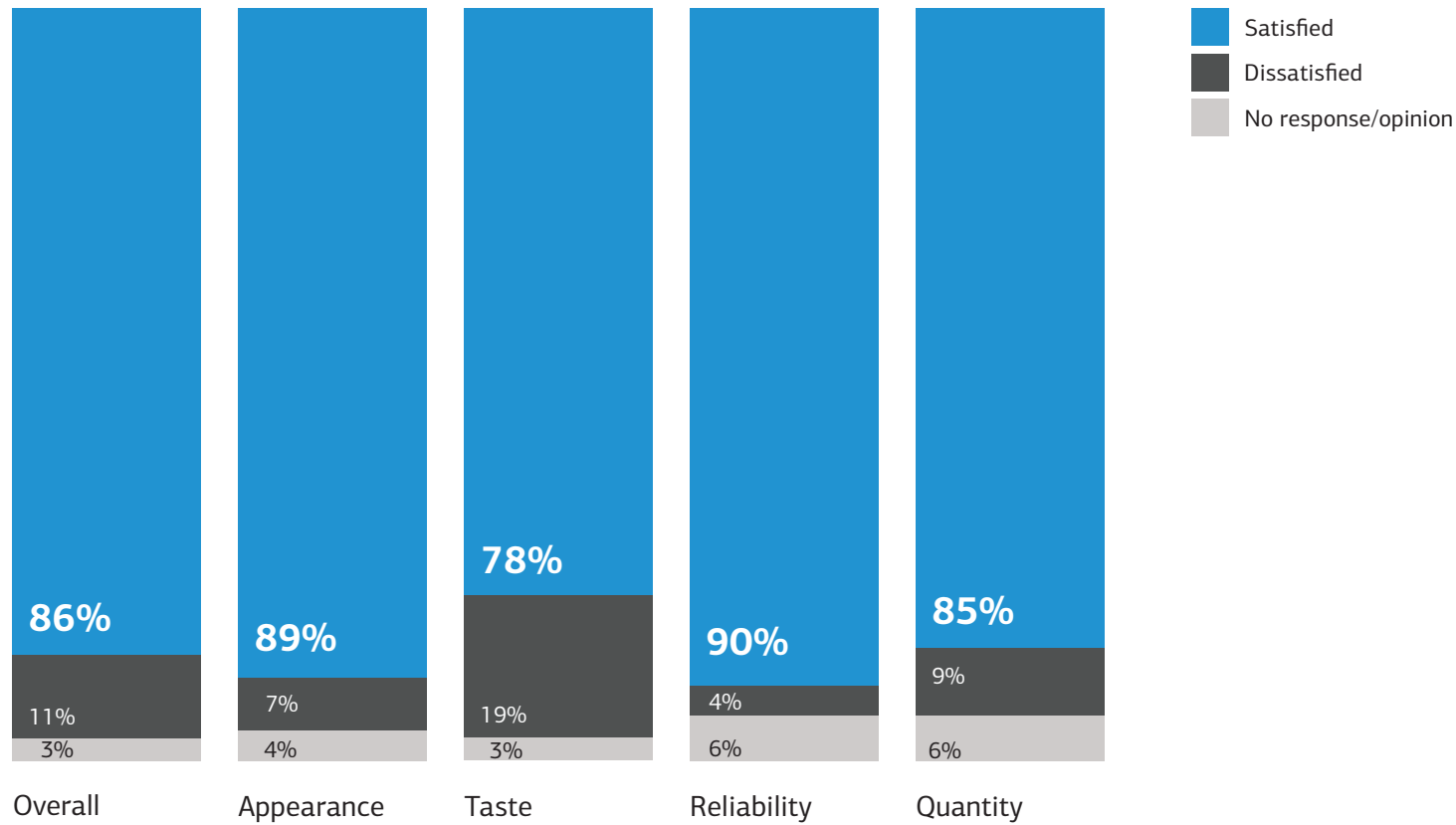
“Great service. Great staff. Reasonably priced. Plus my dog loves the treats she is given checking out :-)”

“Possibly there is an opportunity to do more on the upcycling side? Maybe a Trash Palace type concept (Porirua model), plus education/ workshops maybe?”





Are you satisfied with the drinking water Council supplies?



Sample includes those on Council operated water supply including Ashley Rural Water Supply also includes those who don't know if they are on a Council operated water supply who select a water supply: 578.



What you asked for:

- Stop chlorination or fluoridation
- Reduce chlorine smell/taste
- Reduce, test and filter nitrates in the Mandeville supply
- Increase water pressure in Kaiapoi
- Communicate the chemical make up/additives in each of the water supplies
- Notify residents of water outages.

There were divided views about chlorination and/or fluoridation of water supplies.

Please keep the water unchlorinated!

No complaints at all. Nice clean water and we haven't run out.

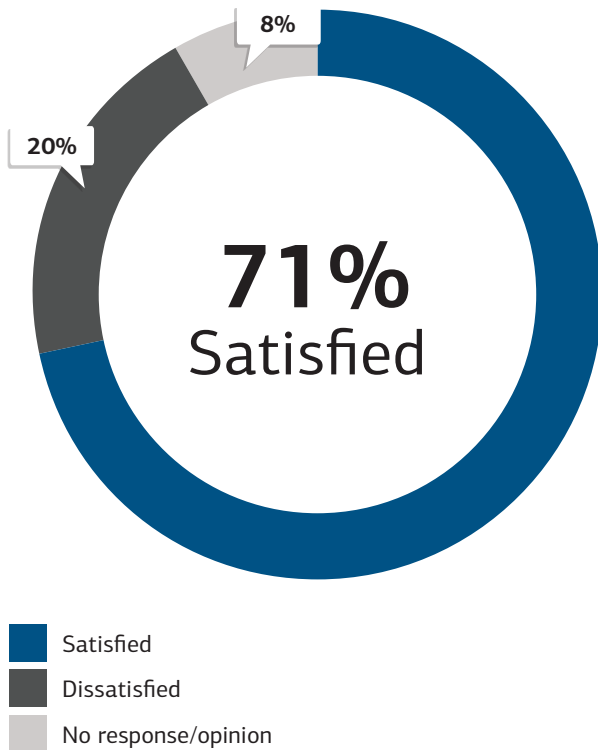
One of the things that I appreciate the most about living in Kaiapoi is how good our tap water is. It is very drinkable and the taste is great.

Please keep up the same standard and keep local control of doing the great job you do.

Great concern about the potential for fluoridation and over-chlorination of water and the addition of other chemicals.



Are you satisfied with your stormwater drainage?



What you asked for:

- Better maintenance of drainage ditches to ensure they work properly before major events
- Regular cleaning of drains to prevent flooding
- Action to be taken on identified flooding risk issues
- Keep residents informed.

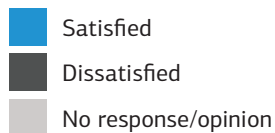
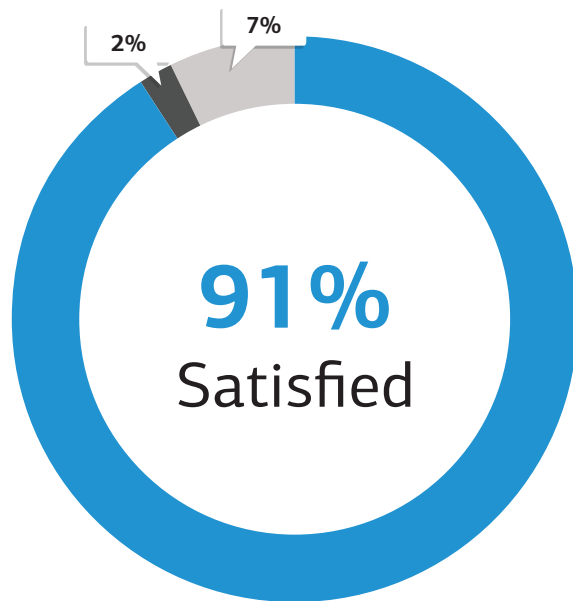
“The Council needs to ensure the stormwater grills are kept free of leaves during autumn and winter as a maintenance programme and not wait until heavy rainfalls cause flooding.”

“We have had several flooding events through our property due to poor drainage.”

“...the situation can be vastly improved by redirecting water to its natural flow.”

*Percentages are for those people who identified themselves as living within a drainage area.

Are you satisfied with your Council-operated waste water system?



**Percentages are for those people connected to a Council-operated waste water system.*

Key concerns:

- Connecting up outlying properties to services when they on the edge of the current infrastructure
- Paying large rates bills while receiving no service
- Regular maintenance of septic tanks.

Some people wanted to be connected to town supplies while others didn't.

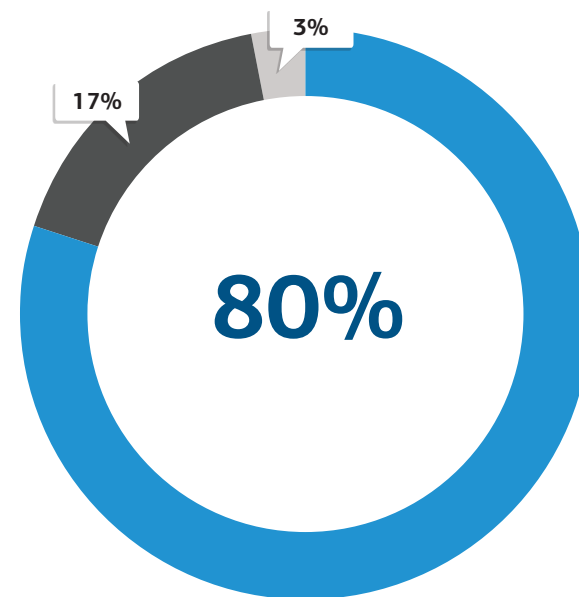
“Keep up the great work.” - Kaiapoi Woodend Ward

“We have a sewer line down the road next to us but we weren't ever given a chance to join.”

“Our septic tank should be emptied every three years but we seem to be missed and we have to call when it is so full our toilets back up.”



Are you satisfied with our customer service?



- Satisfied
- Dissatisfied
- No response/opinion

Sample: those who had contact with Council staff during the last 12 months regarding Council business: 2022: 265.



The courteousness of staff

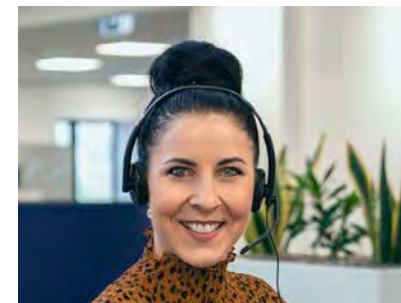
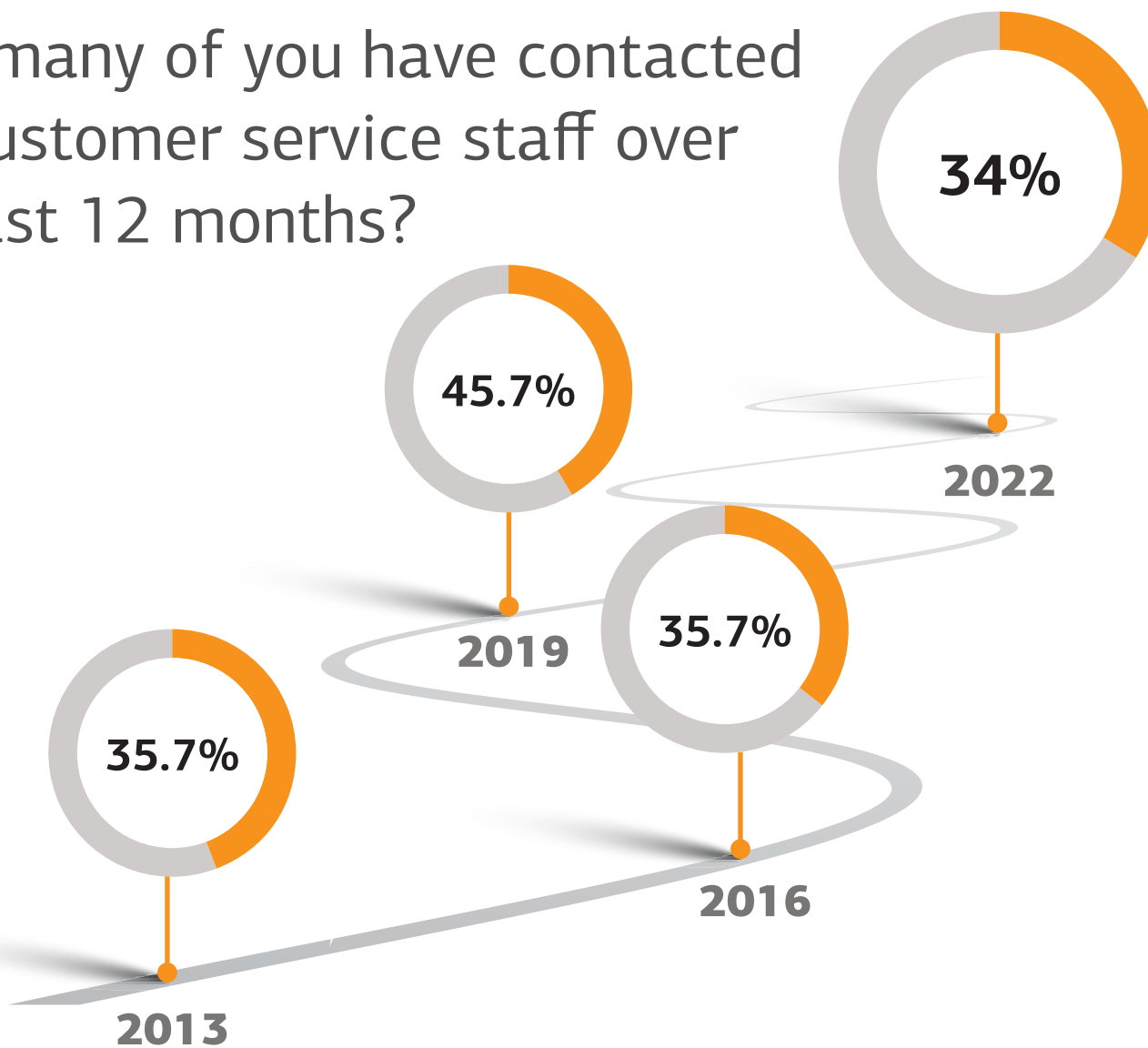


Time taken to provide that service





How many of you have contacted our customer service staff over the last 12 months?





What you asked for:

- Consistent standard of service from staff
- Quicker response
- Correct information provided
- More community engagement outside of elections
- Make using online services more user friendly.

“I have always found the staff to be approachable, welcoming and helpful.”

“They didn’t do what they said they would do.”

“I have not had to contact the Council recently so that is a positive in itself!”

“Such a great service, from checking that your rates are paid to issues regarding flooding, so helpful and they actually listen to what you are telling them. Also the fact that they get back to you about your concerns via phone and email, for us is a really good thing and shows their level of customer service is great.”

“The staff are great to deal with but there are deficiencies in the overall system with lack of internal communication.”



Are you satisfied with the way we ran our consultations?



- Satisfied
- Dissatisfied
- No response/opinion

What you asked for:

- Real consultations which don't have predetermined outcomes
- Listen to feedback of residents
- Better information/communication to be provided to residents
- Include more face to face, postal and online opportunities for residents to feedback to Council.

You said Council consultations should be conducted prior to options being drafted.

Sample is of those who participated in Council consultation in the last 12 months: 99.



“They are completed as a box ticking exercise in which major decisions are made before consultation and only minor tweaks occur as a result of consultation.”

“I do wonder at the value of consultation. It seems to be done because it is legislated.”

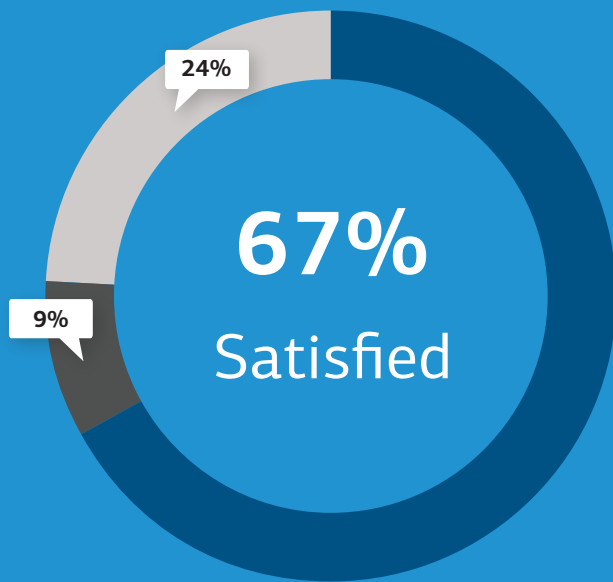
“Participated in one Council survey (over the Three Waters reforms) but I could not see my viewpoints represented in the survey results.”

“I appreciate being asked. There is a new playground planned for near me and the kids and I got to give feedback and ideas about how we want it to turn out.”

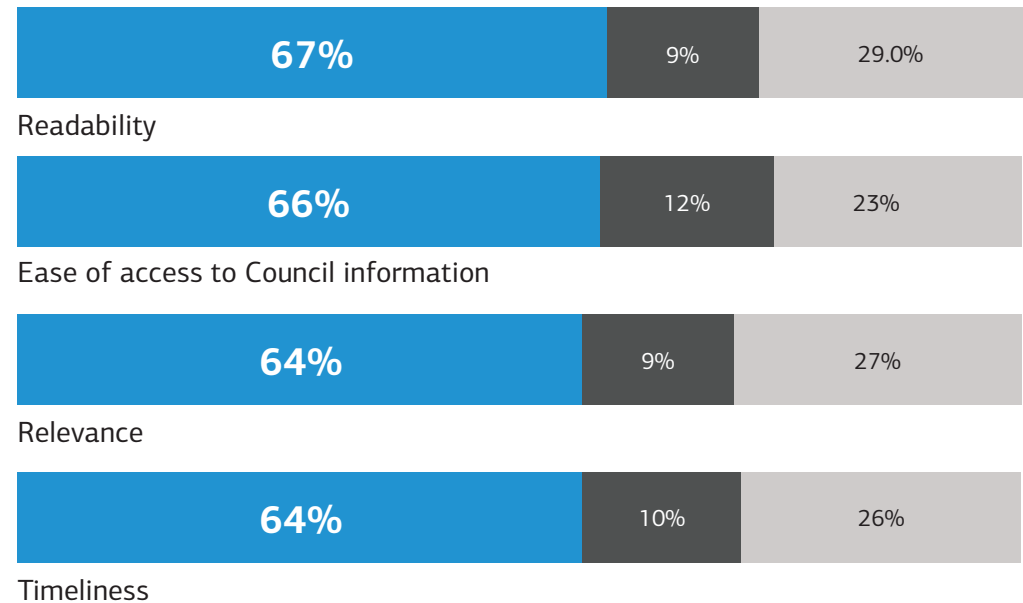




The overall quality of the information provided:



Are you satisfied with the information Council provides about its activities?





“I don't read local papers so don't see any activity unless there is a letterbox drop.”

“More plain language needed.”

“I guess I would have to go online to find out what these are?”

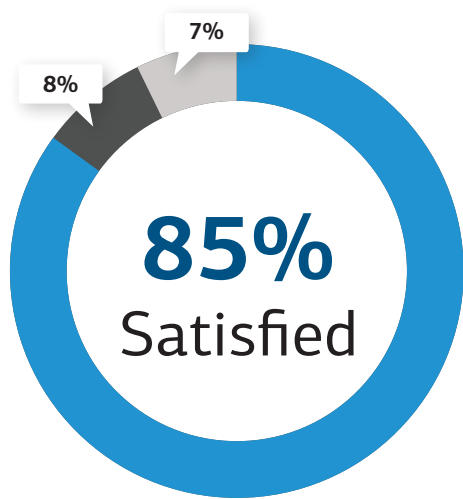
“I expect information to be available and easily accessible on the web. The Council website is hard to navigate and it is difficult to find information about what they are planning.”

“More on social media would be great, that's typically where I stumble across information.”

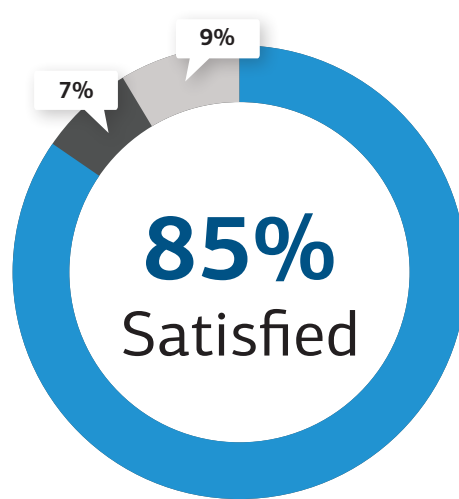




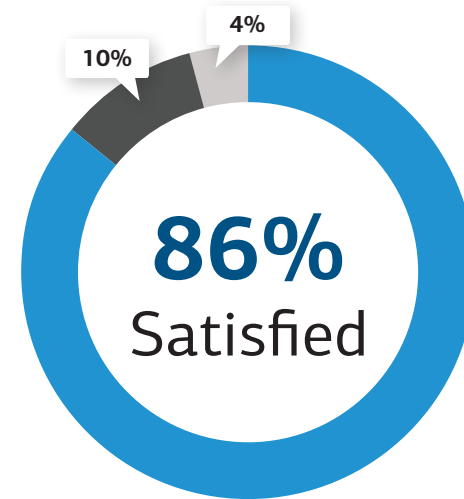
How satisfied were you with our overall performance?



2016



2019



2022

■ Satisfied ■ Dissatisfied ■ No response/opinion



What you asked for:

- Consistency of service
- Keep to budget
- Ensure rates are value for money
- Equity in rates payments between urban and rural rate payers for services received
- Better communication
- Greater transparency on spending.

“You guys do an amazing job, and we really appreciate you trying to improve the daily lives of those living in the area.”

“I think the rates we currently pay are excessive for the services we receive. Rural properties like ours look after our own waste, wastewater and stormwater, and cannot readily access many town facilities that we pay for in our rates.”

“I’ve lived in many regions, both here and in the UK, and the WDC is by far the best Council I have ever had dealings with. Well done to your people.”

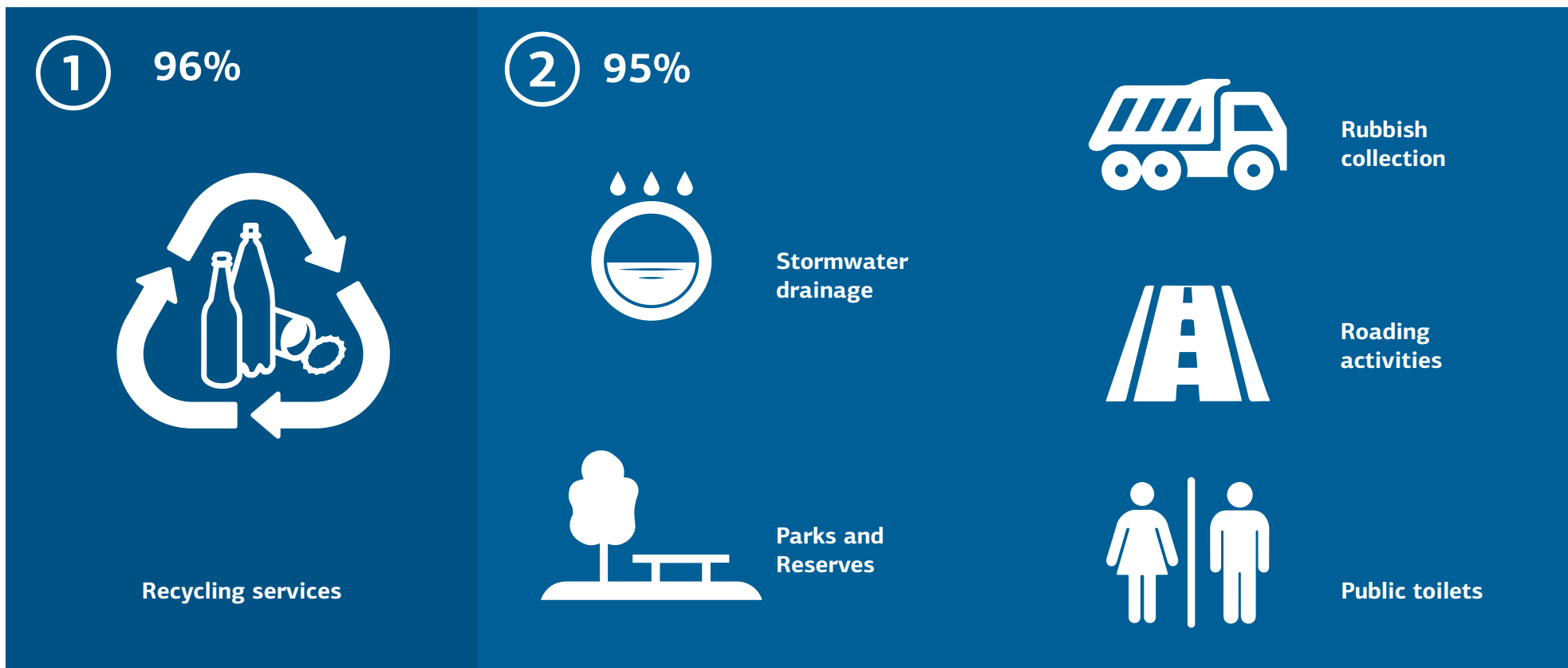
“I feel that our rates are ridiculously high, yet a lot of what the Council does is not apparent to us. I struggle to figure out where our hard earned money is going.”

“Overall we think the Council does a great job. Some road issues are the biggest problem.”





The top ten activities you thought were very important/important for Council to be involved in:





3 94%



Emergency & hazard management

5 92%



Water reticulation

4 93%



Sewerage



Supporting resident safety and wellbeing



We would like to thank the 772 residents who took the time to complete the 2022 Customer Satisfaction Survey, for all the honest feedback, shared experiences, and kind words:

“

I wouldn't want to live anywhere else.

“

Great space, spacious and welcoming. Librarians are great - very helpful and obliging. - Rangiora Library

“

I think we could do a lot more as a community to respond to climate change and encourage a greener community.

“

I think the WDC is proactive and I like that they seek the public's opinion on what ratepayers and communities want.

“

One of the things that I appreciate the most about living in Kaiapoi is how good our tap water is.



We will use your feedback to fulfil our Customer Service Promise

“ We will be professional, approachable and solutions-focused.

For the 2022 survey, quota sampling has been applied by age, gender and location to match the 2018 Census profile of residents. The 2022 survey was directed to individual residents, whereas previous surveys were directed to the household. Therefore, caution should be applied when comparing results. The statistical margin of error for 772 residents is ±3.5% at a 95% confidence level.



WAIMAKARIRI
DISTRICT COUNCIL

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OPINIONS
MARKET RESEARCH LTD

Customer Satisfaction Survey 2022 Report

5th April 2023



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Key Insights



Research Objective

- To obtain an overview of the attitudes of residents to the services and facilities provided by the Waimakariri District Council.

Research Methodology and Sample Structure

- The 2022 Customer Satisfaction Survey was administered October – December.
- The survey was conducted online with a postal option available.
- There was a total of 772 participants.
- The sample has been weighted by age, gender and location to match the 2018 Census profile of residents.
- The statistical margin of error for 772 residents is $\pm 3.5\%$ at a 95% confidence level.

Satisfaction with Council's Overall Performance

- Nearly all (86%) expressed satisfaction with the overall performance of the Council.
- 10% were dissatisfied.
- The main reasons for dissatisfaction centred around cost, roading and communication.



Importance of Council Services

- Most facilities and services provided by Council were considered important.
- The top 10 most important services in 2022 were recycling services, stormwater drainage including urban stormwater, parks and reserves, rubbish collection/ disposal, public toilets, roading related activities, emergency/ natural hazard management, sewerage, water reticulation and supporting resident safety and wellbeing.
- Rated as least important, by a sizeable minority, was Rangiora Airfield and cycleways.
- Females were more likely than males to consider library services, dog parks, cycleways, supporting resident safety and wellbeing, creating jobs, encouraging sustainability, protecting/enhancing indigenous biodiversity, responding to climate change and social needs based housing important.



Satisfaction with Customer Service Delivery

- Among those contacting Council staff in the last 12 months, 80% were satisfied overall, although 17% expressed dissatisfaction indicating there is room for improvement.
- Those commenting on the reasons for their dissatisfaction indicated a lack of resolution to issues was the primary issue.
- Those aged 60 and over expressed the highest level of satisfaction, although the differences are not statistically significant.
- Among those using the Online e-services, satisfaction was high.
- Satisfaction with online rates payment services was higher among those aged 60+, and with online dog registration payment among those aged 30-59.



Satisfaction with Communication and Consultation

- 67% were satisfied with the overall quality of information the Council provides about its activities and only 9% were dissatisfied. 23% had no opinion.
- There is also a high level of satisfaction across a number of aspects of communications including readability, ease of access, timeliness and relevance (between 64% and 67%).
- Participation in Council consultation over the last 12 months was low - only 13% had taken part in the last 12 months. Comments from those taking part reveal a range of views including that feedback isn't taken into account and that communication was good.
- Males were more likely to have taken part in Council consultation over the last 12 months than females.
- Overall satisfaction with Council communication and consultation indicates there is room to and increase community participation.



Satisfaction with Community Support

- There was a high proportion of respondents with ‘no opinion’ about the support Council provides for elderly persons housing (61%), youth development (59%), and welcoming and supporting new residents (50%). Over a quarter were satisfied with each (28%, 26% and 39% respectively) and between 11% and 15% were dissatisfied.
- 54% were satisfied with the support Council provides around residents safety and wellbeing, however, 17% were dissatisfied. A further 28% had no opinion.
- 57% were satisfied with the support Council provides to community groups and organisations and only 7% were dissatisfied. 36% had no opinion.
- Overall, given the proportion of residents with no opinion, these findings indicate that awareness could be raised around Council’s support in these areas.
- Furthermore, considering levels of dissatisfaction, there are also opportunities to improve the level of Council support.



Satisfaction with Emergency Management

- A quarter or more had no opinion as to how satisfied or dissatisfied they were with the Council's response in a number of emergency areas, including civil defence emergency management (25%), earthquake (33%), flood (26%) and tsunami (42%) emergencies. This indicates a need to increase awareness of emergency management planning.
- Among those with an opinion, most were satisfied with the aspects of Council's emergency management provision.
- The area that attracted most dissatisfaction was the Council's response to flooding (10% dissatisfied), particularly from respondents residing in the Ohoka Swannanoa Subdivision.
- 28% did not have an opinion as to how satisfied they were with the Council ensuring residents are able to look after themselves effectively in an emergency. 59% were satisfied and 12% were dissatisfied indicating there is room for improvement in relation to this aspect.



Satisfaction with District Development Management

- There was a high proportion of participants who had no opinion about Council's performance in a number of district development activities (between 21% and 39% across various activities). This finding indicates that there is an opportunity to increase residents' awareness and knowledge of Council's district development activities.
- A number of aspects of district development received relatively low satisfaction ratings, particularly planning for the future of rural areas (38%) planning for future subdivisions for housing (47%), and creating public places and spaces that are accessible to people with impairments (47%). Promoting the District saw the highest level of satisfaction (63%). Those in Oxford Subdivision were more likely to be dissatisfied with planning for the future of rural areas than those in other areas.
- Males were more likely than females to be dissatisfied with the work of the Council around encouraging increased business activity.



Satisfaction with Environmental Management

- Responses by participants to questions about their satisfaction with the work the Council is doing around environmental management indicate that a sizable proportion of between 19% and 41% (depending on the activity) had no opinion. This indicates there is an opportunity for Council to raise residents' awareness.
- 57% were satisfied with the work the Council does in protecting / enhancing indigenous biodiversity and 55% with the waterways the Council is responsible for. 47% were satisfied with Council's work in encouraging sustainability, and only 38% with Council's response to climate change.
- Levels of dissatisfaction were highest for Council's efforts in protecting / enhancing waterways the Council is responsible for (26%) and lowest for protecting / enhancing indigenous biodiversity (15%). Satisfaction with protection/enhancement of waterways the Council is responsible for was higher among residents of the Rangiora Subdivision than of other areas.
- Satisfaction with many of these measures was lower among the 30 – 59 year old age group and higher among those aged 60 and over.



Satisfaction with Regulatory Performance

- 28% of participants had been in contact with the Council about an aspect of regulatory performance in the last 12 months.
- Between 63% and 76% of all survey participants had no opinion about whether they were satisfied or dissatisfied with the performance of the Council delivering regulatory services across a number of areas.
- Among only those who had contact with individual regulatory services, satisfaction was highest for food safety (78%), animal control (61%) and building consents (61%), and lowest for noise control (51%), with alcohol licensing and resource consents ranging in the middle (56% and 59% respectively) It should be noted that some of the sample sizes of people using these services were small meaning these findings are indicative only.



Satisfaction with Roothing and Transport Provision

- Satisfaction was highest for town footpaths (81%) and town roads (78%). It was lowest for provision of park and ride in Kaiapoi (27%) and Rangiora (38%), though both of the latter attracted a high proportion of 'no opinions' (66% and 54% respectively).
- Of note, there was a sizable proportion of participants who did not have an opinion about infrastructure to support alternative transport, in particular around the provision of bus shelters (44%), cycle stands (61%) and EV chargers for vehicles (65%).
- Satisfaction with provision for cycling and for park and ride in Rangiora was higher among residents in the Rangiora Subdivision, and with provision for off-street parking and park and ride in Kaiapoi among residents in the Kaiapoi Woodend Ward.
- Dissatisfaction was higher with roads among residents in the Oxford Subdivision, with small settlement footpaths among residents in the Ohoka Swannanoa Subdivision, and with unsealed rural roads among residents in the Ashley Subdivision.



Satisfaction with Stormwater Drainage

- Approximately three quarters (74%) of participants were within a Waimakariri District Council land drainage area.
- Whilst 71% expressed satisfaction with drainage, there was a sizeable minority of 20% who were dissatisfied.
- Reasons for dissatisfaction centred around issues with flooding.
- Satisfaction with the stormwater system was higher among those in the Pegasus and Rangiora – Urban land drainage areas and lower among those in the Ohoka area.



Satisfaction with Council Operated Water Supply

- Three quarters of participants (75%) were on a Council operated water supply.
- Most (86%) were satisfied overall with the water supply but there were some issues for a minority around taste, quantity, appearance and reliability.
- Most comments made were based around issues with chlorination.
- Satisfaction with the water supply overall and aspects of the water supply was higher in Rangiora Subdivision and lower in Kaiapoi Woodend Ward (chlorination issues).

Satisfaction with Council Operated Sewerage Systems

- 63% disposed of their sewage via a Council operated system and, of these participants, nearly all were satisfied (91%). Only 2% were dissatisfied.



Satisfaction with Kerbside Collection Services

- 74% of participants were on the Council operated kerbside collection.
- Most were satisfied with the collection service for rubbish (86%), recycling (91%) and organics (72%).
- Those who expressed dissatisfaction principally raised issues around missed and damaged bins, service coverage and cost.
- Satisfaction with the organics collection was higher among residents in the Rangiora Subdivision and lower among residents in the Ohoka Swannanoa Subdivision.
- Those with access to kerbside collection services, both Council and contractor/bin services typically use these services about once every two to three weeks or more often.



Satisfaction with Household Waste Disposal Services

- While satisfaction was high for the kerbside collection services, it was low for delivering rubbish, recyclables and green waste to transfer stations indicating there is a need to improve transfer station services.
- Satisfaction with aspects of Southbrook Resource Recovery Park is generally high among those who typically use it. It is lowest for hazardous waste disposal (54%) and greenwaste disposal (74%), and between 86% and 95% for other aspects. Among those who typically use Oxford Transfer Station, satisfaction is lowest for opening hours/days (50%), greenwaste disposal (49%) and hazardous waste disposal (50%), and from 72% to 93% for other aspects. Among those who typically use Cust Rural Recycling Facility, satisfaction tends to be lower, particularly for the service provided by staff (10%), rubbish disposal (16%), the range of services provided (28%), greenwaste disposal (5%) and hazardous waste disposal (0%); however it should be noted that these results are based on a small sample size and therefore indicative only.
- Use of transfer stations was less frequent than kerbside services with most using these stations about once a month or less often.
- Those composting kitchen and garden waste typically did so on a frequent basis stating they did so once a week or more often.



Satisfaction with Library Services

- Almost half (49%) had used a Waimakariri library in the last 12 months.
- Among only those survey participants who mainly used each, there was a high level of satisfaction with all three district libraries (97% for Rangiora Library, 98% for Kaiapoi Library, 95% for Oxford Library).
- However, a significant proportion of all survey participants didn't have an opinion about Rangiora Library (40%), Kaiapoi Library (61%) or Oxford Library (84%).
- Among those who have used a Waimakariri library in the last 12 months, satisfaction is highest for customer service (97%), library spaces (97%), library opening hours (95%) and physical collections (85%). There was a high proportion of respondents with 'no opinion' for the other aspects asked about (from 39% to 66%), although satisfaction among those who did express an opinion was high.
- Satisfaction with programmes, events and services for children and families was higher among females than males. And, with computer services, internet and wifi among those aged 30-59 than among other age groups.



Satisfaction with Swimming Pools

- 33% of all participants had used a Council operated swimming pool in the last 12 months. Females and those aged 18-29 were the most likely to have done so.
- Of those using a pool, most had used the Dudley Park Aquatic Centre (81%), and fewer used the Kaiapoi Aquatic Centre (30%). Very few had used the Oxford Community Pool (4%).
- Among all survey participants, there was a high proportion who had no opinion about whether they were satisfied or not with the pools (53% for Dudley Park Aquatic Centre, 71% for Kaiapoi Aquatic Centre, 91% for Oxford Community Pool).
- Among those who mainly use each pool, there was a high level of satisfaction with the Dudley Park Aquatic Centre (92%) and for Kaiapoi Aquatic Centre (89%). Satisfaction with Oxford Community Pool was considerably less at 43%, however the sample size is small and the findings indicative as a result.
- Comments about improvements to the pools primarily focused around improving aspects of the facilities available.



Satisfaction with Green Space and Community Buildings

- For green spaces and community buildings, satisfaction was highest for parks and reserves (91%), street trees (83%) and sports fields (75%). It was lowest for dog parks (55%) and play equipment (59%) though it should be noted that these attracted high proportions of ‘no opinion’ (35% and 36% respectively), together with community halls/meeting rooms (37% no opinion).
- Dissatisfaction was highest for public toilets (20%) and street trees (13%). Comments relating to public toilets seek more cleaning and maintenance. Comments relating to street trees seek more trees and better maintenance.

Satisfaction with Cemeteries

- A notable 56% of respondents did not offer an opinion about the overall quality of cemeteries. Among those with an opinion, satisfaction with cemeteries was very high, with only seven respondents dissatisfied.



Introduction



This customer satisfaction survey was completed in 2022 by Opinions Market Research on behalf of The Strategy & Business Unit, Waimakariri District Council.

This survey has been previously conducted in 1992, 1995, 2001,2004, 2007, 2010, 2013, 2016 and 2019.



The objective of this survey was to obtain an overview of the attitudes of residents to the services and facilities provided by the Council.

The findings from this survey will be used to inform LTP 2024 preparations and improved service delivery.



The 2022 Customer Satisfaction Survey was conducted October – December. It started once the local body elections had been concluded.

The methodology was re-designed in 2022 for a number of reasons including to improve efficiency and sustainability, due to a shift in the availability of Council and community resources and as a result of the prevalence of Covid-19 in the community.

The question set was also changed to a resident based question set rather than a household based question set.

The questions were designed in a collaborative manner by Waimakariri District Council and Opinions. An initial pilot survey was completed with the proposed question set.

The questions focused on satisfaction, captured the use of some Council facilities/ services and reasons for satisfaction/ dissatisfaction and collected feedback on areas for improvement.

Most questions in this survey were asked of all participants regardless of whether they had used a specific service in the last 12 months. This meant in some cases participants responded based on their perception of a service rather than their experience using the service. It also meant that some people were unable to state an opinion about a service or said they did not know.

Findings from previous surveys have been included where the questions were similar, however, caution is needed as the findings are not directly comparable due to changes in 2022 to the methodology, sample structure and question wording.



A sample of residents was randomly selected by the Council to take part in the survey. This sample was selected based on the geographical distribution of the population by ward across the district. Businesses were excluded.

Those in the sample with email addresses were sent an email with a link to the survey and these people were also offered the chance to have a paper-based copy posted to them for completion and return. Those selected who did not have email addresses were sent a postal survey to complete and also given a link to complete the survey online, this postal process was managed by the Council.

A target sample of 600 residents was sought, and a total of 772 participants took part. The statistical margin of error of a sample of 772 residents is $\pm 3.5\%$ at a 95% confidence level.

Quotas were applied to the sample in terms of age, gender, area and ethnicity to ensure it was representative of the population aged 18 and over relative to the Census 2018. The sample achieved was within 6% of the quota requirements by early December 2022 and a decision was made to weight the final data set by age, gender and area to match the Census 2018. This means the survey results can be considered to be an accurate reflection of the views of Waimakariri residents as a whole.



		2018 Census	2022		
			Unweighted		Weighted
			%	n	%
Total			772		
Gender	Male	49%	329	43%	48%
	Female	51%	434	56%	51%
	Gender diverse	-	1	<0.5%	<0.5%
	Prefer not to say	-	8	1%	1%
Age	18-29	16%	78	10%	16%
	30-59	51%	379	49%	51%
	60+	33%	312	40%	33%
	Not stated	-	3	<0.5%	<0.5%
Ethnicity	European	93%	721	93%	93%
	Māori	7%	50	6%	7%
	Other	5%	43	6%	6%
	Not stated	-	7	1%	1%
Area	Oxford Subdivision	10%	71	9%	10%
	Ohoka Swannanoa Subdivision	10%	79	10%	10%
	Ashley Subdivision	11%	95	12%	11%
	Rangiora Subdivison	29%	256	33%	29%
	Kaiapoi Woodend Ward	39%	271	35%	39%



		2022		
		Unweighted		Weighted
		n	%	%
Total		772		
Life Stage	Younger, no dependents	48	6%	10%
	Has dependents	228	30%	32%
	Older, no dependents	493	64%	58%
	Not stated	3	<0.5%	<0.5%
Home Ownership	Homeowner	722	94%	91%
	Not homeowner	50	6%	9%
Occupation	In full time paid employment	346	45%	50%
	In part time paid employment	115	15%	14%
	Not in paid employment/seeking/beneficiary	16	2%	2%
	Retired	222	29%	24%
	Home executive	28	4%	3%
	Student	8	1%	1%
	Other	35	5%	5%
	Not stated	2	<0.5%	<0.5%



		2022			2019	
		Unweighted		Weighted		
		n	%	%	n	%
Total		772			453	
Lived in Waimakariri District	0 – 4 years	166	22%	23%	76	17%
	5 – 9 years	127	16%	17%	95	21%
	10 – 14 years	116	15%	15%	67	15%
	15 – 19 years	74	10%	9%	48	11%
	20 years or more	288	37%	36%	152	34%
	Not stated	1	<0.5%	<0.5%	15	3%
Lived at Present Address	0 – 4 years	303	39%	42%	171	38%
	5 – 9 years	188	24%	25%	120	26%
	10 – 14 years	119	15%	14%	52	11%
	15 – 19 years	54	7%	7%	49	11%
	20 years or more	107	14%	12%	47	10%
	Not stated	1	<0.5%	<0.5%	14	3%



- The statistical margin of error of the total sample of 772 residents taking part in the survey in 2022 is $\pm 3.5\%$ at a 95% confidence level. Where significant differences were identified in the 2022 survey findings between age groups, genders and by location these differences have been included in the Key Insights.
- A number of questions where participants rate their satisfaction with a service were asked of all survey participants rather than, for example, just the users of a specific service in the last 12 months. As a result, many of the findings are based on participants perception of a service rather than their satisfaction with their experience of using the specific service. In some cases there is a high proportion of participants who have stated they have no opinion about the service. For this reason, in addition, the findings are reported by the users of a specific service in, for example, the last 12 months, where that dataset is available.
- Even if the proportion of respondents with no opinion of a particular service is high, it is important to report on the full sample, so as not to overstate satisfaction levels. However, when interpreting data where a large proportion of respondents had no opinion, users may wish to also utilise tables provided to more closely consider only those who shared an opinion.
- For questions rating satisfaction or importance, the bar graphs are presented with the percentage of participants giving each response on the scale. The adjacent tables show an overview of the combined percentages for those who were Satisfied (=Very satisfied or Satisfied) and Dissatisfied (=Dissatisfied or Very dissatisfied), or Important (=Very important or Quite important) and Not important (=Not very important or Not at all important).



- In addition, mean scores are shown which are calculated as follows; a higher mean score indicates a higher level of satisfaction/importance:
 - Very satisfied / Very important = 4
 - Satisfied / Important = 3
 - Dissatisfied / Not very important = 2
 - Very dissatisfied / Not at all important = 1
- All percentages and weighted number of participants (N) are shown rounded to zero decimal places. Given the statistical margin of error of a sample of 772 residents is $\pm 3.5\%$ at a 95% confidence level there is no need to report findings by less than one decimal place.
- A percentage shown as “-” indicates that fewer than 0.5% gave the response.
- Due to rounding a bar in a graph e.g. 1% may appear to be shorter than another bar of 1%, this is due to rounding.
- For tables and charts showing percentages and N, the weighted number (N) of participants giving each response is shown in brackets next to the percentage.
- Given the changes in the 2022 survey to the methodology, sample structure and question wording, compared with the 2019 survey, this means that a direct comparison of findings between the two surveys is not possible.



Main Findings

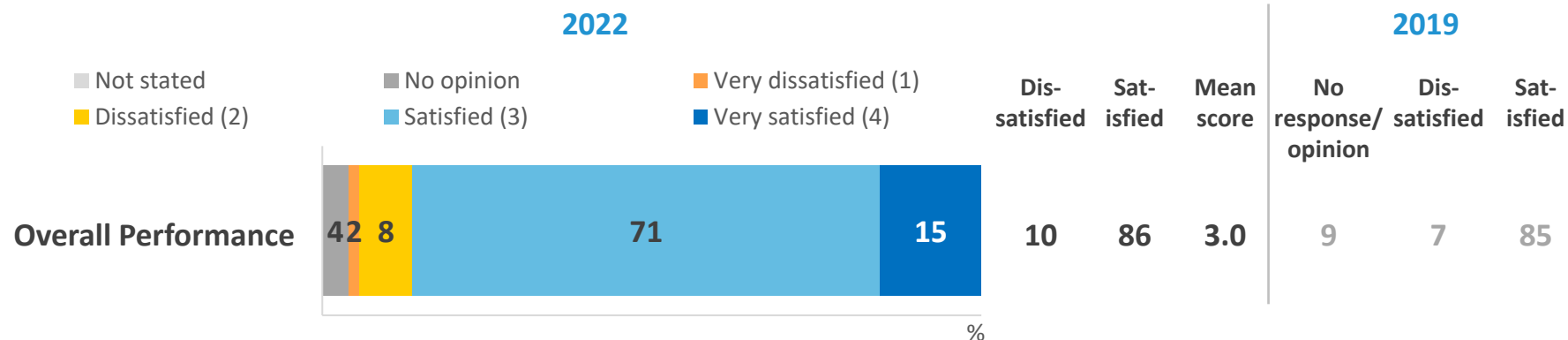


Satisfaction with Council's Overall Performance



Overall Performance Satisfaction ¹⁹⁶

Q. How satisfied are you with the overall performance of the Council?



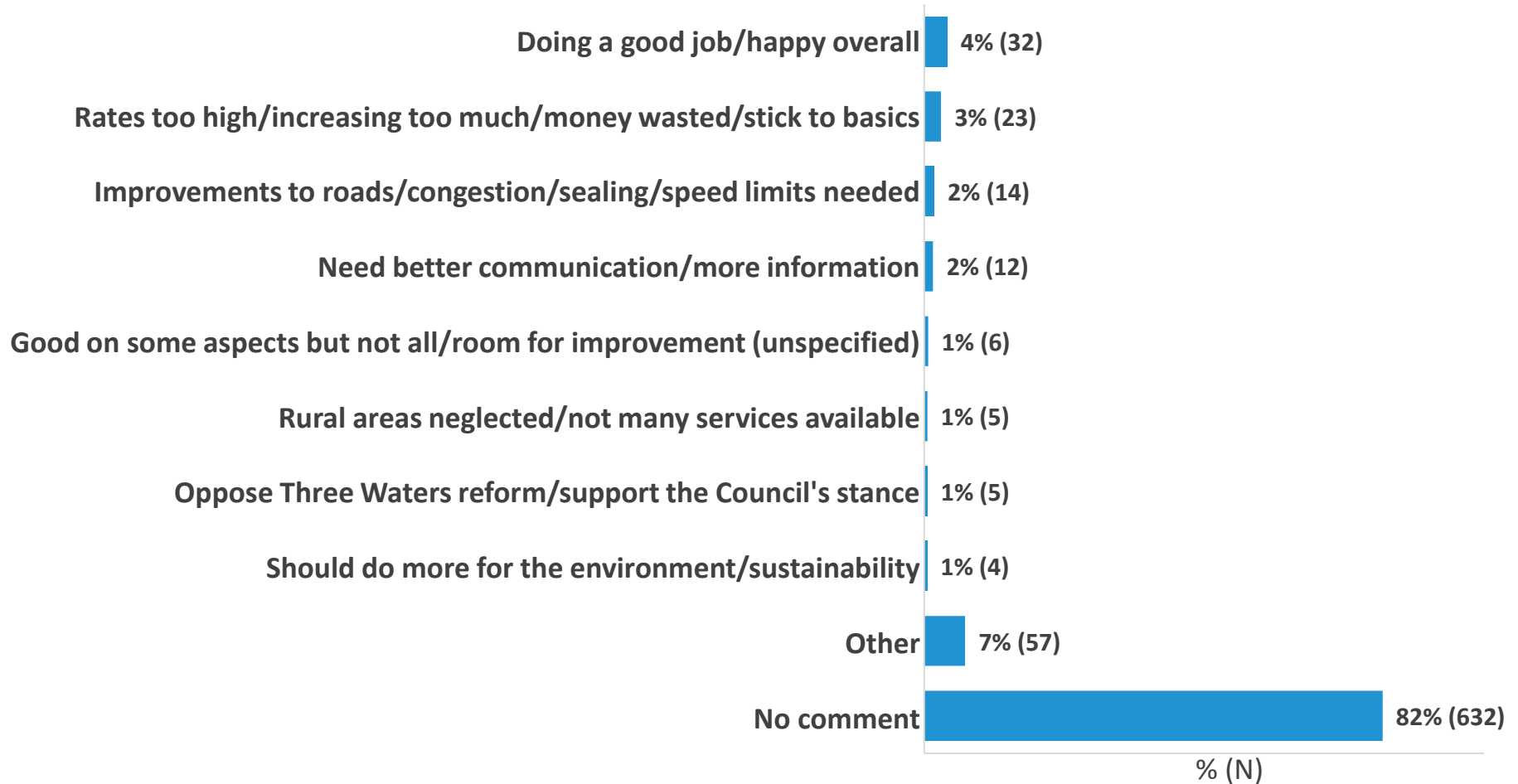
2022 % (N)	Not stated	No opinion	Very dissatisfied	Dissatisfied	Satisfied	Very satisfied
Overall Performance	-	4% (31)	2% (13)	8% (62)	71% (547)	15% (119)

Total sample: 2022: 772; 2019: 453
 N=Weighted number of participants



Overall Performance Comments

Q. Do you have any comments you would like to make about any aspects of the Council's overall performance or any other aspects of the Council's work?



Total sample: 2022: 772
N=Weighted number of participants

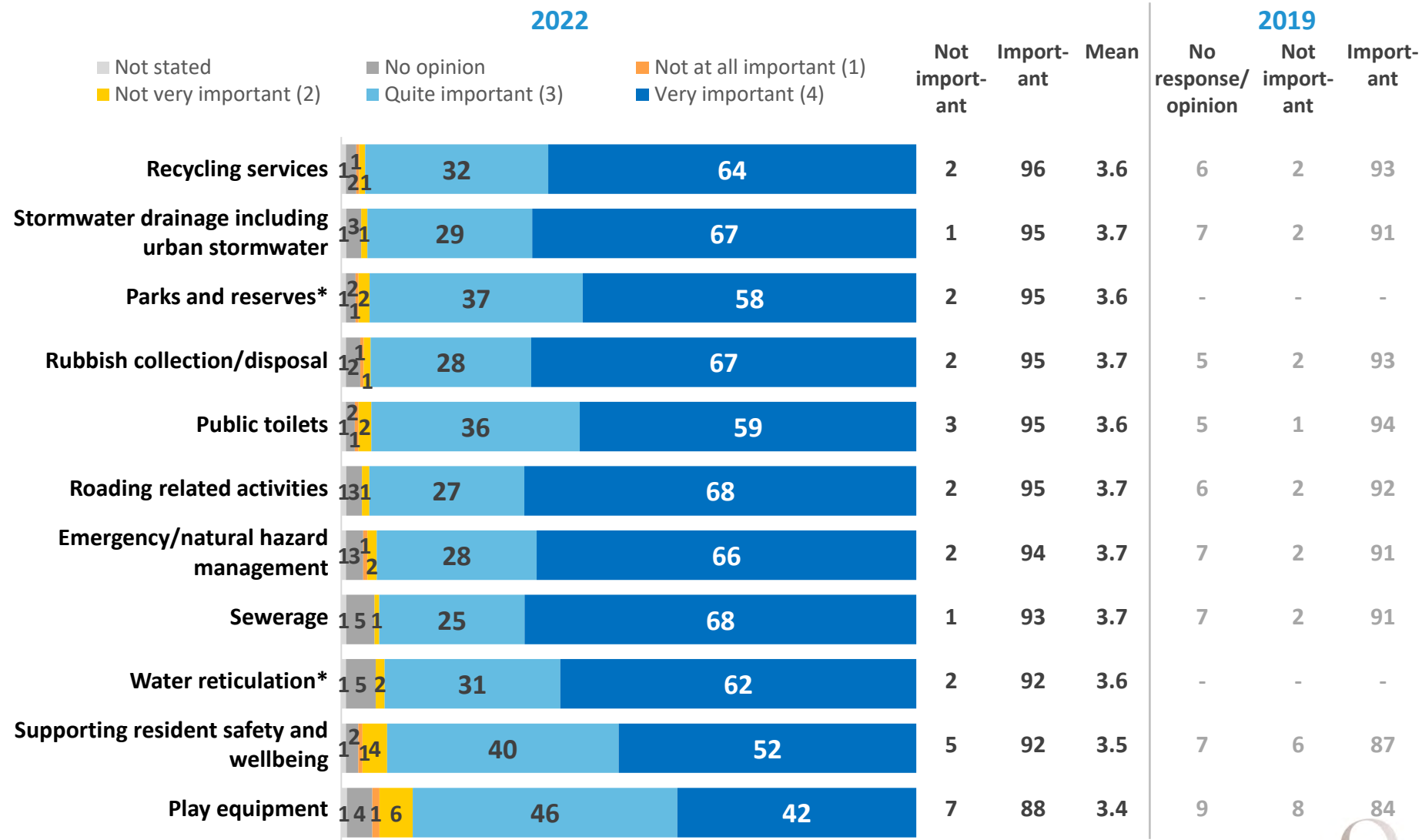


Importance of Council Services



Importance of Council Services

Q. How important do you think it is for the Council to be involved with each of the following?



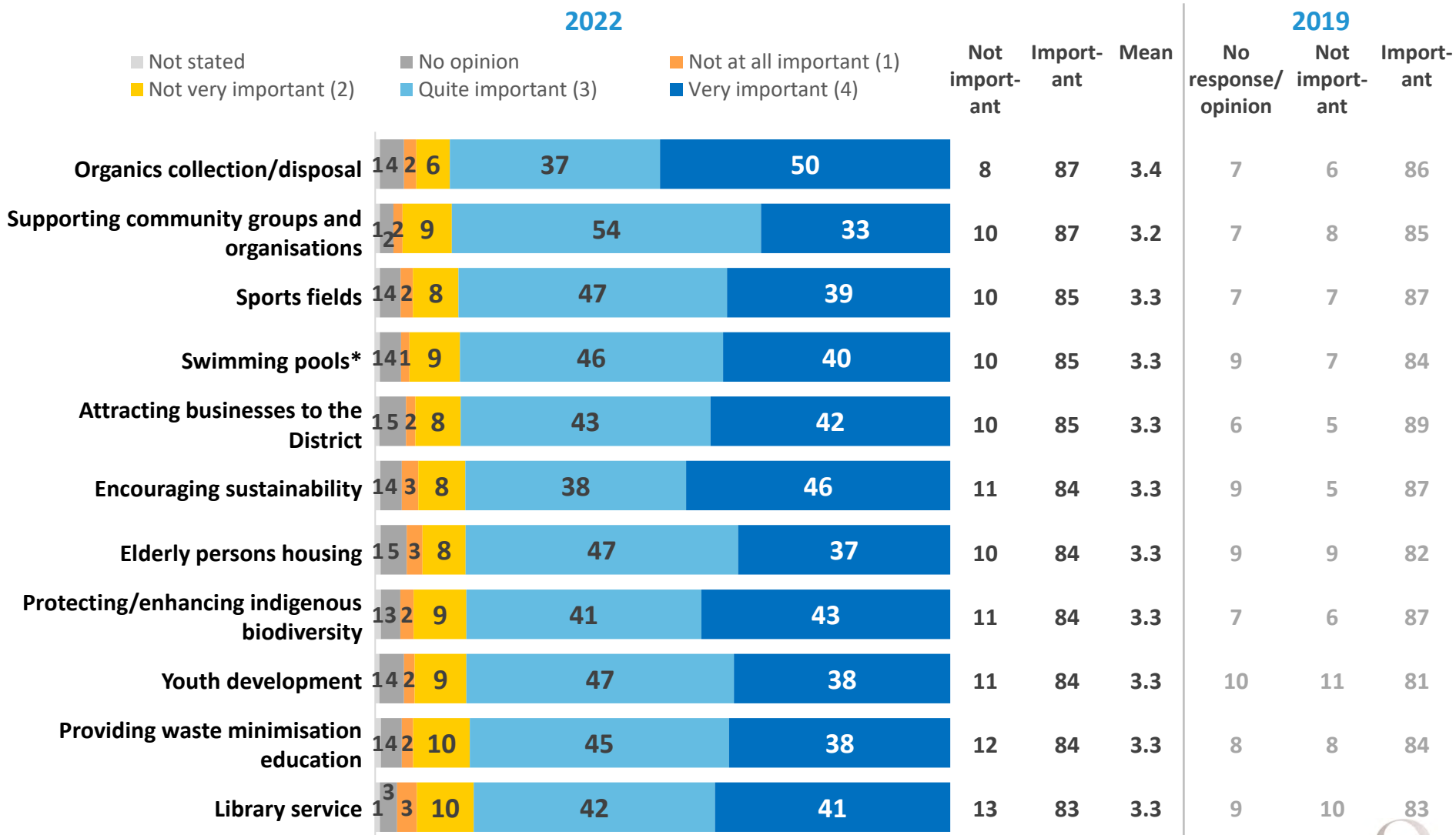
Total sample: 2022: 772; 2019: 453

*Not asked in 2019



Importance of Council Services cont.

Q. How important do you think it is for the Council to be involved with each of the following?



Total sample: 2022: 772; 2019: 453

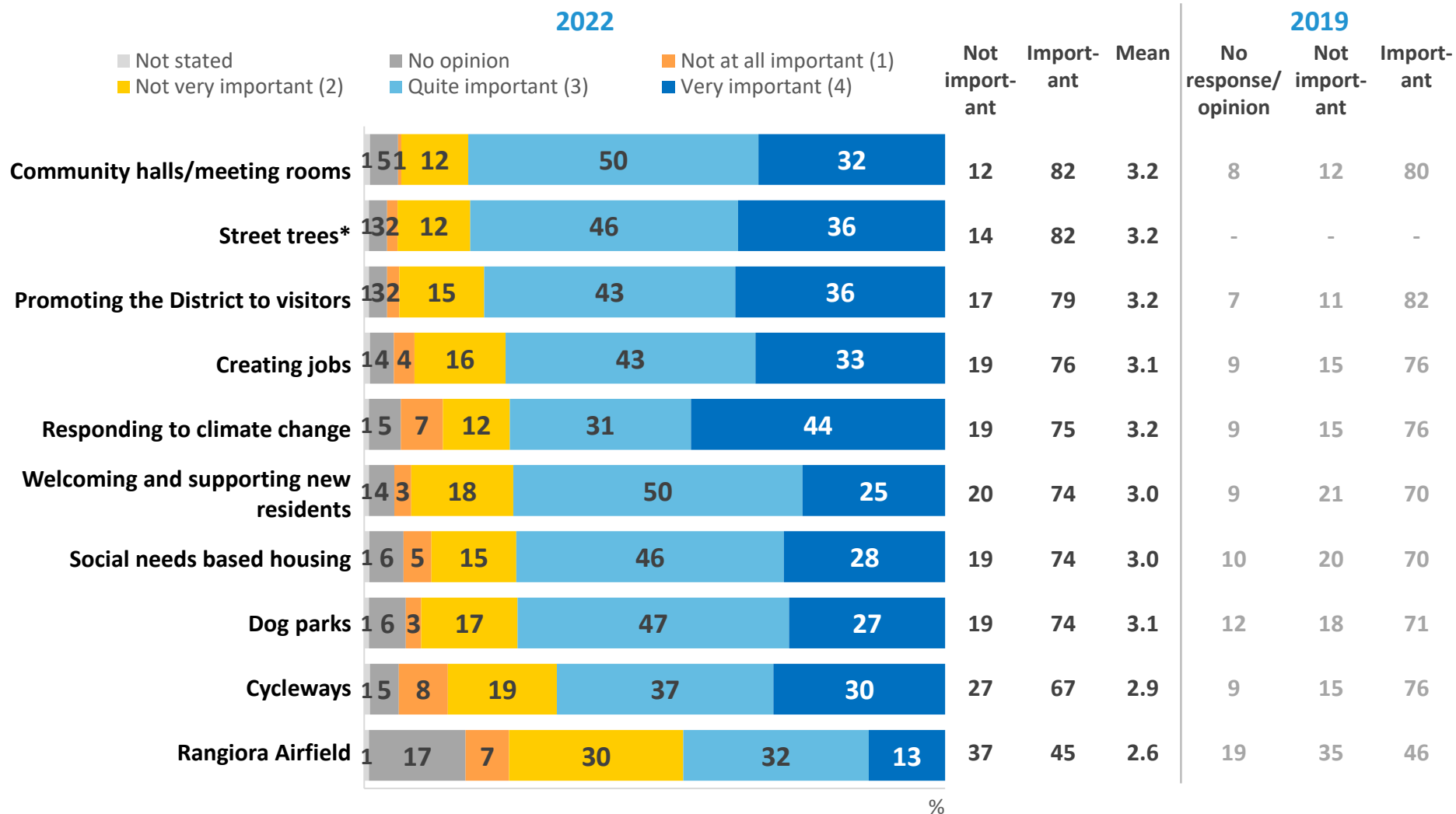
*Aquatic centres in 2019

%



Importance of Council Services cont.

Q. How important do you think it is for the Council to be involved with each of the following?



Total sample: 2022: 772; 2019: 453

*Not asked in 2019



Importance of Council Services, 2022

Q. How important do you think it is for the Council to be involved with each of the following?

% (N)	Not stated	No opinion	Not at all important	Not very important	Quite important	Very important
Recycling services	1% (6)	2% (14)	1% (4)	1% (8)	32% (246)	64% (494)
Stormwater drainage including urban stormwater	1% (6)	3% (20)	-	1% (8)	29% (221)	67% (514)
Parks and reserves	1% (6)	2% (13)	1% (4)	2% (15)	37% (286)	58% (448)
Rubbish collection/disposal	1% (6)	2% (19)	1% (5)	1% (9)	28% (216)	67% (517)
Public toilets	1% (6)	2% (12)	1% (5)	2% (17)	36% (280)	59% (452)
Roading related activities	1% (6)	3% (21)	-	1% (10)	27% (207)	68% (524)
Emergency/natural hazard management	1% (6)	3% (23)	1% (6)	2% (12)	28% (215)	66% (510)
Sewerage	1% (6)	5% (38)	-	1% (6)	25% (194)	68% (523)
Water reticulation	1% (6)	5% (40)	-	2% (12)	31% (236)	62% (478)
Supporting resident safety and wellbeing	1% (6)	2% (16)	1% (6)	4% (33)	40% (311)	52% (400)
Play equipment	1% (8)	4% (34)	1% (10)	6% (45)	46% (355)	42% (321)

Total sample: 2022: 772
N=Weighted number of participants

Continued on next slide



Importance of Council Services, 2022 cont.

Q. How important do you think it is for the Council to be involved with each of the following?

% (N)	Not stated	No opinion	Not at all important	Not very important	Quite important	Very important
Organics collection/disposal	1% (6)	4% (32)	2% (16)	6% (45)	37% (282)	50% (390)
Supporting community groups and organisations	1% (6)	2% (18)	2% (12)	9% (66)	54% (415)	33% (254)
Sports fields	1% (6)	4% (28)	2% (17)	8% (61)	47% (360)	39% (300)
Swimming pools	1% (6)	4% (28)	1% (11)	9% (68)	46% (353)	40% (305)
Attracting businesses to the District	1% (6)	5% (36)	2% (13)	8% (61)	43% (336)	42% (322)
Encouraging sustainability	1% (7)	4% (29)	3% (22)	8% (63)	38% (297)	46% (354)
Elderly persons housing	1% (7)	5% (35)	3% (21)	8% (58)	47% (366)	37% (285)
Protecting/enhancing indigenous biodiversity (plants and animals native to NZ)	1% (8)	3% (26)	2% (18)	9% (71)	41% (316)	43% (334)
Youth development	1% (6)	4% (33)	2% (14)	9% (70)	47% (359)	38% (290)
Providing waste minimisation education	1% (8)	4% (28)	2% (15)	10% (76)	45% (348)	38% (297)
Library service	1% (6)	3% (23)	3% (26)	10% (76)	42% (324)	41% (316)

Total sample: 2022: 772
N=Weighted number of participants

Continued on next slide



Importance of Council Services, 2022 cont.

Q. How important do you think it is for the Council to be involved with each of the following?

% (N)	Not stated	No opinion	Not at all important	Not very important	Quite important	Very important
Community halls/meeting rooms	1% (8)	5% (37)	1% (4)	12% (89)	50% (386)	32% (248)
Street trees	1% (6)	3% (24)	2% (14)	12% (96)	46% (356)	36% (275)
Promoting the District to visitors	1% (6)	3% (24)	2% (16)	15% (113)	43% (334)	36% (279)
Creating jobs	1% (8)	4% (32)	4% (27)	16% (121)	43% (332)	33% (252)
Responding to climate change	1% (6)	5% (42)	7% (56)	12% (89)	31% (241)	44% (338)
Welcoming and supporting new residents	1% (6)	4% (33)	3% (23)	18% (136)	50% (384)	25% (190)
Social needs based housing	1% (7)	6% (45)	5% (37)	15% (113)	46% (355)	28% (214)
Dog parks	1% (6)	6% (49)	3% (21)	17% (128)	47% (361)	27% (207)
Cycleways	1% (8)	5% (38)	8% (65)	19% (145)	37% (288)	30% (228)
Rangiora Airfield	1% (6)	17% (128)	7% (58)	30% (232)	32% (246)	13% (102)

Total sample: 2022: 772
N=Weighted number of participants



Top 10 Most Important Council Services

205

Q. How important do you think it is for the Council to be involved with each of the following?

Top 10 2022

	Important*
Recycling services	96% (740)
Stormwater drainage including urban stormwater	95% (735)
Parks and reserves**	95% (734)
Rubbish collection/disposal	95% (733)
Public toilets	95% (732)
Roading related activities	95% (731)
Emergency/natural hazard management	94% (724)
Sewerage	93% (718)
Water reticulation**	92% (714)
Supporting resident safety and wellbeing	92% (710)

Top 10 2019

	Important*
Public toilets	94
Rubbish collection/disposal	93
Recycling services	93
Local parks†	92
Roading related activities	92
Emergency/natural hazard management	91
Sewerage	91
Stormwater drainage including urban stormwater	91
Attracting businesses to the District	89
Natural parks†	88

Total sample: 2022: 772; 2019: 453

*Very important or quite important

**Not asked in 2019

N=Weighted number of participants

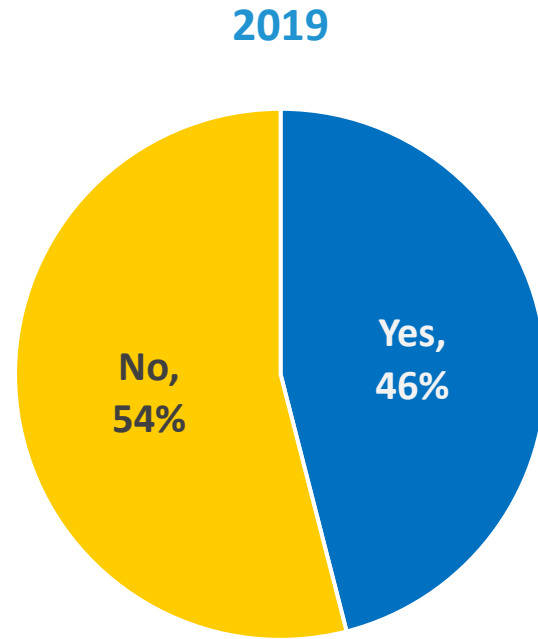
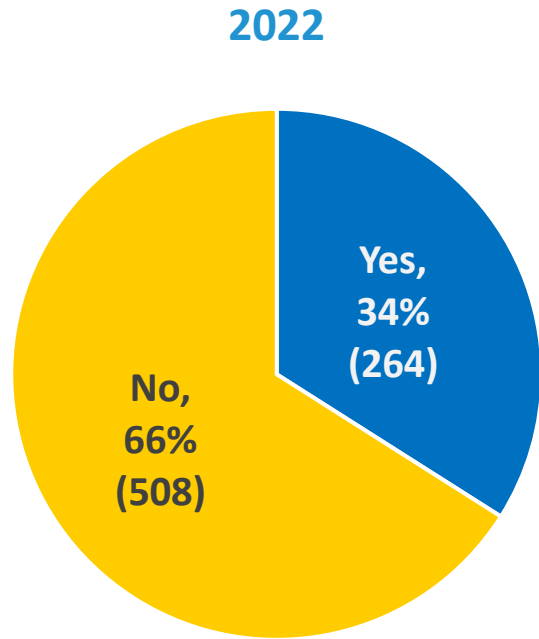
†Not asked in 2022



Satisfaction with Customer Service Delivery



Q. Have you had contact with Council staff during the last 12 months regarding Council business?



Total sample: 2022: 772
N=Weighted number of participants

Total sample: 2019: 453

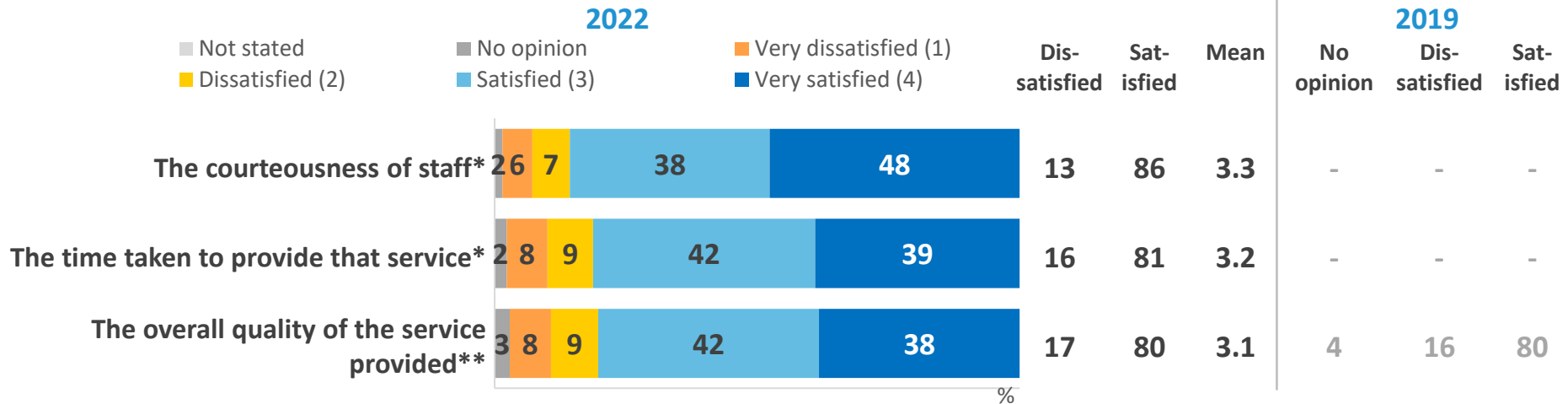


Customer Service Satisfaction

208

Among those Contacting the Council in the Last 12 Months

Q. How satisfied were you with the following aspects of the service you received when you contacted the Council?



2022 % (N)	Not stated	No opinion	Very dissatisfied	Dissatisfied	Satisfied	Very satisfied
The courteousness of staff	-	2% (4)	6% (15)	7% (19)	38% (101)	48% (126)
The time taken to provide that service	-	2% (6)	8% (21)	9% (23)	42% (112)	39% (103)
The overall quality of the service provided	-	3% (8)	8% (21)	9% (24)	42% (111)	38% (101)

Sample: those who had contact with Council staff during the last 12 months regarding Council business: 2022: 265; 2019: 207

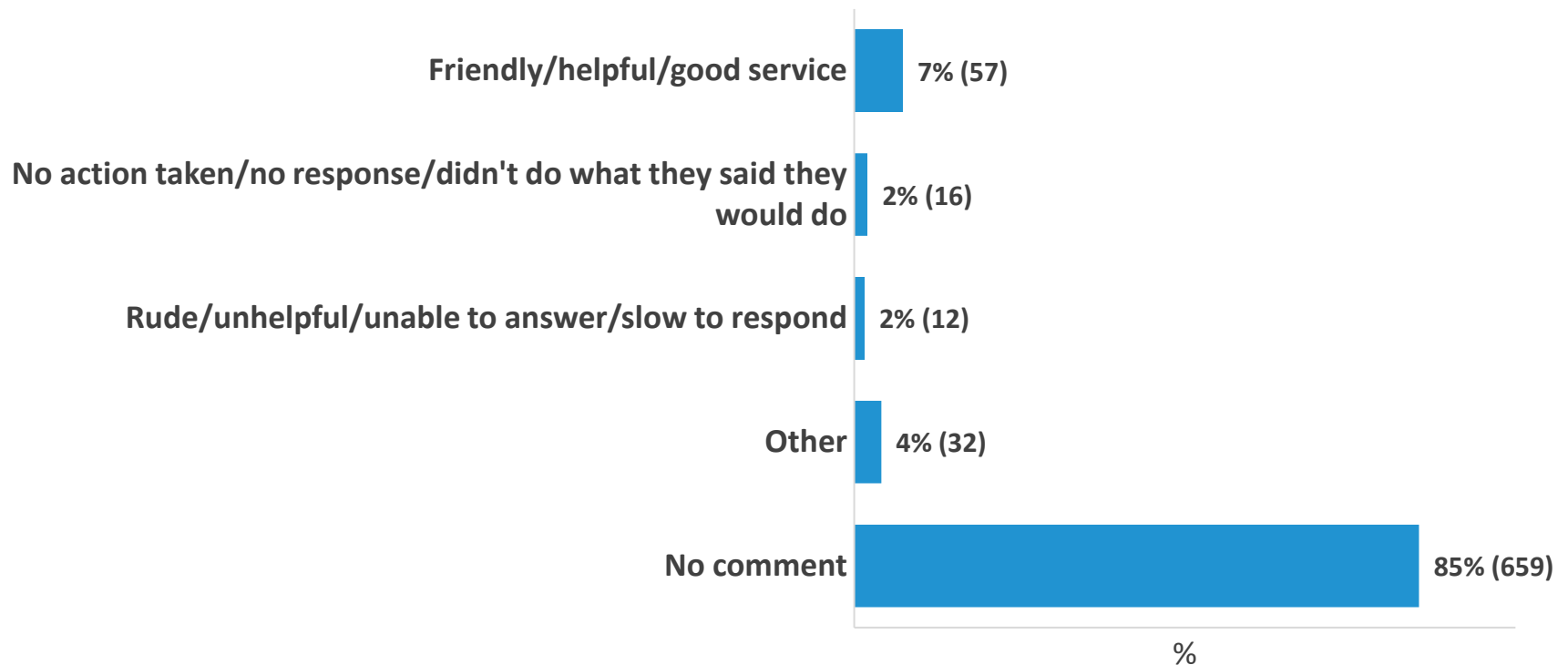
*Not asked in 2019

**Worded differently in 2019: the overall standard of the customer service received

N=Weighted number of participants



Q. Do you have any comments you would like to make about any aspects of the customer service provided by the Council?



Total sample: 2022: 772
N=Weighted number of participants



Satisfaction with Online Service Delivery



Q. Have you used any of the online services offered by the Council during the last 12 months?*



2022 % (N)	No reply	No	Yes
Use of Council online services in last 12 months	-	66% (511)	34% (259)

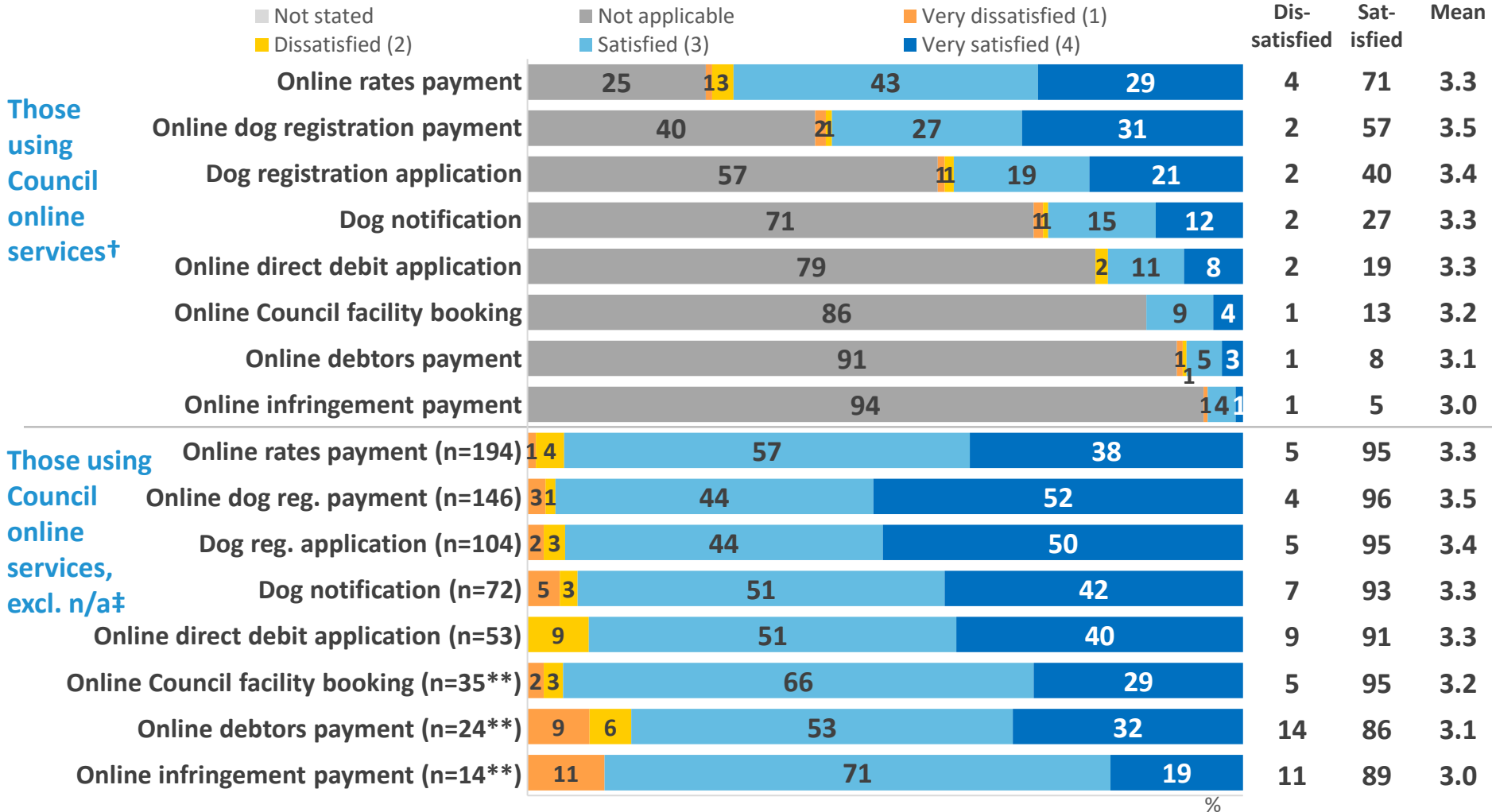
Total sample: 2022: 772
 *Not asked in 2019
 N=Weighted number of participants



Online Services Satisfaction Among those using Council Online Services in the Last 12 Months and also Excluding those stating Not Applicable

Q. How satisfied were you with the following aspects of the service you received when you contacted the Council?*

2022



†Sample: those who used Council online services in the last 12 months: 2022: 255

‡Sample: those who used Council online services in the last 12 months, excluding not applicable – refer to (n=)

*Not asked in 2019



Online Services Satisfaction, 2022

213

Among those using Council online services in the last 12 months

Q. How satisfied were you with the following aspects of the service you received when you contacted the Council?

2022 % (N)	Not stated	Not applicable	Very dissatisfied	Dissatisfied	Satisfied	Very satisfied
Online rates payment	-	25% (65)	1% (2)	3% (8)	43% (110)	29% (74)
Online dog registration payment	-	40% (104)	2% (4)	1% (2)	27% (69)	31% (80)
Dog registration application	-	57% (148)	1% (3)	1% (3)	19% (49)	21% (56)
Dog notification (e.g. microchipping, desexing, deceased)	-	71% (183)	1% (3)	1% (2)	15% (39)	12% (32)
Online direct debit application	-	79% (205)	-	2% (5)	11% (27)	8% (21)
Online Council facility booking	-	86% (222)	-	-	9% (24)	4% (11)
Online debtors payment	-	91% (235)	1% (2)	1% (1)	5% (13)	3% (8)
Online infringement payment	-	94% (245)	1% (2)	-	4% (10)	1% (3)

Sample: those who used Council online services in the last 12 months: 2022: 255

N=Weighted number of participants



Online Services Satisfaction, 2022 Among Those using Council online services in the last 12 months, excluding those stating not applicable

Q. How satisfied were you with the following aspects of the service you received when you contacted the Council?

2022 % (N)	Not stated	Not applicable	Very dissatisfied	Dissatisfied	Satisfied	Very satisfied
Online rates payment (n=194)	-	-	1% (2)	4% (8)	57% (110)	38% (74)
Online dog registration payment (n=146)	-	-	3% (4)	1% (2)	44% (69)	52% (80)
Dog registration application (n=104)	-	-	2% (3)	3% (3)	44% (49)	50% (56)
Dog notification (e.g. microchipping, desexing, deceased) (n=72)	-	-	5% (3)	3% (2)	51% (39)	42% (32)
Online direct debit application (n=53)	-	-	-	9% (5)	51% (27)	40% (21)
Online Council facility booking (n=35*)	-	-	2% (1)	3% (1)	66% (24)	29% (11)
Online debtors payment (n=24*)	-	-	9% (2)	6% (1)	53% (13)	32% (8)
Online infringement payment (n=14*)	-	-	11% (2)	-	71% (10)	19% (3)

Sample: those who used Council online services in the last 12 months, excluding not applicable: - refer to (n=)

*Small sample size – results indicative only

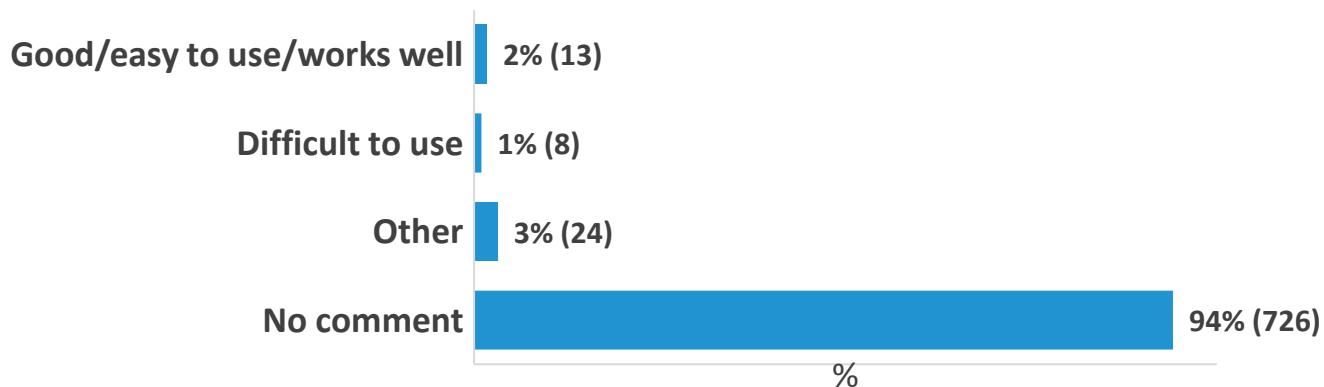
N=Weighted number of participants



Online Services Comments Among All Participants and Among those using Online Services in the Last 12 Months

Q. Do you have any comments you would like to make about any aspects of the Council's online services?

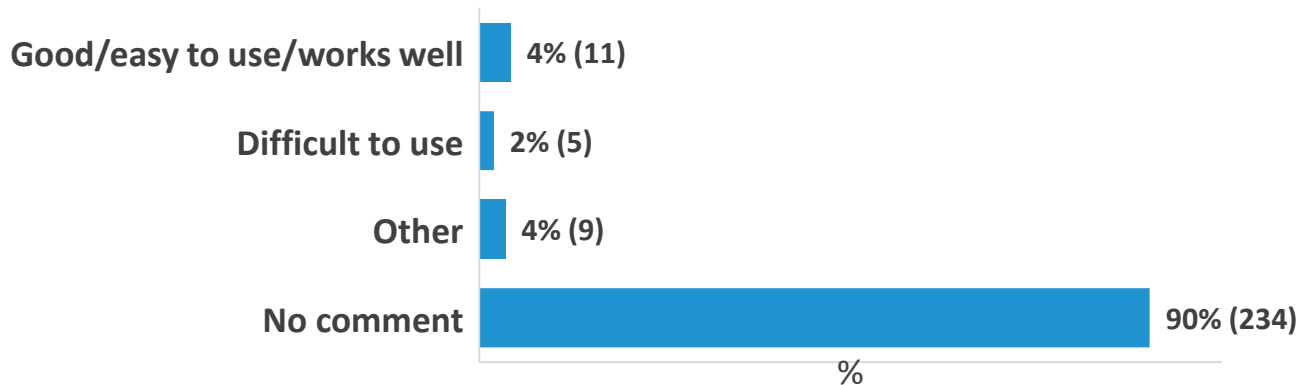
All participants



Total sample: 2022: 772

N=Weighted number of participants

Those using Council online services in the last 12 months



Sample: those who used Council online services in the last 12 months: 2022: 255

N=Weighted number of participants

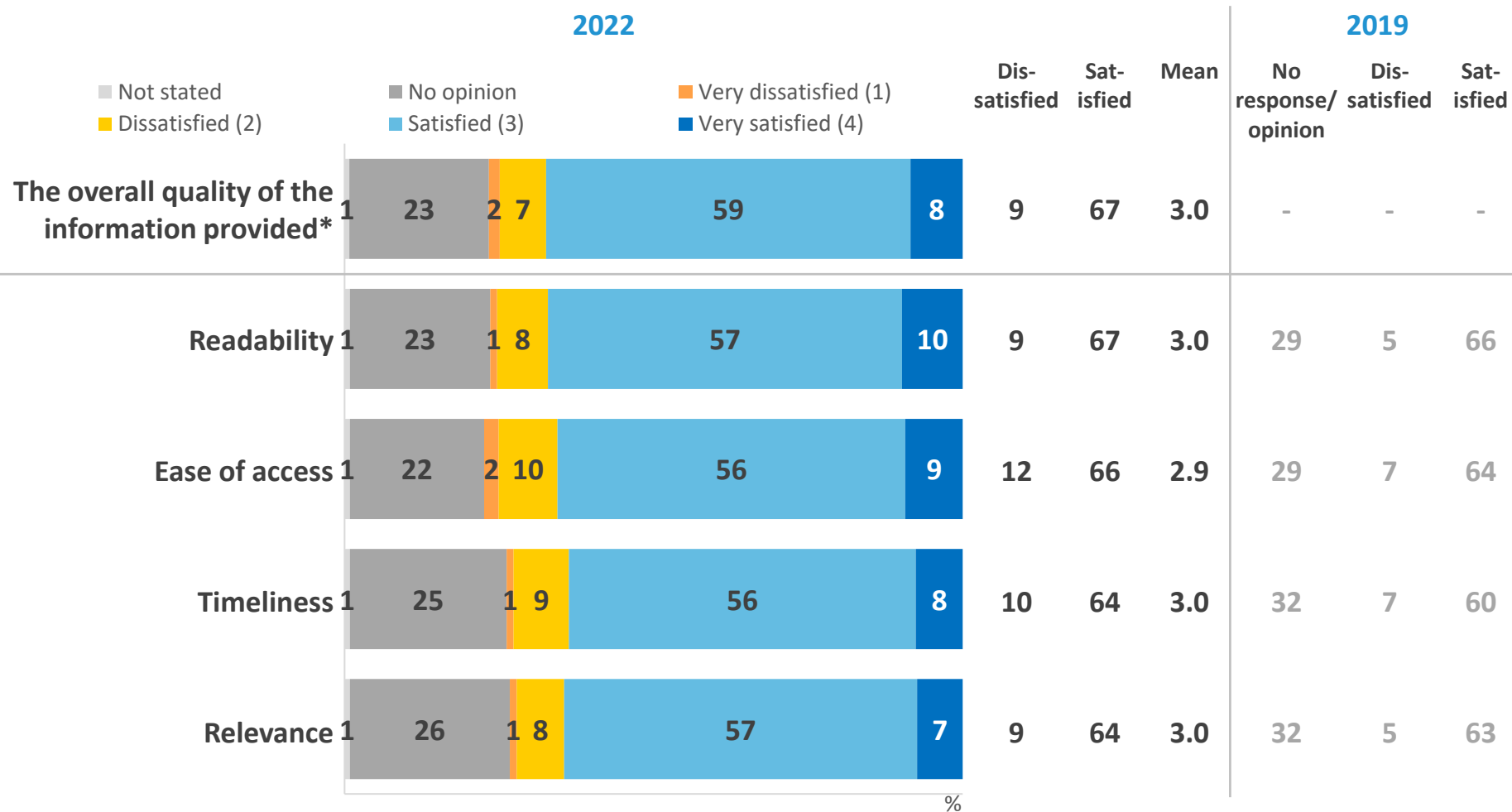


Satisfaction with Council Communication & Community Engagement



Satisfaction with Information Provided

Q. How satisfied are you with the information the Council provides about its activities?



Total sample: 2022: 772; 2019: 453

*Not asked in 2019



Satisfaction with Information Provided, 2022

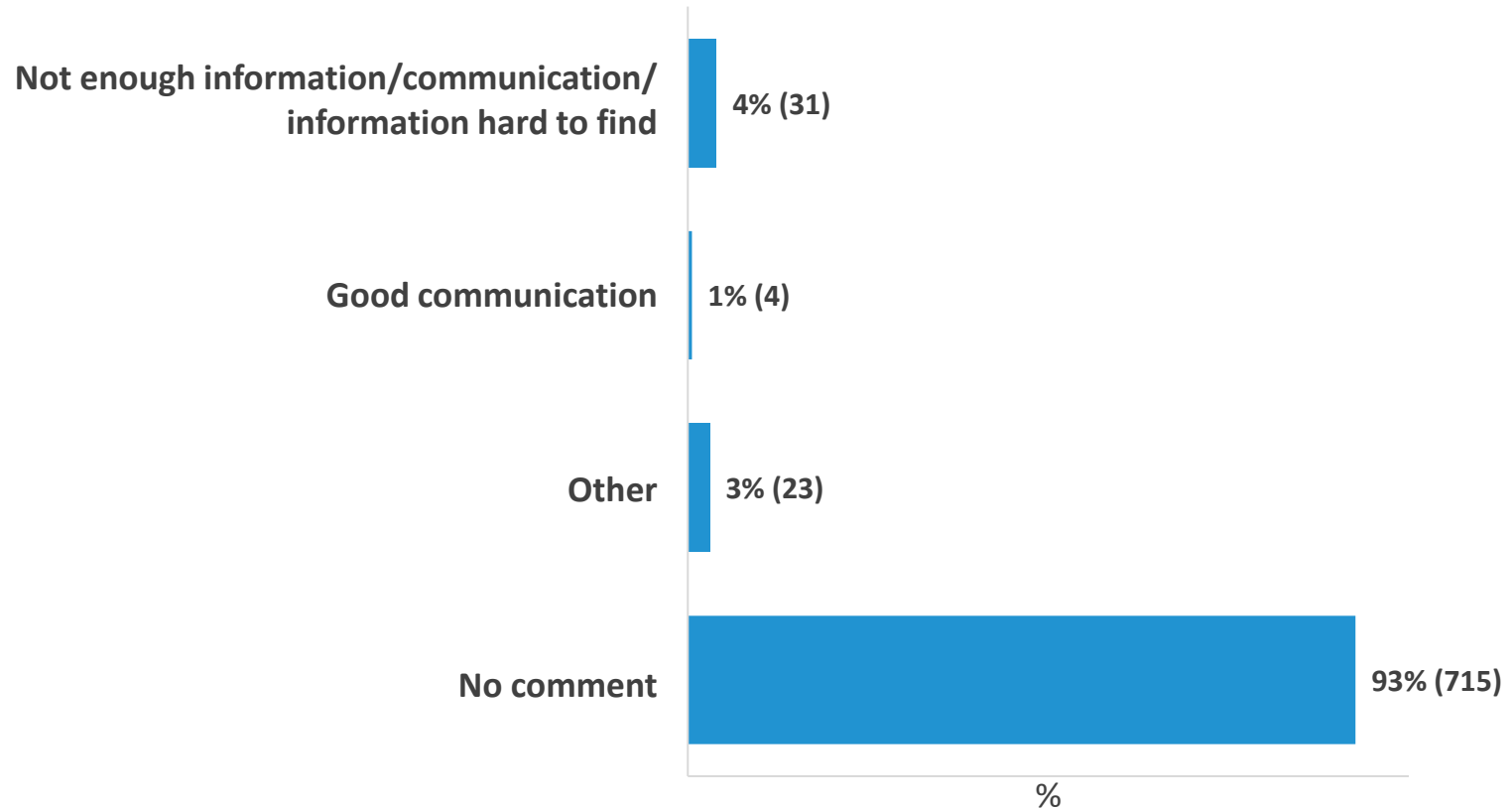
Q. How satisfied are you with the information the Council provides about its activities?

2022 % (N)	Not stated	No opinion	Very dissatisfied	Dissatisfied	Satisfied	Very satisfied
The overall quality of the information provided	1% (6)	23% (174)	2% (14)	7% (58)	59% (455)	8% (65)
Readability	1% (7)	23% (175)	1% (9)	8% (63)	57% (442)	10% (76)
Ease of access	1% (7)	22% (168)	2% (18)	10% (73)	56% (434)	9% (72)
Timeliness	1% (7)	25% (196)	1% (9)	9% (69)	56% (433)	8% (58)
Relevance	1% (7)	26% (200)	1% (9)	8% (59)	57% (441)	7% (57)
The overall quality of the information provided	1% (6)	23% (174)	2% (14)	7% (58)	59% (455)	8% (65)

Total sample: 2022: 772; 2019: 453
N=Weighted number of participants



Q. Have you any comments you would like to make about the information the Council provides about its activities?

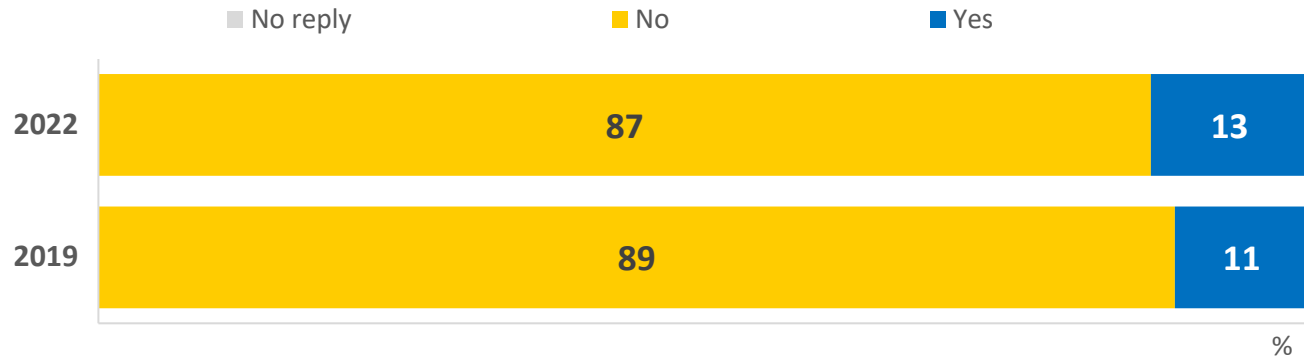


Total sample: 2022: 772
N=Weighted number of participants



Council Consultation Participation

Q. Have you participated in any Council consultation(s) during the last 12 months?



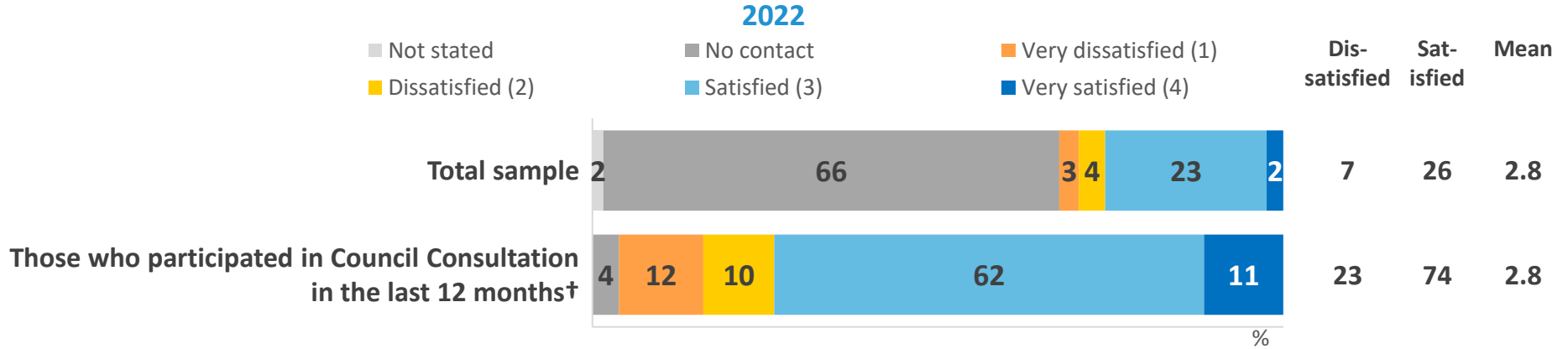
2022 % (N)	No reply	No	Yes
Participation in Council consultation in last 12 months	-	87% (671)	13% (100)

Total sample: 2022: 772; 2019: 453
N=Weighted number of participants



Council Consultation Satisfaction Among All Participants and Those Participating in Council Consultation in the Last 12 Months

Q. How satisfied are you overall with the way Council conducts its consultations?*



2022 % (N)	Not stated	No contact	Very dissatisfied	Dissatisfied	Satisfied	Very satisfied
Total sample	2% (12)	66% (509)	3% (22)	4% (29)	23% (180)	2% (19)
Those who participated in Council Consultation in the last 12 months†	-	4% (4)	12% (12)	10% (10)	62% (62)	11% (12)

Total sample: 2022: 772

†Sample – those who participated in Council consultation in the last 12 months: 99

*Not asked in 2019

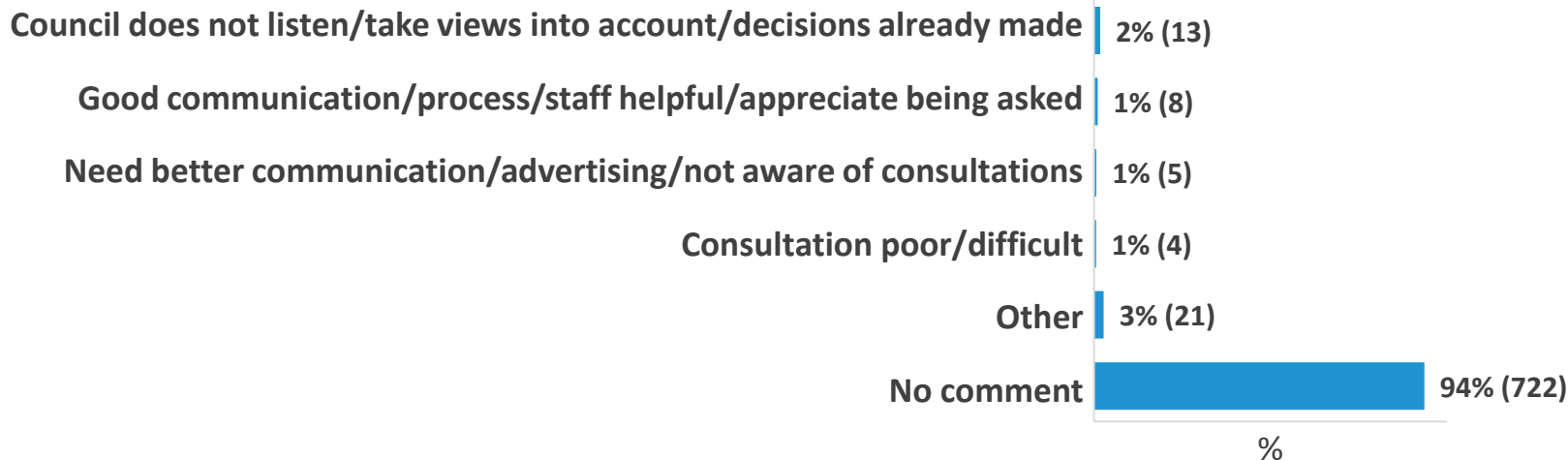
N=Weighted number of participants



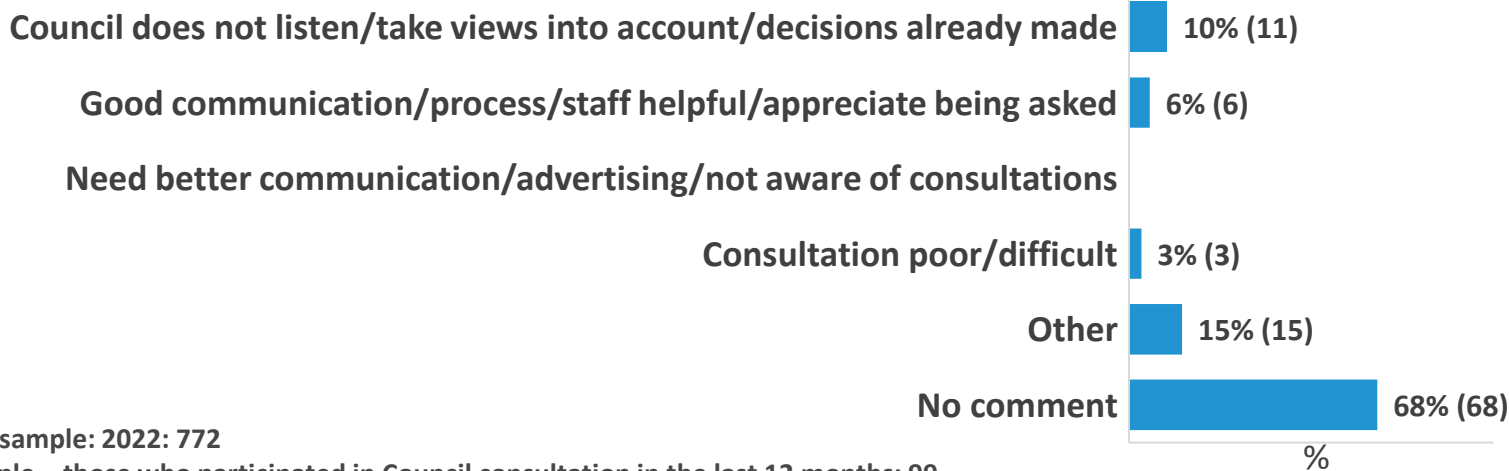
Council Consultation Comments Among All Participants and Those Participating in Council Consultation in the Last 12 Months

Q. Have you any comments you would like to make about any aspects of the consultations carried out by the Council?

All participants



Those participating in Council consultation in the last 12 months†



Total sample: 2022: 772

†Sample – those who participated in Council consultation in the last 12 months: 99

N=Weighted number of participants

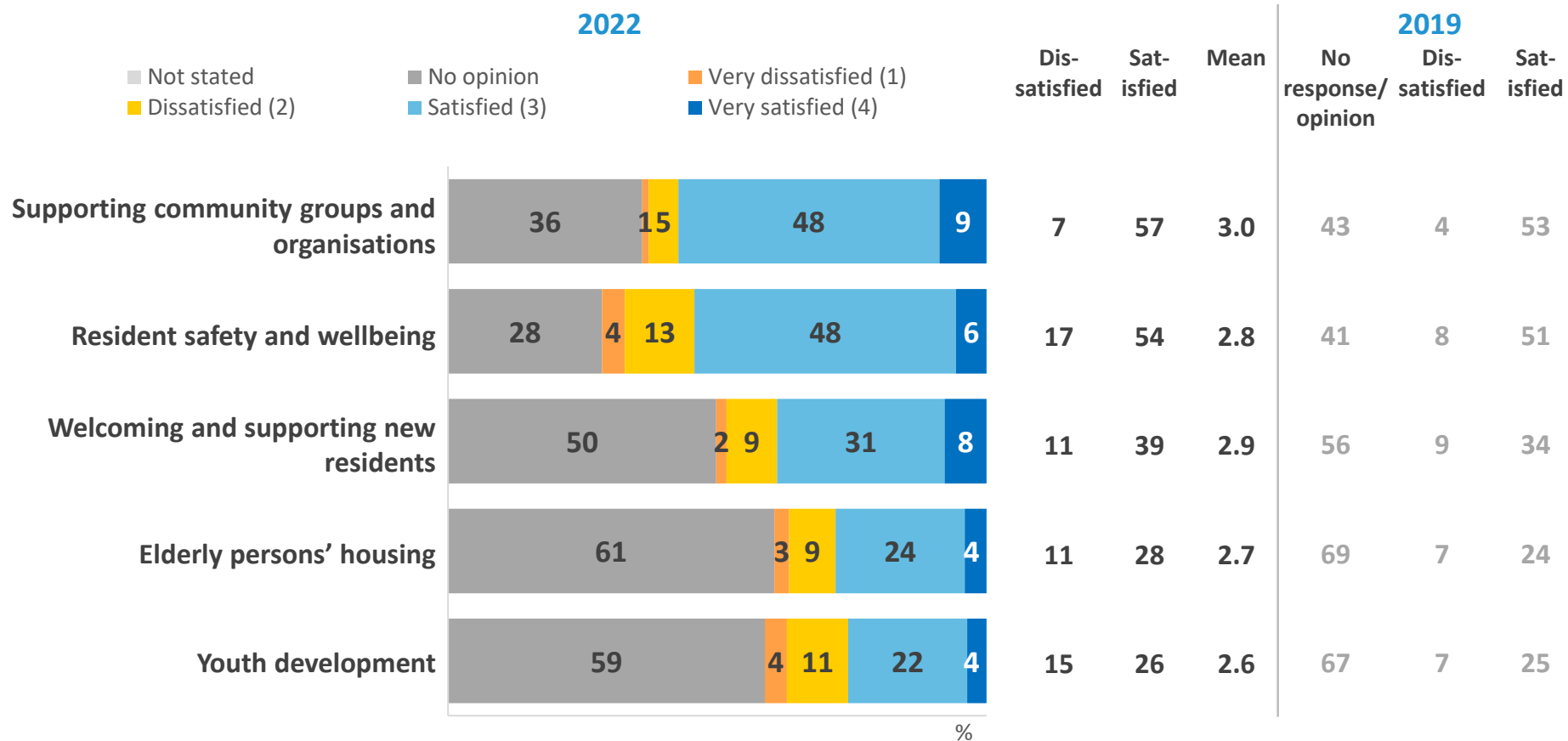


Satisfaction with Community Support



Community Support Satisfaction

Q. How satisfied are you with the support provided by the Council for the following?



Total sample: 2022: 772; 2019: 453



Community Support Satisfaction, 2022

Q. How satisfied are you with the support provided by the Council for the following?

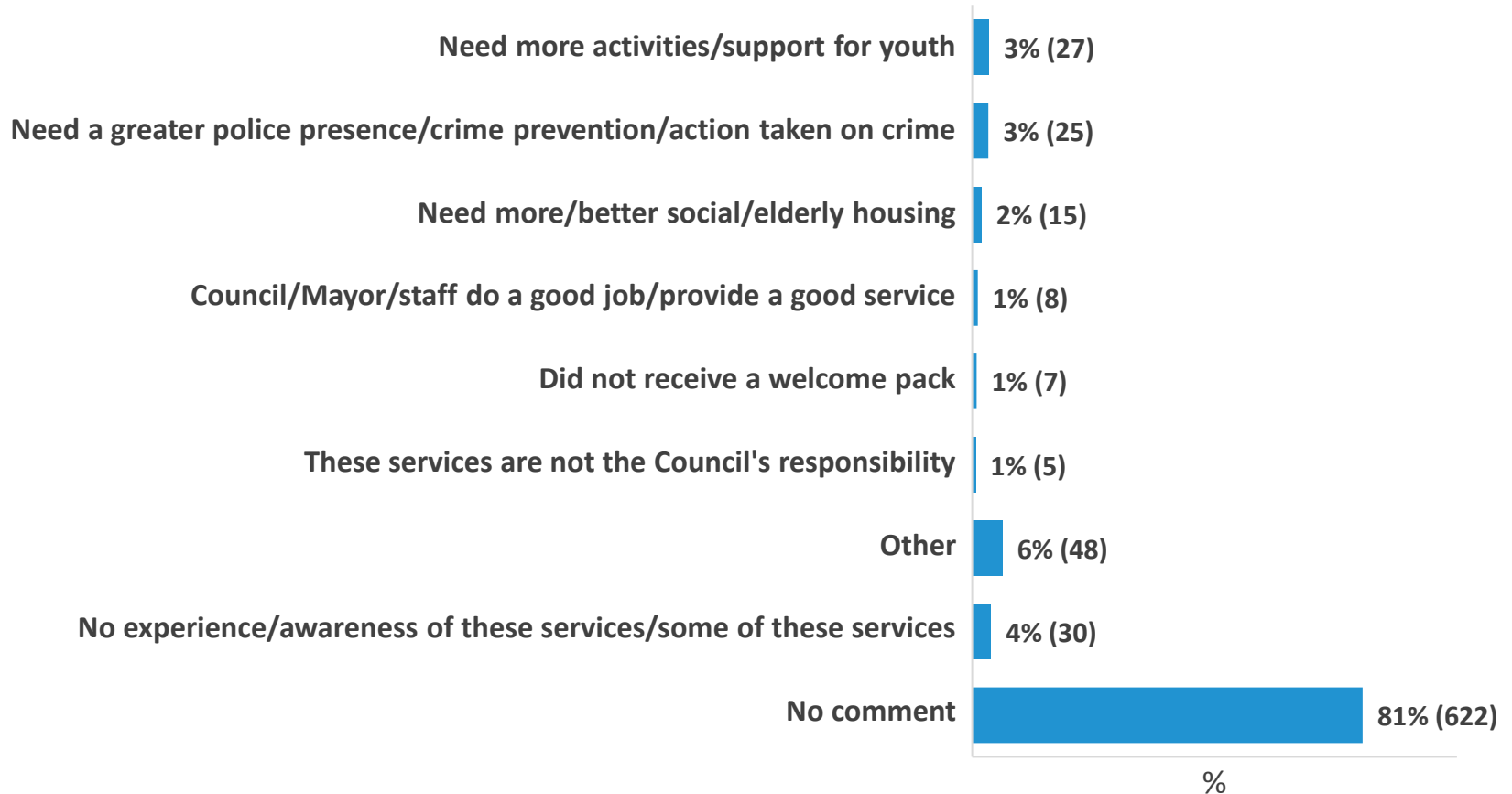
2022 % (N)	Not stated	No opinion	Very dissatisfied	Dissatisfied	Satisfied	Very satisfied
Supporting community groups and organisations	-	36% (278)	1% (9)	5% (42)	48% (374)	9% (67)
Resident safety and wellbeing	-	28% (220)	4% (33)	13% (99)	48% (374)	6% (43)
Welcoming and supporting new residents	-	50% (385)	2% (15)	9% (72)	31% (240)	8% (60)
Elderly persons' housing	-	61% (467)	3% (21)	9% (66)	24% (185)	4% (31)
Youth development	-	59% (453)	4% (32)	11% (88)	22% (170)	4% (28)

Total sample: 2022: 772

N=Unweighted number of participants



Q. Do you have any comments you would like to make about any aspects of the community support services provided by the Council?



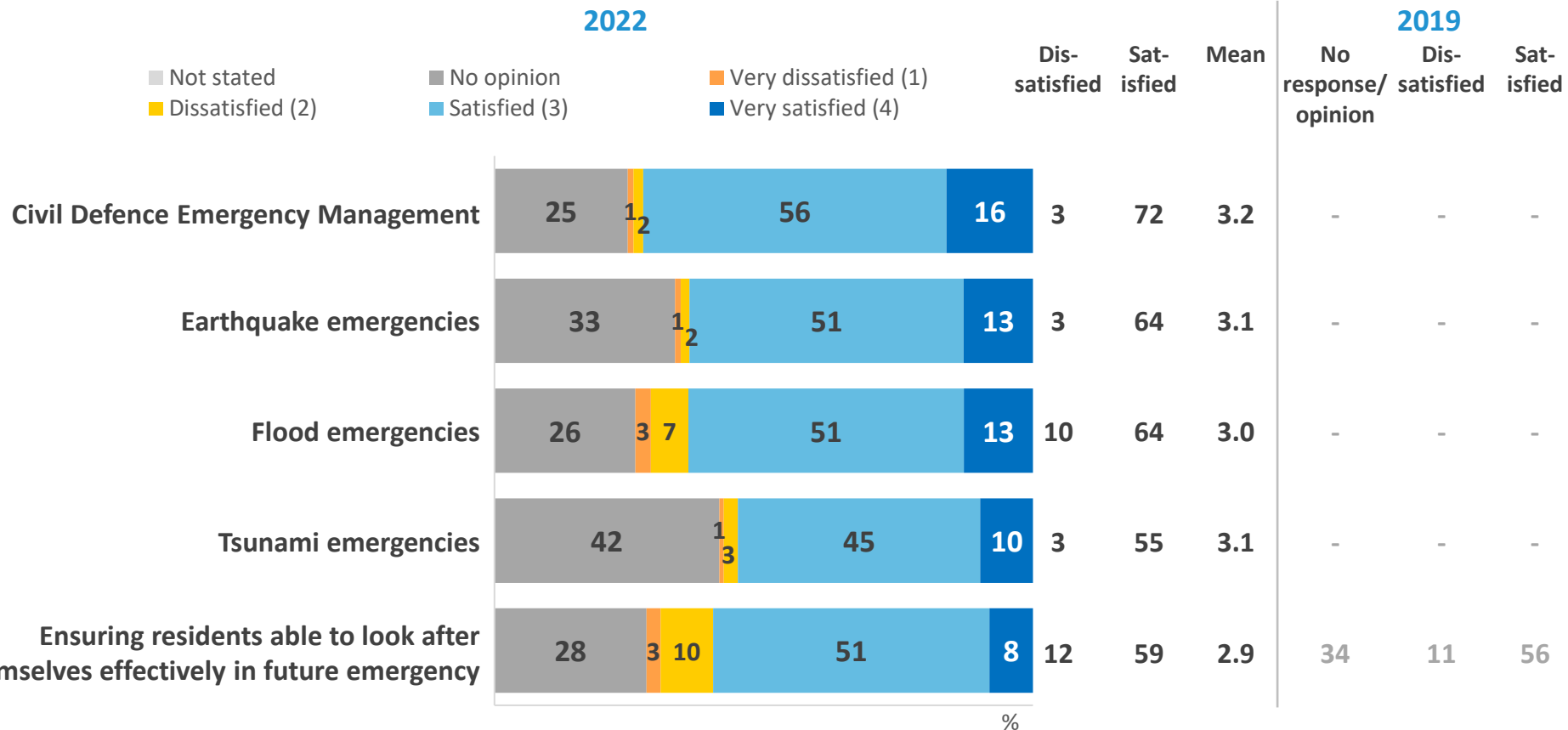
Satisfaction with Emergency Management



Emergency Response Satisfaction

Q. How satisfied are you with the Council's response to each of the following emergency areas?*

Q. How satisfied are you with the work the Council is doing to ensure people living in the District will be able to look after themselves effectively in any future emergency?



Total sample: 2022: 772; 2019: 453

*Not asked in 2019



Emergency Response Satisfaction, 2022

Q. How satisfied are you with the Council's response to each of the following emergency areas?*

Q. How satisfied are you with the work the Council is doing to ensure people living in the District will be able to look after themselves effectively in any future emergency?

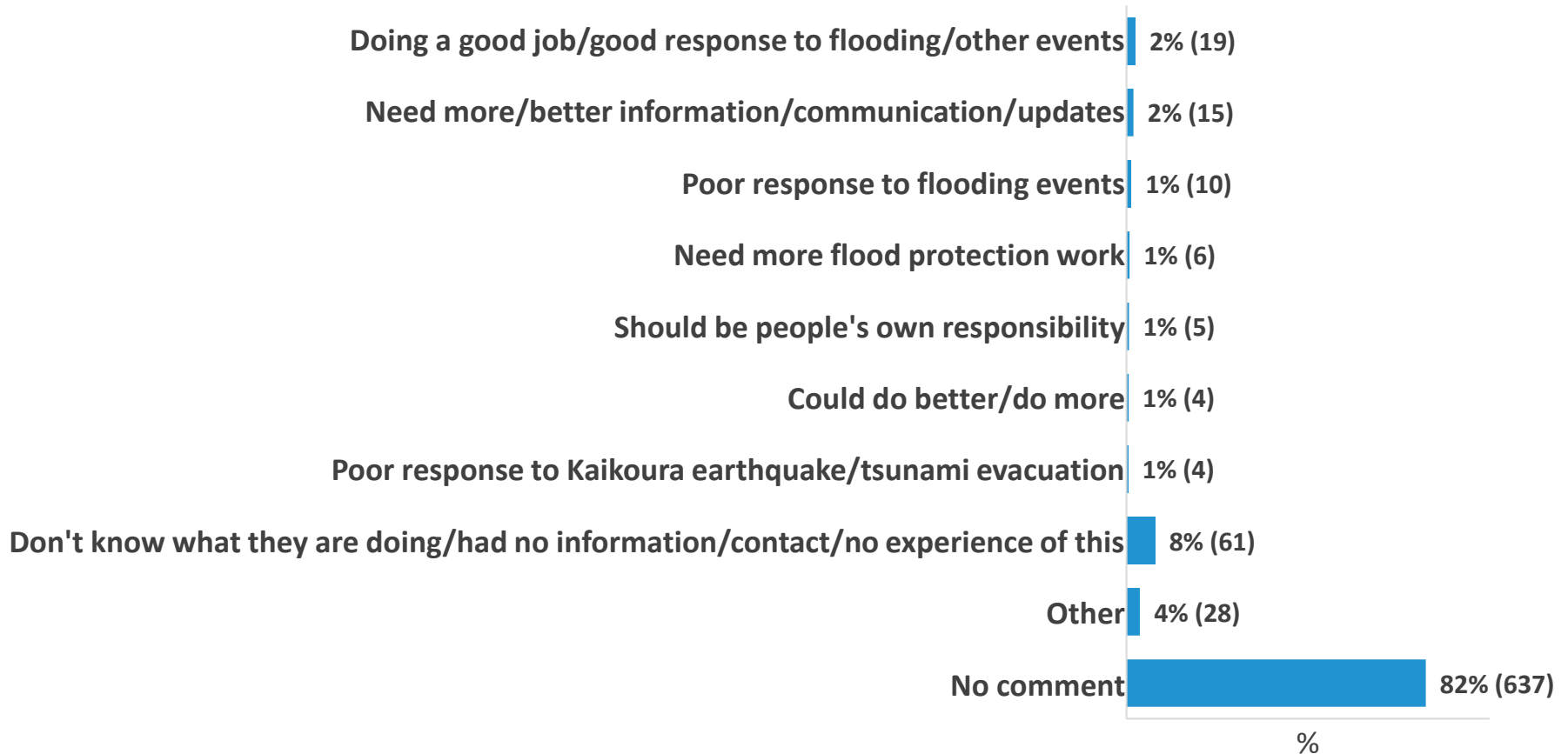
2022 % (N)	Not stated	No opinion	Very dissatisfied	Dissatisfied	Satisfied	Very satisfied
Civil Defence Emergency Management	-	25% (191)	1% (8)	2% (14)	56% (434)	16% (124)
Earthquake emergencies	-	33% (258)	1% (8)	2% (13)	51% (392)	13% (99)
Flood emergencies	-	26% (202)	3% (22)	7% (54)	51% (394)	13% (99)
Tsunami emergencies	-	42% (322)	1% (6)	3% (20)	45% (347)	10% (75)
Ensuring residents able to look after themselves effectively in future emergency	-	28% (217)	3% (20)	10% (75)	51% (395)	8% (62)

Total sample: 2022: 772
N=Weighted number of participants



Emergency Response Comments

Q. Do you have any comments you would like to make about any aspects of the Council's response to emergencies, including natural hazards?

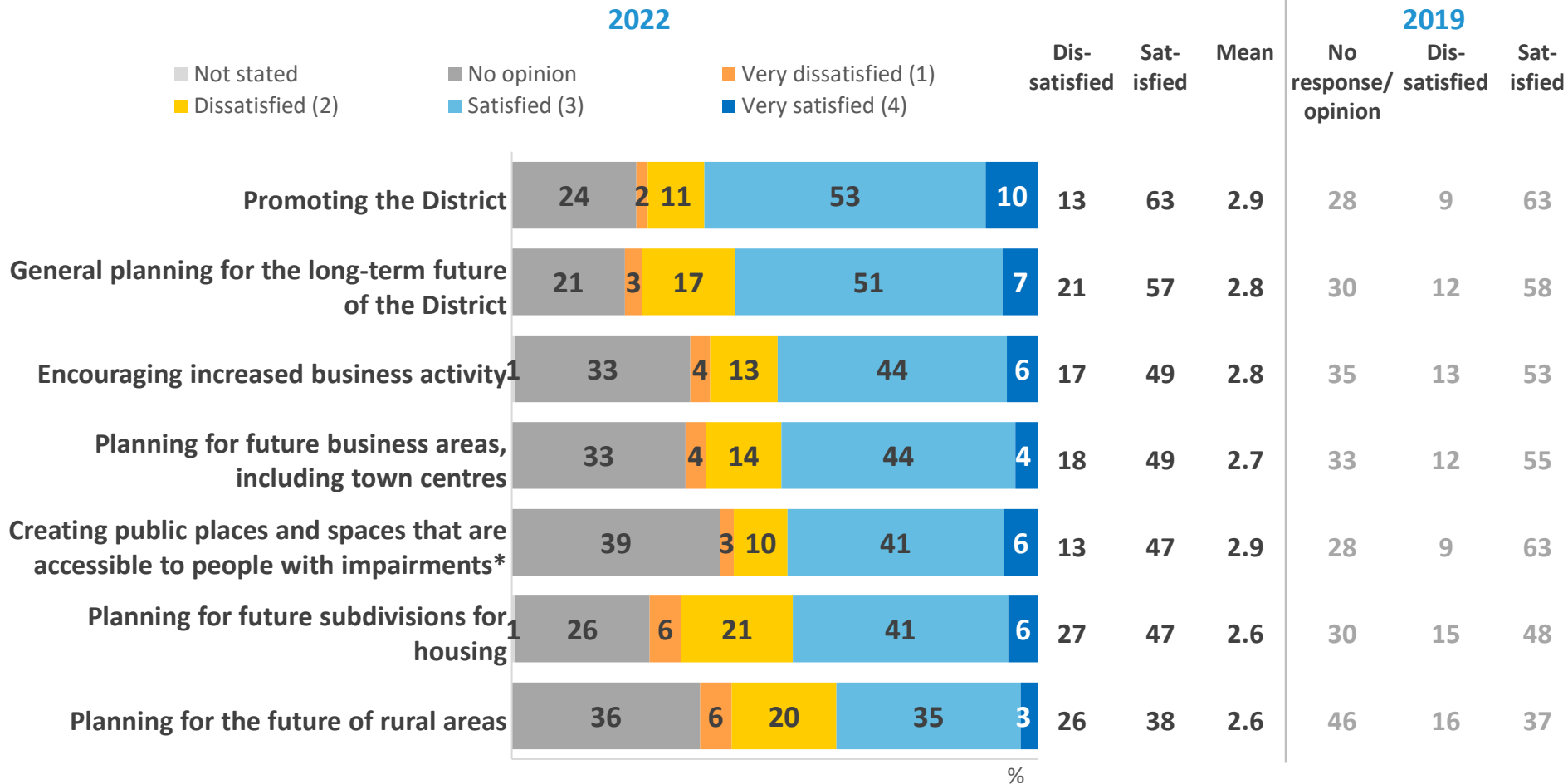


Satisfaction with District Development Management



District Development Satisfaction

Q. How satisfied are you with the Council's performance in the following areas?



Total sample: 2022: 772; 2019: 453

*Worded differently in 2019: Creating accessible public places and spaces



District Development Satisfaction, 2022

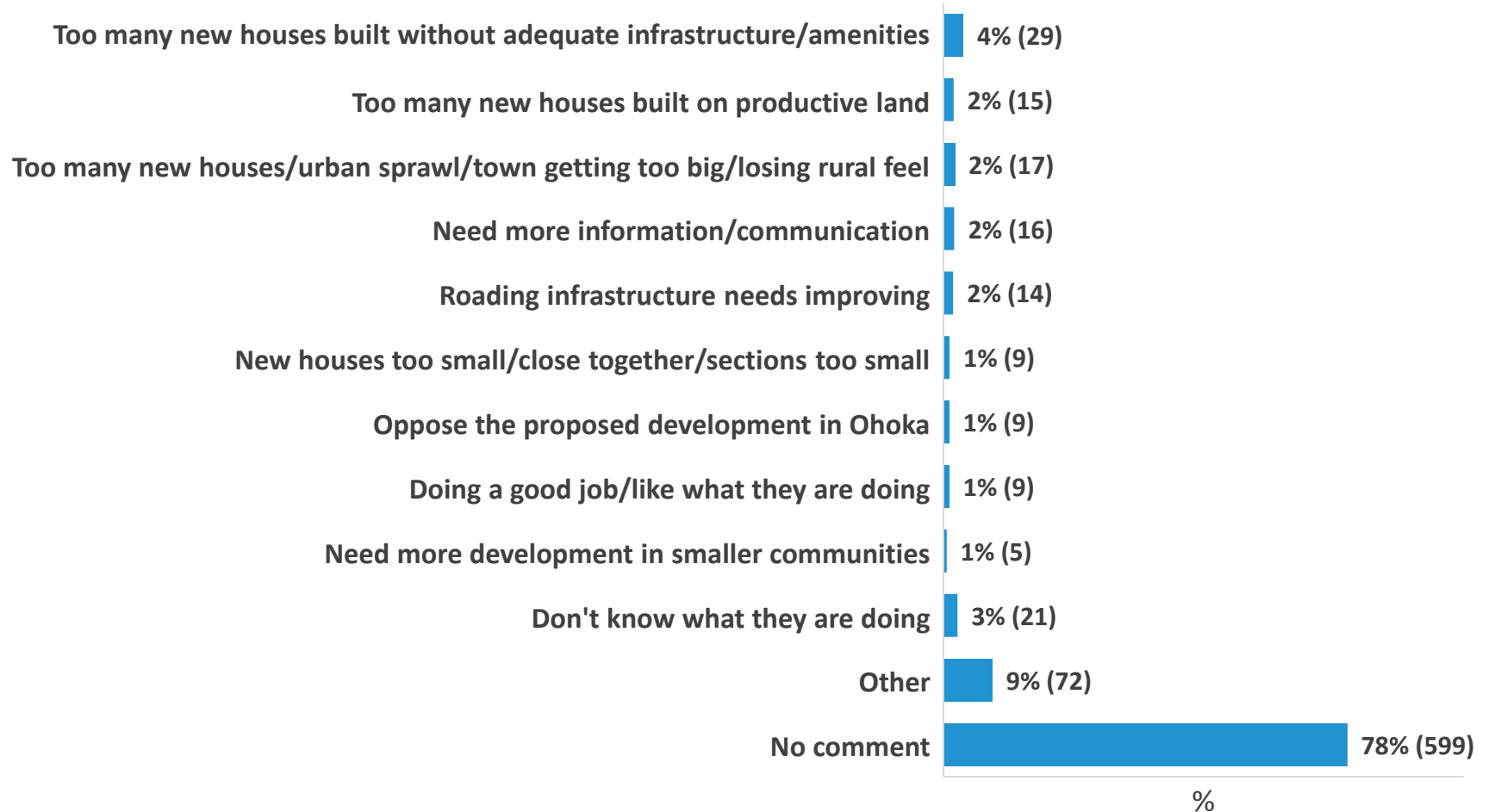
Q. How satisfied are you with the Council's performance in the following areas?

2022 % (N)	Not stated	No opinion	Very dissatisfied	Dissatisfied	Satisfied	Very satisfied
Promoting the District	-	24% (182)	2% (17)	11% (82)	53% (411)	10% (76)
General planning for the long-term future of the District	-	21% (165)	3% (26)	17% (135)	51% (392)	7% (51)
Encouraging increased business activity	1% (4)	33% (258)	4% (29)	13% (99)	44% (336)	6% (45)
Planning for future business areas, including town centres	-	33% (254)	4% (30)	14% (110)	44% (342)	4% (33)
Creating public places and spaces that are accessible to people with impairments	-	39% (305)	3% (20)	10% (78)	41% (316)	6% (50)
Planning for future subdivisions for housing	1% (5)	26% (197)	6% (47)	21% (163)	41% (316)	6% (44)
Planning for the future of rural areas	-	36% (275)	6% (46)	20% (153)	35% (269)	3% (25)

Total sample: 2022: 772
N=Weighted number of participants



Q. Do you have any comments about any aspects of the Council's planning for the District?



Total sample: 2022: 772
 N=Weighted number of participants

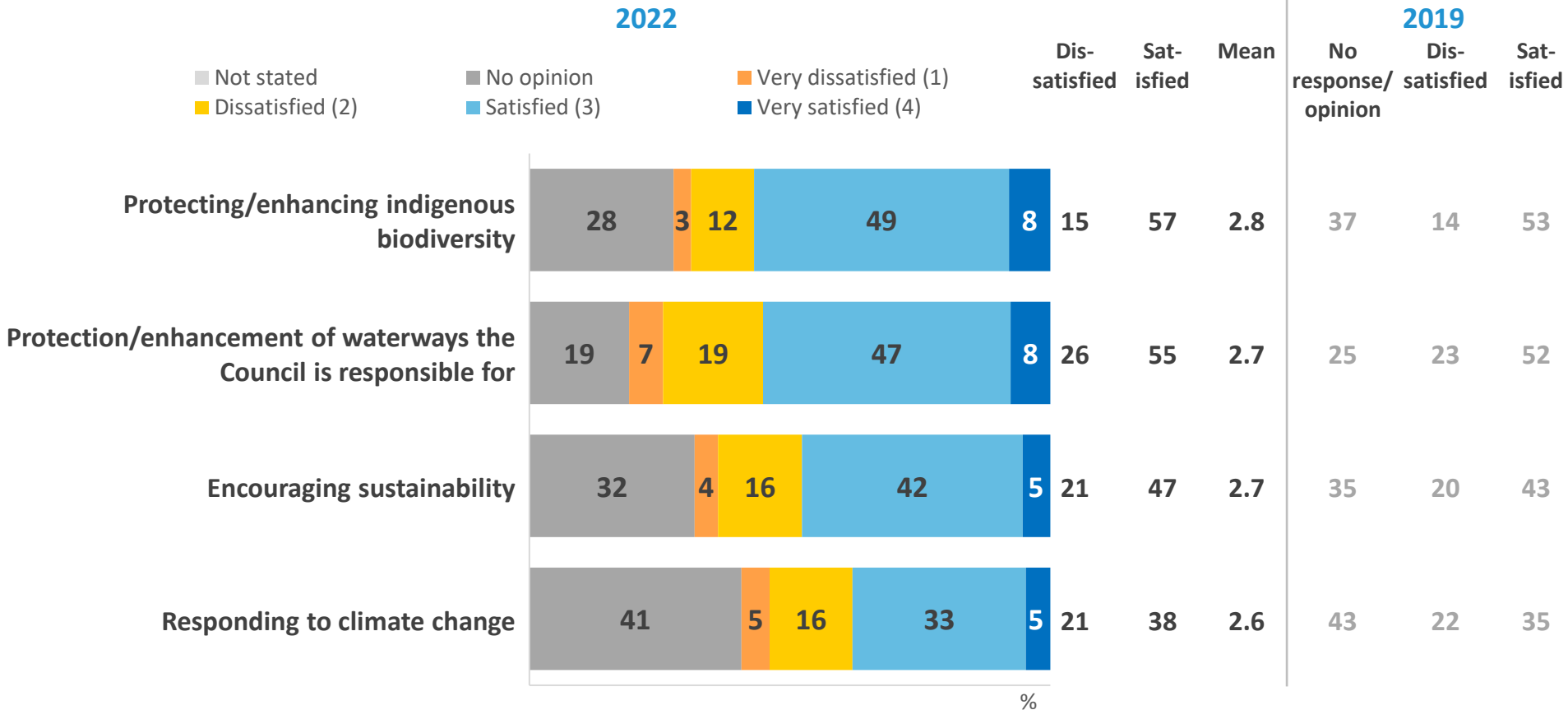


Satisfaction with Environmental Management



Environmental Management Satisfaction

Q. How satisfied are you with the work the Council is doing in each of the following areas?



Total sample: 2022: 772; 2019: 453



Environmental Management Satisfaction, 2022

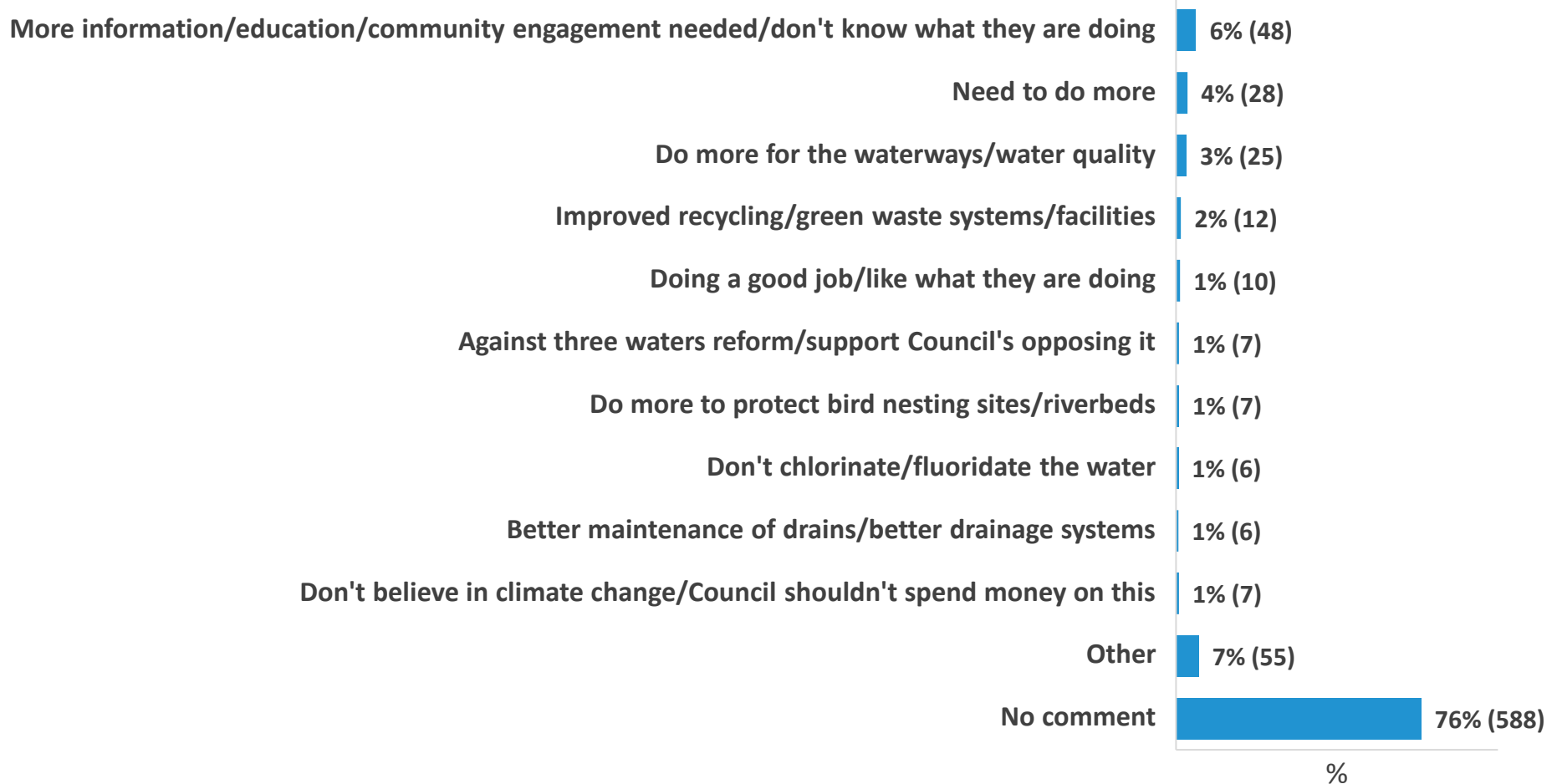
Q. How satisfied are you with the work the Council is doing in each of the following areas?

2022 % (N)	Not stated	No opinion	Very dissatisfied	Dissatisfied	Satisfied	Very satisfied
Protecting/enhancing indigenous biodiversity	-	28% (213)	3% (26)	12% (93)	49% (376)	8% (61)
Protection/enhancement of waterways the Council is responsible for	-	19% (147)	7% (50)	19% (148)	47% (366)	8% (59)
Encouraging sustainability	-	32% (244)	4% (35)	16% (124)	42% (326)	5% (41)
Responding to climate change	-	41% (314)	5% (41)	16% (123)	33% (256)	5% (36)

Total sample: 2022: 772
N=Weighted number of participants



Q. Do you have any comments you would like to make about any aspects of the Council's environmental management?



Total sample: 2022: 772
 N=Weighted number of participants

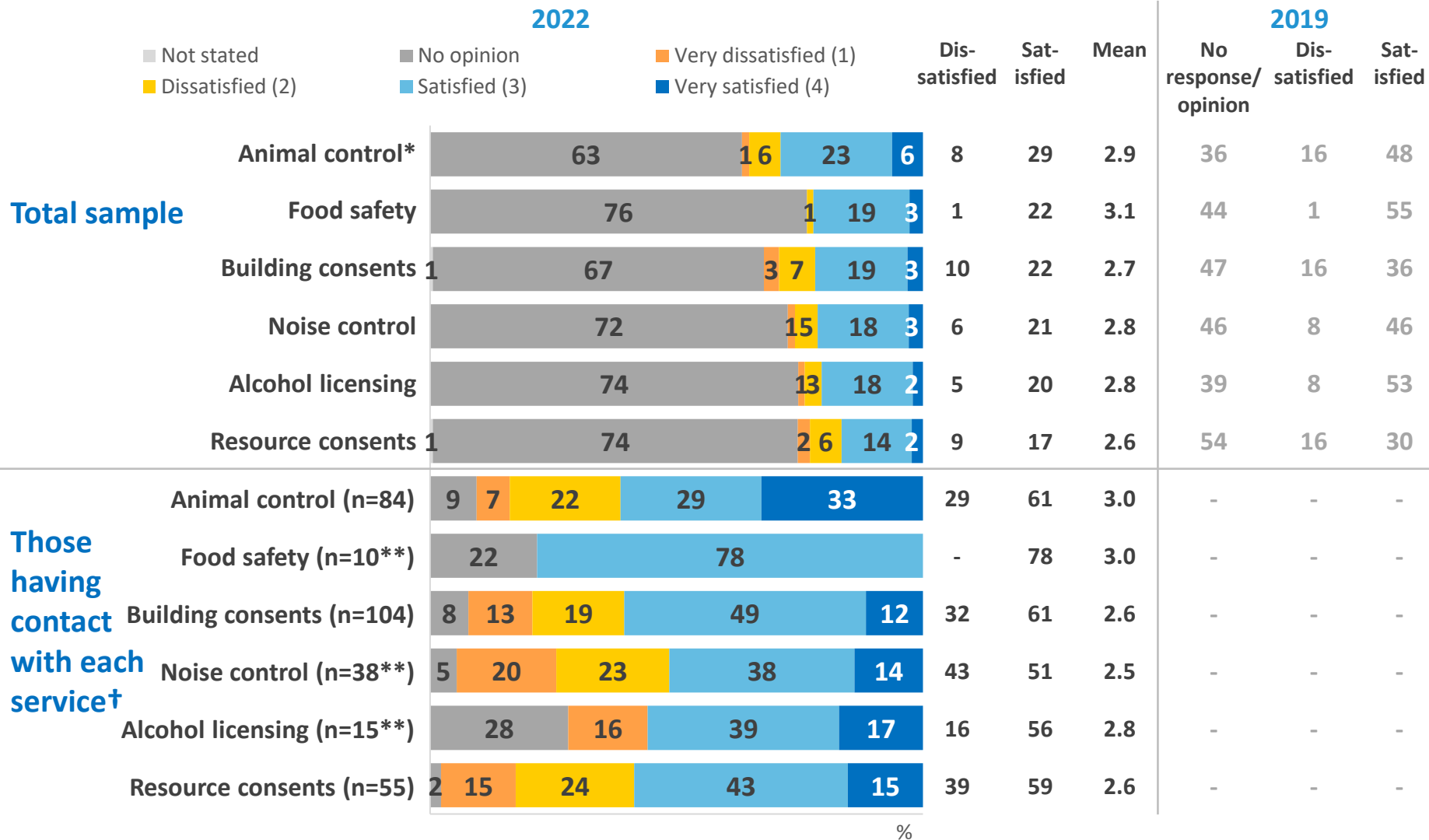


Satisfaction with Regulatory Performance



Regulatory Performance Satisfaction, 2022

Q. How satisfied are you with the Council's performance in each of the following regulatory areas?



Total sample: 2022: 772; 2019: 453

*Dog control in 2019

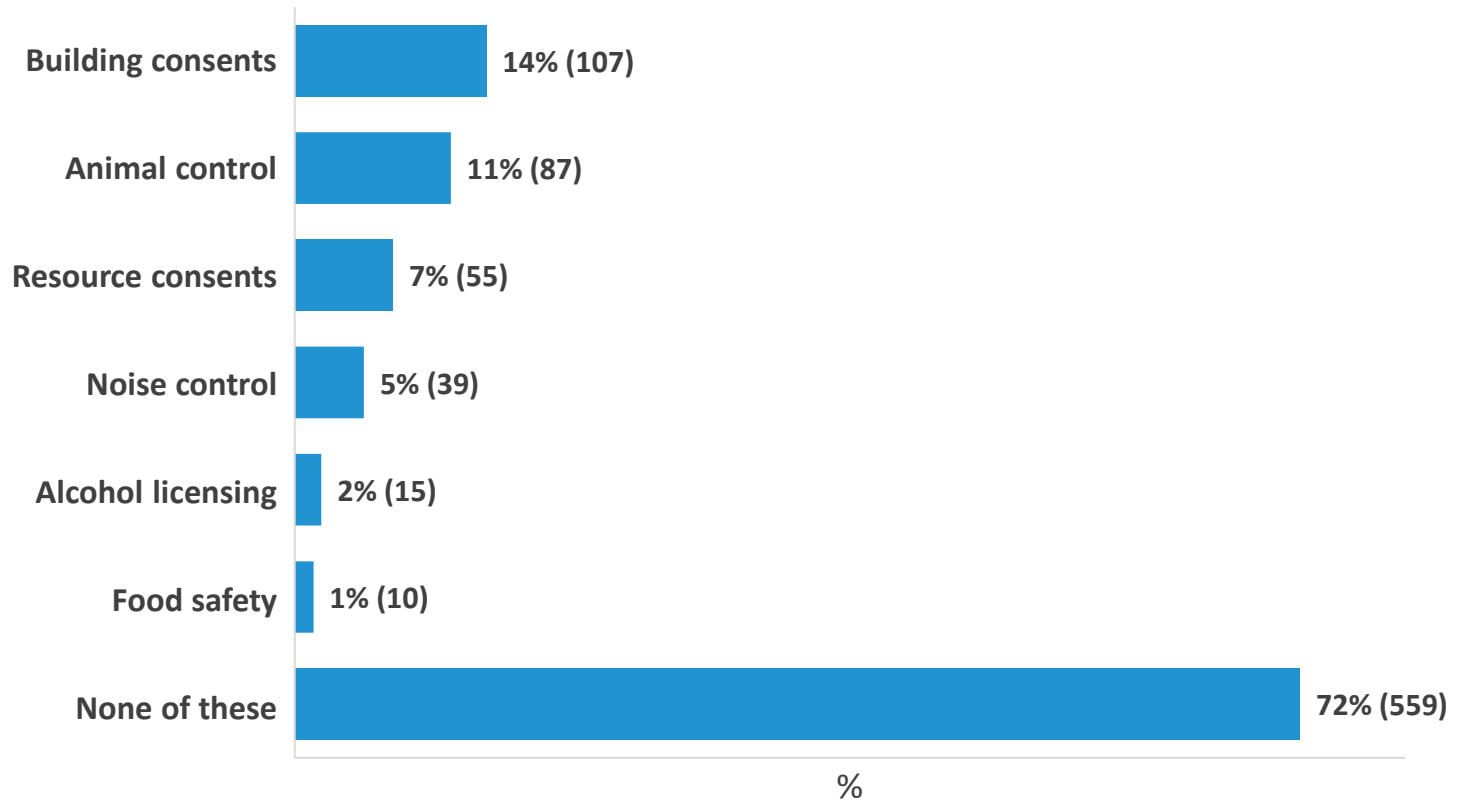
†Sample: Those having contact with each service in 2022 – refer to (n=). Contact with these services not asked in 2019

**Small sample size – results indicative only



Regulatory Performance Contact

Q. Have you had contact with the Council about any of the following regulatory services during the last 12 months*?



Total sample: 2022: 772; 2019: 453

*Not asked in 2019

N=Weighted number of participants



Regulatory Performance Satisfaction

Q. How satisfied are you with the Council's performance in each of the following regulatory areas?

Total

2022 % (N)	Not stated	No opinion	Very dissatisfied	Dissatisfied	Satisfied	Very satisfied
Animal control	-	63% (487)	1% (11)	6% (49)	23% (174)	6% (48)
Food safety	-	76% (587)	-	1% (10)	19% (150)	3% (21)
Building consents	1% (4)	67% (518)	3% (24)	7% (57)	19% (144)	3% (24)
Noise control	-	72% (558)	1% (11)	5% (35)	18% (142)	3% (22)
Alcohol licensing	-	74% (574)	1% (10)	3% (26)	18% (142)	2% (16)
Resource consents	1% (4)	74% (572)	2% (19)	6% (50)	14% (110)	2% (18)

Those having contact with each service†

2022 % (N)	Not stated	No opinion	Very dissatisfied	Dissatisfied	Satisfied	Very satisfied
Animal control (n=84)	-	9% (8)	7% (6)	22% (19)	29% (25)	33% (28)
Food safety (n=10*)	-	22% (2)	-	-	78% (8)	-
Building consents (n=104)	-	8% (8)	13% (14)	19% (20)	49% (52)	12% (12)
Noise control (n=38*)	-	5% (2)	20% (8)	23% (9)	38% (14)	14% (5)
Alcohol licensing (n=15*)	-	28% (4)	16% (2)	-	39% (6)	17% (3)
Resource consents (n=55)	-	2% (1)	15% (8)	24% (13)	43% (24)	15% (8)

Total sample: 2022: 772

N=Weighted number of participants

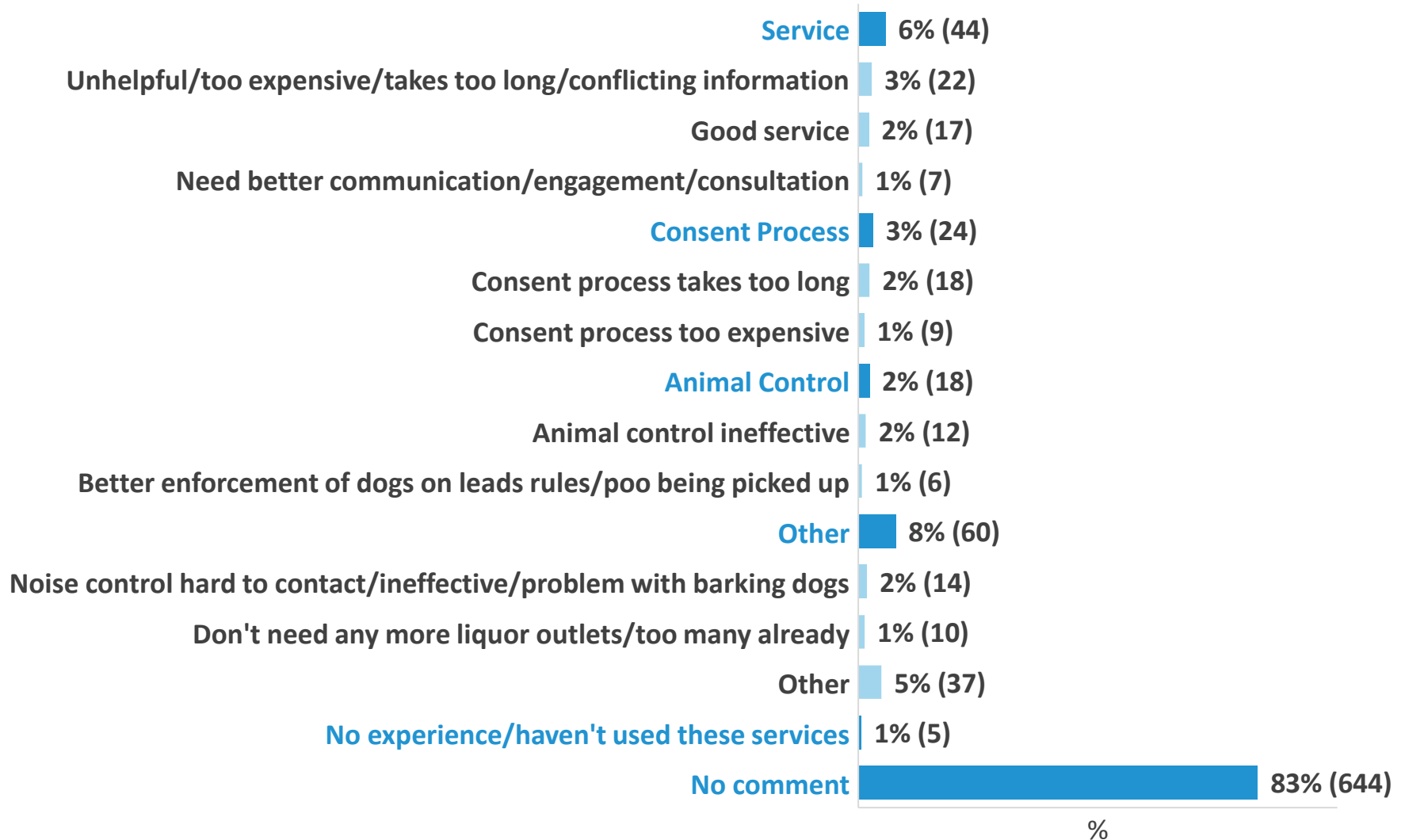
†Sample: Those having contact with each service in 2022 – refer to (n=)

*Small sample size – results indicative only



Regulatory Performance – Comments

Q. Do you have any comments you would like to make about any aspects of the Council's regulatory performance?



Satisfaction with Roading & Transport Provision

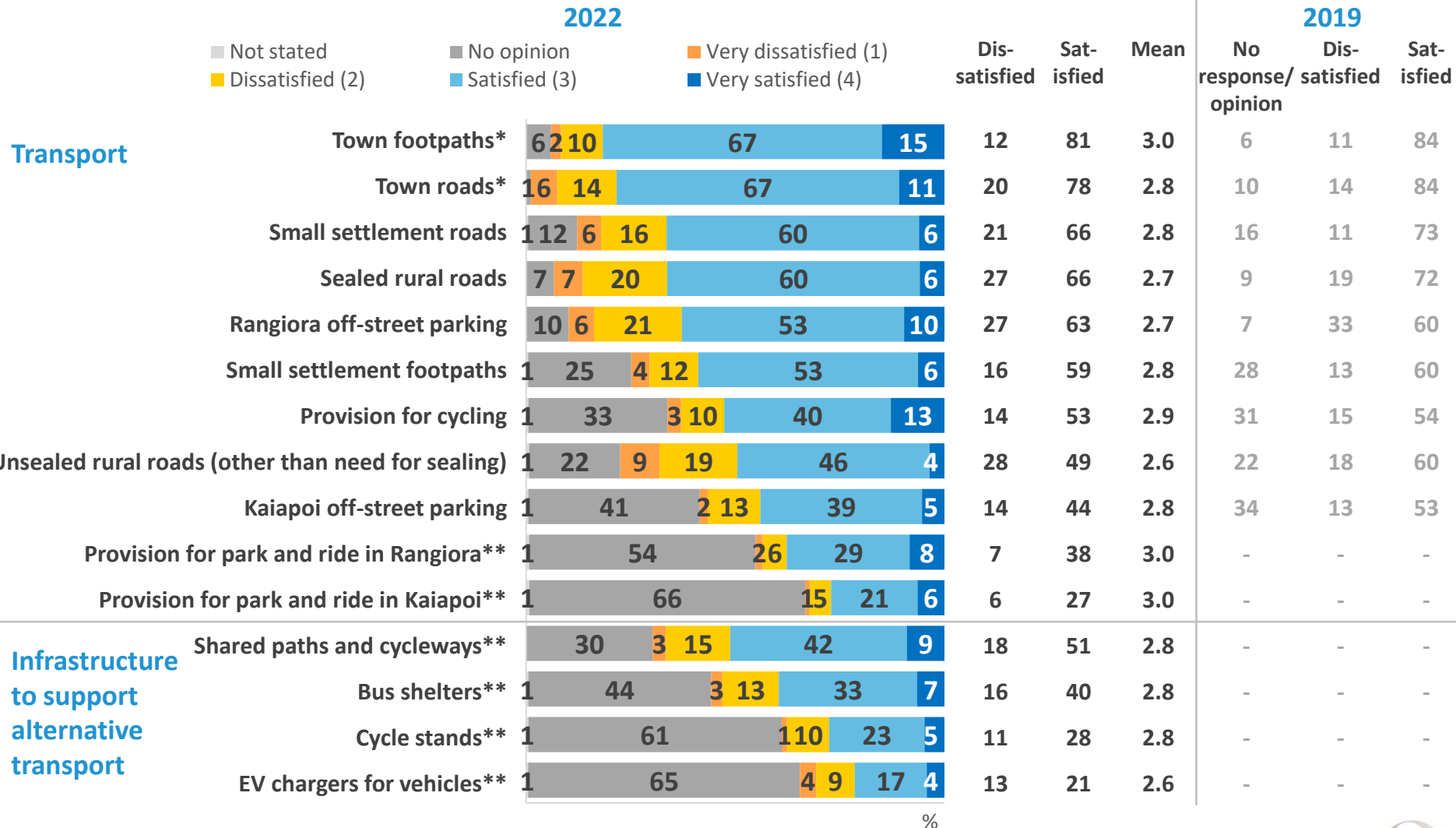


Satisfaction with Transport

245

Q. How satisfied are you with the standard of each of the following in the District...?

Q. How satisfied are you with the supply of infrastructure in the District to support alternative transport?



%

Total sample: 2022: 772; 2019: 453

*Wording differently in 2019: Town footpaths in general / town roads in general

**Not asked in 2019



Satisfaction with Transport, 2022

Q. How satisfied are you with the standard of each of the following in the District...?

Q. How satisfied are you with the supply of infrastructure in the District to support alternative transport?

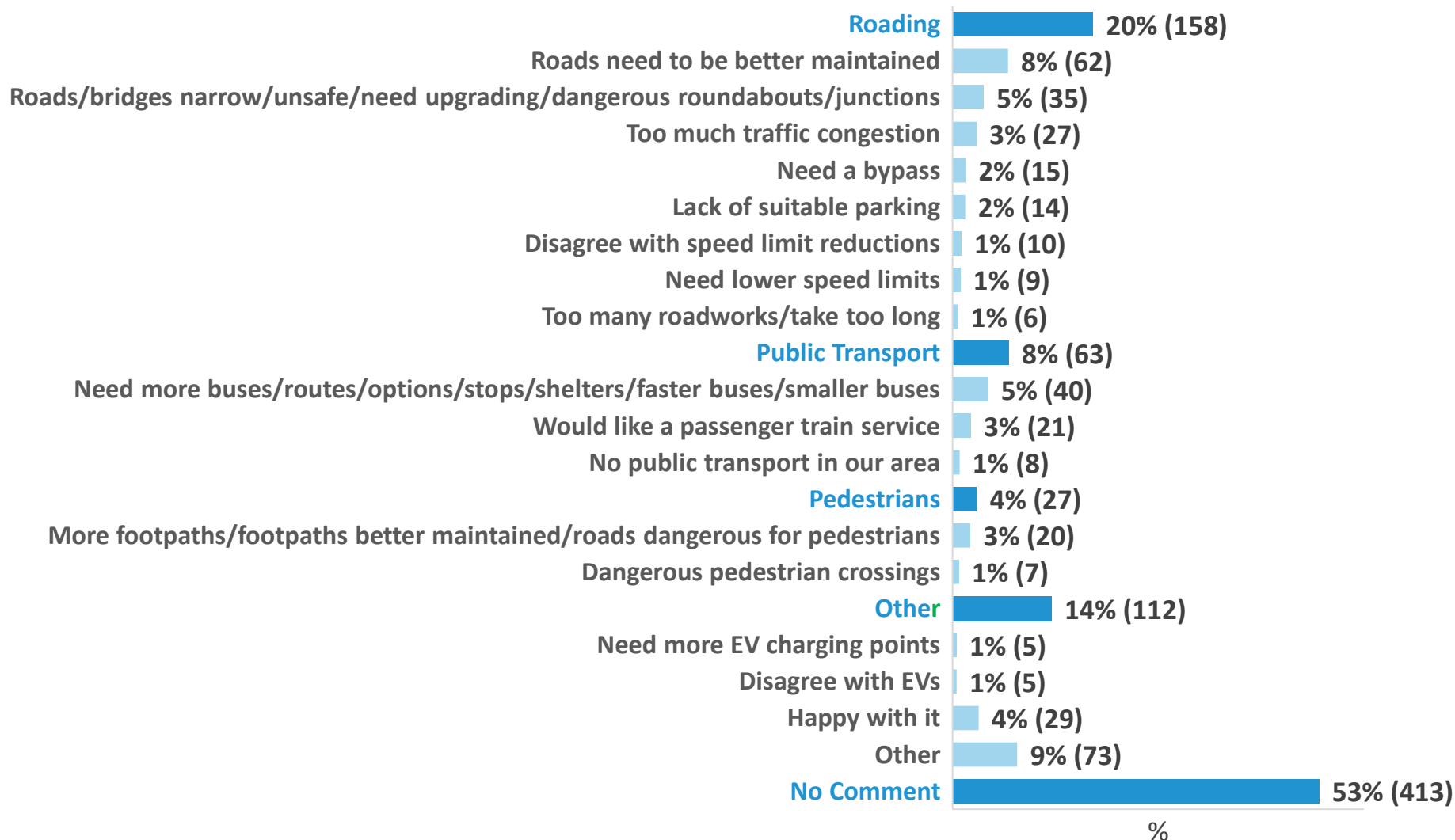
2022 % (N)	Not stated	No opinion	Very dissatisfied	Dissatisfied	Satisfied	Very satisfied
Town footpaths	-	6% (46)	2% (18)	10% (77)	67% (513)	15% (115)
Town roads	-	1% (9)	6% (48)	14% (109)	67% (520)	11% (84)
Small settlement roads	1% (4)	12% (90)	6% (44)	16% (121)	60% (465)	6% (47)
Sealed rural roads	-	7% (51)	7% (53)	20% (155)	60% (464)	6% (45)
Rangiora off-street parking	-	10% (78)	6% (47)	21% (161)	53% (409)	10% (74)
Small settlement footpaths	1% (4)	25% (190)	4% (34)	12% (90)	53% (406)	6% (49)
Provision for cycling	1% (4)	33% (257)	3% (25)	10% (80)	40% (307)	13% (99)
Unsealed rural roads (other than the need for sealing)	1% (6)	22% (168)	9% (72)	19% (144)	46% (354)	4% (28)
Kaiapoi off-street parking	1% (4)	41% (316)	2% (15)	13% (97)	39% (298)	5% (42)
Provision for park and ride in Rangiora	1% (6)	54% (418)	2% (13)	6% (44)	29% (227)	8% (64)
Provision for park and ride in Kaiapoi	1% (6)	66% (509)	1% (9)	5% (39)	21% (160)	6% (50)
Shared paths and cycleways	-	30% (233)	3% (24)	15% (118)	42% (325)	9% (69)
Bus shelters	1% (4)	44% (337)	3% (21)	13% (104)	33% (255)	7% (51)
Cycle stands	1% (4)	61% (468)	1% (9)	10% (78)	23% (176)	5% (37)
EV chargers for vehicles	1% (4)	65% (502)	4% (30)	9% (71)	17% (133)	4% (33)

Total sample: 2022: 772

N=Weighted number of participants



Q. Do you have any comments you would like to make about any aspects of the transport infrastructure in the Waimakariri District?



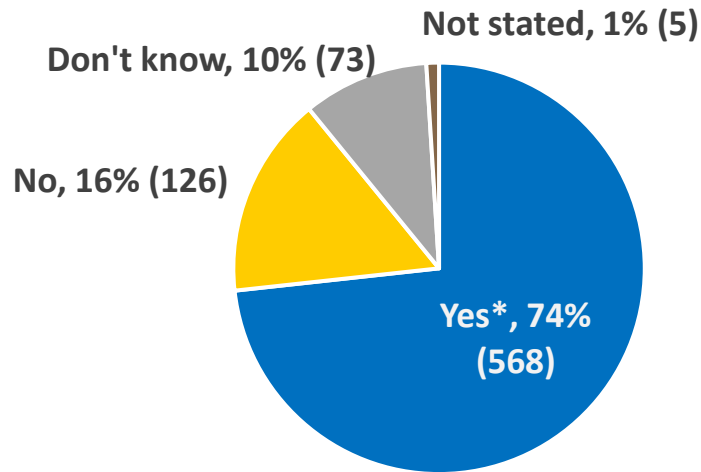
Satisfaction with Stormwater Drainage



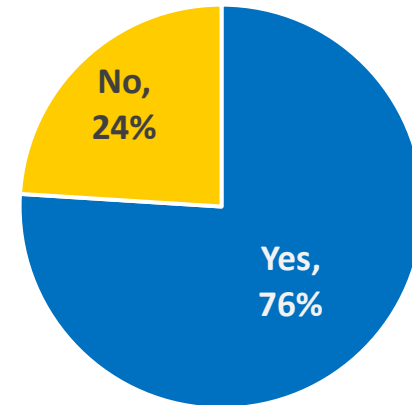
Whether in Council Land Drainage Area

Q. Is your property within a Waimakariri District Council land drainage area? (This includes both rural and urban land drainage areas.)?

2022



2019



Total sample: 2022: 772; 2019: 453

*Includes those who don't know if they are within a WDC land drainage area who selected an area at the next question

N=Weighted number of participants

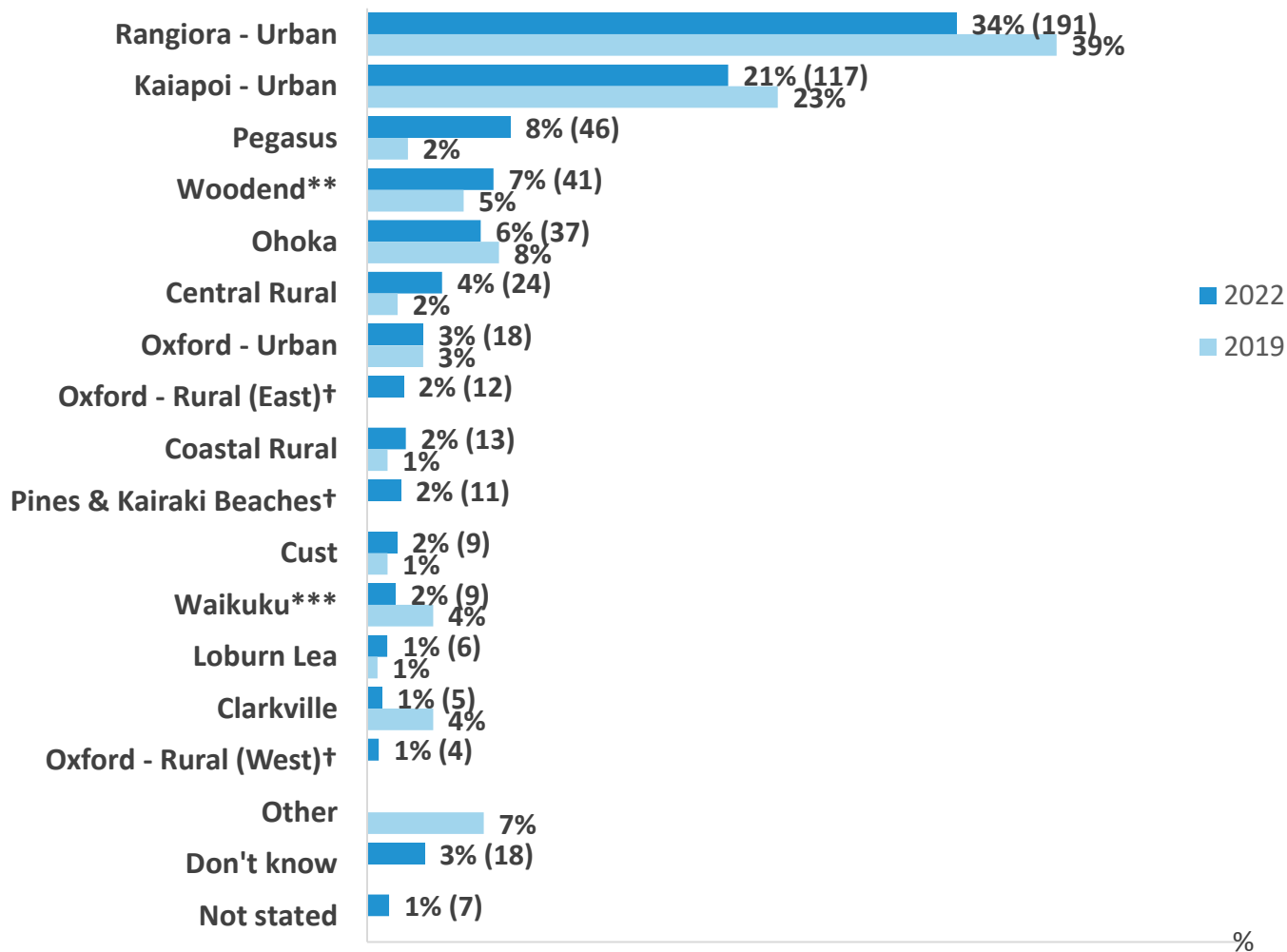


Land Drainage Areas

Among Those in WDC Land Drainage Areas

250

Q. Which land drainage area is your property located in?



Sample: those in a WDC land drainage area: 2022: 569*; 2019: 342

*Includes those who don't know if they are within a WDC land drainage area who selected an area

N=Weighted number of participants

**Coastal Urban Woodend in 2019

***Coastal Urban Waikuku †Not available for 2019

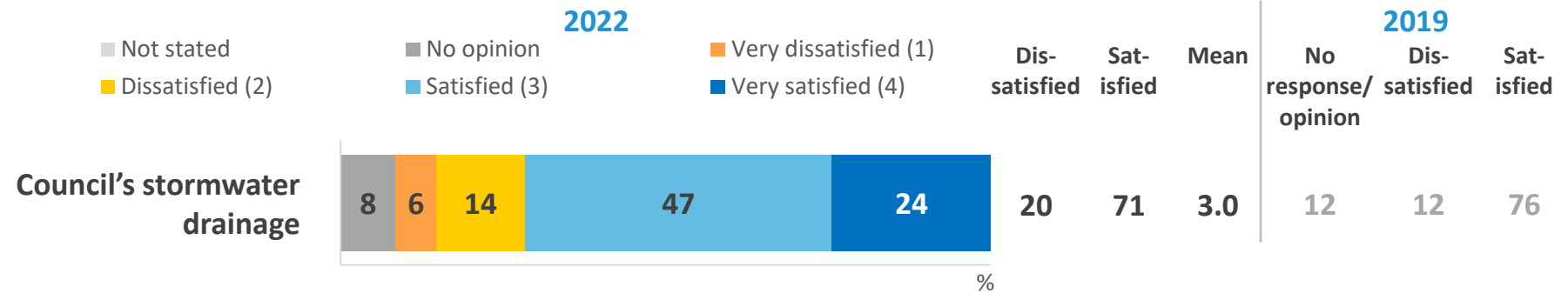


Stormwater Drainage Satisfaction

251

Among Those in WDC Land Drainage Areas

Q. How satisfied are you with the performance of the Council's stormwater drainage where you live?



2022 % (N)	Not stated	No opinion	Very dissatisfied	Dissatisfied	Satisfied	Very satisfied
Council's stormwater drainage	-	8% (48)	6% (35)	14% (77)	47% (267)	24% (138)

Sample: those in a WDC land drainage area: 2022: 569*; 2019: 342

*Includes those who don't know if they are within a WDC land drainage area who selected an area

N=Weighted number of participants

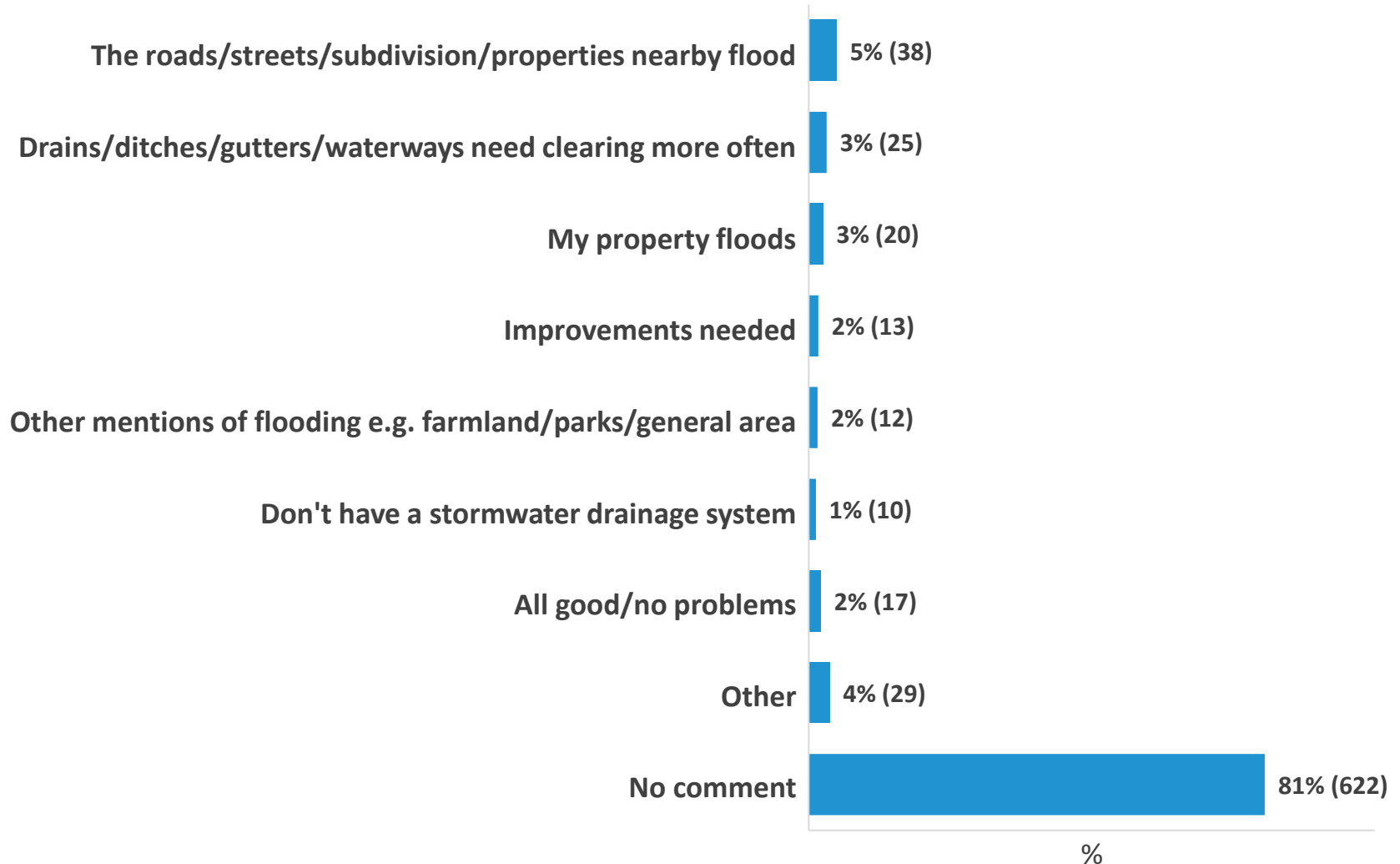


Stormwater Drainage Comments

252

Among Those in WDC Land Drainage Areas

Q. Do you have any comments you would like to make about any aspects of the stormwater drainage in the District?



Satisfaction with Council Operated Water Supply

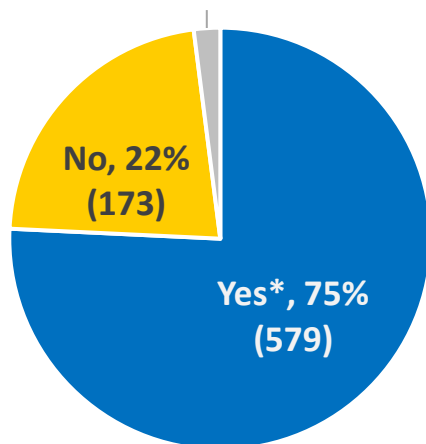


Receipt of Council Operated Water Supply

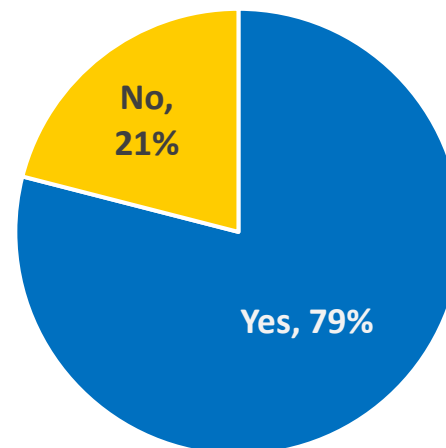
Q. Do you receive water from a Council operated water supply (including the Ashley Rural Water Supply operated by the Hurunui District Council)?

2022

Don't know, 2% (18)



2019



Total sample: 2022: 772; 2019: 453

*Includes those who don't know if they are on a Council operated water supply who select a water supply at the next question

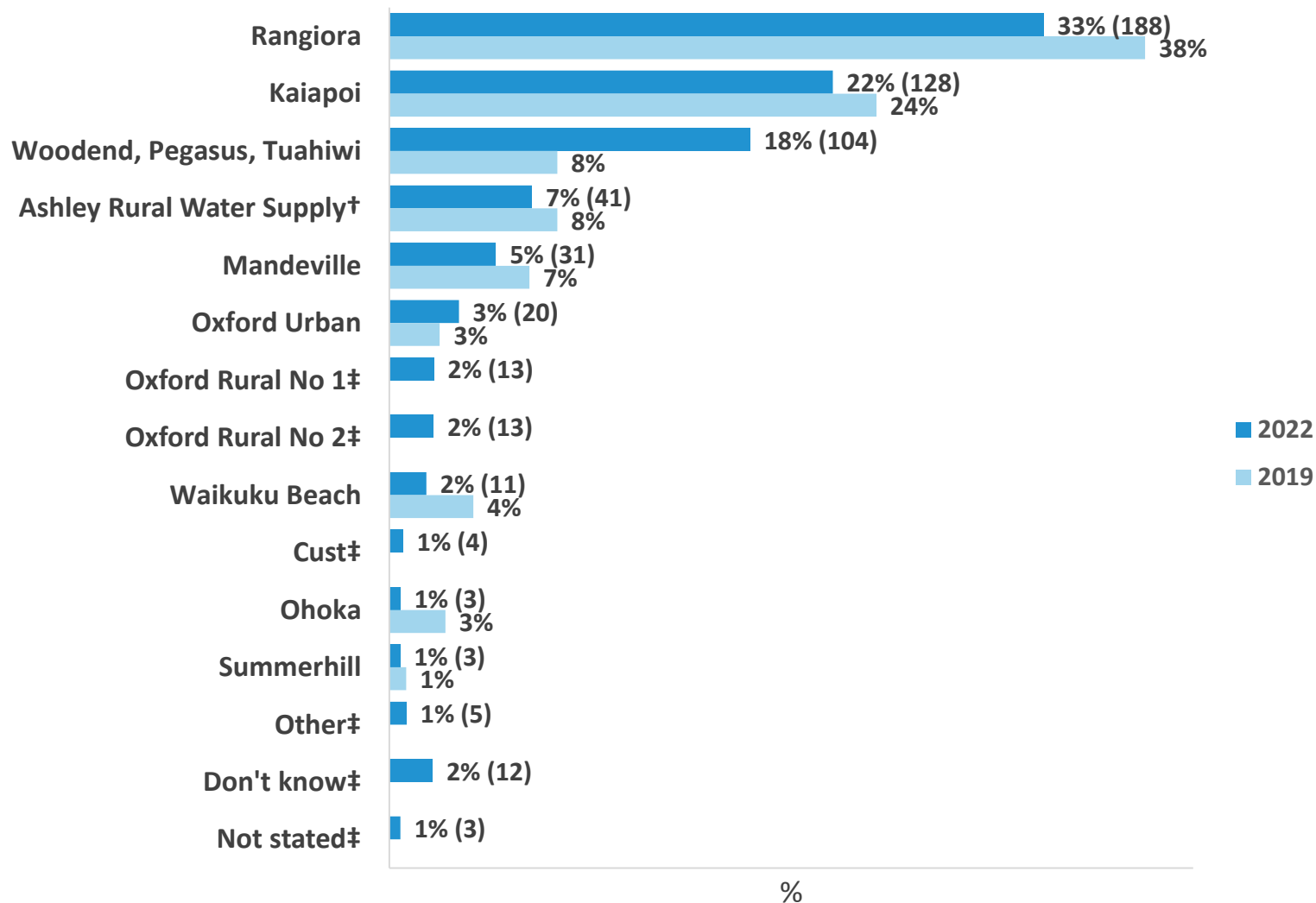
N=Weighted number of participants

Water Supply On

Among Those on Council Operated Water Supply

255

Q. Which Council operated water supply do you receive water from?



Sample: those on Council operated water supply: 2022: 578*; 2019: 359

*Includes those who don't know if they are on a Council operated water supply who select a water supply

†Not included in list/map of areas on questionnaire

‡2019 data not available

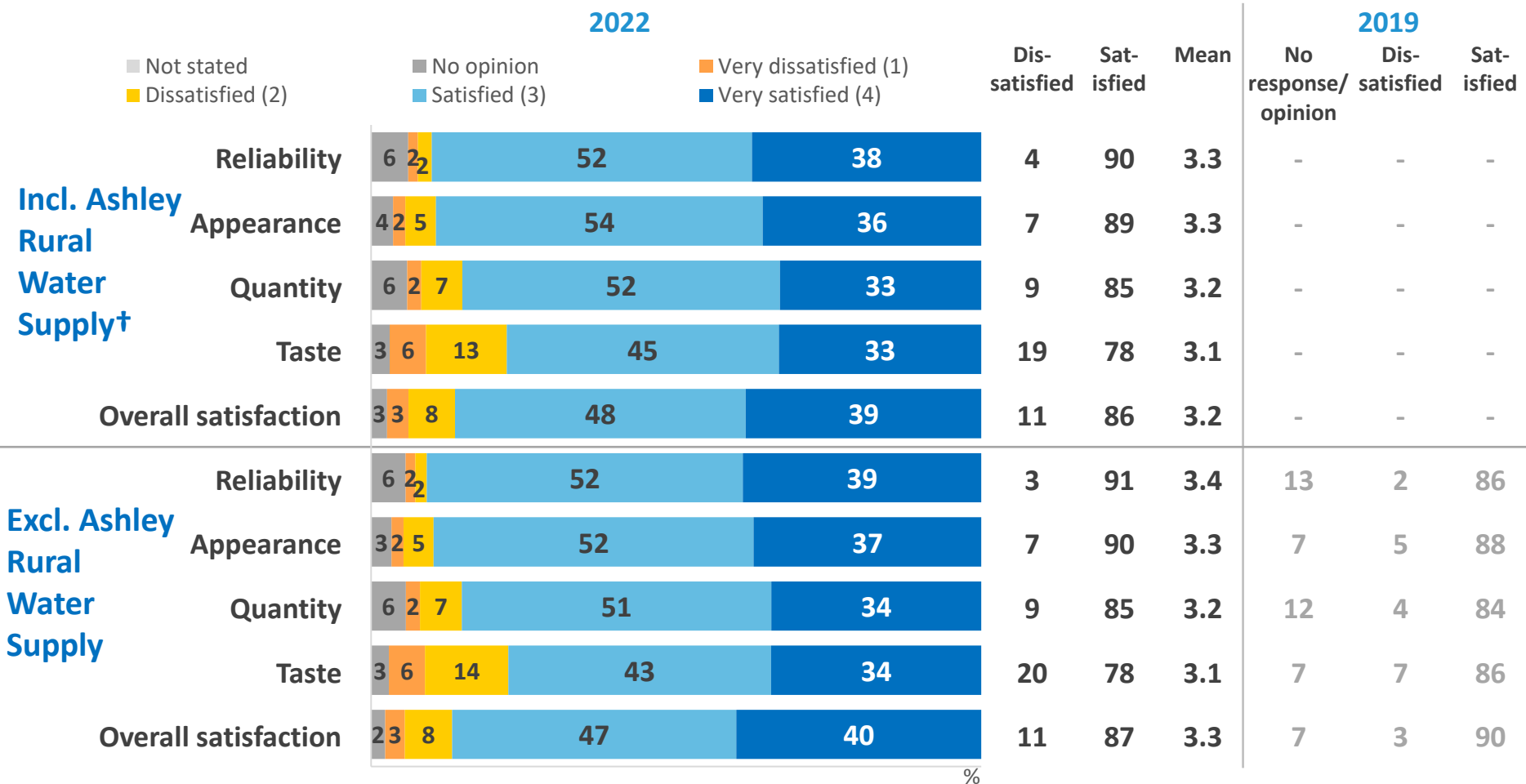
N=Weighted number of participants

Council Operated Water Supply Satisfaction

Among Those on Council Operated Water Supply

Q. How satisfied are you with the following aspects of your Council operated water supply?

Q: How satisfied overall are you with your Council operated water supply?



%

2022 sample: those on Council operated water supply including/excluding Ashley Rural Water Supply (includes those who don't know if they are on a Council operated water supply who select a water supply): 578/533;

2019 sample: those on Council operated water supply excluding Ashley Rural Water Supply: 329

†2019 satisfaction data not available including Ashley Rural Water Supply



Council Operated Water Supply Satisfaction, 2022

Among Those on Council Operated Water Supply

257

Q. How satisfied are you with the following aspects of your Council operated water supply?

Q: How satisfied overall are you with your Council operated water supply?

Incl. Ashley Rural Water Supply

2022 % (N)	Not stated	No opinion	Very dissatisfied	Dissatisfied	Satisfied	Very satisfied
Reliability	-	6% (35)	2% (9)	2% (13)	52% (304)	38% (217)
Appearance	-	4% (21)	2% (12)	5% (29)	54% (310)	36% (207)
Quantity	-	6% (34)	2% (13)	7% (39)	52% (301)	33% (191)
Taste	-	3% (18)	6% (34)	13% (76)	45% (258)	33% (192)
Overall satisfaction	-	3% (15)	3% (20)	8% (44)	48% (276)	39% (223)

Excl. Ashley Rural Water Supply

2022 % (N)	Not stated	No opinion	Very dissatisfied	Dissatisfied	Satisfied	Very satisfied
Reliability	-	6% (30)	2% (9)	2% (10)	52% (278)	39% (210)
Appearance	-	3% (18)	2% (11)	5% (26)	52% (282)	37% (201)
Quantity	-	6% (31)	2% (13)	7% (37)	51% (272)	34% (185)
Taste	-	3% (16)	6% (32)	14% (73)	43% (232)	34% (185)
Overall satisfaction	-	2% (12)	3% (17)	8% (42)	47% (251)	40% (216)

2022 sample: those on Council operated water supply including/excluding Ashley Rural Water Supply*: 578/533;

*Includes those who don't know if they are on a Council operated water supply who select a water supply

N=Weighted number of participants

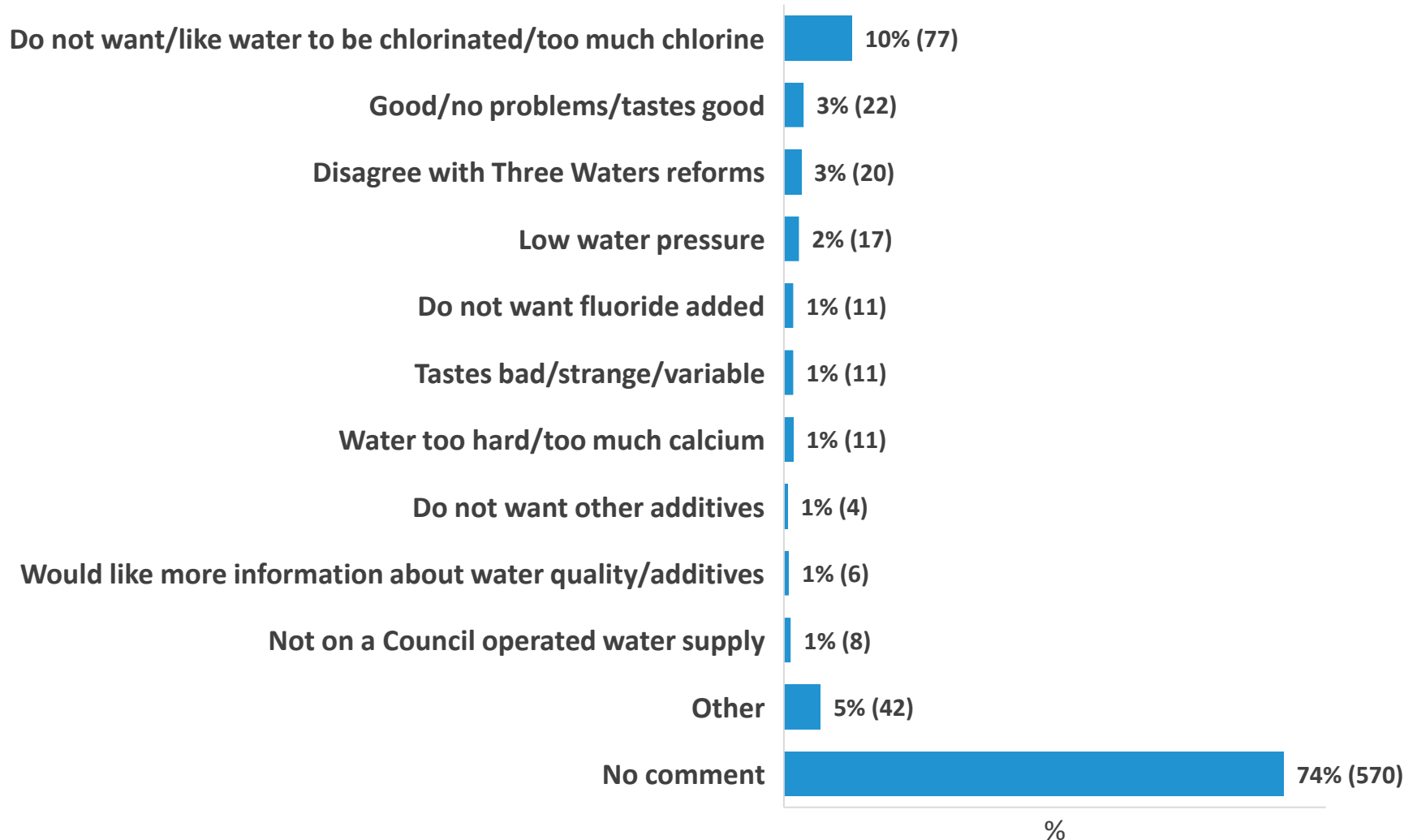


Council Operated Water Supply Comments

258

Among Those on Council Operated Water Supply

Q. Do you have any comments you would like to make about any aspects of the water supplies the Council operates?



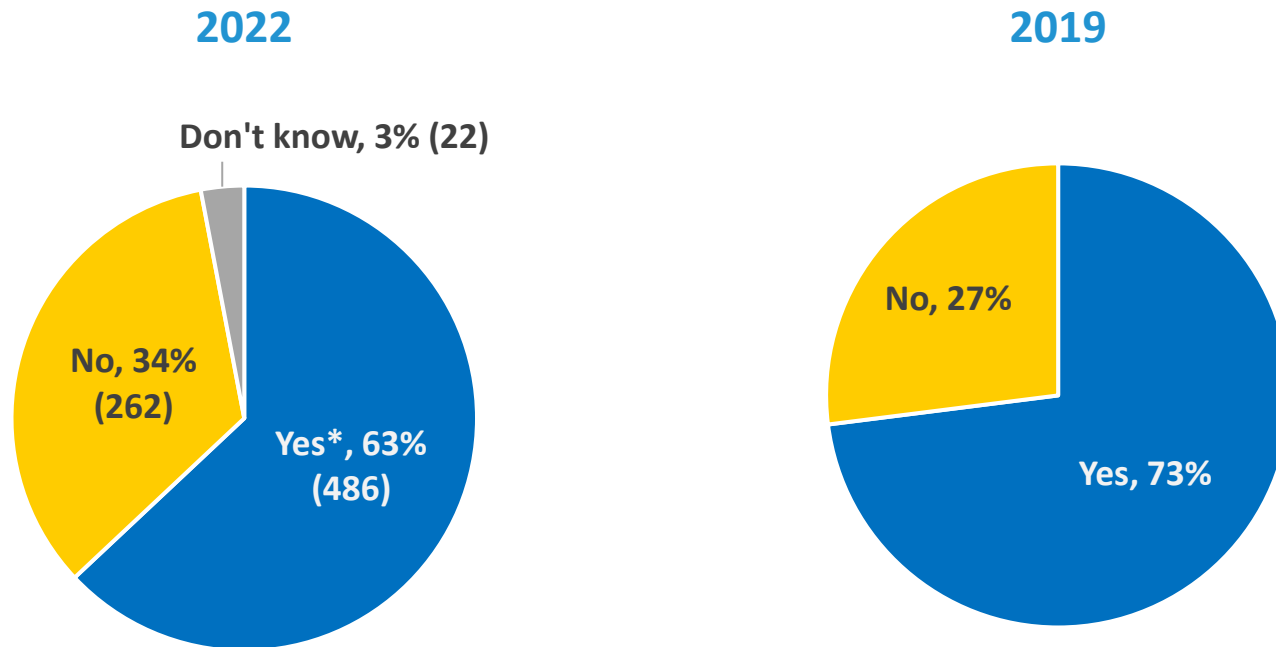
Total sample: 2022: 772
N=-Weighted number of participants



Satisfaction with Council Operated Sewerage Systems



Q. Do you dispose of your sewage to a Council operated sewerage system?



Total sample: 2022: 772; 2019: 453

*Includes those who don't know if they dispose of sewage to a Council operated system who select a system at the next question

N=Weighted number of participants

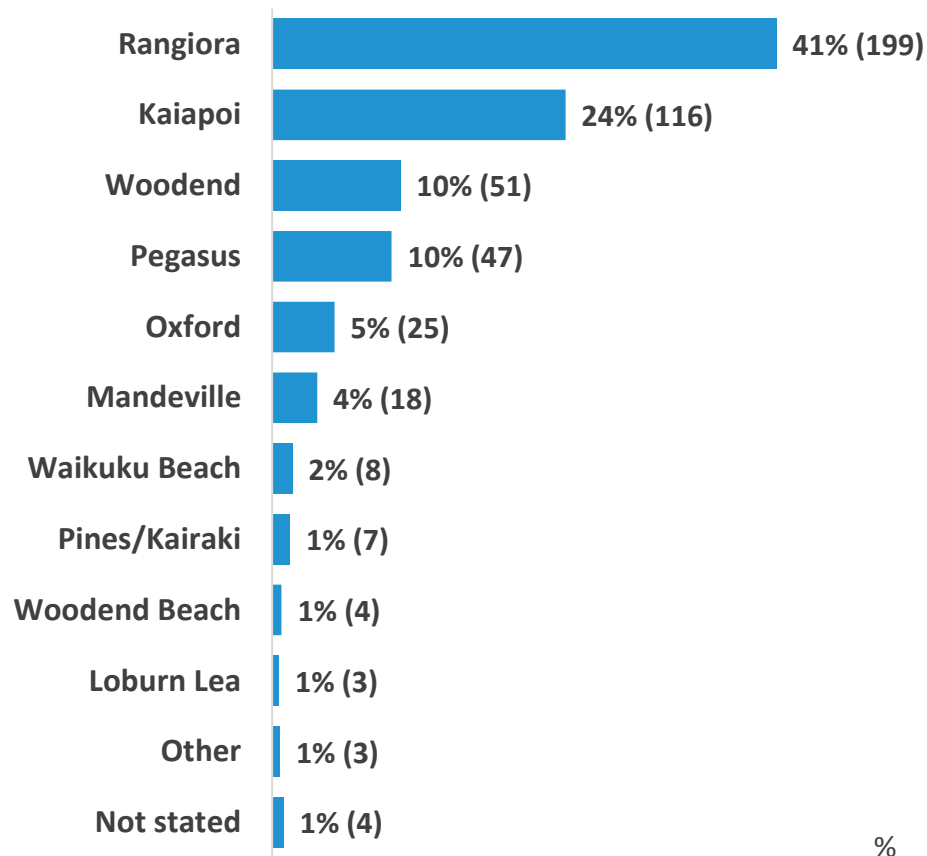


Sewerage System Connected To

Among Those on a Council Operated Sewerage System

261

Q. Which sewerage system are you connected to?†



Sample: those disposing of sewerage to Council operated system: 2022: 487*; 2019: 331

†2019 data not available

*Includes those who don't know if they dispose of sewage to a Council operated system who select a system

N=Weighted number of participants

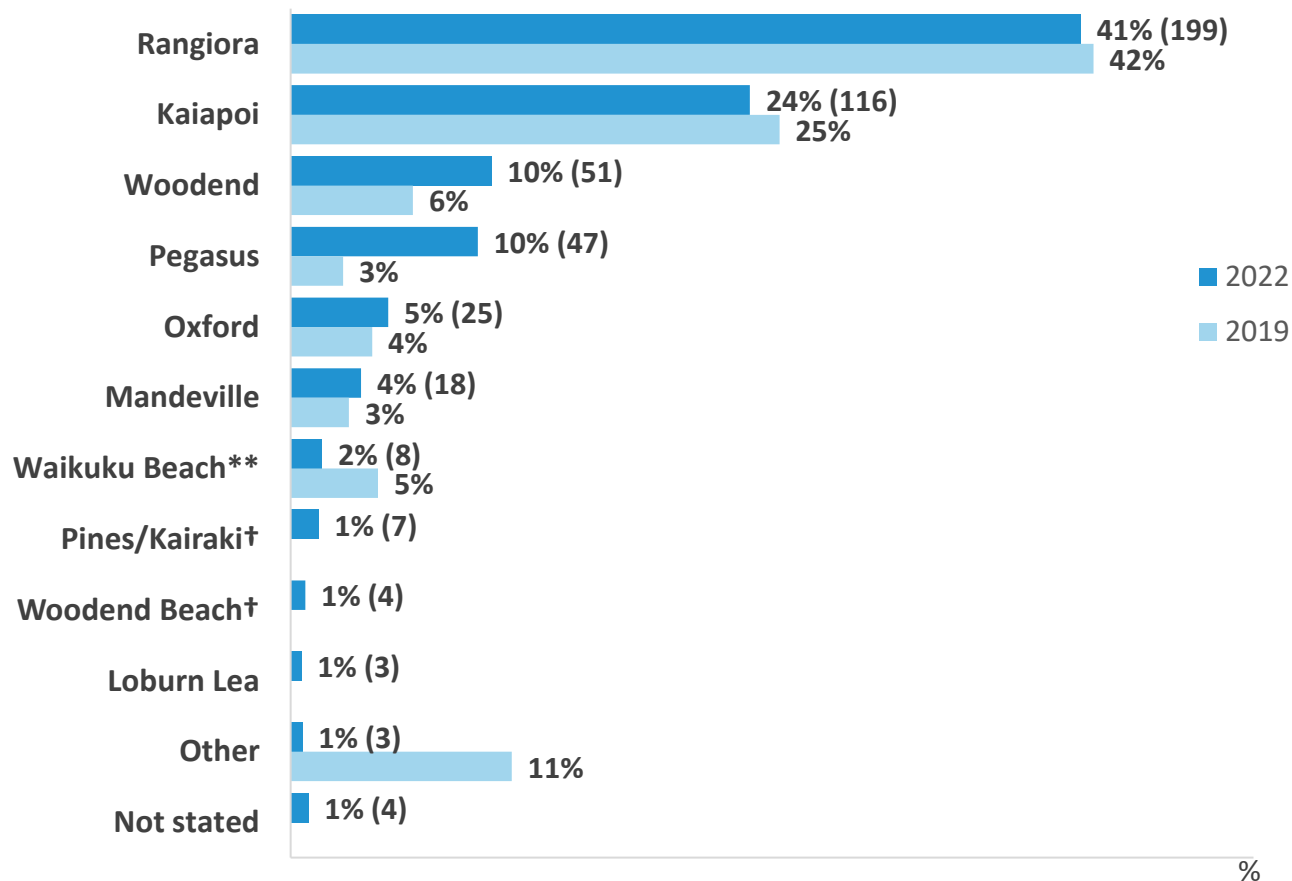


Sewerage System Connected To

262

Among Those on a Council Operated Sewerage System

Q. Which sewerage system are you connected to?



Sample: those disposing of sewerage to Council operated system: 2022: 487*; 2019: 331

†2019 data not available

*Includes those who don't know if they dispose of sewage to a Council operated system who select a system

**Waikuku Beach in 2019

N=Weighted number of participants

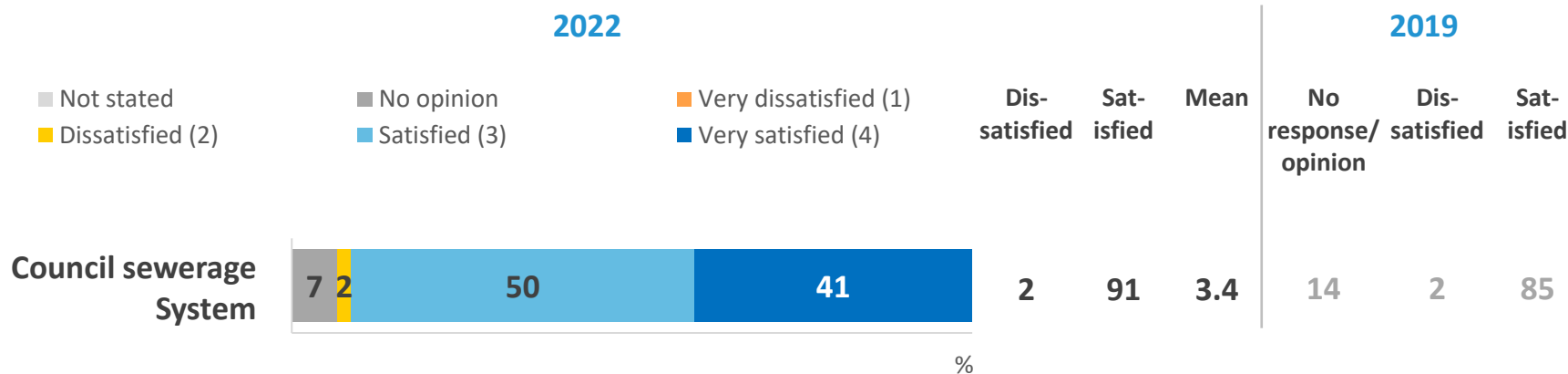


Sewerage System Satisfaction

Among Those on a Council Operated Sewerage System

263

Q. How satisfied are you with your Council operated sewerage system?



2022 % (N)	Not stated	No opinion	Very dissatisfied	Dissatisfied	Satisfied	Very satisfied
Council sewerage system	-	7% (32)	-	2% (10)	50% (244)	41% (198)

Sample: those disposing of sewerage to Council operated system: 2022: 487*; 2019: 331

*Includes those who don't know if they dispose of sewage to a Council operated system who select a system

N=Weighted number of participants

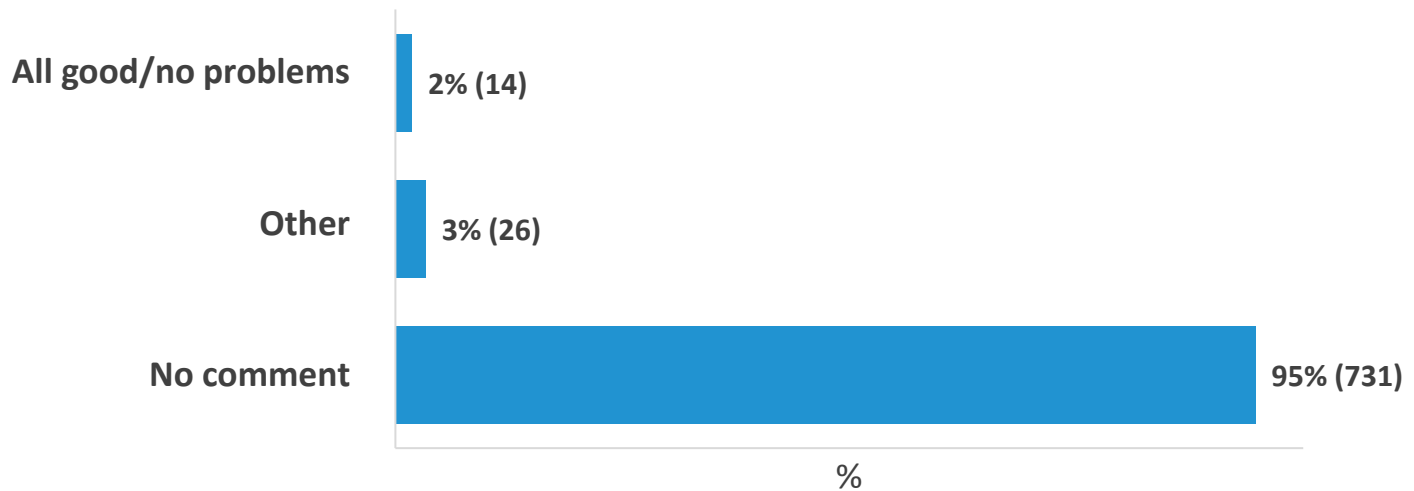


Sewerage System Comments

Among Those on a Council Operated Sewerage System

264

Q. Do you have any comments you would like to make about any aspects of the sewerage systems operated by the Council?



Total sample: 2022: 772
N=Weighted number of participants

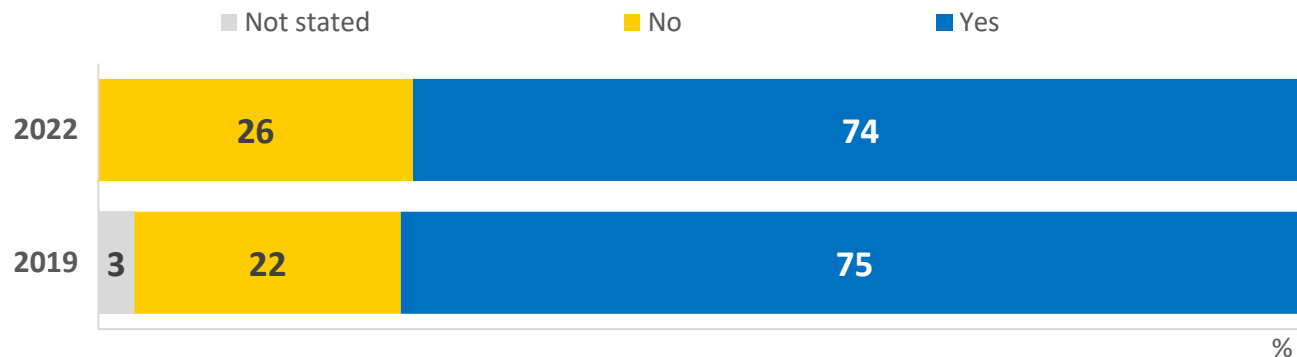


Satisfaction with Kerbside Collection Services



Kerbside Collection Availability ²⁶⁶

Q. Are kerbside collection services available where your household is located?



2022 % (N)	No reply	No	Yes
Kerbside collection services available	-	26% (202)	74% (570)

Total sample: 2022: 772
N=Weighted number of participants

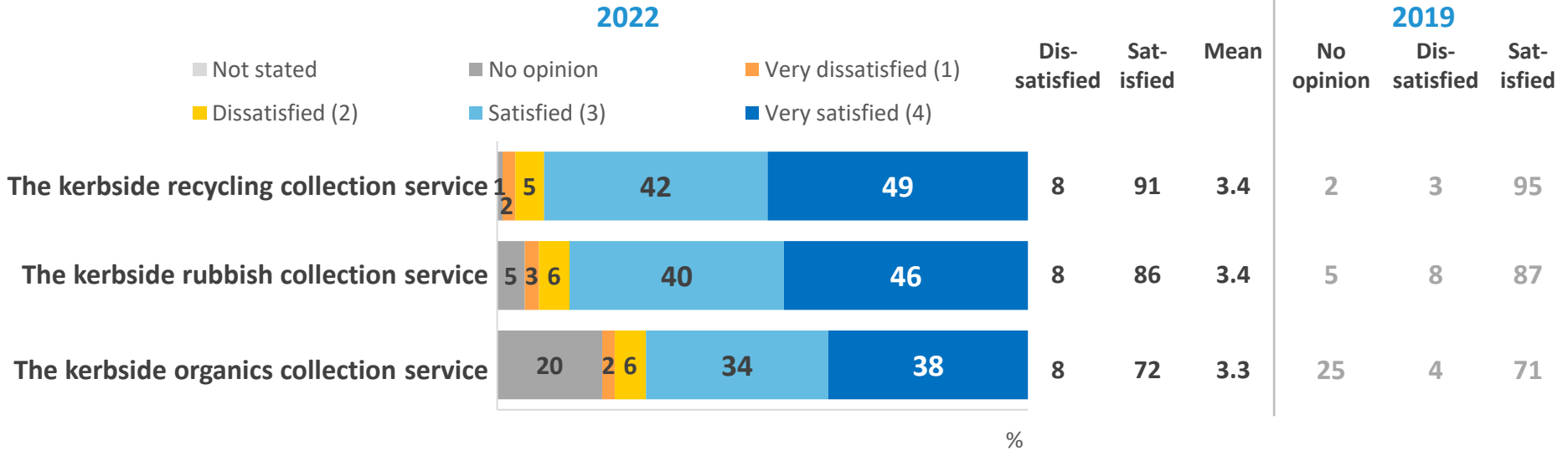


Kerbside Collection Satisfaction

267

Among Those with Council Operated Kerbside Collection

Q. How satisfied are you with the Council's kerbside collection service for your property?



2022 % (N)	Not stated	No opinion	Very dissatisfied	Dissatisfied	Satisfied	Very satisfied
The kerbside recycling collection service	-	1% (6)	2% (14)	5% (31)	42% (240)	49% (280)
The kerbside rubbish collection service	-	5% (30)	3% (15)	6% (33)	40% (230)	46% (262)
The kerbside organics collection service	-	20% (113)	2% (14)	6% (33)	34% (195)	38% (214)

2022 sample: those with kerbside collection services available: 568

2019 sample: those answering the question: recycling: 338; rubbish: 330; organics: 317

N=Weighted number of participants

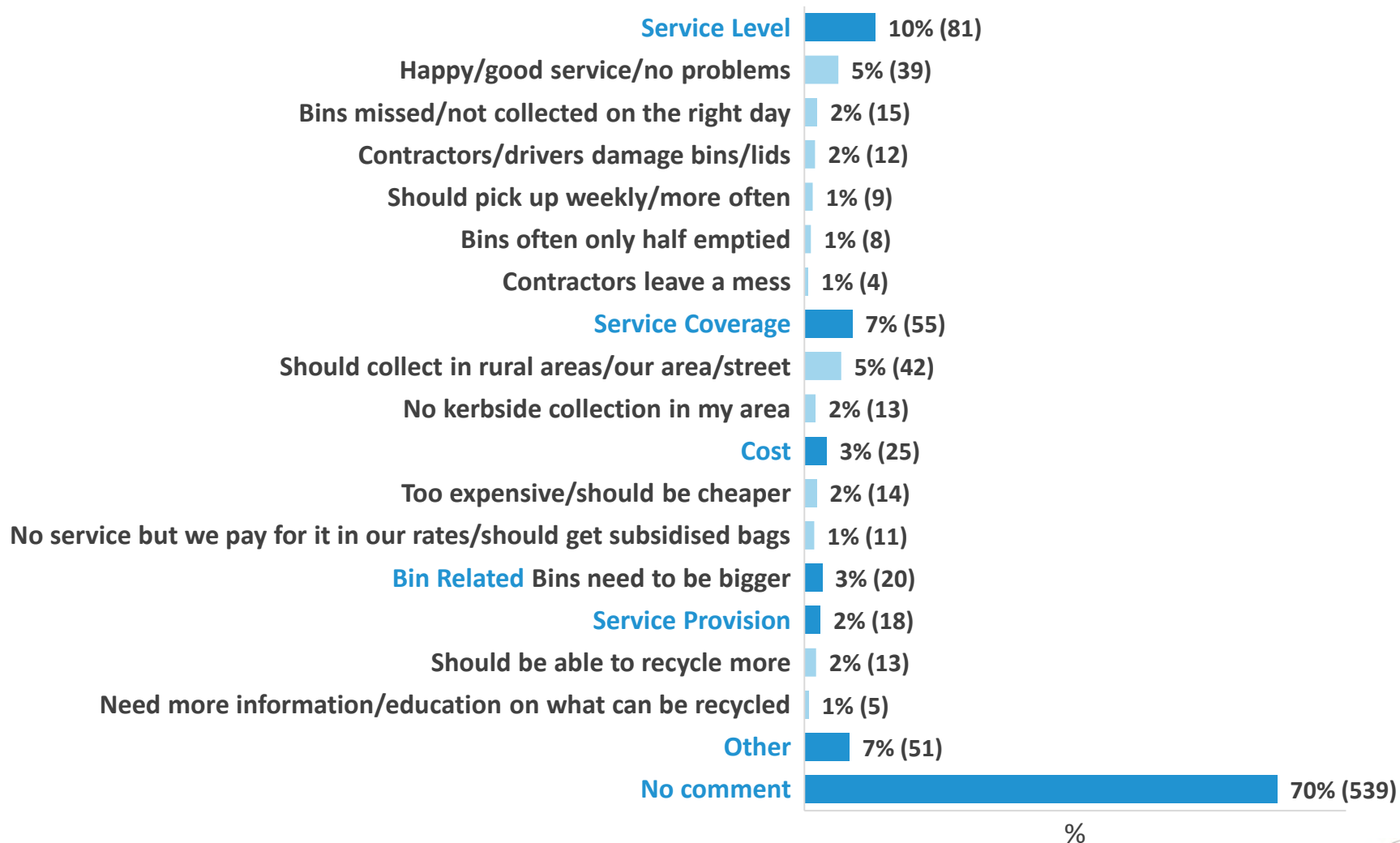


Kerbside Collection Comments

Among Those with Council Operated Kerbside Collection

268

Q. Do you have any comments you would like to make about any aspects of the kerbside collection service provided by the Council?



Total sample: 2022: 772
 N=Weighted number of participants



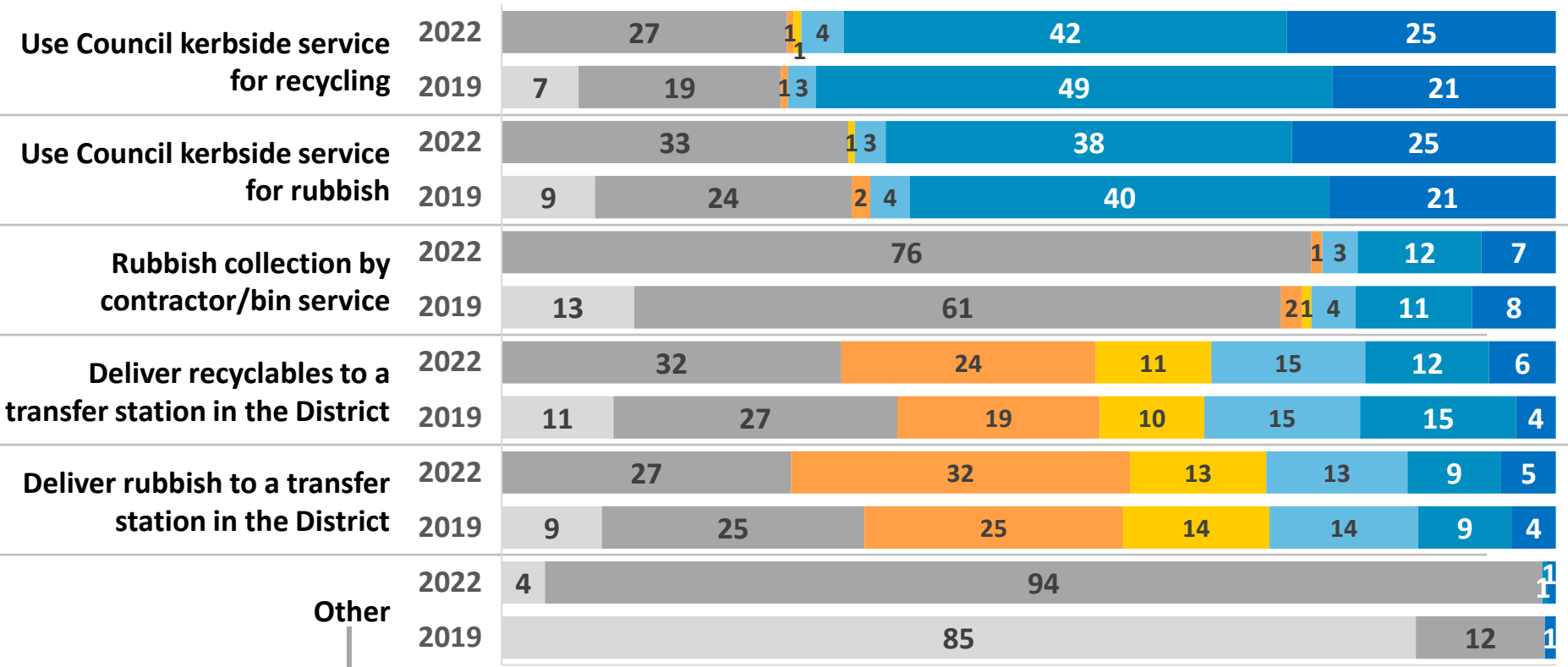
Frequency of Use of Waste Disposal Services



Frequency of Non-Organic Waste Disposal

Q. How often do you, or members of your household, use the following methods to dispose of non-organic household waste?

- Not stated
- Not at all
- Less than once every 3 months
- About once every 3 months
- About once every 1-2 months
- About once every 2-3 weeks
- Weekly or more frequently



Other methods used: 2022	Mentions	%
Recycling contractor	5	
Burn it	5	
Transfer station in Christchurch	2	
Find places that recycle other items	2	
Bury it	1	

Total sample: 2022: 772; 2019: 453



Frequency of Non-Organic Waste Disposal, 2022

Q. How often do you, or members of your household, use the following methods to dispose of non-organic household waste?

2022 % (N)	Not stated	Not at all	Less than once every 3 months	About once every 3 months	About once every 1-2 months	About once every 2-3 weeks	Weekly or more frequently
Use Council kerbside service for recycling	-	27% (208)	1% (5)	1% (6)	4% (31)	42% (323)	25% (196)
Use Council kerbside service for rubbish	-	33% (252)	-	1% (5)	3% (22)	38% (295)	25% (192)
Rubbish collection by contractor/bin service	-	76% (590)	1% (8)	-	3% (26)	12% (90)	7% (54)
Deliver recyclables to a transfer station in the District	-	32% (248)	24% (186)	11% (84)	15% (112)	12% (90)	6% (49)
Deliver rubbish to a transfer station in the District	-	27% (211)	32% (247)	13% (99)	13% (103)	9% (68)	5% (40)
Other	4% (31)	94% (725)	-	-	-	1% (4)	1% (6)

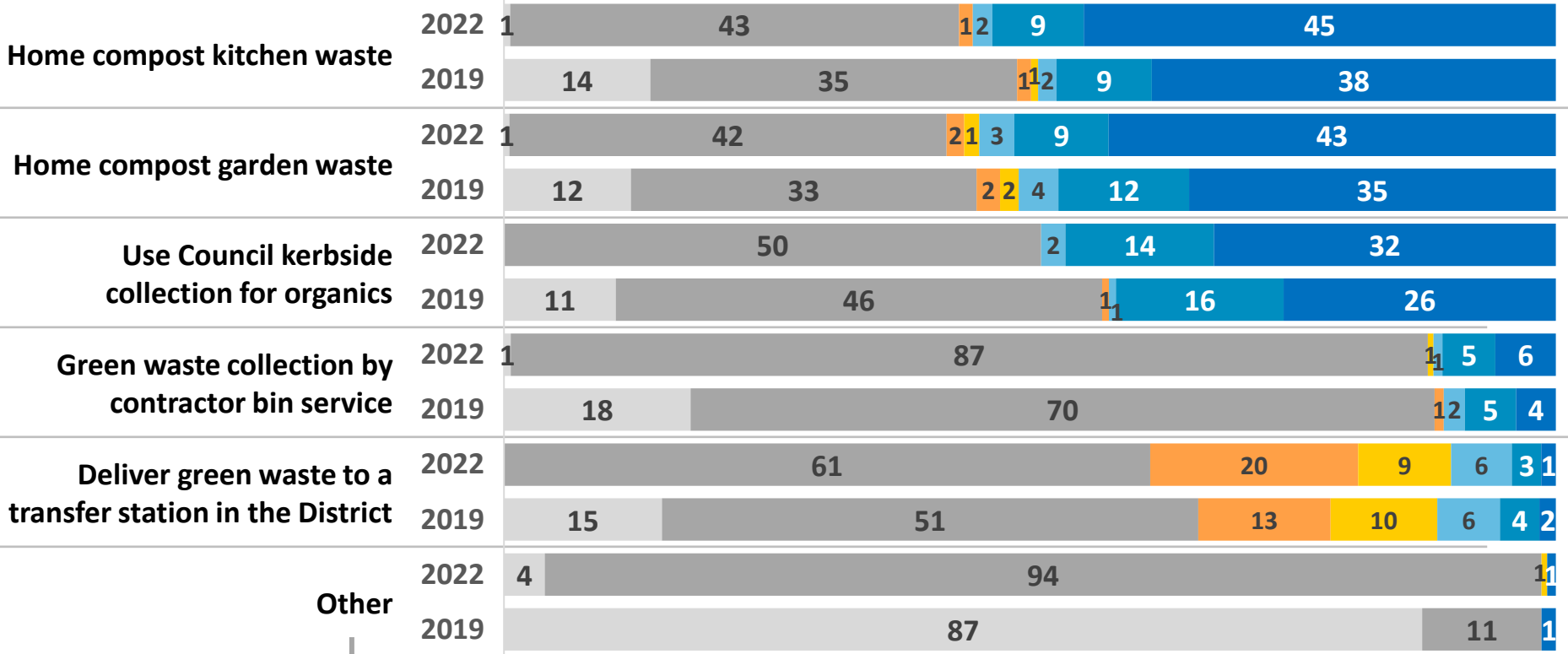
Total sample: 2022: 772
N=Weighted number of participants



Frequency of Organic Waste Disposal ²⁷²

Q. How often do you, or members of your household, use the following methods to dispose of organic household waste?

- Not stated
- Not at all
- Less than once every 3 months
- About once every 3 months
- About once every 1-2 months
- About once every 2-3 weeks
- Weekly or more frequently



Other methods used: 2022	Mentions	%
Burn it	6	
Feed it to chickens/pigs	4	
Mulch it/use as mulch	2	
Son/gardener takes it	2	
Use waste disposal unit in kitchen sink	1	
Take to a friend's	1	
Bury it	1	

Total sample: 2022: 772; 2019: 453



Frequency of Organic Waste Disposal, 2022

Q. How often do you, or members of your household, use the following methods to dispose of organic household waste?

2022 % (N)	Not stated	Not at all	Less than once every 3 months	About once every 3 months	About once every 1-2 months	About once every 2-3 weeks	Weekly or more frequently
Use Council kerbside service for recycling	1% (5)	43% (328)	1% (10)	-	2% (14)	9% (67)	45% (345)
Use Council kerbside service for rubbish	1% (4)	42% (321)	2% (13)	1% (11)	3% (26)	9% (69)	43% (328)
Rubbish collection by contractor/bin service	-	50% (389)	-	-	2% (18)	14% (107)	32% (248)
Deliver recyclables to a transfer station in the District	1% (5)	87% (670)	-	1% (4)	1% (7)	5% (39)	6% (44)
Deliver rubbish to a transfer station in the District	-	61% (472)	20% (152)	9% (68)	6% (44)	3% (22)	1% (10)
Other	4% (30)	94% (726)	-	1% (4)	-	-	1% (6)

Total sample: 2022: 772
N=Weighted number of participants

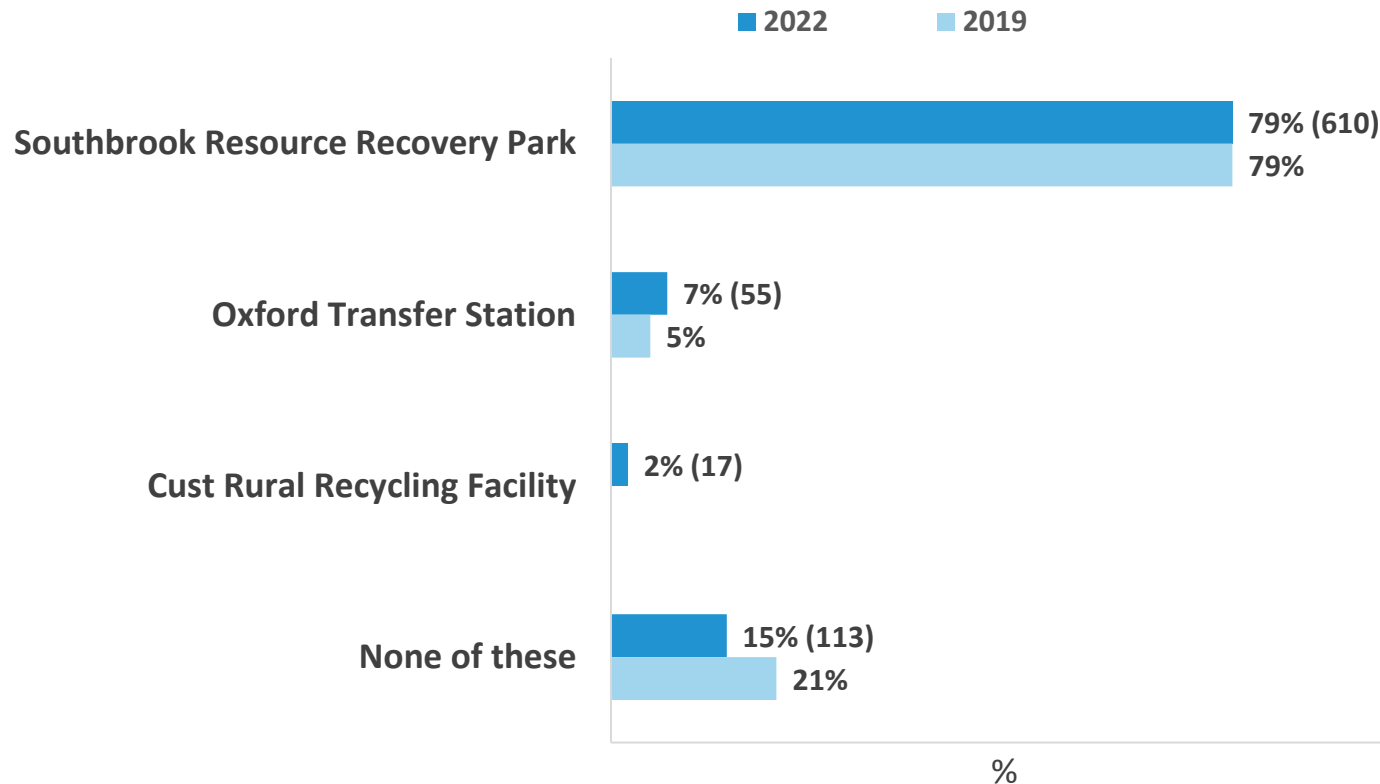


Satisfaction with Waste Handling Facilities



Waste Handling Facility Use ²⁷⁵

Q. Please indicate the waste handling facility/facilities members of your household typically use.



Total sample: 2022: 772; 2019: 453
N=Weighted number of participants



Southbrook Resource Recovery Park Satisfaction

Q. How satisfied are you with the following aspects of the Southbrook Resource Recovery Park?

2022

2019*

■ Not stated ■ No opinion ■ Very dissatisfied (1) ■ Satisfied (3) ■ Very satisfied (4)

■ Dissatisfied (2)

Dis-satisfied Sat- isfied Mean No response/ opinion Dis- satisfied Sat- isfied

Location



2 95 3.4

2 1 98

The service provided by staff



4 92 3.4

8 1 91

Opening hours/days



4 91 3.3

4 4 92

Rubbish disposal



4 88 3.3

9 2 89

Recycling services



6 87 3.3

4 3 92

The range of services provided



3 86 3.3

7 2 91

Greenwaste disposal



3 74 3.3

25 2 73

Hazardous waste disposal



2 54 3.3

37 2 61

%

2022 sample: those who typically use Southbrook Resource Recovery Park: 618

2019 sample: those that nominated waste handling facilities: 360*

*Data not available for individual waste handling facilities



Q. How satisfied are you with the following aspects of the Southbrook Resource Recovery Park?

2022 % (N)	Not stated	No opinion	Very dissatisfied	Dissatisfied	Satisfied	Very satisfied
Location	-	3% (16)	-	2% (10)	54% (329)	41% (252)
The service provided by staff	-	4% (27)	1% (7)	3% (17)	50% (305)	42% (254)
Opening hours/days	-	5% (29)	1% (5)	3% (18)	57% (349)	34% (207)
Rubbish disposal	-	9% (52)	1% (4)	3% (19)	55% (336)	33% (198)
Recycling services	-	7% (44)	1% (8)	4% (25)	49% (300)	38% (231)
The range of services provided	-	11% (67)	1% (4)	2% (13)	57% (345)	30% (180)
Greenwaste disposal	-	22% (137)	2% (10)	2% (11)	45% (275)	29% (175)
Hazardous waste disposal	-	44% (267)	-	2% (11)	33% (201)	21% (129)

2022 sample: those who typically use Southbrook Resource Recovery Park: 618
 N=Weighted number of participants



Oxford Transfer Station Satisfaction

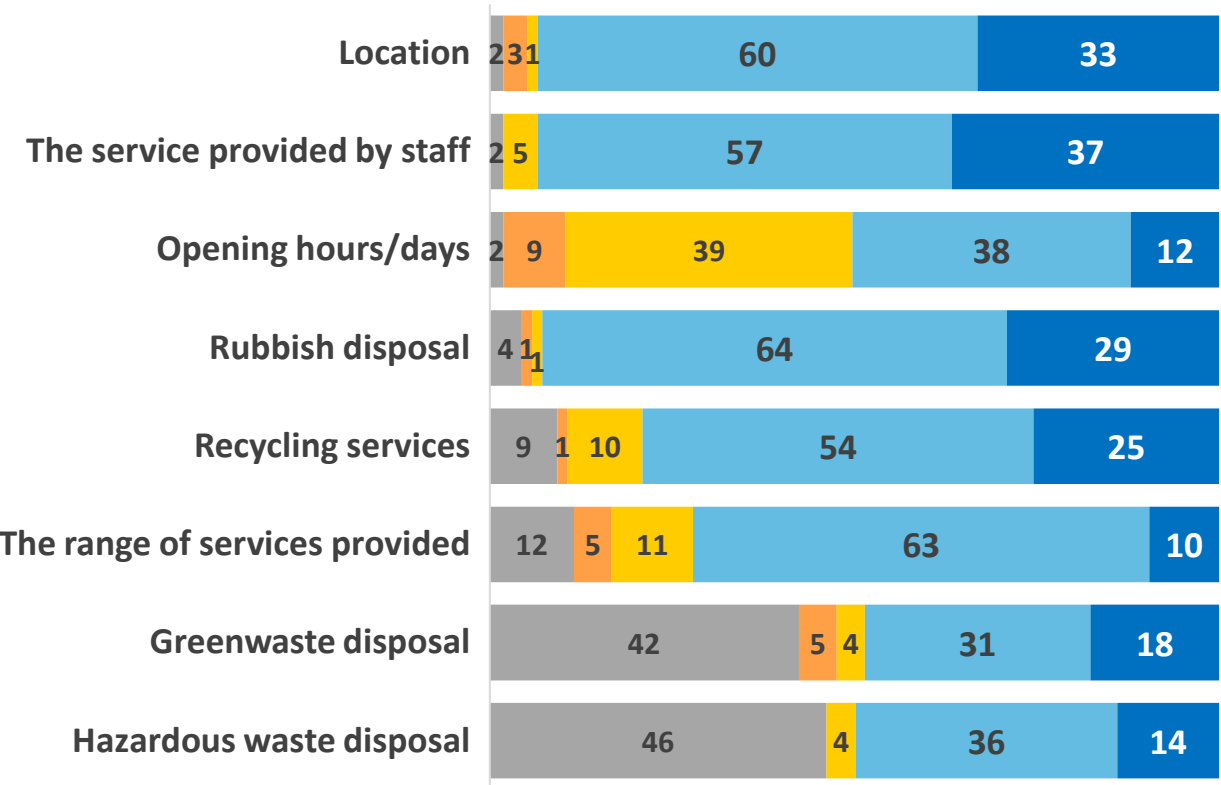
Q. How satisfied are you with the following aspects of the Oxford Transfer Station?

2022

2019*

■ Not stated ■ No opinion ■ Very dissatisfied (1)
■ Dissatisfied (2) ■ Satisfied (3) ■ Very satisfied (4)

Dis-satisfied	Sat- isfied	Mean	No response/ opinion	Dis- satisfied	Sat- isfied
5	93	3.3	2	1	98
5	93	3.3	8	1	91
48	50	2.5	4	4	92
3	93	3.3	9	2	89
12	79	3.1	4	3	92
16	72	2.9	7	2	91
9	49	3.1	25	2	73
4	50	3.2	37	2	61



2022 sample: those who typically use the Oxford Transfer Station: 50

2019 sample: those that nominated waste handling facilities: 360*

*Data not available for individual waste handling facilities



Oxford Transfer Station Satisfaction, 2022

Q. How satisfied are you with the following aspects of the Oxford Transfer Station?

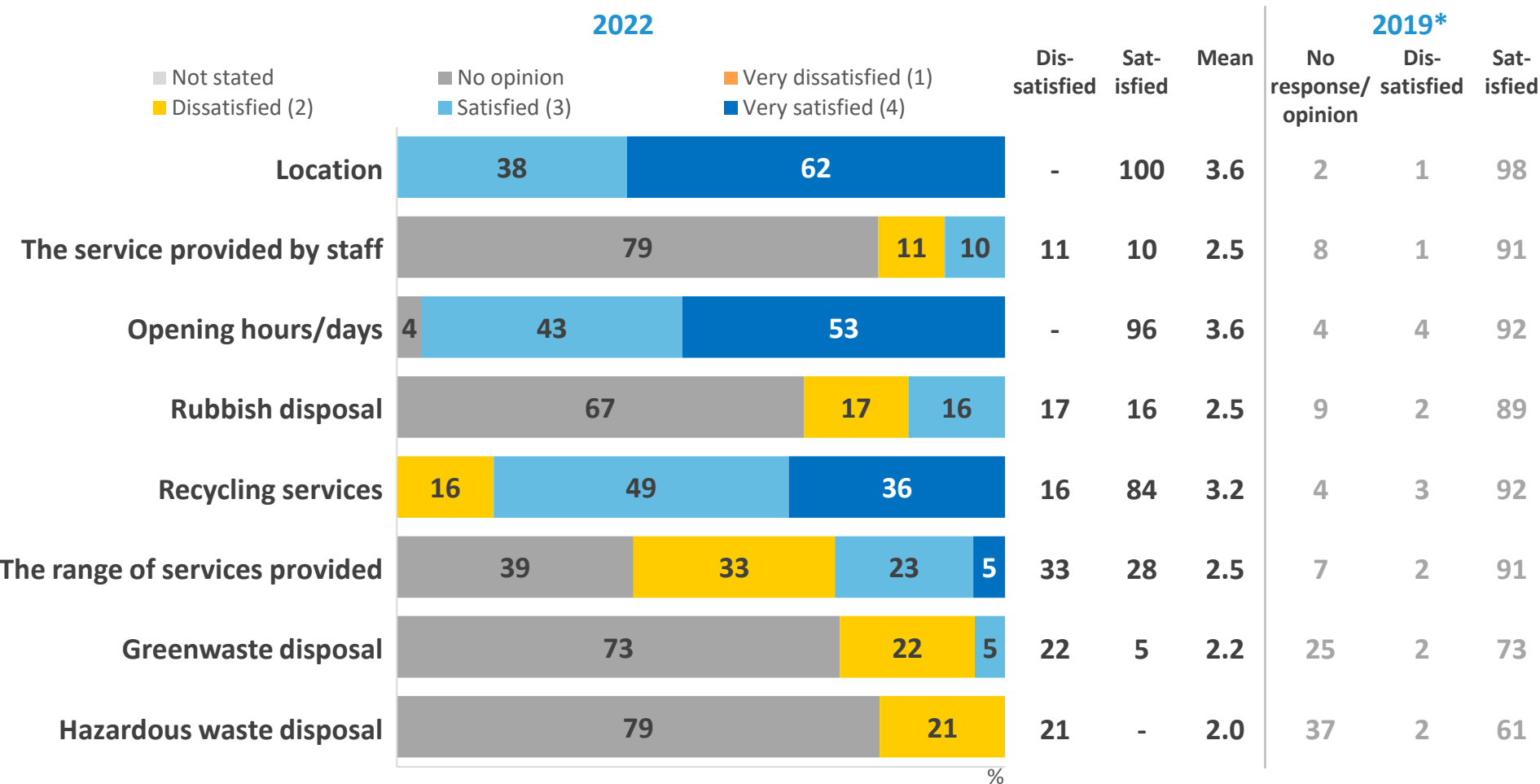
2022 % (N)	Not stated	No opinion	Very dissatisfied	Dissatisfied	Satisfied	Very satisfied
Location	-	2% (1)	3% (2)	1% (1)	60% (33)	33% (18)
The service provided by staff	-	2% (1)	-	5% (3)	57% (31)	37% (20)
Opening hours/days	-	2% (1)	9% (5)	39% (22)	38% (21)	12% (7)
Rubbish disposal	-	4% (2)	1% (1)	1% (1)	64% (35)	29% (16)
Recycling services	-	9% (5)	1% (1)	10% (6)	54% (30)	25% (14)
The range of services provided	-	12% (6)	5% (3)	11% (6)	63% (34)	10% (5)
Greenwaste disposal	-	42% (23)	5% (3)	4% (2)	31% (17)	18% (10)
Hazardous waste disposal	-	46% (25)	-	4% (2)	36% (20)	14% (8)

2022 sample: those who typically use the Oxford Transfer Station: 50
 N=Weighted number of participants



Cust Rural Recycling Facility Satisfaction

Q. How satisfied are you with the following aspects of the Cust Rural Recycling Facility?



2022 sample: those who typically use the Cust Rural Recycling Facility: 18†
 2019 sample: those that nominated waste handing facilities: 360*

†Small sample size – results indicative only
 *Data not available for individual waste handing facilities



Cust Rural Recycling Facility Satisfaction, 2022

Q. How satisfied are you with the following aspects of the Cust Rural Recycling Facility?

2022 % (N)	Not stated	No opinion	Very dissatisfied	Dissatisfied	Satisfied	Very satisfied
Location	-	-	-	-	38% (6)	62% (10)
The service provided by staff	-	79% (13)	-	11% (2)	10% (2)	-
Opening hours/days	-	4% (1)	-	-	43% (7)	53% (9)
Rubbish disposal	-	67% (11)	-	17% (3)	16% (3)	-
Recycling services	-	-	-	16% (3)	49% (8)	36% (6)
The range of services provided	-	39% (6)	-	33% (5)	23% (4)	5% (1)
Greenwaste disposal	-	73% (12)	-	22% (4)	5% (1)	-
Hazardous waste disposal	-	79% (13)	-	21% (3)	-	-

2022 sample: those who typically use the Cust Rural Recycling Facility: 18†

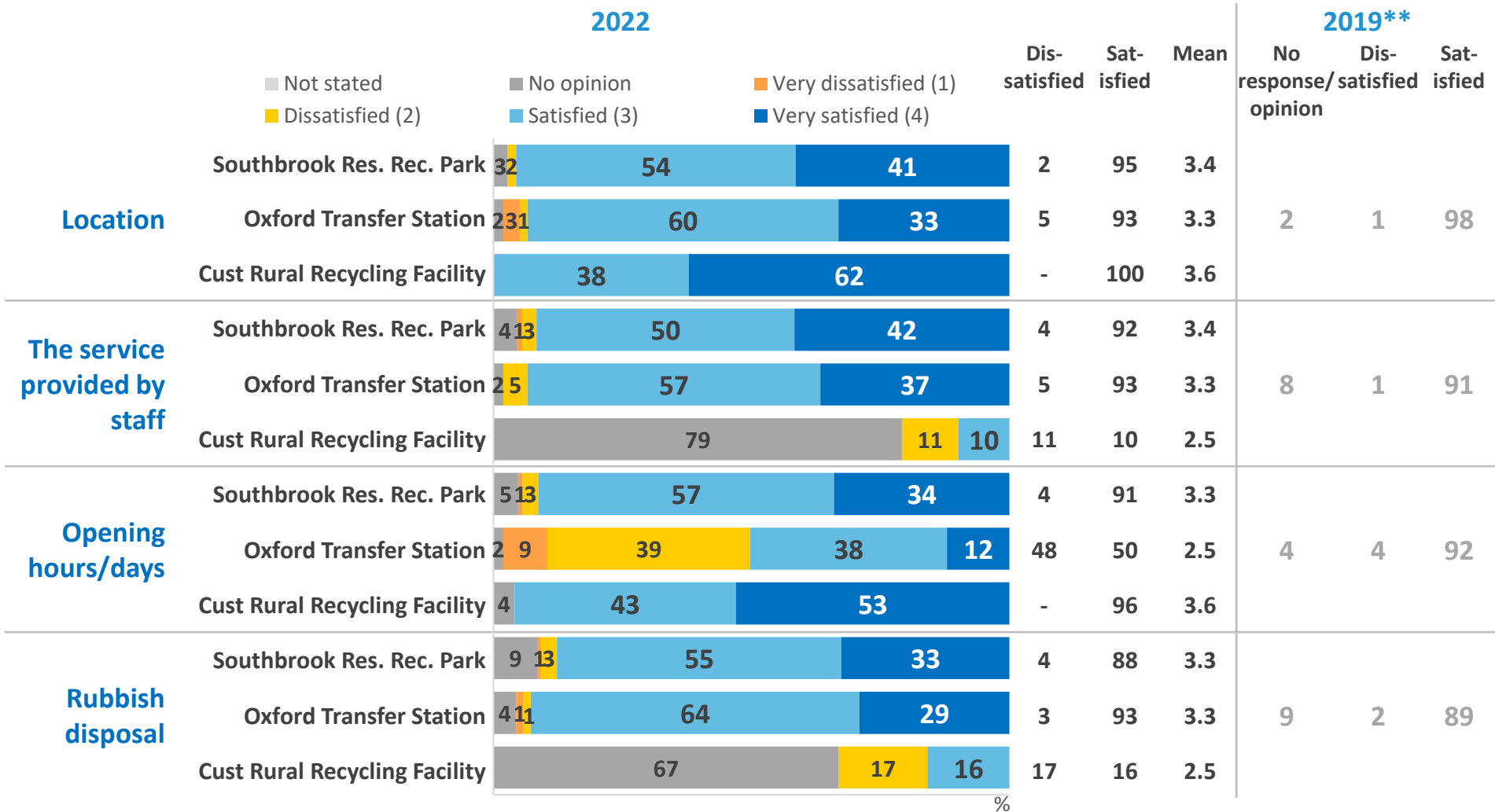
†Small sample size – results indicative only

N=Weighted number of participants



Comparison of Waste Handling Facility Satisfaction

Q. How satisfied are you with the following aspects of the Southbrook Resource Recovery Park/Oxford Transfer Station/Cust Rural Recycling Facility?



Continued on next slide

2022 sample: those who typically use the facility: Southbrook Resource Recovery Park: 618; Oxford Transfer Station: 50; Cust Rural Recycling Facility: 18*

2019 sample: those that nominated waste handling facilities: 360**

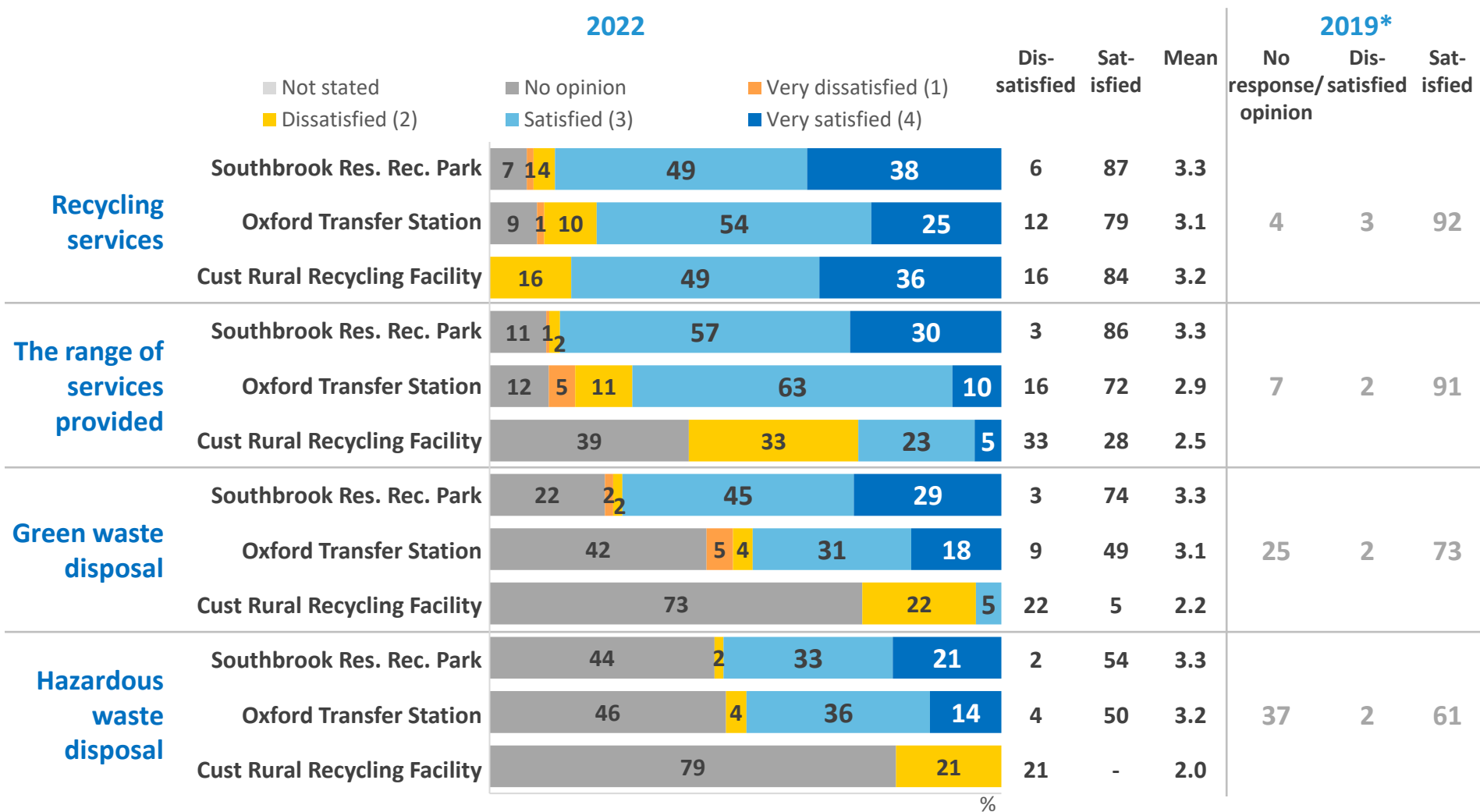
*Small sample size – results indicative only

**Data not available for individual waste handling facilities



Comparison of Waste Handling Facility Satisf. cont.

Q. How satisfied are you with the following aspects of the Southbrook Resource Recovery Park/Oxford Transfer Station/Cust Rural Recycling Facility?



%

2022 sample: those who typically use the facility: Southbrook Resource Recovery Park: 618; Oxford Transfer Station: 50; Cust Rural Recycling Facility: 18*

2019 sample: those that nominated waste handling facilities: 360**

*Small sample size – results indicative only

**Data not available for individual waste handling facilities



Waste Handling Facilities – Comments

Q. Do you have any comments you would like to make about any aspects of the waste handling facilities provided by the Council?

2022 % (N)	Southbrook Resource Recovery Park (n=772) %	Oxford Transfer Station (n=772) %	Cust Rural Recycling Facility (n=772) %
Service Level	10% (75)	2% (12)	-
Staff friendly/helpful/appreciate the dog treats	6% (49)	1% (5)	-
Staff rude/unhelpful/unfriendly	2% (14)	-	-
Should be open longer hours/more days	1% (11)	1% (7)	-
Need better signage/clearer information	1% (5)	-	-
Facility Provision	7% (57)	1% (9)	-
Good facility/well run/easy to use/clean and tidy/comprehensive	4% (35)	1% (5)	-
Needs to be bigger//better set up/too cramped/long queues	2% (14)	-	-
Should be able to recycle more things	1% (8)	-	-
Cost	2% (18)	1% (4)	-
Should be cheaper/too expensive	2% (13)	1% (4)	-
Green waste should be free	1% (5)	-	-
Other	4% (32)	1% (10)	1% (7)
No comment	82% (630)	97% (747)	99% (761)

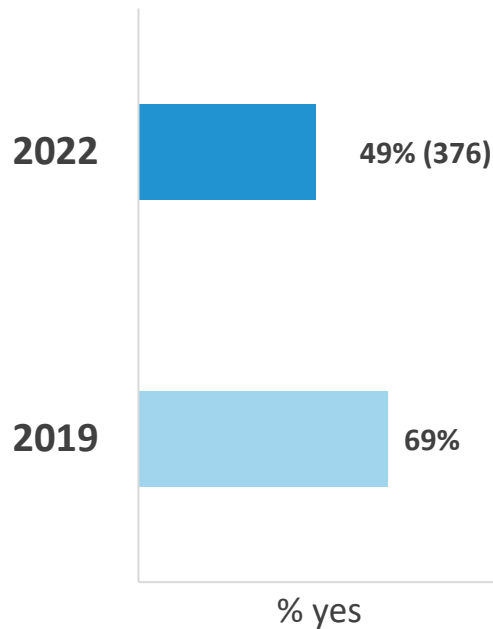
Total sample: 2022: 772
N=Weighted number of participants



Satisfaction with Library Services



Q. Have you used a Waimakariri Library in the past 12 months?*

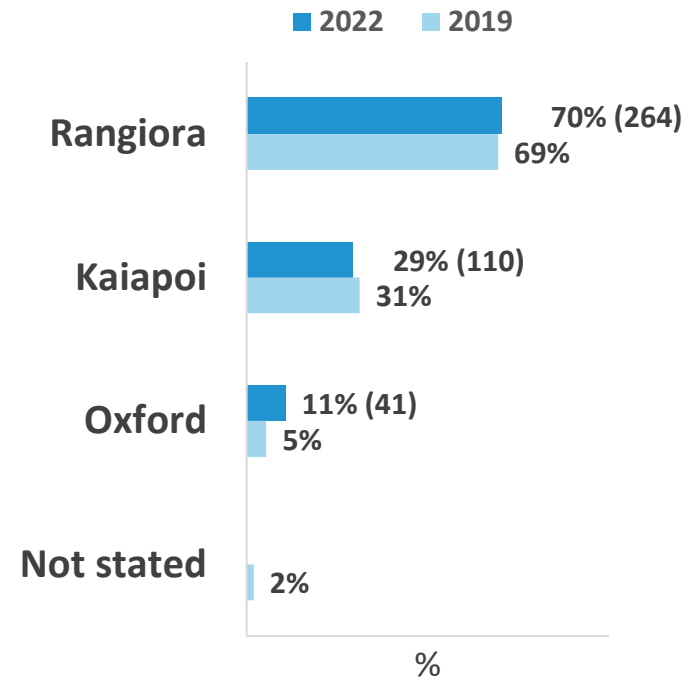


Total sample: 2022: 772; 2019: 453

*Question was asked differently in 2019: How frequently, if at all, have members of your household in the following age groups used the Waimakariri Libraries in the past 12 months?

N=Weighted number of participants

Q. Which of the Waimakariri libraries do you mainly use?



Those who have used a Waimakariri library in the past 12 months:

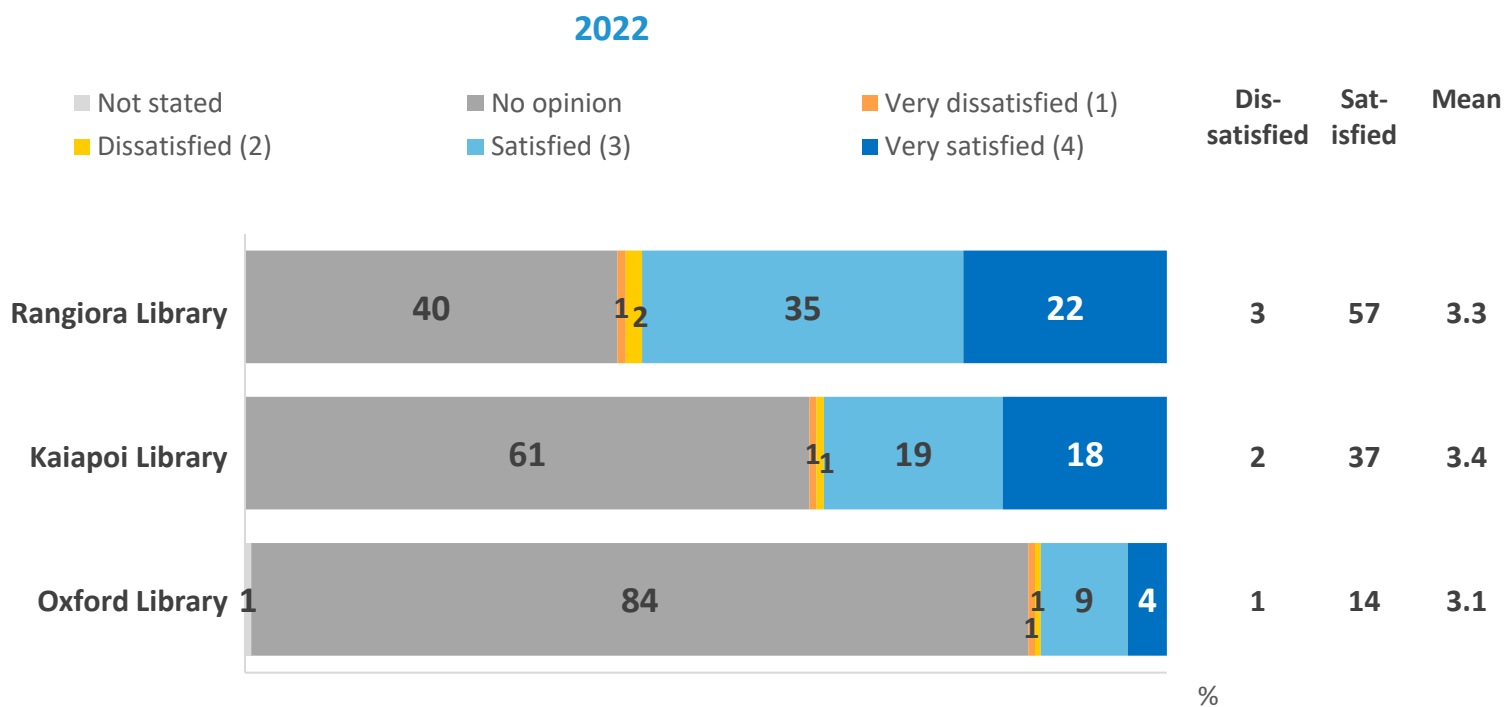
2022: 395; 2019: 314

N=Weighted number of participants



Library Satisfaction by Library ²⁸⁷

Q. How satisfied are you overall with each of the following libraries?*



Sample: total sample: 2022: 772

*This question was not asked in 2019



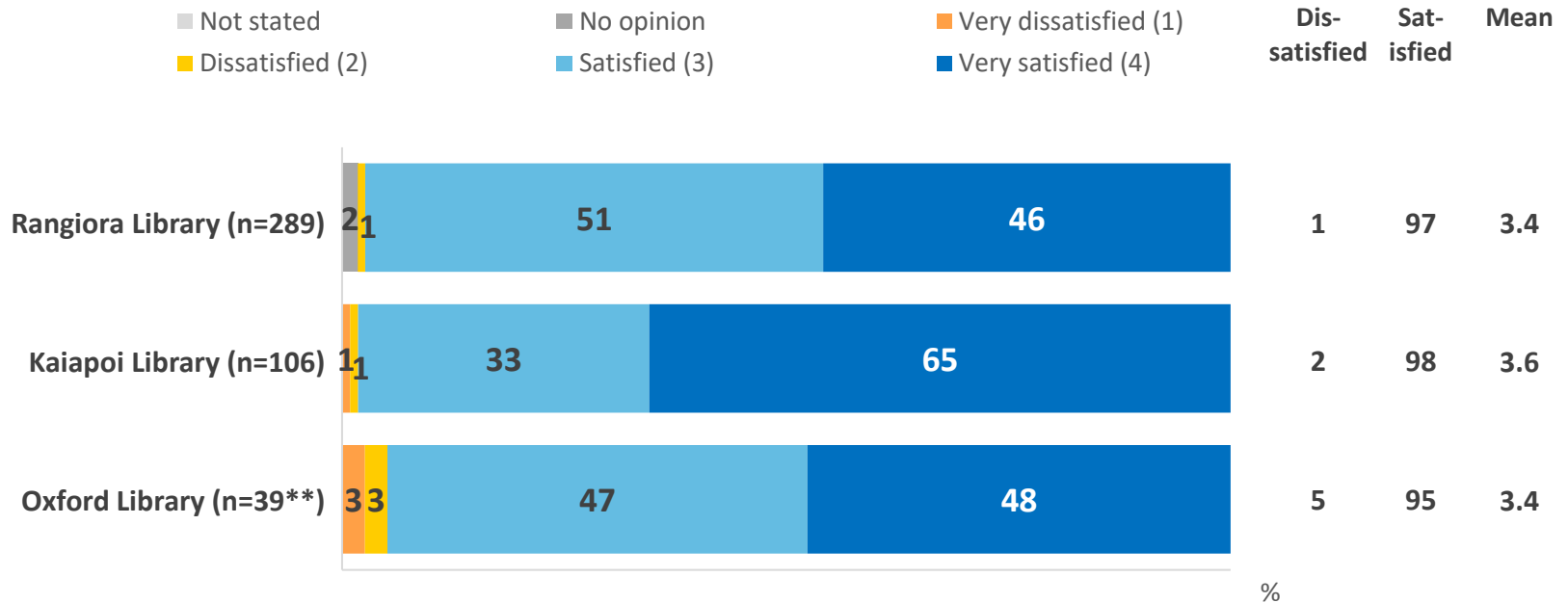
Library Satisfaction by Library

Among Those Who Mainly Use Each library

288

Q. How satisfied are you overall with each of the following libraries?*

2022



Sample: those who mainly use each – refer to (n=)

*This question was not asked in 2019

**Small sample size – results indicative only



Library Satisfaction by Library, 2022

289

Among All and Among Those Who Mainly Use Each

Q. How satisfied are you overall with each of the following libraries?

All participants

2022 % (N)	Not stated	No opinion	Very dissatisfied	Dissatisfied	Satisfied	Very satisfied
Rangiora library	-	40% (310)	1% (7)	2% (13)	35% (268)	22% (170)
Kaiapoi library	-	61% (471)	1% (6)	1% (6)	19% (149)	18% (137)
Oxford library	1% (5)	84% (651)	1% (6)	1% (5)	9% (73)	4% (33)

Among those who mainly use each library*

2022 % (N)	Not stated	No opinion	Very dissatisfied	Dissatisfied	Satisfied	Very satisfied
Rangiora library (n=289)	-	2% (5)	-	1% (2)	51% (136)	46% (121)
Kaiapoi library (n=106)	-	-	1% (1)	1% (1)	33% (36)	65% (72)
Oxford library (n=39**)	-	-	3% (1)	3% (1)	47% (19)	48% (19)

Sample: total sample: 2022: 772

*Sample: those that mainly use each library: refer to (n=)

N=Weighed number of participants

**Small sample size – results indicative only



Q. Do you have any comments you would like to make about any aspects of the Waimakariri libraries provided by the Council?

2022 % (N)	Rangiora Library (n=772) %	Kaiapoi Library (n=772) %	Oxford Library (n=772) %
Facility			
Good library/enjoy going there/like the museum/gallery	7% (54)	5% (38)	1% (9)
Noisy/needs to be bigger/needs refurbishing	5% (37)	5% (35)	1% (5)
Libraries no longer needed	2% (13)	-	-
	1% (5)	-	-
Staff service			
Helpful/friendly staff/good service	5% (37)	3% (22)	1% (7)
	5% (37)	3% (22)	1% (7)
Services			
Need a better range/selection/newer titles/all books in a series	5% (37)	2% (16)	1% (5)
Good selection/range of books/resources/services/can find what I need	2% (17)	1% (9)	1% (4)
Would like to be able to use Christchurch library too	2% (17)	1% (7)	-
	1% (4)	-	-
Other			
Concerns about cost to ratepayers/users should pay	6% (48)	4% (34)	6% (46)
Discriminatory re vaccine passes	1% (4)	-	-
Haven't been there/used it/rarely use it/haven't been for a long time	1% (6)	-	-
Other	1% (8)	1% (8)	4% (31)
	4% (31)	3% (22)	2% (13)
No comment	81% (625)	88% (683)	93% (716)

Total sample: 2022: 772

N=Weighted number of participants



Libraries – Comments by Library

291

Among Those Using a Waimakariri District Library in the Last 12 Months

Q. Do you have any comments you would like to make about any aspects of the Waimakariri libraries provided by the Council?

2022 % (N)	Rangiora Library (n=395) %	Kaiapoi Library (n=395) %	Oxford Library (n=395) %
Facility			
Good library/enjoy going there/like the museum/gallery	10% (38)	8% (29)	2% (6)
Noisy/needs to be bigger/needs refurbishing	8% (29)	8% (29)	1% (5)
Libraries no longer needed	2% (9)	-	-
	-	-	-
Staff service			
Helpful/friendly staff/good service	9% (33)	5% (19)	2% (7)
	9% (33)	5% (19)	2% (7)
Services			
Need a better range/selection/newer titles/all books in a series	7% (27)	3% (13)	1% (5)
Good selection/range of books/resources/services/can find what I need	3% (12)	2% (7)	1% (4)
Would like to be able to use Christchurch library too	4% (14)	2% (6)	-
	1% (2)	-	-
Other			
Concerns about cost to ratepayers/users should pay	8% (29)	5% (20)	8% (31)
Discriminatory re vaccine passes	1% (3)	-	-
Haven't been there/used it/rarely use it/haven't been for a long time	-	-	-
	1% (2)	1% (5)	5% (20)
Other	6% (23)	4% (14)	3% (11)
No comment	73% (275)	83% (313)	90% (337)

Sample: those that have used a Waimakariri library in the last 12 months: 2022: 395

N=Weighed number of participants



Libraries – Comments by Library

292

Among Those Who Mainly Use Each library

Q. Do you have any comments you would like to make about any aspects of the Waimakariri libraries provided by the Council?

2022 % (N)	Rangiora Library (n=289) %	Kaiapoi Library (n=106) %	Oxford Library (n=39*) %
Facility			
Good library/enjoy going there/like the museum/gallery	11% (30)	20% (22)	11% (4)
Noisy/needs to be bigger/needs refurbishing	9% (24)	20% (22)	8% (3)
Libraries no longer needed	2% (6)	-	3% (1)
	-	-	-
Staff service			
Helpful/friendly staff/good service	12% (31)	14% (16)	13% (5)
	12% (31)	14% (16)	13% (5)
Services			
Need a better range/selection/newer titles/all books in a series	10% (27)	7% (8)	12% (5)
Good selection/range of books/resources/services/can find what I need	5% (12)	4% (5)	10% (4)
Would like to be able to use Christchurch library too	5% (14)	3% (3)	2% (1)
	1% (2)	-	-
Other			
Concerns about cost to ratepayers/users should pay	9% (24)	10% (11)	26% (10)
Discriminatory re vaccine passes	1% (3)	-	-
Haven't been there/used it/rarely use it/haven't been for a long time	-	1% (1)	-
	-	-	-
Other	8% (20)	9% (10)	26% (10)
No comment			
	68% (179)	61% (67)	59% (24)

Sample: those that have used a Waimakariri library in the last 12 months: 2022: 395

N=Weighed number of participants

*Small sample size – results indicative only

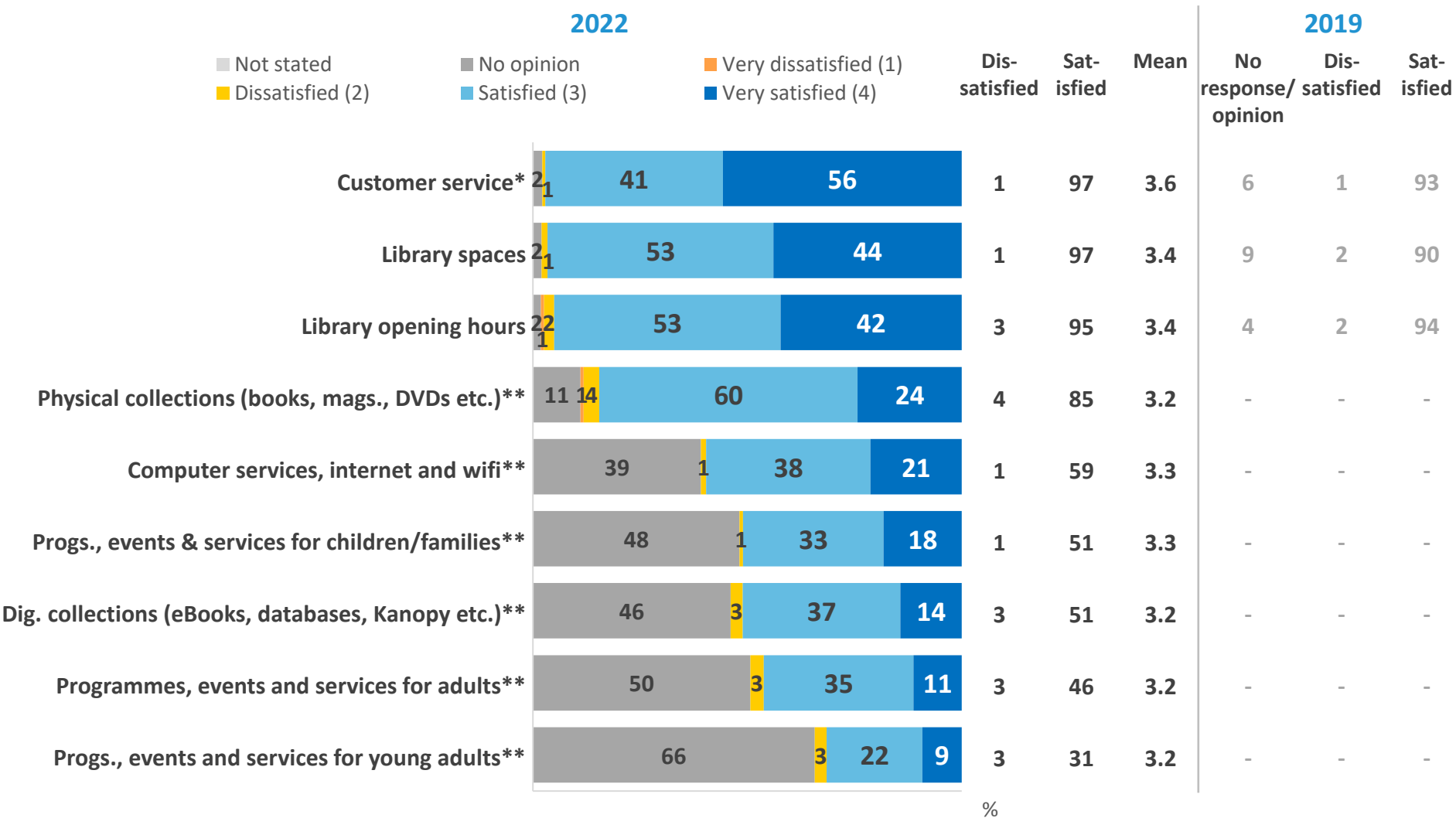


Library Satisfaction

Among Those Using a Waimakariri District Library in the Last 12 Months

293

Q. How satisfied are you with the following services/facilities provided by the Waimakariri libraries?



Sample: those that have used a Waimakariri library in the last 12 months: 2022: 395; 2019: 314

*Worded differently in 2019: The service provided by staff

**Not asked in 2019



Library Satisfaction, 2022

294

Among Those Using a Waimakariri District Library in the Last 12 Months

Q. How satisfied are you with the following services/facilities provided by the Waimakariri libraries?

2022 % (N)	Not stated	No opinion	Very dissatisfied	Dissatisfied	Satisfied	Very satisfied
Customer service	-	2% (8)	-	1% (2)	41% (155)	56% (209)
Library spaces	-	2% (8)	-	1% (5)	53% (198)	44% (165)
Library opening hours	-	2% (7)	1% (3)	2% (9)	53% (198)	42% (159)
Physical collections	-	11% (42)	1% (3)	4% (14)	60% (226)	24% (91)
Computer services, internet and wifi	-	39% (147)	-	1% (5)	38% (144)	21% (80)
Programmes, events and services for children and families	-	48% (181)	-	1% (3)	33% (123)	18% (68)
Digital collections	-	46% (172)	-	3% (11)	37% (137)	14% (53)
Programmes, events and services for adults	-	50% (189)	-	3% (12)	35% (130)	11% (42)
Programmes, events and services for young adults	-	66% (247)	-	3% (10)	22% (84)	9% (34)

Sample: those that have used a Waimakariri library in the last 12 months: 2022: 395

N=Weighed number of participants

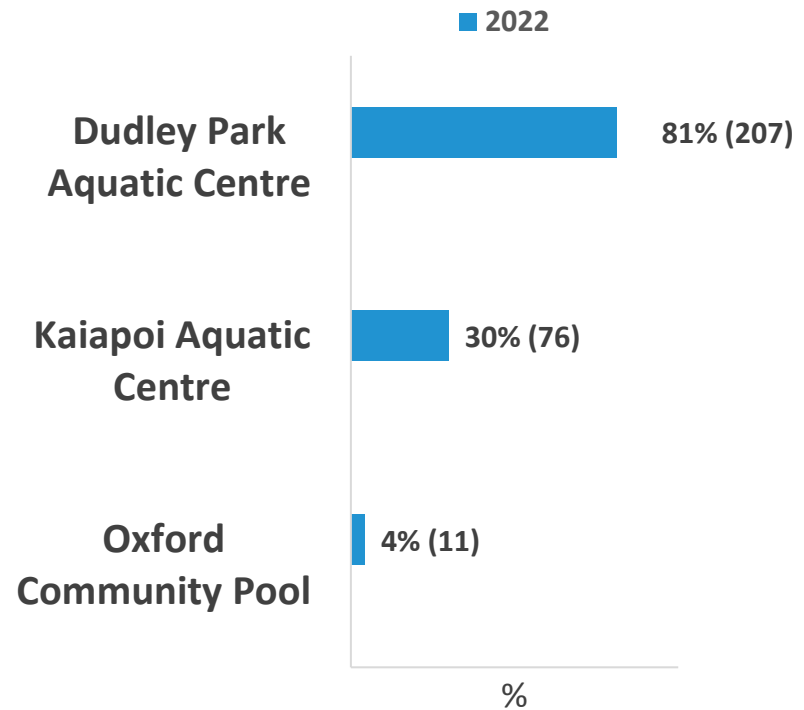
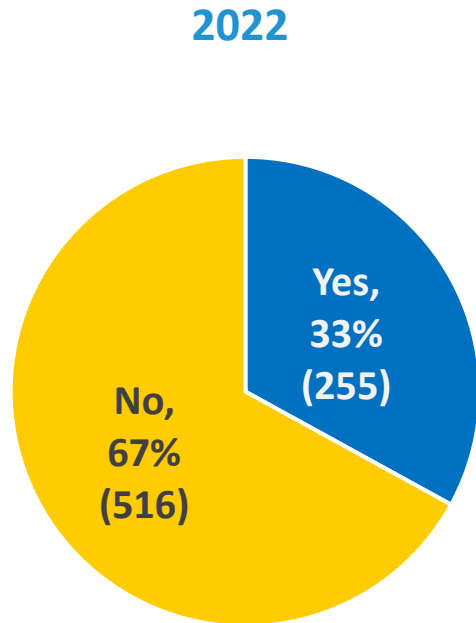


Satisfaction with Swimming Pool Facilities



Q. Have you used the Council-operated swimming pools in the District during the last 12 months?

Q. Which of the Council-operated swimming pools in the District do you mainly use?

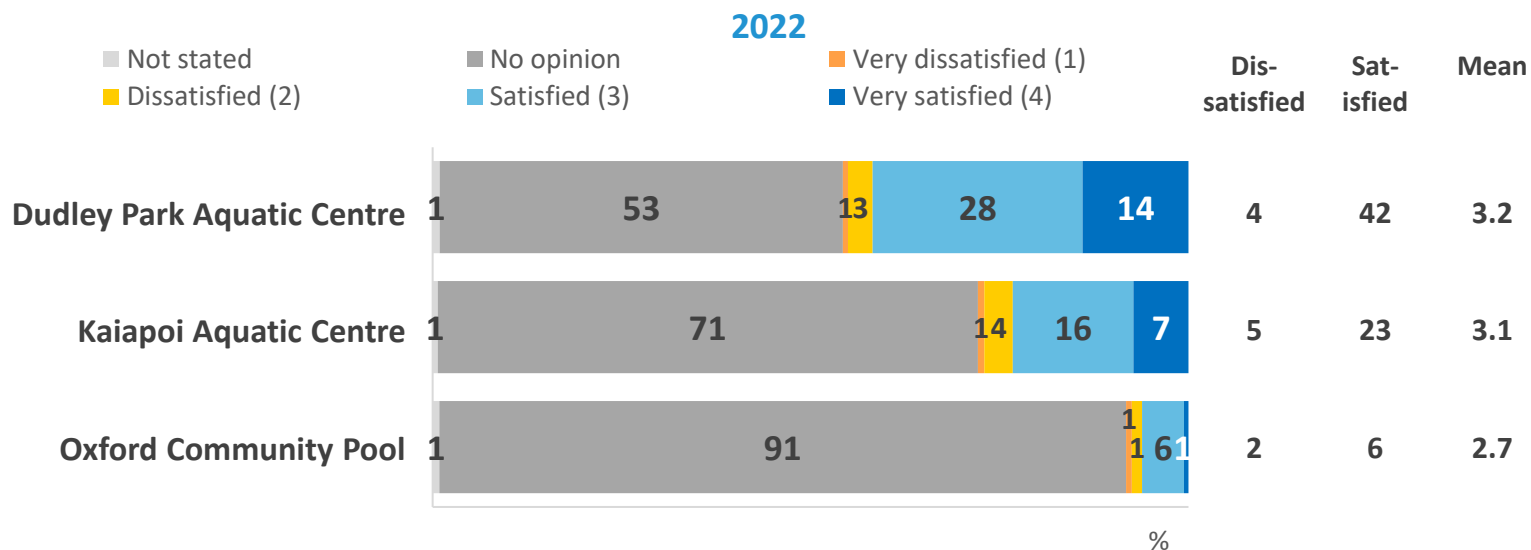


Total sample: 2022: 772
N=Weighted number of participants

Those who have used a Council-operated swimming pool in the District in the past 12 months: 2022: 243
N=Weighted number of participants



Q. How satisfied are you overall with each of the following pools?*



2022 % (N)	Not stated	No opinion	Very dissatisfied	Dissatisfied	Satisfied	Very satisfied
Dudley Park Aquatic Centre	1% (7)	53% (412)	1% (5)	3% (25)	28% (214)	14% (108)
Kaiapoi Aquatic Centre	1% (5)	71% (551)	1% (7)	4% (29)	16% (123)	7% (56)
Oxford Community Pool	1% (7)	91% (701)	1% (6)	1% (10)	6% (43)	1% (5)

Total sample: 2022: 772

*Not asked in 2019

N=Weighted number of participants



Swimming Pools – Comments

298

Q. Do you have any comments you would like to make about any aspects of the Council-operated swimming pools in the District?

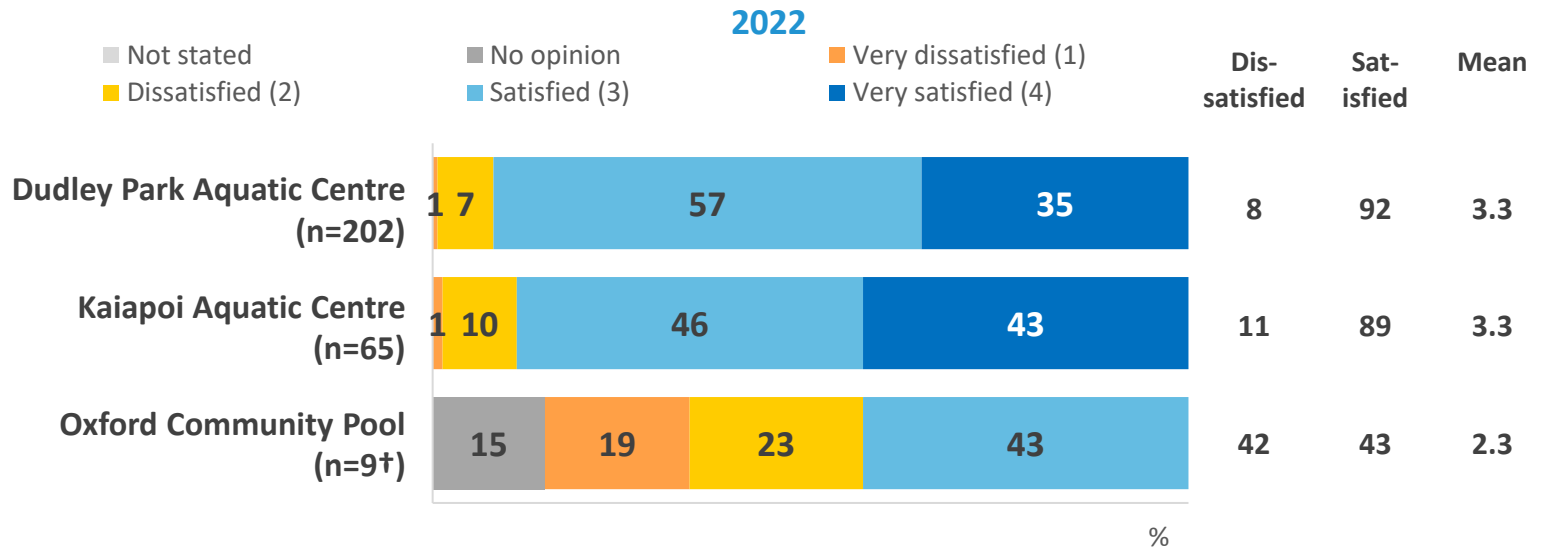
2022 % (N)	Dudley Park Aquatic Centre (n=772) %	Kaiapoi Aquatic Centre (n=772) %	Oxford Community Pool (n=772) %
Services	5% (39)	5% (36)	-
Needs to be bigger/more leisure space/needs another pool/gets crowded	2% (17)	2% (18)	-
Needs a spa/sauna/hydrotherapy pool	-	1% (6)	-
Changing rooms dirty/cold/need upgrading/need more/not communal ones	2% (13)	-	-
Needs more for the kids to do/play areas/slides etc.	1% (7)	1% (7)	-
Often being used for events/swimming lessons/swimming club	1% (5)	1% (8)	-
Facility	5% (35)	2% (13)	1% (11)
Good/great pool/facilities/enjoy it	5% (35)	2% (13)	-
Needs to be covered	-	-	1% (8)
Staff service	2% (15)	1% (7)	-
Great staff/service	2% (12)	1% (6)	-
Clean/well maintained	1% (4)	-	-
Cost	3% (20)	-	-
Too expensive	2% (14)	-	-
Should be user pays/not ratepayer funded/costs ratepayers too much	1% (6)	-	-
Other	6% (45)	3% (24)	4% (30)
Needs to be open longer hours/at better times	-	-	1% (6)
Haven't been there/used it/haven't been for a while/since covid	1% (6)	1% (7)	2% (17)
Other	5% (38)	2% (17)	1% (7)
No comment	83% (641)	90% (697)	95% (733)

Swimming Pool Satisfaction

Among Those Who Mainly Use Each Pool

299

Q. How satisfied are you overall with each of the following pools?*



2022 % (N)	Not stated	No opinion	Very dissatisfied	Dissatisfied	Satisfied	Very satisfied
Dudley Park Aquatic Centre (n=202)	-	-	1% (1)	7% (15)	57% (117)	35% (73)
Kaiapoi Aquatic Centre (n=65)	-	-	1% (1)	10% (8)	46% (35)	43% (33)
Oxford Community Pool (n=9†)	-	15% (2)	19% (2)	23% (2)	43% (5)	-

Sample: those who mainly use the pool – refer to (n=)

*Not asked in 2019

†Small sample size – results indicative only

N=Weighted number of participants



Swimming Pools – Comments

Among Those Who Mainly Use Each Pool

300

Q. Do you have any comments you would like to make about any aspects of the Council-operated swimming pools in the District?

2022 % (N)	Dudley Park Aquatic Centre (n=202) %	Kaiapoi Aquatic Centre (n=65) %	Oxford Community Pool (n=9*) %
Services	15% (32)	16% (12)	-
Needs to be bigger/more leisure space/needs another pool/gets crowded	7% (13)	5% (4)	-
Needs a spa/sauna/hydrotherapy pool	1% (3)	4% (3)	-
Changing rooms dirty/cold/need upgrading/need more/not communal ones	5% (10)	-	-
Needs more for the kids to do/play areas/slides etc.	4% (7)	4% (3)	-
Often being used for events/swimming lessons/swimming club	2% (4)	5% (4)	-
Facility	13% (27)	9% (7)	23% (2)
Good/great pool/facilities/enjoy it	13% (27)	9% (7)	-
Needs to be covered	-	-	23% (2)
Staff service	6% (12)	9% (7)	-
Great staff/service	5% (9)	7% (6)	-
Clean/well maintained	2% (4)	2% (1)	-
Cost	5% (9)	-	-
Too expensive	5% (9)	-	-
Should be user pays/not ratepayer funded/costs ratepayers too much	-	-	-
Other	10% (21)	11% (8)	57% (6)
Needs to be open longer hours/at better times	-	-	47% (5)
Haven't been there/used it/haven't been for a while/since covid	-	-	-
Other	10% (21)	11% (8)	10% (1)
No comment	60% (123)	64% (49)	43% (5)

Sample: those who mainly use each pool: 2022 – refer to (n=)

138

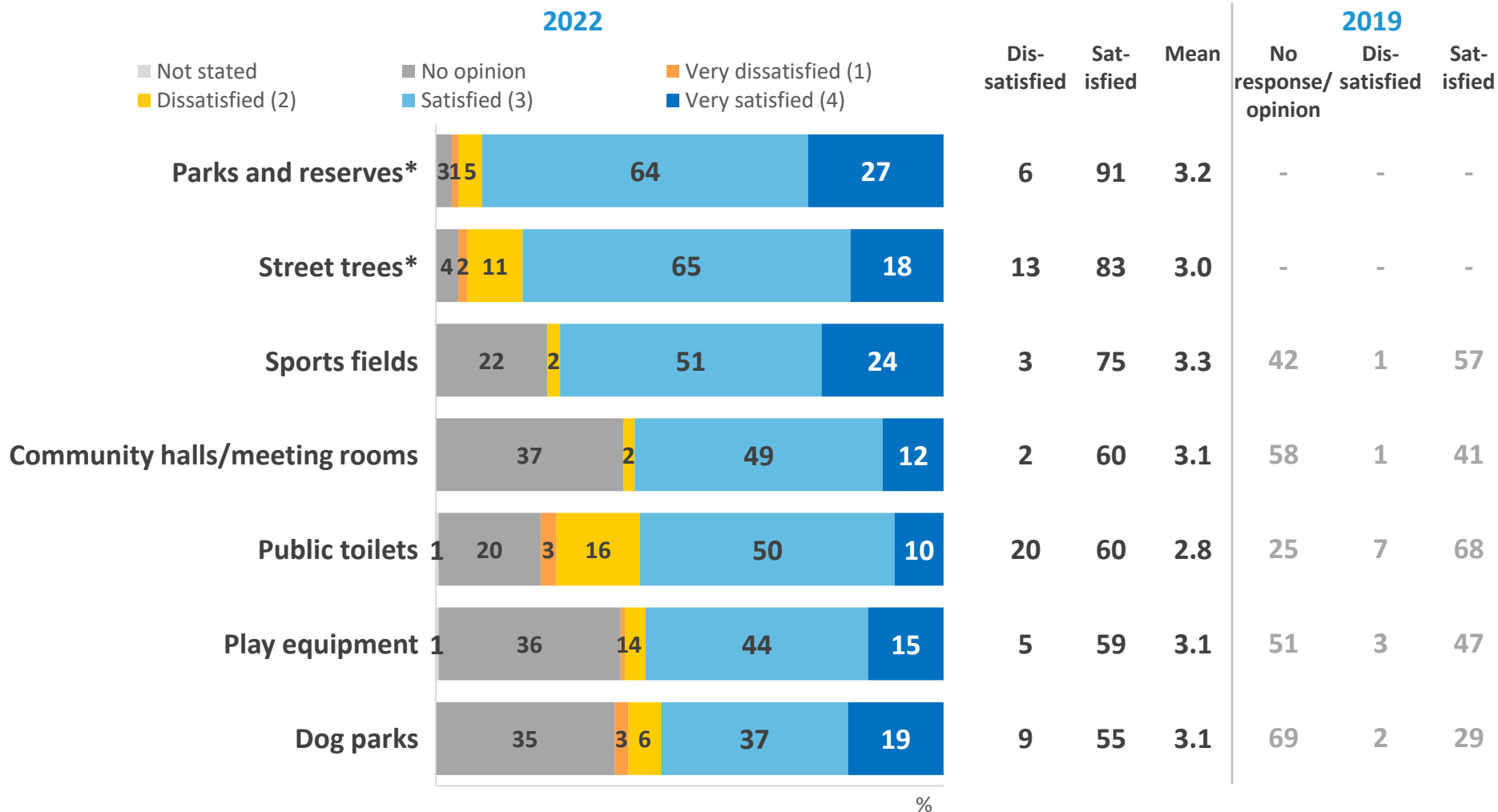
*Small sample size – results indicative only

Satisfaction with Green Spaces & Community Buildings



Green Space & Community Buildings Satisfaction

Q. How satisfied are you with the overall quality of the following green spaces and community buildings managed by the Council?



Total sample: 2022: 772; 2019: 453

*Not asked in 2019



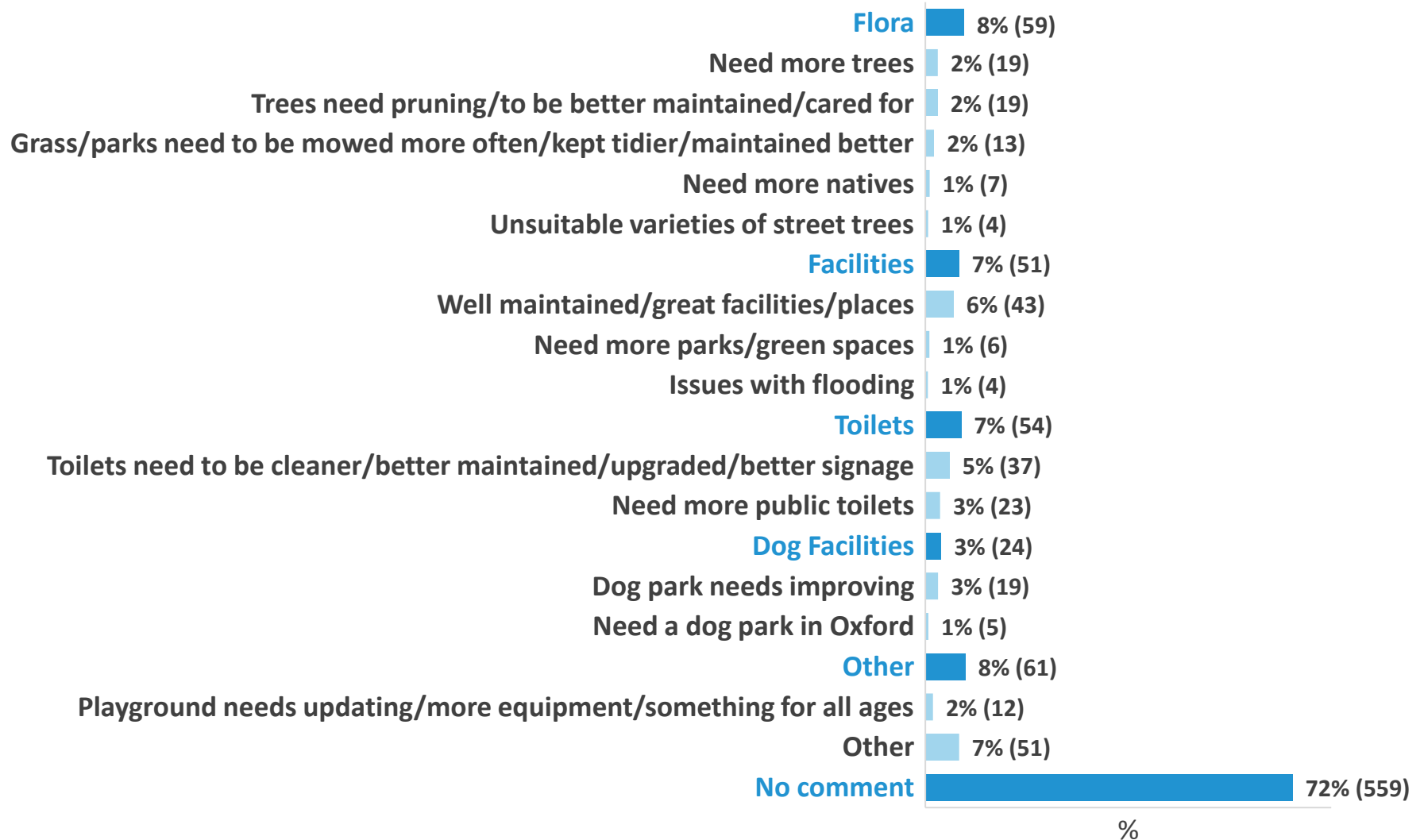
Q. How satisfied are you with the overall quality of the following green spaces and community buildings managed by the Council?

2022 % (N)	Not stated	No opinion	Very dissatisfied	Dissatisfied	Satisfied	Very satisfied
Parks and reserves	-	3% (24)	1% (11)	5% (35)	64% (495)	27% (206)
Street trees	-	4% (34)	2% (14)	11% (84)	65% (498)	18% (141)
Sports fields	-	22% (169)	-	2% (19)	51% (396)	24% (185)
Community halls/meeting rooms	-	37% (283)	-	2% (17)	49% (375)	12% (92)
Public toilets	1% (4)	20% (155)	3% (24)	16% (127)	50% (387)	10% (74)
Play equipment	1% (4)	36% (277)	1% (6)	4% (32)	44% (338)	15% (114)
Dog parks	-	35% (271)	3% (21)	6% (49)	37% (284)	19% (145)

Total sample: 2022: 772
N=Weighted number of participants



Q. Do you have any comments you would like to make about any aspects of parks and/or community buildings provided by the Council?



Total sample: 2022: 772
 N=Weighted number of participants



Satisfaction with Cemeteries



Cemeteries Satisfaction & Comments

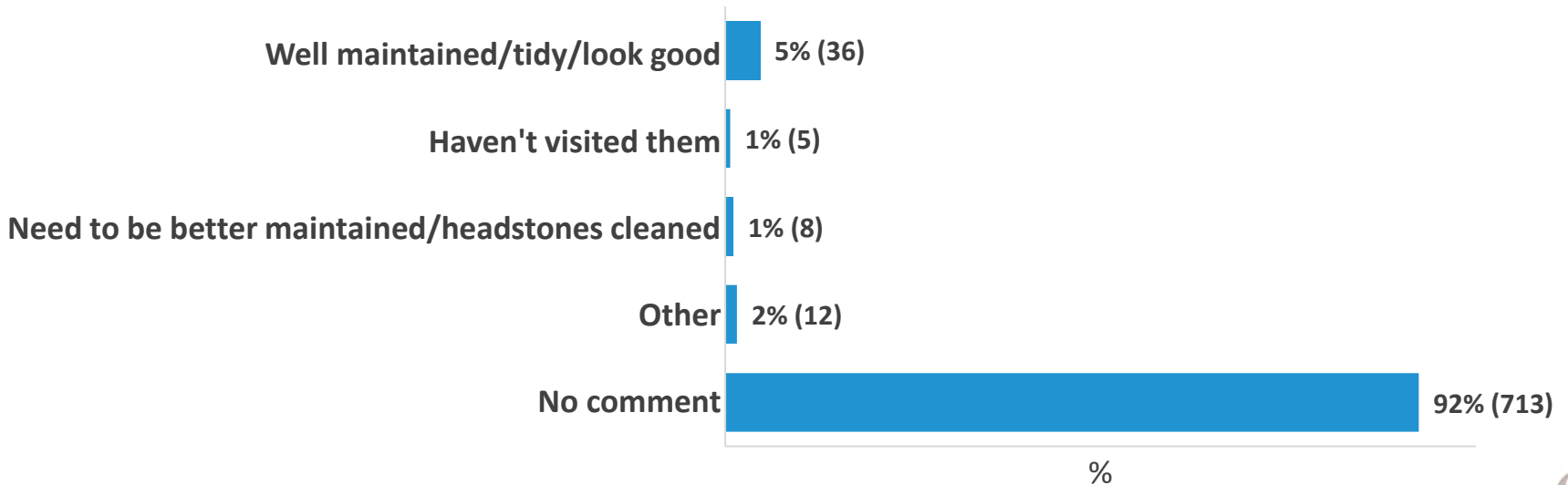
Q. How satisfied are you with the overall quality of the cemeteries managed by the Council?*

2022



2022 % (N)	Not stated	No opinion	Very dissatisfied	Dissatisfied	Satisfied	Very satisfied
Overall quality of cemeteries	-	56% (431)	-	1% (7)	30% (228)	14% (105)

Q. Do you have any comments you would like to make about any aspects of cemeteries managed by the Council?



Total sample: 2022: 772

*Not asked in 2019





...Evidence Based Insight

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR INFORMATION****FILE NO and TRIM NO:** EXC-61 / 230522073875**REPORT TO:** COUNCIL**DATE OF MEETING:** 6 June 2023**AUTHOR(S):** Témi Allinson
Senior Policy Analyst**SUBJECT:** Submission: Electric Vehicle Charging Infrastructure Strategy**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)
General Manager
Chief Executive**1. SUMMARY**

- 1.1 The purpose of this report is to provide Council with the formal opportunity to receive a submission that was submitted to meet Te Manatū Waka / Ministry of Transport timeframes but was not able to be received at a formal Council meeting prior to that submission date.
- 1.2 Discussions were held with Councillor Mealings as Portfolio Holder of Climate Change and Sustainability during the drafting of the submission. The submission was also considered by the Management Team and circulated via email to Councillors for their review prior to being finalised by staff.

Attachments:

- i. Document 230503062045 – WDC Electric Vehicle Charging Infrastructure Submission

2. RECOMMENDATION**THAT** the Council:

- (a) **Receives** Report No. 230522073875.
- (b) **Receives** the attached submission on Electric Vehicle Charging Infrastructure.
- (c) **Circulates** the report and attached submission to the community boards for their information.

3. BACKGROUND

- 3.1. Te Manatū Waka / Ministry of Transport (the Ministry), in partnership with Ministry of Business, Innovation and Employment (MBIE) are undertaking a public consultation exercise on a draft strategy aimed at accelerating the provision of electric vehicle charging infrastructure across New Zealand. The consultation closed on 11 May 2023.
- 3.2. This is important because meeting New Zealand's climate change goals will require zero-emissions vehicles to make up 30% of all light fleet by 2035. There is therefore a need to have the requisite charging infrastructure to support this change. The draft strategy and accompanying discussion document are available on the Ministry's website through this [link](#).

- 3.3. The strategy lists five proposed long-term outcomes that will serve as signposts of success. These outcomes are underpinned by key focus areas that the Ministry has identified as being critical to achieving the outcomes.
- 3.4. The consultation exercise is geared towards providing an assessment of whether the five outcomes that have been identified in the draft strategy are valid and comprehensive enough to deliver on the ambition to scale up the availability of charging infrastructure; or if there are key aspects of those outcomes that have been missed.
- 3.5. Outcome Two of the draft strategy states that: All EV users can safely access and use EV charging when and where needed. This outcome is underpinned by set targets such as
- 3.5.1. Having a journey charging hub every 150 – 200 kms on main highways by 2028.
 - 3.5.2. Aiming to have one public charger for every 20 – 40 EVs.
 - 3.5.3. All settlements with a population of 2000 or more should have public charging at municipal or community facilities by 2025.
- 3.6. Although this public consultation has only recently closed, Central Government has shown its commitment to delivering on the strategy's goals and has provided funding in its 2023 budget towards these outcomes.
- 3.7. As part of Budget 2023, the Central Government has earmarked funding for between 600 and 1000 EV chargers in smaller rural communities with \$30 million approved for this purpose out of a total of \$120 million from a broader electric vehicle charging initiative.
- 3.8. The funding also provides 23 additional electric vehicle journey charging hubs along key arterial routes and resourcing for government agencies to support delivery of the Electric Vehicle Charging Strategy.
- 3.9. The delivery and implementation plan for the other outcomes are yet to unfold and will require close monitoring by Council to ensure that the necessary resourcing support is made available to territorial authorities who will be required to play a key role in the roll out of the strategy.

4. ISSUES AND OPTIONS

- 4.1 Issues and options in relation to the topic and the subject of the submissions have been canvassed as part of preparing the submissions.
- 4.2 The attached submission has been considered by both the Management Team and Councillors and is unlikely to have a significant impact on Council at this stage.
- 4.3 The Council has two options: it may receive the report and the submissions, or not. The submission was made on 11 May and is no longer able to be modified. The recommendation of staff is that Council receives the report and endorses the submission. It is also possible for the submission to be withdrawn should Council decline to endorse it as is.

Implications for Community Wellbeing

There are no implications on community wellbeing by the issues and options that are the subject matter of this report. The EV charging infrastructure strategy is part of a raft of Central Government led measures towards reducing carbon emissions from transport. This is ultimately beneficial to wider community wellbeing.

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

5. COMMUNITY VIEWS

- 5.1. **Mana whenua**

Te Ngāi Tūāhuriri hapū are not likely to be affected by the submission. The draft strategy has identified marae as locations of interest where additional support may be required to install electric vehicle chargers.

5.2. **Groups and Organisations**

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

5.3. **Wider Community**

The wider community is likely to be affected by, or to have an interest in the subject matter of this report. The likely impacts will emerge as the final shape and form of how the strategy will be implemented is decided on and made operational. Council will need to consider these carefully as they unfold.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

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

6.2. **Sustainability and Climate Change Impacts**

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

6.3 **Risk Management**

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

6.3 **Health and Safety**

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

7. **CONTEXT**

7.1. **Consistency with Policy**

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

7.2. **Authorising Legislation**

Local Government Act 2002

7.3. **Consistency with Community Outcomes**

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

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

There is a healthy and sustainable environment for all.

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

There is a safe environment for all.

Transport is accessible, convenient, reliable and sustainable.

7.4. **Authorising Delegations**

The Chief Executive Officer holds delegated authority to make submissions on behalf of the Council.

3 May 2023

Te Manatū Waka / Ministry of Transport
PO Box 3175
Wellington 6140
Aotearoa New Zealand

evchargingstrategy@transport.govt.nz

WAIMAKARIRI DISTRICT COUNCIL SUBMISSION ON THE DRAFT LONG-TERM ELECTRIC VEHICLE CHARGING STRATEGY FOR AOTEAROA NEW ZEALAND

1. Introduction

- 1.1 The Waimakariri District Council (the Council) thanks Te Manatū Waka for the opportunity to provide comment on the Government's long-term strategic vision for New Zealand's national electric vehicle charging infrastructure system.
- 1.2 The Council is willing to further engage with Te Manatū Waka on the matters raised in this submission.

2. Background

- 2.1 Waimakariri District is located in the Canterbury Region, north of the Waimakariri River. The district lies within the takiwā of Ngāi Tūāhuriri one of the primary hapu of Te Rūnanga o Ngāi Tahu. It extends from Pegasus Bay in the east to the Puketeraki Ranges in the west; sharing boundaries with Christchurch City to the south, Selwyn District to the south and west, and Hurunui District to the north.
- 2.2 Geographically, socio-culturally and economically Waimakariri District is primarily a rural district. People identify with and are attracted to a 'country lifestyle'. However, the district's proximity to Christchurch City means it has a significant and growing urban and 'peri-urban' population. Approximately 60 percent of residents live in the four main urban areas of Rangiora, Kaiapoi, Woodend/Pegasus and Oxford. The remainder live in smaller settlements or the district's rural area, including approximately 6000 rural-residential or rural 'lifestyle' blocks.
- 2.3 As a territorial local authority, the Council is the administering body for its locality. Bearing responsibility for functions alongside providing a range of services that directly impact on the lives and livelihoods of its residents. The propositions of the draft report have the potential to shape Council's infrastructure and levels of service provided to the community.
- 2.4 Consequently, WDC is interested in this draft EV Charging Infrastructure Strategy, with particular emphasis on how responsibility for meeting the funding requirements needed to ensure the delivery of this strategy will be apportioned. We think there are significant considerations around the risk of these falling in the sphere of 'unfunded mandates' for territorial authorities like Council and there is need for clarity around appropriate levels of resourcing from Central Government that implementing the provisions of the strategy will require.

3. General Comments on the Draft Strategy

- 3.1 The Council supports Te Manatū Waka's efforts in helping to ensure the transition to more sustainable transport modes.
- 3.2 The Council acknowledges that an intrinsic part of meeting New Zealand's Emissions Reduction Plan is the rapid adoption of low-emissions vehicles and improving EV-charging infrastructure across Aotearoa is a key step in helping to make this transition possible.
- 3.3 Council's feedback is largely centred on the introductory part of the consultation discussion document. We believe some key foundational provisions could be better enhanced to help ensure the delivery of the strategy outcomes.
- 3.4 For the outcomes themselves, we have very little feedback beyond acknowledging that they appear to be robust and the key focus areas identified under each outcome appear to be well thought out and, in our opinion, seem to have considered the key things that will need addressing if the outcomes are to be achieved and delivered on.
- 3.5 Specific feedback on the questions raised in the discussion document are provided in the document that accompanies this covering letter.

4. Conclusions

- 4.1 WDC thanks Te Manatū Waka for the opportunity to comment on its draft strategy. We applaud the initiative that has been applied to the work thus far and look forward to partnering with the Government in delivering on the strategy's vision.

Our contact for service and questions is Témi Allinson – Senior Policy Analyst (temi.allinson@wmk.govt.nz or 027 337 8116)

Yours faithfully



Jeff Millward
Acting Chief Executive

Charging Our Future: a draft long-term electric vehicle charging strategy for Aotearoa New Zealand

1. Do you have any comments about the institutional arrangements for implementation set out in Annex 2, or on the way central government should work with the private sector when implementing the final version?

We think the institutional arrangements set out in Annex 2 fail to recognize the current role played by territorial authorities and regional councils in setting up the existing levels of EV infrastructure currently available across our townships. The arrangements also fail to leverage on this existing role played by TAs in helping to accelerate the roll out and scale up of EV infrastructure into the future.

Regardless of which Central Government led institutional arrangement is established to oversee EV infrastructure in the long term; it is vital that there be an acknowledgment and resource provision for the role played by local government in contributing to achievement of the vision.

An example is the UK Government's [EV infrastructure strategy](#) which acknowledges a need for more local engagement, leadership and planning. It states that "local authorities are fundamental to successful charge point rollout, particularly for the deployment of widespread on-street charging. They are ideally placed to identify the local charging needs of residents, fleets and visitors."

In the table below is a brief summary of international examples of how other governments have provided for the same in their strategy documents. We have used examples from the same countries that have been referenced in the strategy document.

Country	
United Kingdom	<i>The UK Government's EV infrastructure strategy (pg. 84) has a brief but clearly articulated summary of the expected roles and responsibilities of local and mayoral authorities and sub-national transport bodies. These are institutions that jointly provide a function comparable to regional and territorial authorities within a New Zealand context</i>
Australia	<i>Appendix B (pg. 38-45) of the National Electric Vehicle Strategy sets out details of the actions to be undertaken by individual states and territories in achieving improved EV uptake and ultimately contributing to meeting the Australian Government's emission targets.</i>
Germany	<i>The German Government's Charging Infrastructure Masterplan II limits membership of its Inter-ministerial Steering Group on Charging Infrastructure (ISLa) to Federal Government departments and only consults on federal states representatives on specific topics. However, it explicitly acknowledges that municipalities bear responsibility for delivering much of the required public charging infrastructure and one of its key measures is dedicated to</i>

	<i>empowering and involving municipalities to a greater degree as key stakeholders (pg. 22-25).</i>
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2. If there are drivers missing, what are they and what impact do you think they would have on the content of the final strategy?

Much like our response above, we believe the role played by territorial and regional authorities has been missed out in this space. Central Government's emission commitments are unable to be achieved or delivered upon without the express support of local authorities. They have played a key role in the roll out of infrastructure so far and it is difficult to imagine how an expansion of the network will proceed without them.

We think another missed driver are EV charger manufacturers themselves. Those involved in their manufacture face delays, with clogged shipping routes and shortages of semiconductors / microchips holding up production. A global delay in the availability and delivery of these semiconductors means manufacturers are themselves stuck in their own queues waiting for microchips, the same in-demand component causing production delays of new vehicles. The surge in uptake of EVs and scale up of the associated infrastructure is a global one, with countries that have markets far larger than New Zealand also competing for the same scarce resources. It is clear to us that if New Zealand is to deliver on its EV infrastructure ambitions, there is need for targeted intervention in this space.

3. Do you agree with this description of the status quo? Is anything missing from this description of the status quo?

We agree that this is a fair description of the status quo.

4. Do you think this draft vision serves as a useful guide for the EV Charging Strategy? If not, what is missing from the vision?

We think the vision statement is adequate. However, it could be worded to better reflect the fact that the ultimate aim of the strategy and all climate change related interventions is about safeguarding the wellbeing of New Zealanders both now and into the future.

5. Do you agree with the proposed outcomes? If not, please explain why.

We acknowledge that this is New Zealand's first EV charging infrastructure strategy and are of the opinion that it is best to start somewhere than not to start at all. We however believe that any and all outcomes should have target dates that reflect the right blend of urgency and feasibility.

6. Should the final strategy focus on more or different outcomes? If so, please identify what these outcomes should be.

We think the focus of the strategy document, by focusing exclusively on the rollout of charging infrastructure focuses on only half of the challenge and is too narrow. In our opinion, a more appropriate focus would be an Accelerating EV Uptake Strategy that places suitable emphasis on ensuring increased uptake of EV technology. In such a broad overarching strategy, an

appropriate outcome would then be the provision of fast, reliable and affordable charging infrastructure.

We think the strategy and its outcomes also fails to set goals for ensuring the ongoing uptake of EVs. The document appears to be in catchup mode, focused on ensuring there is adequate infrastructure of the current rapid pace of domestic EV adoption. It however fails to articulate outcomes around ensuring the pace of uptake is sustained and improved upon.

The draft strategy acknowledges that EV technology is relatively novel and rapidly evolving. We agree that this is a fair assessment. However, compared to other OECD countries, New Zealand is a relatively late adopter of the tech. The majority of our EV fleet are older vehicles with diminished battery health amongst other concerns. There needs to be an outcome about ensuring failing car parts are appropriately recycled. There also need to be outcome measures about improving the affordability of new EVs with newer and better technology so as to take it out of the purview of only the wealthy.

Since the ultimate aim of EVs and the associated charging infrastructure is to reduce carbon emissions and their climate change effects. We recommend the inclusion of an outcome centred on this.

7. Do you consider any of these outcomes more important than the others? If so, which one(s) and why?

The outcomes appear equally weighted. We believe setting target dates for the accomplishment of the outcomes will help to establish priority for delivery.

8. Outcome One:

- a. **Do you agree with the focus area under outcome 1? If not, please explain why.**
- b. **Which further actions under Focus area 1a would you prioritise? Please explain your answer.**
- c. **Please provide any comments on the timing of completing these actions.**

We agree with the settings and focus areas under outcome 1.

9. Outcome Two:

- a. **Do you agree with the focus areas under outcome 2? If not, please explain why.**
- b. **Which further actions under Focus areas 2a and 2b would you prioritise? Please explain your answer.**
- c. **Please provide any comments on the timing of completing these actions.**

- d. **Are there any actions needed to reflect the particular EV charging needs of disabled communities, Māori, or other groups? Please explain your answer.**
- e. **Please provide any comments relating to targets for EV charging infrastructure.**

We agree with the settings and focus areas under outcome 2.

We strongly agree with the provisions of Focus area 2a and are encouraged to see that Te Manatū Waka is mindful of the need for particular attention to the need for charging infrastructure in increasingly high-density residential developments that may not provide for off-street or garage parking and charging.

10. Outcome Three:

- a. **Do you agree with the focus areas under outcome 3? If not, please explain why.**
- b. **Which further actions under Focus areas 3a, 3b, and 3c would you prioritise? Please explain your answer.**
- c. **Please provide any comments on the timing of completing these actions.**

We agree with the settings and focus areas under outcome 3.

We agree that with the settings under Focus area 3c, and suggest Te Manatū Waka consider if there is a case to be made for suggesting changes to the Building Act and accompanying building standards so as to help embed the provision of smart EV chargers into the development of new builds or the process of retrofitting existing ones.

11. Outcome Four:

- a. **Do you agree with the focus areas under outcome 4? If not, please explain why.**
- b. **Which further actions under Focus areas 4a and 4b would you prioritise? Please explain your answer.**
- c. **Please provide any comments on the timing of completing these actions.**

We agree with the settings and focus areas under outcome 4.

12. Outcome Five:

- a. **Do you agree with the focus areas under outcome 5? If not, please explain why.**
- b. **Which further actions under Focus area 5a or 5b would you prioritise? Please explain your answer.**

c. Please provide any comments on the timing of completing these actions.

We agree with the settings and focus areas under outcome 5.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: CDE-21/ 230507064639

REPORT TO: COUNCIL

DATE OF MEETING: 6 June 2023

AUTHOR(S): Brennan Wiremu, Emergency Management Advisor

SUBJECT: Recommended Appointments as Civil Defence Emergency Management Controllers

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



General Manager



Chief Executive

1. SUMMARY

- 1.1. The purpose of this report is to seek Council appointment of additional CDEM Controllers and highlight potentially competing demands on the Council to simultaneously resource the leadership of our emergency response and business as usual structures during a civil defence emergency.
- 1.2. Management has considered a number of potential candidates for the role of CDEM Controller and supports appointment of the following: Kelly LaValley, Murray Sinclair (currently not an employee of the Council), Sam Salthouse, Mark Buckley, Mark Maxwell and Peter Daly.
- 1.3. If approved, these appointments will bring the Council's total to ten CDEM Controllers and two Recovery Managers, that include Tracy Tierney (currently not an employee of the Council), Matt Bacon, Don Young and Brennan Wiremu. This provides good depth to the two statutory roles of CDEM Controller and Recovery Manager and strengthens our ability to maintain critical leadership and oversight during protracted civil defence emergencies.

2. RECOMMENDATION

THAT the Council:

- (a) **Receives** Report No. 230507064639.
- (b) **Appoints** Kelly LaValley, Murray Sinclair, Sam Salthouse, Mark Buckley, Mark Maxwell and Peter Daly as CDEM Controllers.
- (c) **Delegates** the CDEM role of "*Lead Controller*" to Kelly LaValley (General Manager Planning, Regulation and Environment) on a permanent basis.
- (d) **Notes** the appointment of CDEM Controllers must subsequently be ratified by the Canterbury CDEM Group Joint Committee, which is the statutory forum of all Mayors of the Canterbury Region, as required by Section 13(4) of the CDEM Act 2002.

3. BACKGROUND

- 3.1. The Council has always maintained sufficient CDEM Controllers to allow depth to support critical leadership of protracted civil defence emergencies. Last year the Council also appointed Alistair Gray as a second Recovery Manager to Simon Hart, adding similar depth to that statutory role under the CDEM Act 2002.

- 3.2. Recently, Management agreed to establish good depth of staff to be able to sustain our Emergency Operations Centre (EOC) for protracted emergencies; the intention is to strive for five shifts of staff for the EOC. Additionally, the EOC Management Team agreed that we should enhance our EOC leadership and management by having two Controllers on duty in every shift: one to fill the role of Controller and the other to fill the role of Response Manager which reports directly to the Controller. To achieve these outcomes, it is necessary to recruit, appoint and train more people to be Controllers.
- 3.3. These enhancements coincide with some of the learnings we observed in our recent support to Auckland and Hawkes Bay regions during the weather-related emergencies over January to April 2023. In both regions we observed the use of two Controllers on duty at the same time, which enhanced the leadership and management of their respective EOC. It freed the principal Controller up to look strategically well forward and regularly engage elected officials, Central Government officials, media and the community, while the second Controller focused on directing current emergency response operations. This approach will also allow the principal Controller to regularly engage the Recovery Manager so they can jointly plan for transition out of response and into longer-term recovery quickly; a process that was cumbersome in both Auckland and Hawkes Bay.

4. ISSUES AND OPTIONS

- 4.1. Often during an emergency, Controllers need to engage their Mayor; elected officials; Ministers who often visit large-scale or complex disasters; council executive management; media and sometimes pockets of residents demanding answers from response officials; and the regional CDEM Group Controller to whom they have statutory reporting lines. These liaisons can be major distractions from the business of managing the disaster, making significant decisions under pressure while giving clear direction to other response staff and stakeholders. A lot of responsibility rests on the shoulders of the CDEM Controller and the demands of an emergency response do not acknowledge that most CDEM Controllers have a day job besides trying to be a CDEM Controller.
- 4.2. The two principal Controllers in the flood events of May 2021 and July 2022, that shared the roster, both felt significant pressure; and the Mayor and Chief Executive observed the mental and physical tolls it was having on these two Controllers. Our third Controller at the time, was heavily committed to emergency infrastructure works during these emergencies and the Emergency Management Advisor as our fourth and final Controller, was committed to his primary role of being a technical advisor to the Controller, Recovery Manager, Mayor, Chief Executive while also supporting EOC staff and trained CDEM volunteers.
- 4.3. The increasing incidence of disasters domestically and globally, and the evolving climate change situation, are sufficient triggers for enhancing our emergency response arrangements. Maintaining the immediate emergency response and being able to anticipate as far forward as possible to inform early decision-making; and being able to maintain this leadership arrangement for as long as it takes, is a significant challenge for any individual. We should address this need to ensure we can manage future disasters well and do so for their full duration, knowing that after only a short break, our leaders need to be able to return to their usual business as soon as possible and in good stead.
- 4.4. The Council is always challenged during civil defence emergencies, to resource the EOC as an indoor command and control centre; the emergency field response which always involves combinations of internal and external people; Council's normal business activities; and it is possible that we may also have to resource activation of our Business Continuity Plan. Each of these contexts has its own management structure to meet the peculiar needs of the respective context. Sometimes we are forced to consider hybrid management structures to meet the competing and simultaneous needs of different contexts. It is obvious that we need depth in some positions. We cannot compromise when a civil

defence emergency occurs – we must act swiftly and decisively, and our leaders need to be fit for purpose. Early selection of the right people, and training and developing them for their role is imperative. To enhance our ability to resource these competing demands, we need to identify a pool of people who have the ability to lead in these different contexts. This report seeks to address the civil defence disaster need to have good depth in the Controller role, but also recognizes that some of our Controllers also have leadership roles in business continuity.

- 4.5. The Chief Executive, given the workloads during emergencies, has made a request to develop over time five EOC teams to support the role of Controller. This would allow for adequate coverage to attend to the demands of the EOC, particularly during longer events, and cover for staff absences.

Options

- 4.6. Prior to 2019 our EOC structure normally involved a single Controller being on duty in any shift. In 2019 our collective of Controllers agreed to informally trial a unique (at the time) idea of having two Controllers on, with one having primacy as the Controller while the other supported as Response Manager. In the May 2021 flood, we used this structure to a degree but not in a highly measured or disciplined way. In the July flood last year, we did not use it at all, which was at the discretion of our Lead Controller. We now have the benefit of experiences from the North Island events of January to April, to help improve leadership and management of our emergency response, moving forward.
- 4.7. That we have successfully managed emergencies prior to 2019 with only one Controller on shift, speaks volumes to the worth of those Controllers. That we might use a two-Controller structure in future, speaks volumes to how we value and support our Controllers; and how we learn from experiences.
- 4.8. Across New Zealand there are many variations on how different EOCs are structured, including around the use of Controllers. While Auckland and Hawkes Bay had two Controllers on duty, here in Canterbury, no other EOC has adopted this arrangement. Within Canterbury, apart from Waimakariri, the other Councils employ their senior Emergency Management Officer as their Response Manager who reports directly to their Controller. We are the only Canterbury Local Authority that:
- 4.8.1. Uses a Controller in the Response Manager role.
 - 4.8.2. Has an EOC Manager role (neither a Controller nor Emergency Management Officer).
 - 4.8.3. Has an additional role of Emergency Management Officer.
 - 4.8.4. Has a Recovery Management Team with named people in assigned roles.
 - 4.8.5. Has an Emergency Management Advisor role that actively engages with and provides advice to all of the critical leadership roles of Mayor, Chief Executive, elected official with CDEM portfolio, Controller, Recovery Manager and Response Manager; and also manages trained CDEM volunteer teams.
- 4.9. Auckland uses two Controllers, and EOC Manager and dual-role Response Managers/Emergency Management Officers, but no Recovery Management Team.
- 4.10. Hawkes Bay uses two Controllers and has dual-role Response Managers/Emergency Management Officers but does not have EOC Managers or Recovery Management Team; and does not have trained CDEM volunteers.

- 4.11. Our revised structure provides more capability and more depth. Increasing our Controller numbers will help to sustain this capability for the EOC and strengthen leadership and management competency within our business continuity and business-as-usual structures.

Controller Candidates

- 4.12. Kelly LaValley:

4.12.1. Relevant qualifications: Has completed all pre-requisite CDEM qualifications and training that is considered desirable, prior to applying for the *Response and Recovery Leadership Program*, national level qualification for Controllers and Recovery Managers.

4.12.2. Relevant experience: Operations Manager within our EOC for the past four years. Unit manager of Project Delivery Unit and now senior manager role as General Manager Planning, Regulation and Environment. Reports to and is recommended by the Chief Executive.

- 4.13. Murray Sinclair:

4.13.1. Relevant qualifications: Has completed all pre-requisite CDEM qualifications and training that is considered desirable, prior to applying for the *Response and Recovery Leadership Program*, national level qualification for Controllers and Recovery Managers.

4.13.2. Relevant experience: Previous role as Emergency Manager for Christchurch City Council for more than five years. Previous appointment as a CDEM Controller for Waimakariri District Council. Shared the Controller shift for Kaikoura District Council during the November 2016 earthquake and subsequently, the Recovery Manager role as well. Also shared the Controller shift for Nelson-Tasman Pigeon Valley Fire in 2019. Is currently a Controller for Christchurch City Council however the CDEM Act provides that CDEM Groups can delegate Controllers to act in any district within the Group's region. Murray is retired; lives in the Waimakariri; and is recommended by the Emergency Management Advisor.

- 4.14. Sam Salthouse:

4.14.1. Relevant qualifications: Will be assisted by the Emergency Management Advisor through a training pathway to gain all pre-requisite CDEM qualifications, prior to applying for the *Response and Recovery Leadership Program*.

4.14.2. Relevant experience: General Manager Organisational Development and HR. Senior manager roles in private healthcare and Central Government for over 10 years. Led the COVID response within the health organisation and worked in the Christchurch Earthquake EOC and subsequently involved in a national office management and coordination role. Reports to and is recommended by the Chief Executive.

- 4.15. Mark Buckley:

4.15.1. Relevant qualifications: Will be assisted by the Emergency Management Advisor through a training pathway to gain all pre-requisite CDEM qualifications, prior to applying for the *Response and Recovery Leadership Program*.

4.15.2. Relevant experience: Held the role of Planning Manager in our EOC during the May 2021 floods and continues in this role presently. Current business-as-usual role as Principal Policy Planner provides daily management and planning experience. Reports to and is recommended by Matt Bacon as current Lead Controller and Development Planning Manager.

4.16. Mark Maxwell:

4.16.1. Relevant qualifications: Has completed all pre-requisite CDEM qualifications and training that is considered desirable, prior to applying for the *Response and Recovery Leadership Program*.

4.16.2. Relevant experience: Previous manager roles in the Tararua District Council EOC and Level 3, unit manager experience there also. Currently Strategy and Business Manager. Reports to and is recommended by Simon Hart as General Manager Strategy, Engagement and Economic Development and as our Recovery Manager and is also recommended by Matt Bacon.

4.17. Peter Daly:

4.17.1. Relevant qualifications: Has completed all pre-requisite CDEM qualifications and training that is considered desirable, prior to applying for the *Response and Recovery Leadership Program*, national level qualification for Controllers and Recovery Managers.

4.17.2. Relevant experience: More than 20 years in NZ Police attending and managing numerous emergencies. Is recommended by Simon Hart and supported by the General Manager Utilities and Roding.

Conclusions

4.18. The incidence of disasters across the globe continues to grow in frequency, novelty and complexity. Organisations charged with responsibilities for managing emergencies and disasters need to proactively develop capability and capacity to meet those responsibilities. This report seeks to do that in a very critical area namely the provision of credible and competent leaders of our emergency response.

4.19. The operational decision to employ two Controllers in each shift has been made. We now need to resource it. The authority to appoint Controllers is by statute a governance decision.

5. IMPLICATIONS FOR COMMUNITY WELLBEING

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

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

6. COMMUNITY VIEWS**6.1. Mana whenua**

Te Ngāi Tūāhuriri hapū is not likely to be affected by or have an interest in the subject matter of this report, although our processes involve coordination with te Ngāi Tūāhuriri hapū.

6.2. Groups and Organisations

The subject matter of this report is not likely to be of interest to other groups or organisations across the District.

6.3. Wider Community

The subject matter of this report is not likely to be of interest to the wider community.

7. OTHER IMPLICATIONS AND RISK MANAGEMENT

7.1. Financial Implications

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

7.2. Sustainability and Climate Change Impacts

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

6.3 Risk Management

There are no risk management issues generated by the subject matter of this report.

6.3 Health and Safety

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

8. CONTEXT

8.1. Consistency with Policy

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

8.2. Authorising Legislation

CDEM Act 2002.

8.3. Consistency with Community Outcomes

The Council's community outcomes for protection and safety of our community are relevant to the actions arising from recommendations in this report.

8.4. Authorising Delegations

Regulatory Committee for CDEM matters.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: CDE-21/ 230403046649

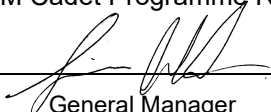
REPORT TO: COUNCIL

DATE OF MEETING: 6 June 2023

AUTHOR(S): Brennan Wiremu, Emergency Management Advisor

SUBJECT: CDEM Cadet Programme Review March 2023

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


General Manager


Chief Executive

1. SUMMARY

- 1.1. The purpose of this report is to seek retrospective endorsement for the replacement of the Civil Defence Emergency Management (CDEM) Cadet Programme which commenced in 2020, by a sustainable long-term programme for Youth in Emergency Management (YEM). The District Planning and Regulation Committee intimated support for this approach at its workshops of 21 March and 11 April 2023.
- 1.2. Providing a cadet/youth programme is not a required output of the CDEM sector and while the original concept was supported, a significant reduction in the Youth Development (YD) partnership, the negative impacts of COVID on key support agencies and the significant amount of time needed for our Emergency Management Office (EMO) to manage the programme, required a full review of what can be effectively and efficiently delivered.
- 1.3. The original Cadet Programme is a significant investment, particularly from the perspectives of staff time and critical dependence on contributions from YD and external stakeholders. Time dedicated to the programme by the EMO also reduces time available for our core work.
- 1.4. In the final quarter of 2022, staff considered the challenges being experienced with the programme; engaged the cadets for feedback to help inform the future delivery of a cadet programme and resolved that we could not re-start the original programme when school re-started in February 2023. In January, we invited all cadets and their families to meet with us to explain this situation.

Attachments:

- i. Summary of cadets; feedback regarding CDEM programme activities 2020 – 2022 and requested programme content (Appendix A).
- ii. Proposed Youth in Emergency Management Course (Appendix B).

2. RECOMMENDATION

THAT the Council:

- (a) **Receives** Report No. 230403046649.
- (b) **Approves** replacement of the CDEM Cadet Programme by a sustainable long-term programme for Youth in Emergency Management, as described in section 4.8 of this report.

- (c) **Notes** that reduction in the Youth Development partnership, negative impacts of COVID on key support agencies, and the significant amount of time needed of our EMO to manage the programme are core reasons for the recommended replacement programme.

3. **BACKGROUND**

- 3.1. Waimakariri's CDEM Cadet Unit was the first of its kind in the country, running alongside other youth and cadet programmes in our district such as Youth in Emergency Services (YES) programmes, Air Training Corps, St Johns cadets and short duration programmes delivered in schools.
- 3.2. It was a newly established programme for young people aged 12-17; and would provide training in CDEM as well as skills from partner emergency service agencies; and provide a range of personal development opportunities aligned with the Council's youth development strategy and facilitated by the Council's Youth Development Facilitator. It was critically a partnership between the Council's CDEM and Youth Development teams.
- 3.3. During the term of the programme, the Cadets would learn foundation emergency services skills, earn NZQA credits for CDEM and emergency response-related training, and participate in activities to support our local community. They would get a taste of how rewarding a future career in emergency response and volunteering can be.
- 3.4. The key constructs around the original programme were:
- a) Overall aim – 3 key elements specifically around youth development (YD), emergency response provision (CD) and community empowerment & resilience (CR).
 - b) WDC-owned programme/initiative.
 - c) WDC need to recruit people for it, especially youth, up to a maximum of 20 annually.
 - d) All year-round programme aligned with the school terms, running weekly.
 - e) Multi-year programme: young cadets could be involved for up to 5 years.
 - f) Develops hard and soft skills in both YD and CD areas.
 - g) Provides a range of NZQA qualifications/transferrable skills.
 - h) Comprises an element of *giving back to the community* (e.g. working bees).
 - i) Staff structure:
 - WDC (CD and YD)
 - Police
 - Adults (internal or external and can include cadet parents)
 - Cadets – junior/senior cohorts
 - Agency staff when agencies deliver activities
 - j) Deliberately involves other “Agencies” to provide activities and this was a reciprocal arrangement.
 - k) Prepares youth for potential subsequent employment in our current CDEM volunteer Sector Post, District Welfare and/or NZRT12 teams.
 - l) Cadets and their parents encouraged to participate in ongoing design development of the programme.

m) Endeavoured to provide leadership opportunities for experienced cadets to train, develop and lead junior cadets.

3.5. While the programme had merit and was enjoyed by a number of participants, the programme experienced the following challenges, which have led to the review and subsequent recommendations:

a) EMO staff time (preparation, delivery, and review).

b) YD staff time (preparation, delivery, and review).

c) Securing involvement of “Agencies” post COVID lockdown.

d) Not able to offer fun and engaging activities all the time, versus cadet expectations.

4. ISSUES AND OPTIONS

4.1. COVID had a significant impact on the programme. During lockdown training continued where possible online. During this time the number of cadets was reduced. Face-to-face training recommenced in April 2022.

4.2. When the Council’s Youth Development Facilitator resigned, the Community Team Manager advised that their involvement in the programme going forward would be reduced. The role of the YD Facilitator is in connecting service providers and supporting them with initial development of programmes; not in delivering programmes or services.

4.3. As it stands, the original programme is not sustainable given the significantly reduced involvement of the YD Office, the negative impacts of COVID on key support agencies, and the significant amount of time needed for our EMO to manage it.

4.4. We have in the past delivered YES programmes which originated from the Ministries of Youth Development and Social Development and were funded by the latter; and we intend to collaborate with NZ Search And Rescue who is hoping to launch a YSAR (Youth Search And Rescue) branch in Canterbury at some stage in the future. They are aware of our Cadet Programme and have intimated an interest in comparing notes and looking for ways to link our programmes. At this stage there is no timeframe for when this might occur.

4.5. Several times over the course of the programme, cadets were encouraged to provide feedback to assist with the review and improvement of the programme. Over the last calendar, the Emergency Management Officer for Council has also extensively reviewed the programme concluded the programme in its current format, was not sustainable for the reasons outlined above. Two sessions in early November 2022 were held with the cadets to gauge their feedback on the programme, and their future vision for it. See Attachment A.

4.6. It is acknowledged that our volunteer rescue team NZRT12, sometimes runs a cadet programme. To-date that has been for children of serving members. It has not been delivered in conjunction with the Council; and is part of their private operation as a not-for-profit organisation and private club.

Options

- 4.7. Three options including the original programme have been considered and include:
- 4.7.1. A *Youth in Emergency Management Program* that offers a short course of approximately 8 weeks, delivered four times per year coinciding with school terms. The course will contain highlights from the cadet curriculum that is offered to existing youth groups throughout the district.
 - 4.7.2. An extensive Positive Youth Development (PYD) co-design programme conducted in partnership with cadets, youth leaders, and other stakeholders to create a new CDEM Youth programme.
 - 4.7.3. The status quo.
- 4.8. **Option 1 (Recommended Option)** - The framework for a short Youth in Emergency Management programme, approximately 8 weeks could be:
- a) Overall aim to increase community empowerment and resilience (CR) through practical skills delivered with a youth development (YD) lens, to existing youth groups.
 - b) Short duration programme being delivered once each school term, so up to 4 cohorts per year.
 - c) The programme does not recruit participants, rather is offered to existing youth groups who have already recruited their own youth participants. This eliminates the recruitment process which involved significant staff time.
 - d) At approx 20 – 30 youth per cohort, which could potentially result in up to 120 youth being involved in the programme annually.
 - e) Activities will only be CD type activities, but still aimed at YD and CR outcomes.
 - f) Connection of each cohort to our emerging Community Emergency Hubs, with the programmes being offered to a range of existing youth organisations across the district.
 - g) Invites to the CDEM Cadets from the original programme, to participate in delivery and/or share their cadet experiences, if they wish.
- 4.9. **Option 2** - A PYD co-design of a CDEM Youth Programme with involvement of cadets and other stakeholders, approximately 6 – 8 weeks per cohort. This would require a significant investment of time from both the EMO and YD teams. Under current resourcing, the EMO would have to consider significant re-classification of existing work priorities, e.g. postponing implementation of the Community Emergency Hubs initiative. The commitment by the YD Facilitator for this option would be more than Options 1 or 3 and would be the equivalent of 7.5 hours per month.
- 4.10. **Option 3** - The status quo (weekly throughout school terms) would involve recruitment of new cadets and adult volunteers including at least one female; potentially funding adult staff including at least one female if there are no willing volunteers; development of a new curriculum for the existing cohort of cadets that would be progressing to Level Two; and trying to re-gain the assistance of our pre-COVID partner and other stakeholder agencies. This option would also require significant re-classification of existing work priorities, e.g. postponing implementation of the Community Emergency Hubs initiative.

Relative Comparison

- 4.11. In terms of inputs (resourcing) the original Cadet Programme is costly from the perspectives of staff time and critical dependence on contributions from YD and external stakeholders. The key significance of staff time is that it takes us away from our core work. The financial costs of this programme are relatively low.
- 4.12. In terms of outputs, the proposed short programme offers opportunity to a larger number of youths, but the personal development value of the short exposure programme would be significantly less and does not attempt to recruit future emergency responders (professionals or volunteers). We anticipate delivering the proposed short programme at the same monetary cost as the original Cadet Programme.
- 4.13. In terms of outcomes, both programmes contribute to building community resilience by exposing youth participants to a practical and interactive opportunity that highlights hazards, risks and mitigation.

Conclusions

- 4.14. The current cadet programme has become untenable under current WDC resource and COVID impacts on key support agencies. Change is required, to provide a sustainable programme of CDEM relevance to youth of the district.
- 4.15. The proposed change of programme provides an opportunity for a greater number of youth to learn foundation CD and YD skills, rather than the existing/previous programme which aimed to provide fewer youth with a greater level of development in these areas.
- 4.16. For sustainability and to enable more youth to be involved, we support development and delivery of a short programme alternative to the original Cadet Programme as outlined above. Further work required to develop the construct and then enable development of the specific detail and content, i.e. determine activities and find existing youth groups who wish to participate in the programme.

5. IMPLICATIONS FOR COMMUNITY WELLBEING

- 5.1. There are implications on community wellbeing by the issues and options that are the subject matter of this report. Providing young people with foundation skills related to civil defence emergencies contributes to community preparedness and resilience.
- 5.2. The Management Team has reviewed this report and support the recommendations.

6. COMMUNITY VIEWS

6.1. Mana whenua

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

6.2. Groups and Organisations

The subject matter of this report may be of interest to youth organisations across the District and realisation that we can no longer deliver the original Cadet programme, may be an emotive issue for current cohort of cadets.

6.3. Wider Community

Beyond the original Cadet Programme families, the wider community is not likely to be affected by, or to have an interest in the subject matter of this report.

7. OTHER IMPLICATIONS AND RISK MANAGEMENT

7.1. Financial Implications

There are no financial implications of the decisions sought by this report. Our proposed new program can be delivered within the existing CDEM Cadet Programme budget.

There is budget included in the Annual Plan/Long Term Plan.

7.2. Sustainability and Climate Change Impacts

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

7.3. Risk Management and Health and Safety

There is a risk of dissatisfaction from exiting Cadets and their families arising from the adoption/implementation of the recommendations in this report. We have attempted to mitigate this risk by engaging the Cadets and their families in reviewing the current programme and designing a revised programme.

When providing activities for youth, it is important that staff are educated on how to deal with potential negative behaviour by some youth, and how to mitigate potential male to female and adult to youth relationship risks. Our staff who deliver these programs have undertaken training recommended by the Council's Youth Development Coordinator, to address these types of risks.

There are also risks related to the responsibilities associated with the ongoing administration and welfare of young people in organised activities. The proposed Youth in Emergency Management programme mitigates a number of these risks, as many of these responsibilities will sit with the organisations running the groups, and the Council's CDEM team's role will simply be related to the delivery of the course content.

7.4. Health and Safety

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

8. CONTEXT

8.1. Consistency with Policy

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

8.2. Authorising Legislation

While the CDEM Act 2002 is the primary driver for delivery of civil defence emergency management, there is no legislation or regulations that require delivery of CDEM cadet programmes of any form.

8.3. Consistency with Community Outcomes

The Council's community outcomes for protection and safety of our community and youth development, are relevant to the actions arising from recommendations in this report.

8.4. Authorising Delegations

District Planning and Regulation Committee for CDEM matters.

Appendix A

Cadet Feedback on CDEM Cadet Programme Activities 2020 – 2022

In early November 2022 two sessions were conducted with the Waimakariri Civil Defence Cadets in which their feedback was requested on the activities that were conducted throughout the Cadet programme from 2020 to late 2022, and their vision for the contents and structure of a future CDEM Cadet programme.

The cadets' appraisal of the activities that had been undertaken was obtained by the use of forms that summarised those sessions, and on which the cadets placed coloured dots under a "thumbs up" or "thumbs down" icon to indicate their approval or disapproval of that activity. An additional board summarised the Cadet Level One Framework on which they placed a green, yellow, or red dot to indicate their appraisal of that topic (Figure 5). Some of the cadets chose to place their dots on the line between the "thumbs up" and "thumbs down" and, upon questioning, agreed that this signified that they did not like those activities but would participate in them, albeit under duress. Also, some boards received more coloured dots than the number of cadets present during the session.

Once the results from the feedback session had been entered into the spreadsheet, they were categorised into one of six categories. These categories were then used to produce a series of posters around which the cadets provided their suggestions of activities that they would like to see in a future iteration of the Cadet Programme. Feedback was also gathered in a small-group stand-up format based around four other topics relating to the programme structure. All of this feedback will be discussed further in this document.

Activity Evaluation

The Excel spreadsheet containing the activity feedback was then refined to show the cadets' evaluation of the various categories as a table and a bar graph (Figure 1). From this graph we can see that they most valued visits and outings (90.4% of approval), followed by fitness activities (84.6%), and practical Civil Defence activities (68.5%). The least valued activities were formal events or programme planning (46.4%) and Unit Standards and Civil Defence theory (42.9%).

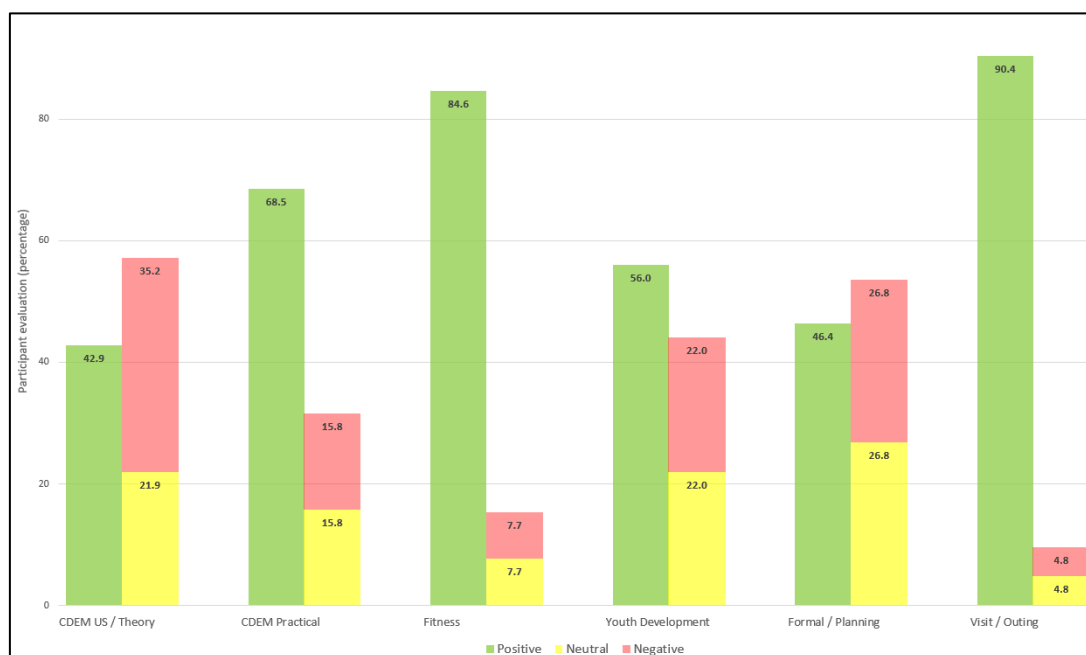


Figure 1: Cadets' evaluation of activity categories

The feedback received on the various components of Level One of the Cadet Qualification Framework, with the addition of the 20-hour Community Emergency Response Team (CERT) basic course, is shown in Figure 2. It can be seen that the NZQA Unit Standard 528 (Demonstrate Survival Techniques for a CDEM emergency) received a 100% approval rating, followed by the Workplace First Aid course (88.9%), practical radio course (70.0%), and Strengthen Finder activities (66.7%). Both the NZQA 7334 Civil Defence

Functions unit standard and 32158 Coordinated Incident Management System level 3 course came in with the lowest approval rating of 33.3%.

The 55.6% approval rating given for the overall CERT course can be compared with the rankings obtained by the individual CERT units, as reflected in Figure 3. From this it can be seen that the course's component units achieved an overall approval rating of 67.6% with the highest scoring units being Fire Safety (87.5%), Light Search and Rescue (81.3%), and the two Disaster Medical units at 72.2% each. Although not strictly a CERT unit, the Community Emergency Hub activation exercise is included for comparison and received the highest approval rating of 88.9%.

Some additional comments were written by cadets on post-It notes. Of the 22 legible notes, ten positively mentioned trips or visits (45.5%), seven referred to practical or physical activities (31.8%), and five specifically commended van rides (22.7%).

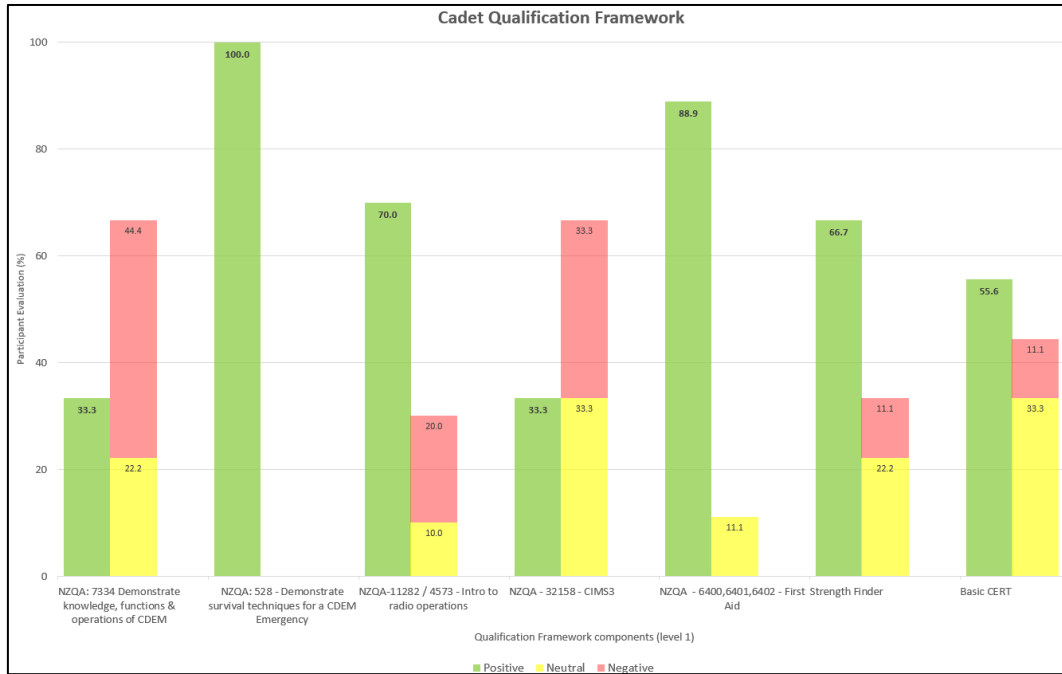


Figure 2: Cadets' evaluations of framework components

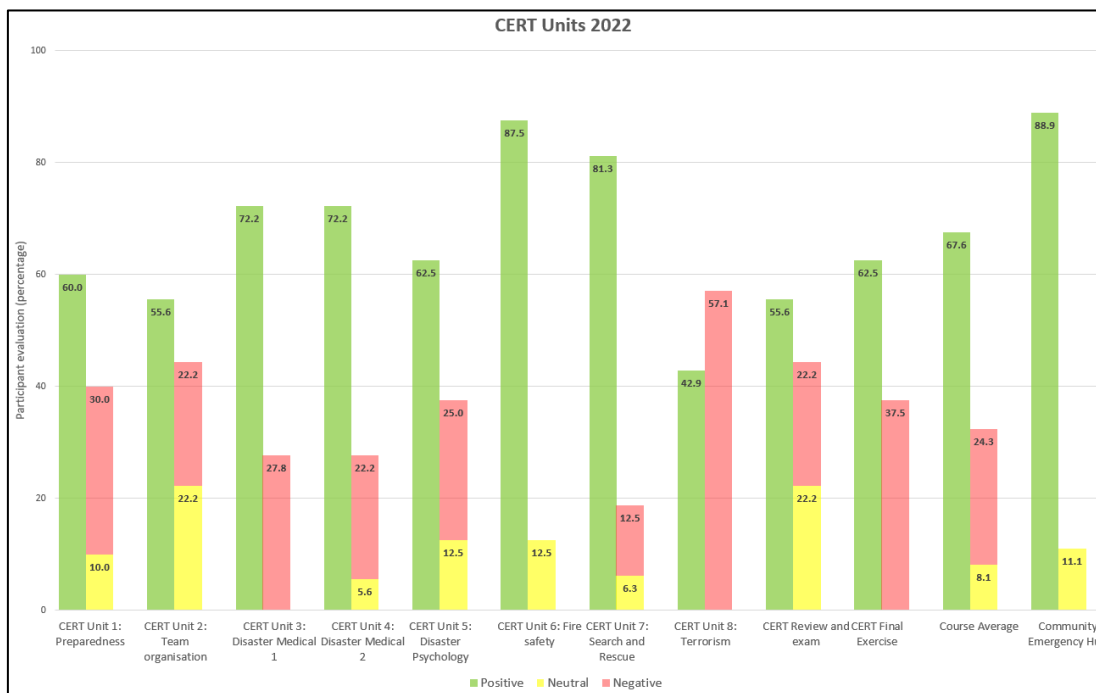


Figure 3: Cadets' evaluations of CERT units

Requested Programme Contents and Format

The second feedback activity consisted of informal discussions designed to ascertain the cadets' aspirations for the contents and format of the Cadet programme going forward. The first part of this activity was centred around seven boards that represented the various components of the existing programme, with some cadets writing their comments on these boards (photos of the results are available in the TRIM document 230125009132). Highlights of the feedback received are:

A. Programme Content

1. Unit Standards board:
 - Request for "more radio stuff" (US4573 Intro to Radio Operations)
 - Comment that Workplace First Aid (US6400/01/02) was "good fun".
 - Addition of Community Emergency Hub with the moniker "fun."
 - Observation that US7336 Welfare Centres "look fun".
2. Fitness:
 - Request to "do again" for Mt Richardson Hike and another for "more mountains, e.g. Mt Isobel."
 - Two requests for swimming and one for a visit to Aqualand in Kaiapoi.
 - "self defence unit", "day trips", "bush walks", "hikes", "beach", "surfing trip" and "other fitness things."
3. Formal / Planning:
 - Comment "love getting new things" and requests for "shorts" and "track pants".
 - Ticks besides:
 - Christmas Break up / honour night.
 - Camp Planning Activity.
 - Issue Uniforms.
 - Minister's Visit.
 - Coat of Arms.
 - Crosses besides Long Service Awards.
 - Hyphen besides Future of Cadets.
 - Comment "More than 2 regular adult leaders NOT parents. Some of the older members of the community may be interested".
4. Civil Defence Emergency Management Activities:
 - Comment "Helicopter Ride" and "funner act" (sic), possibly requesting more fun activities.
 - Ticks besides CERT Disaster Medical units, Fire Safety unit, Disaster Psychology unit, and Light Search and Rescue units; the Community Emergency Hub exercise, and First Aid camp
5. Civil Defence Emergency Management Unit Standards and Theory:
 - No ticks besides any of the 16 units listed.
 - Comment: "no online"
6. Visit / Outing:
 - Ticks besides all 10 visits listed.
 - Written comments:
 - "Planes, helicopters"
 - "Van trips"
 - "Surfing lesson!"
 - "More visits"
 - "Lots more outdoor activities"
 - "More water activities"

7. Youth Development:

- Ticks besides:
 - Team building
 - Social media / internet safety
 - CV writing
 - Interviewing for a job
 - Positive relationships
 - Social Media - Police (with the comment “he’s great, Police time”)
- Crosses besides Goal Setting and WaiYouth/Youth Council Presentation
- Post-It notes says “More van trips” and “← Yes”, and “Outdoor teams”.

B. Programme Format and Structure

The second part of the structure and content feedback session consisted of informal discussions based around four posters, with the salient points being captured.

1. Structure:

- Some requested a more formal military-style structure with ranks and epaulettes, others desired less distinction between ranks or roles.
- Some thought that qualifications should be on badges or epaulette sliders.
- There was no clear consensus as to whether there should be leaders and deputy leaders and/or a section structure.

Recruiting:

- Some cadets wanted to continue conducting the recruitment interviews.
- Some thought that siblings should not be permitted to participate whilst others disagreed.
- Suggestions for recruiting methods include social media, school notices, and talks in assemblies.

2. Format / timing:

- Some wanted to keep the dates and times of meetings the same (Tuesday evenings, term time)
- There was a suggestion of some activities during term holidays and/or occasional Saturdays.
- Considerable discussion was held around whether there should be another evening meeting for the new intake or two simultaneous meetings.
- Annual programmes could be colour-coded rather than numbered, so that the programme could be alternated to allow existing cadets to participate with new entrants in different activities.
- The suggestion that some cadets could help train new recruits was mooted although it didn’t appear to obtain widespread support.

3. Mentoring / leadership:

- Some cadets could be interested in mentoring new recruits.
- A pathway to gaining experience in order to lead was requested and the St John’s leadership development course mentioned.
- A single section with leader and deputy or one large group without sections was discussed.
- Some did not want section leadership to be allocated on a rotating basis.
- A 4-person leadership team with specific roles allocated such as social media, etc.

Summary

From the feedback received from the cadets over these two sessions, it can be seen that:

- There was a marked preference for trips, visits, and physical activities.
- Little interest in CDEM concepts and principles, e.g. CIMS, CDEM Functions and Operations.
- Some practical EM activities were highly rated, e.g. radios, Hubs, and some of the CERT units.
- There was no consensus obtained as to the format or structure of the programme going forward.

Appendix B

Proposed Youth in Emergency Management Course

Objectives:

- Develop personal disaster preparedness.
- Enhance hazard and risk awareness.
- Increase community resilience and connectedness.

Duration:

10 lessons of 90 minutes = 15 hours total (to be tailored for each group)

Positive Youth Development approaches and outcome:

The Positive Youth Development in Aotearoa (PYDA) framework guides and informs practice involving young people in Aotearoa New Zealand through two outcomes that are achieved by three approaches. Despite the short duration of the Youth in Emergency Management course, it has been developed to align with these outcomes and approaches.

a. Outcome 1: Developing the Whole Person

The primary objective of the course is to increase personal preparedness for adverse events. Although there is a focus on response skills such as disaster first aid and fire extinguisher use, the Disaster Psychology module is an example of course content that addresses the psychosocial and spiritual dimensions of personhood.

b. Outcome 2: Developing Connected Communities

With a key focus on increasing community resilience through the adoption of the Community Emergency Hub and Community Emergency Response Team models, this course aims to enhance community connectedness both during and following the training.

c. Approach 1: Strengths-based

With a strong focus on teamwork and leadership development, the course aims to recognise and enhance the participants' existing skills and knowledge while also offering them opportunities to develop proficiency in other areas.

d. Respectful relationships

By providing the course in cooperation with existing youth organisations, it also proposes to strengthen respectful relationships with the young people, their leaders, mentors and families, and the wider community.

e. Building ownership and empowerment

The content of the Youth in Emergency Management course has been developed to empower young people to mitigate, prevent and respond to emergency situations, and to take ownership of their skills and abilities to assist themselves, their families, and their communities in these endeavours.

Lessons:

Lesson	Topic	Objectives	Timing (minutes)
1	Disaster Preparedness	<ul style="list-style-type: none"> • Hazards • Impacts • Alternatives • Community Response (Hubs and CERTs) 	<ul style="list-style-type: none"> • 15: Form teams and briefing • 60: Station activities (x4) • 15: Regroup and debrief
2	Emergency Management	<ul style="list-style-type: none"> • CDEM structure (NEMA, Group and TA) • Volunteer teams, Hubs and CERTs • CIMS facilities and functions • EOC roles and exercise 	<ul style="list-style-type: none"> • 15: CDEM structure with presentation and activity • 10: Overview of volunteer teams, Hubs, and CERTs • 10: CIMS overview presentation • 45: EOC desktop exercise • 10: Regroup and debrief
3	Community Emergency Hubs	<ul style="list-style-type: none"> • Hub function • Hub roles • Hub layout • Hub activation exercise 	<ul style="list-style-type: none"> • 30: Hub presentation and role quiz • 45: Hub exercise • 15: Debrief
4	Community Emergency Response Teams	<ul style="list-style-type: none"> • Team purpose and structure • Integration with Hubs and CIMS facilities/functions • Safety protocols • Personal Protective Equipment • Damage assessment and reconnaissance 	<ul style="list-style-type: none"> • 10: Intro to CERT/Teen CERT history: presentation and videos • 5: Team structure and facilities (ICP, SFP, treatment area) • 10: Overview of safety protocols (priorities, assessment, buddy system, PPE, documentation) • 20: Distribution of PPE and adjustment/experimentation • 15: Damage assessment presentation • 20: Practical damage assessment exercise • 10: Regroup and debrief
5	Fire safety, utilities, and hazardous substances	<ul style="list-style-type: none"> • Home safety and escape planning • Utility control (electricity, water, gas) • Hazardous substances • Fire chemistry and firefighting resources • Firefighting safety • Fire extinguisher selection and use 	<ul style="list-style-type: none"> • 10: Home safety: hazards, plans, prevention • 10: Utility control presentation and practical • 10: Hazardous substances – presentation and videos • 10: Fire chemistry and resources, extinguisher types: presentation and demo • 10: Firefighting safety and extinguisher use presentation • 30: Fire extinguisher practical with assessment, PPE and buddy system • 10: Regroup and debrief
6	Disaster first aid	<ul style="list-style-type: none"> • Scene and patient assessment • Identifying and treating life-threatening conditions • Glove removal • Burns, heat and cold conditions, bites and stings • Fractures, dislocations, sprains and stains 	<ul style="list-style-type: none"> • 5: Intro and assessment • 30: Three killers and treatment practical: severe bleeding, airway obstruction and shock • 5: Glove removal practical • 10: Burns, heat and cold conditions, bites and stings: presentation and demo • 30: Fractures, dislocations, sprains and strains, splinting practical • 10: Regroup and debrief

7	Disaster psychology	<ul style="list-style-type: none"> • Stress and recovery responses • Self-care and team well-being • Working with survivors' emotional responses • WHO Psychological First Aid (PFA) model (Look, Listen and Link) 	<ul style="list-style-type: none"> • 10: Introduction and overview • 15: Stress and recovery responses • 15: Self-care and team well-being • 10: Self-care toolbox activity • 20: Working with survivors' Emotional responses • 15: PFA activity • 5: Debrief
8	Triage and casualty handling	<ul style="list-style-type: none"> • Mass Casualty Incidents (MCI) • START triage • Incident Control Point and triage/treatment area • Casualty handling 	<ul style="list-style-type: none"> • 5: Intro to MCI and triage • 20: START triage practical with scene assessment • 5: ICP and treatment area setup • 20: ICP and treatment practical • 30: Casualty handling practical • 10: Regroup and debrief
9	Light search and rescue	<ul style="list-style-type: none"> • Team structure and facilities • Assessment and reconnaissance • Interior search procedure • Casualty extrication 	<ul style="list-style-type: none"> • 5: Introduction, team structure and facilities (ICP, SFP, treatment area) • 5: Assessment and reconnaissance review • 10: Structural markings and interior search procedure • 15: Interior search practical • 5: Debrief • 20: Cribbing overview and practical • 20: Search and rescue practical • 10: Regroup and debrief
10	Final exercise	<ul style="list-style-type: none"> • Simulated search and rescue exercise • Presentation of course completion certificates (if not done separately) 	<ul style="list-style-type: none"> • 10: Introductions and exercise briefing • 15: Team preparation and deployment, on-scene briefing • 45: Exercise • 10: Regroup and debrief • 10: Present certificates

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR INFORMATION****FILE NO and TRIM NO:** EXT-73 /230504063258**REPORT TO:** COUNCIL**DATE OF MEETING:** 6 June 2023**AUTHOR(S):** Jeff Millward, Chief Executive**SUBJECT:** Canterbury Mayoral Forum's Plan for Canterbury 2023-2025**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)_____
General Manager_____

Chief Executive**1. SUMMARY**

1.1. This purpose of this report is to introduce the Canterbury Mayoral Forum's Plan for Canterbury 2023-2025 (Plan for Canterbury – attached), and the Forum's three strategic priority issues for this triennium:

1. Sustainable environmental management of our habitats (land, air, water and ecosystems) – focusing on land use and freshwater management.
2. Shared prosperity for all our communities – focusing on building our economic strengths and developing emerging sectors, growing, attracting, and retaining a skilled workforce, improving the transport network, and coordinating strategies for housing our communities.
3. Climate change mitigation and adaptation – reducing our carbon footprint, building community resilience, and making our infrastructure as strong as it can be.

1.2. The Mayoral Forum launched the Plan for Canterbury on Wednesday 19 April 2023, with the associated press release.

1.3. The Plan has been published on the Forum's website (<https://canterburymayors.org.nz/>).

Attachments:

- i. Canterbury Mayoral Forum Plan for Canterbury 2023-2025 summary (TRIM 230504063236)

2. RECOMMENDATION**THAT** the Council:

- (a) **Receives** Report No. 230504063258.
- (b) **Supports** the Canterbury Mayoral Forum's Plan for Canterbury 2023-2025 and the Forum's three strategic priority issues for this triennium:
 1. Sustainable environmental management of our habitats (land, air, water and ecosystems) – focusing on land use and freshwater management.
 2. Shared prosperity for all our communities – focusing on building our economic strengths and developing emerging sectors, growing, attracting, and retaining a skilled

workforce, improving the transport network, and coordinating strategies for housing our communities.

3. Climate change mitigation and adaptation – reducing our carbon footprint, building community resilience, and making our infrastructure as strong as it can be.

3. BACKGROUND

- 3.1. The Canterbury Mayoral Forum is mandated by the Canterbury Local Authorities' Triennial Agreement 2022 as the primary mechanism for communication, co-ordination, and collaboration between Canterbury Councils. The Mayoral Forum is supported by the Chief Executives Forum, Policy, Corporate, Operations, Economic Development and Communications and Engagement Forums and regional working groups.
- 3.2. At its first meeting of the new triennium in November 2022, the Mayoral Forum agreed that the Plan for Canterbury 2020-2023 is fundamentally sound, with minor changes needed to the vision to widen 'shared economic prosperity' simply to 'shared prosperity' to ensure social prosperity is also captured and a sharper focus on priority areas for the Forum. The Plan has also been informed by Canterbury 2022 An Overview.
- 3.3. The Forum held a workshop in January 2023 where they agreed that the Plan for Canterbury needs to be more agile and able to be updated (particularly the actions) as the triennium progresses. With this agility in mind, the Plan includes both immediate priority actions, particularly in light of the upcoming general election, and longer-term priorities for the full three years of this term and beyond.
- 3.4. The Mayoral Forum's achievements from 2019–2022 are highlighted on the Canterbury Mayoral Forum website.

4. ISSUES AND OPTIONS

- 4.1. The 2023-2025 Plan for Canterbury is a refresh of the 2020-2022 Plan.
- 4.2. The Mayoral Forum's vision for Canterbury is sustainable development with shared prosperity, resilient communities and proud identity. In Canterbury, all of us together:
 - care for our natural resources to secure both present and future opportunities.
 - create shared prosperity so no one is left behind.
 - nurture care, hope and kindness, standing strong together to withstand and adapt to challenges and change.
 - celebrate our diverse identities – and take pride in our common identity as Cantabrians.
- 4.3. The 2023-2025 Plan for Canterbury continues to consider the four wellbeing's (environmental, economic, social and cultural) in its strategic priorities, which have been narrowed to three areas, and supporting actions where the Forum can have the greatest impact through its leadership, facilitation and advocacy.
- 4.4. The Mayoral Forum's three immediate priority actions are:
 - advocating with Government for permanent co-investment in flood protection to protect local and national assets and contribute to more sustainable regional economies.

- advocating with Government for immigration and skills policies that work for Canterbury.
 - seeking to collaborate with Government to develop an integrated approach to transport funding and increase the level of funding available for Canterbury transport networks.
- 4.5. Detailed actions in the Plan for Canterbury will be implemented by the Chief Executives Forum, Policy, Corporate, Operations, Economic Development and Communications and Engagement Forums and regional working groups and monitored and reported on over the remainder of the local government term.
- 4.6. **Selection of priority issues**
- 4.7. To achieve its long-term vision, the Mayoral Forum identified three priority issues for the Forum's leadership, facilitation, and advocacy in this local government term at its January 2023 workshop. Agreement on the final content of the Plan was approved by the Forum at its February 2023 meeting.
- 4.8. Selection of these three priority areas does not mean that other issues are unimportant. Some have greater sub-regional than regional significance, some issues are well on the way to being addressed through other avenues and there are others that while the Forum care deeply about but have little or no ability to influence.
- 4.9. The Canterbury Mayoral Forum used three sets of criteria to narrow a long list of issues.

Importance	Is this issue critical to the wellbeing of the region in 5-10 years' time? If we do nothing, will the issue still be important in 5-10 years' time? Does this issue have sufficient scale, scope and complexity to require a regional focus? Is the issue already being managed effectively by another agency or organisation?
Democratic mandate	Is there a strong public concern about the issue? Do our councils (elected members) care about the issue?
Impact	Can the Mayoral Forum influence outcomes in a measurable way (and if so, how)?

Implications for Community Wellbeing

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

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

5. COMMUNITY VIEWS

5.1. Mana whenua

Te Ngāi Tūāhuriri hapū are likely to be affected by, or have an interest in the subject matter of this report. The Mayoral Forum launched the Plan for Canterbury on Wednesday 19 April 2023, with the associated press release.

The Forum is writing to a range of key partners and stakeholders, including the region's Papatipu Rūnanga, Te Rūnanga o Ngāi Tahu, government departments and agencies, education providers and the region's Members of Parliament to promote the Plan. Forum members recently engaged with a range of Cabinet Ministers to explore how the Forum can work more closely with the Government to achieve the Plan's aspirations across the three priority areas.

The Plan has been published on the Forum's website (<https://canterburymayors.org.nz/>).

5.2. **Groups and Organisations**

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

5.3. **Wider Community**

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

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

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

The Plan for Canterbury will be implemented by the Chief Executives Forum, Policy, Corporate, Operations, Economic Development and Communications and Engagement Forums and regional working groups. The regional forums secretariat and the costs of Mayoral Forum meetings are funded by Environment Canterbury from the regional general rate. The Mayoral Forum has a small budget for specific projects, levied (on a pro-rata basis) from councils. From time to time, the Forum is able to leverage central government funding.

The Mayoral Forum focuses in its work programme on where it can make the greatest difference through its leadership, facilitation and advocacy, supported by its secretariat. Any costs incurred relate primarily to travel for Mayors/Chair and Chief Executives, which are met by member councils.

This budget is included in the Annual Plan/Long Term Plan.

6.2. **Sustainability and Climate Change Impacts**

The recommendations in this report do have sustainability and/or climate change impacts. Two of the three priority areas are focused on sustainable environmental management of our habitats (land, air, water and ecosystems) – focusing on land use and freshwater management and Climate change mitigation and adaptation – reducing our carbon footprint, building community resilience and making our infrastructure as strong as it can be.

6.3 **Risk Management**

There are no risks arising from the adoption/implementation of the recommendations in this report. The Plan for Canterbury fulfils the requirement that the Canterbury Mayoral Forum develop and lead implementation of a sustainable development strategy for the Canterbury region as agreed by Canterbury councils in the Triennial Agreement.

Terms of reference for the Mayoral Forum are agreed as part of the Triennial Agreement. These state explicitly (clause 4.b) that: 'The Canterbury Mayoral Forum does not have the power to legally bind any council to any act or decision unless that act or decision has been agreed to by decision of that council'.

6.3 **Health and Safety**

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

7. **CONTEXT**

7.1. **Consistency with Policy**

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

7.2. **Authorising Legislation**

7.3. **Consistency with Community Outcomes**

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

There are wide ranging opportunities for people to contribute to the decision-making by public organisations that affects our district.

7.4. **Authorising Delegations**

Mayoral Forum's **Plan for Canterbury**

2023-2025



*Ko Ngā Tiritiri o te Moana ngā maunga
Ko ngā wai huka ngā awa I rere tonu mai
Ko Ngā Pākihi Whakatekata o
Waitaha te whenua
Ko Marokura, ko Mahaanui, ko
Araiteuru ngā tai
Tihei mauri ora!*

*The Southern Alps stand above
The snow-fed rivers continually
flow forth
The plains of Waitaha extend out
To the tides of Marokura,
Mahaanui and Araiteuru
Behold there is life!*

Who we are

The members of the Mayoral Forum are the mayors of the ten territorial authorities in Canterbury and the chair of the regional council (Environment Canterbury), mandated by the Canterbury Local Authorities' Triennial Agreement.



*Back row: Peter Scott, Chair Environment Canterbury; Dan Gordon, Mayor Waimakariri District Council; Sam Broughton, Mayor Selwyn District Council; Neil Brown, Mayor Ashburton District Council; Craig Mackle, Mayor Kaikōura District Council.
Front row: Craig Rowley, Mayor Waimate District Council; Anne Munro, Mayor Mackenzie District Council; Marie Black, Deputy Chair Canterbury Mayoral Forum, Mayor Hurunui District Council; Nigel Bowen, Chair Canterbury Mayoral Forum, Mayor Timaru District Council; Gary Kircher, Mayor Waitaki District Council; Phil Mauger, Mayor Christchurch City Council.*

Ki uta ki tai / From the mountains to the sea

Canterbury is a great place to visit, live, study, work and do business.

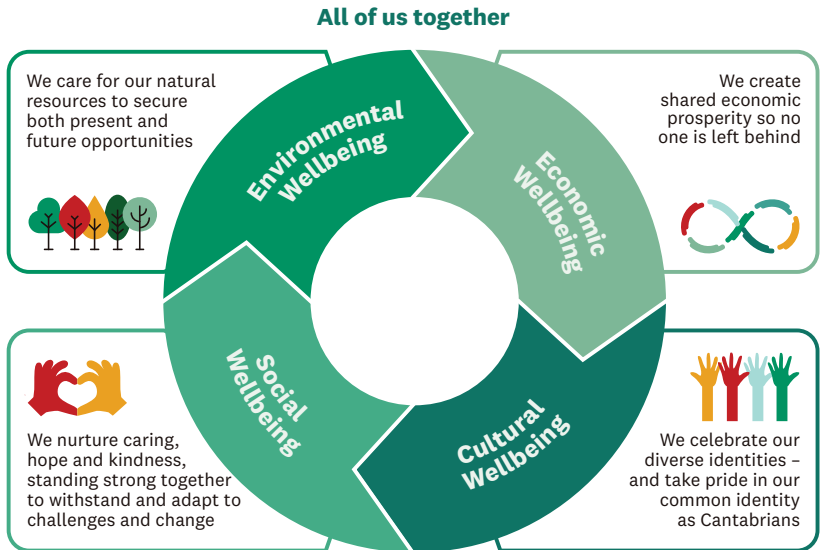
The Canterbury Mayoral Forum’s Plan for Canterbury 2023-2025 summarises the interests and priorities of local government leaders for Cantabrians, focused on **three priority areas**.



The Plan provides a basis for conversation and partnership with Ngāi Tahu, Government, and the business, community and volunteer sectors. Where our interests align, we can work together for the good of all.

Vision and values

Our vision for Canterbury is sustainable development with shared prosperity, resilient communities and proud identity.



Mō tātou, ā, mō kā uri ā muri ake nei / For us and our children after us.

Priority actions

Our three immediate priorities are:

Advocating with Government for permanent co-investment in flood protection to protect local and national assets and contribute to more sustainable regional economies.

Flooding is the most common natural hazard in New Zealand, and Canterbury's 78,000km of rivers and streams puts us at substantial risk of major flooding events. Permanent co-investment in flood protection shifts the focus from disaster relief and recovery towards mitigation of flood risks, while reducing long-term costs.

Advocating with the Government for immigration and skills policies that work for Canterbury.

Canterbury has many natural advantages, significant infrastructure and a range of universities and research institutes, but our GDP per person lags the national average. To lift wages and incomes we need more skilled jobs and skilled workers to fill them.

Seeking to collaborate with Government to develop an integrated approach to transport funding and increase the level of funding available for Canterbury transport networks.

Our region's vast transport network provides connection and strongly influences economic development, supporting supply chains that are critical for getting our products to market. Current funding sources do not meet present or future transport network resilience requirements. It is estimated that an additional \$1 billion is required over the next 10 years.

For more detail on the Plan for Canterbury and why these are our immediate priority issues go to canterburymayors.org.nz/PlanforCanterbury.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR INFORMATION**

FILE NO and TRIM NO: EXC-57 / 230517071869

REPORT TO: COUNCIL

DATE OF MEETING: 6 June 2023

AUTHOR(S): Jeff Millward – Chief Executive

SUBJECT: Health, Safety and Wellbeing Report – May 2023

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

Department Manager



Chief Executive

1. SUMMARY

- 1.1. This report provides an update to the Council on Health, Safety and Wellbeing matters between mid-April 2022 and mid-May 2023. The dashboard reporting in the appendices cover trends between mid-April 2022 and mid-May 2023.
- 1.2. There were twelve incidents which occurred from mid-April 2023 and mid-May 2023 which resulted in 109.5 hours lost time to the organisation. Ongoing lost time from historic incidents is reported in Appendix A.
- 1.3. Rangiora Airfield incident reporting and relationship between the Health, Safety & Wellbeing Team, and new Airfield Manager to be established.
- 1.4. Annual Health Checks completed on Wednesday 17 May & Thursday 18 May.
- 1.5. A return-to-work package with Active Health has been established to support HR, Payroll, and staff through an injury process. We intend on utilising Active Health for Wellbeing initiatives and Ergonomic assessment training.

Attachments:

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

2. RECOMMENDATION

THAT the Council:

- (a) **Receives** Report No 230517071869
- (b) **Notes** that there were no notifiable incidents this month. The organisation is, so far as is reasonably practicable, compliant with the duties of a person conducting a business or undertaking (PCBU) as required by the Health and Safety at work Act 2015.
- (c) **Circulates** this report to the Community Boards for their information.

3. BACKGROUND

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

4. ISSUES AND OPTIONS

4.1. Incidents and accidents

- 4.1.1. Mid-April 2023 to mid-May 2023 has shown an increase in injuries due to slip, trip falls and strains. Each incident has been due to various human reasons and not as a result of direct hazards. All investigations have been either completed or are ongoing due to the staff members return to work programs pending. We are still seeing some Vehicle/Property Damage incidents filter through. These have been addressed with the department Manager as a common theme. Current discussions on how to reduce these are underway with Team Leaders and staff.

4.2. Rangiora Airfield Incident Reporting

- 4.2.1. Worked with Greenspace to build a process on Airfield incident reporting. HS&W will now have a monthly meeting with the new Airfield Manager (when they start) and also attend the Advisory Group meetings once a month to keep the bridge between us and the airfield from a H&S perspective.
- 4.2.2. We will be training the new Manager in incident reporting through T1 (for on ground incidents only) These will be added as a non-employee and identified as Airfield on the monthly HS&W report. We will assist with the investigations for all on ground incidents, through to closure. All in-air incidents will go on the report as information only, but not reflect in our statistics. These are investigated by the appropriate authorities. Incident reporting through WDC will commence after the May Advisory Group meeting.
- 4.2.3. We will set up a monthly meeting with the new Airfield Manager and also attend the Advisory Group meetings once a month to keep the bridge between us and the airfield from a H&S perspective.

4.3. Annual Health Checks 2023

- 4.3.1. The Annual Health Checks have been successful this year with approximately 240 staff having their checks and flu vaccinations. 2022 had an approximate amount of 180 staff taking up the offer.
- 4.3.2. The checks this year included:
 - Blood sugar recording
 - Blood pressure measurement
 - Vision assessment
 - The 2023 Influenza vaccination
- 4.3.3. Staff that were unable to attend on the day, will be able to book in with Durham Health to go at a time suitable to them. All results are given to the staff at the time of the check. If there are any concerning results, staff are directed to their GP for follow up.

4.4. Active Health

4.4.1. Having Active Health as our Return-to-Work provider ensures no cost to WDC for Management and Facilitation of staff who are off work on weekly compensation from ACC. The package depends on whether the staff member has an off-work medical certificate or is able to continue working. For patients who are either off work or on a light duties medical certificate, Active Health would look to enrol them in an ACC Return to Work programme, which involves Active Health providing them with in-clinic rehabilitation, including physio, podiatry as required, strength and conditioning, mental health and wellbeing coaching, occupational support, and facilitation.

4.4.2. Active Health will train some of our staff in basic Ergonomic Assessment, so we are able to provide in house assessment for new staff and on an ad hoc basis. If a staff member presents with an injury Active Health will conduct a full assessment and provide recommendations.

Implications for Community Wellbeing

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

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

5. COMMUNITY VIEWS

5.1. **Mana whenua**

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

5.2. **Groups and Organisations**

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

5.3. **Wider Community**

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

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. **Financial Implications**

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

6.2. **Sustainability and Climate Change Impacts**

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

6.3. **Risk Management**

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

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

6.4. **Health and Safety**

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

7. CONTEXT

7.1. Consistency with Policy

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

7.2. Authorising Legislation

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

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

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

7.3. Consistency with Community Outcomes

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

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

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

7.4. Authorising Delegations

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

Appendix A

Date	Person type	Occurrence	Event description	Response
11/04/2023	Contractor	Property/Vehicle Damage	Break in at Southbrook Resource Recovery Park Kiosk. A member of the public broke through the rear fence off Lineside Road, broke into the kiosk and attempted to remove the tills.	Increased break ins within the community at present. Look at replacing the current fencing with security fencing when the area is due for upgrade (4 years' time) Police reviewed the CCTV footage. Repairs to the kiosk have been completed. Quote requested to look at replacing glass with toughened glass. Fence has also been repaired.
14/04/2023	Employee/Volunteer	Injury	Staff member was emptying the returned books bin, they stacked books onto their right arm/hand, upon lifting they felt a sharp pain in their right thumb. The pain increased throughout the day and progressed to swelling and further pain the day after.	Injury to right thumb base. Diagnosed as sprain. Medical centre splinted it and arranged x rays. The result was, no break or dislocation. Splinted, and now wearing thumb support. subsequent x ray revealed arthritis in the staff members thumb base which the physio says will make it more vulnerable to physical stressors. Continue to wear thumb support while lifting books in future. Lifting less books.
18/04/2023	Employee/Volunteer	Near Miss	A staff member became Itchy after cleaning their work, Ute.	Possible reaction to the product the staff member was using. Use different product in the future.
19/04/2023	Employee/Volunteer	Property/Vehicle Damage	A staff member reversed into a parked vehicle owned by a contractor on a work site. Damage included a small scratch to the bumper. The bumper of the contractor vehicle dislodged slightly but was able to be fixed back into position. Appears to be no damage to Council Ute.	The reversing camera was dim, due to the sun shining on it. Driver to use mirrors or check physically if this should occur again.

20/04/2023	Employee/Volunteer	Injury	Staff member pulled the side of their pants up whilst getting out of their car to do an inspection and felt a ping in their neck and was unable to continue working.	Staff member went to the Doctor and the Osteopath to correct the pain. Stress was also a contributing factor. No further investigation needed.
20/04/2023	Contractor	Adverse Interaction	Aggressive neighbour interaction with a Traffic Management companies' employee. They needed to install Traffic Management on a berm outside the resident house but were unable to as the resident would abuse them and remove the Traffic Management.	Advised traffic management to move the sign up the berm slightly so it does not sit outside the resident's property, but this is technically non-compliant with a traffic management plan as the sign should be located outside the work zone. In the interests of avoiding conflict with the resident this seems the best course of action at this time. H&S Alert raised for this property as this has occurred before.
25/04/2023	Councillor	Injury	Foot injury at the Rangiora Cenotaph ANZAC Service. A Councillor accidentally walked into the gutter partly caused by the crowd movement, twisted their ankle and body, and then fell backwards.	"The Councillor was originally placed in a moon boot and thought one small broken bone. However, a CAT scan showed more damage than first thought. Result 2 fractures to their right foot. The Councillor is in a moon boot and is not allowed to weight-bare for six weeks."
28/04/2023	Employee/Volunteer	Injury	A staff member fell down the office steps, injuring their ankle. Resulting in sprain and Supination-eversion injury of ankle (disorder)	The path and any potential trip hazards around the office steps and new path/ramp have been sprayed with yellow paint to highlight them. Further mitigations have been made with grid mesh and protruding bolts. The staff member is also going to look at the condition of and wear patterns on their boots to make sure they are still stable. Staff member is not able to work due to tendon damage. Currently

				working on a return-to-work plan - light duties.
01/05/2023	Employee/Volunteer	Property/Vehicle Damage	A staff member backed into another car. They looked around, checked their mirrors (nothing), backed up to turn around and hit the other car at very low speed. The other car was backing out as well and they touched each other. There was no damage to the other car and a minor dent on the boot door of the work car.	Possibly a blind spot in the mirrors or the other car started moving between checking one wing mirror and the other.
01/05/2023	Non-Employee	Near Miss	live Shot gun shells/ammo found in Southbrook Refuse pit area. Loader drove over one and it fired. The loader driver stopped immediately, the compactor was immediately turned off, pod was also removed from the compactor. Public were stopped entry until the load was gently pushed into a corner to avoid further issue. Shells that could be seen were collected and taken to local Rangiora Police Station.	Police were notified and given photos and are not wanting to proceed further. Waste Management staff disposed of shells via their own Hazardous waste technical services team. Refuse has been cleared to be transported to Kate Valley.
04/05/2023	Employee/Volunteer	Property/Vehicle Damage	Broke cap from brake fluid tank on trailer	Investigation requested.
08/05/2023	Employee/Volunteer	Injury	A staff member lost their footing when going down the rear stairwell of the Farmers Building, falling on stairwell landing and grazing their arm and elbow. Minor grazing on arm & elbow due to falling on non-slip surfacing on stairwell landing.	Cleaned the graze and applied antiseptic cream. No further investigation needed.

Lost Time Injuries - Aquatics:	2019 to current	Injury One: Currently fully unfit Date of injury 28 June 2019 Weekly contracted hours = 30 4,896 hrs lost to date
Water Unit:	2023 (current)	Injury One: Currently fully unfit until 15 th May (commencing on 4hrs per day) Date of injury: 23 March 2023 Weekly contracted hours = 40 840 hrs lost to date. Injury Two: Currently fully unfit Date of injury: 28 April 2023 Weekly contracted hours = 40 104 hrs lost to date.
Rangiora Service Centre	2023 (current)	Injury One: Fully Fit & returned to work. Date of injury 20 April 2023 Weekly contracted hours = 40 5.5 hrs lost to date

Lead Indicators

Safety Inspections Completed (Workplace Walkarounds)	2023	Workplace Walkarounds: Distributed for March with 8 returns so far. Reminders sent. 17 in total.
Training Delivered	2021/2022	People Trained: 8 staff trained in Anti-Skid Driver Training with a further 16 scheduled for June. Asbestos and Confined Space Awareness is underway.

Appendix B

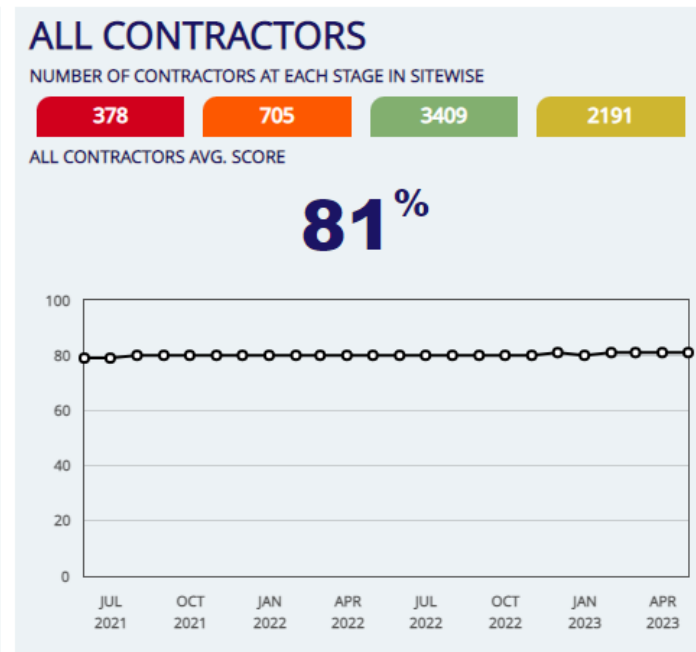
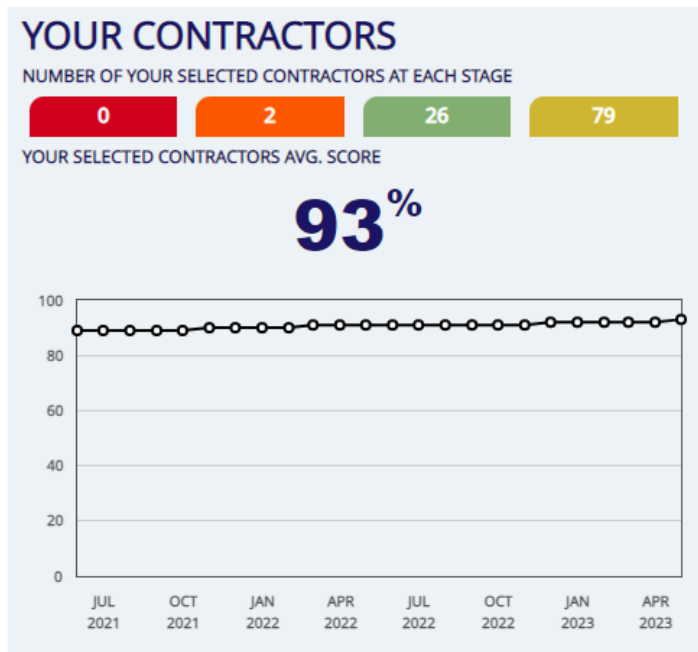
CONTRACTOR PIPELINE

Health and Safety ▾

ALERTS



CONTRACTOR ASSESSMENT SCORES

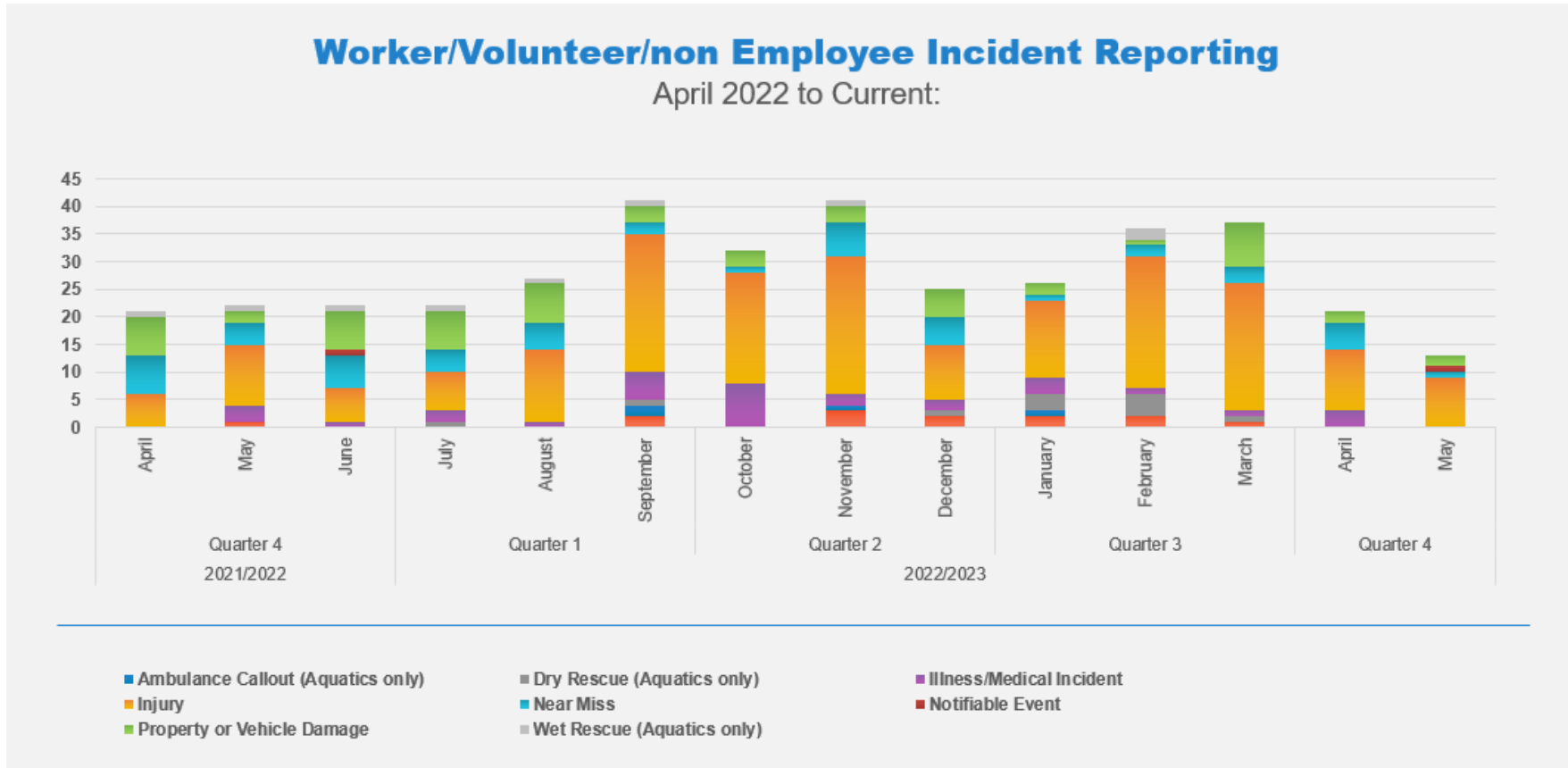


VIEW ALL CONTRACTORS

INVITE NEW CONTRACTORS

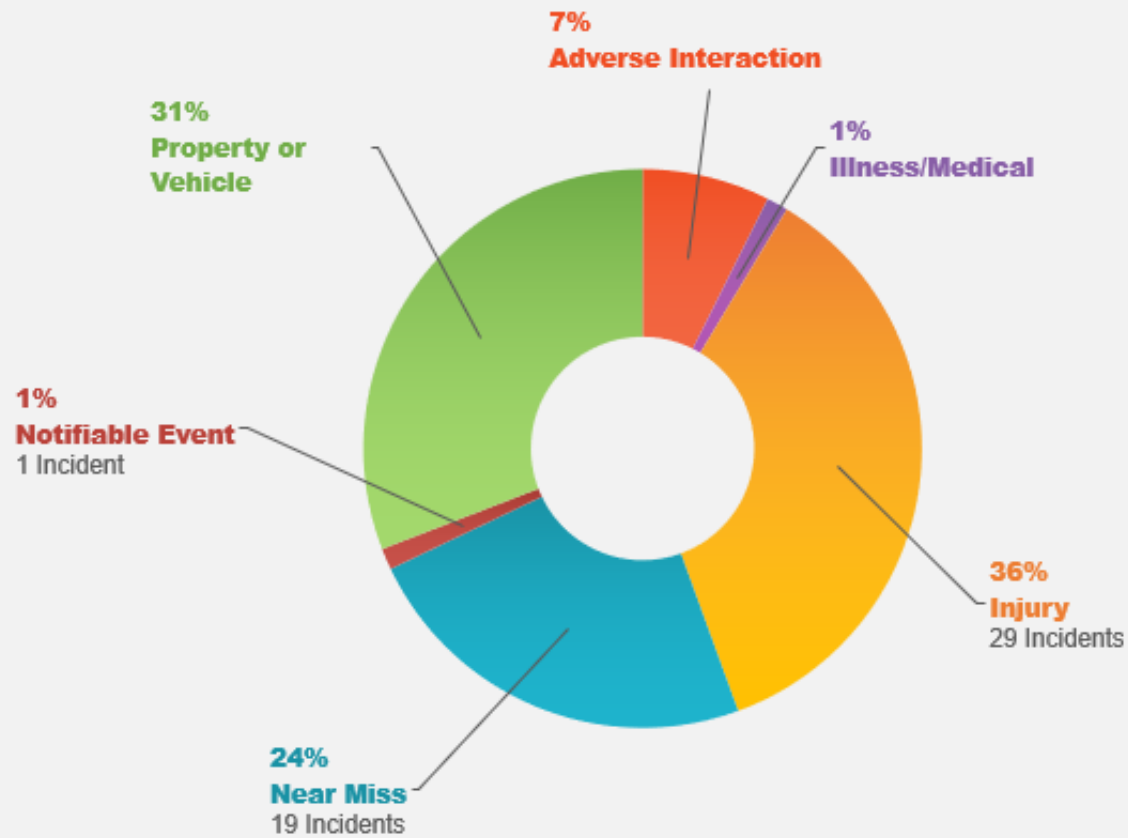
VIEW STATUS OF INVITED CONTRACTORS

Appendix C



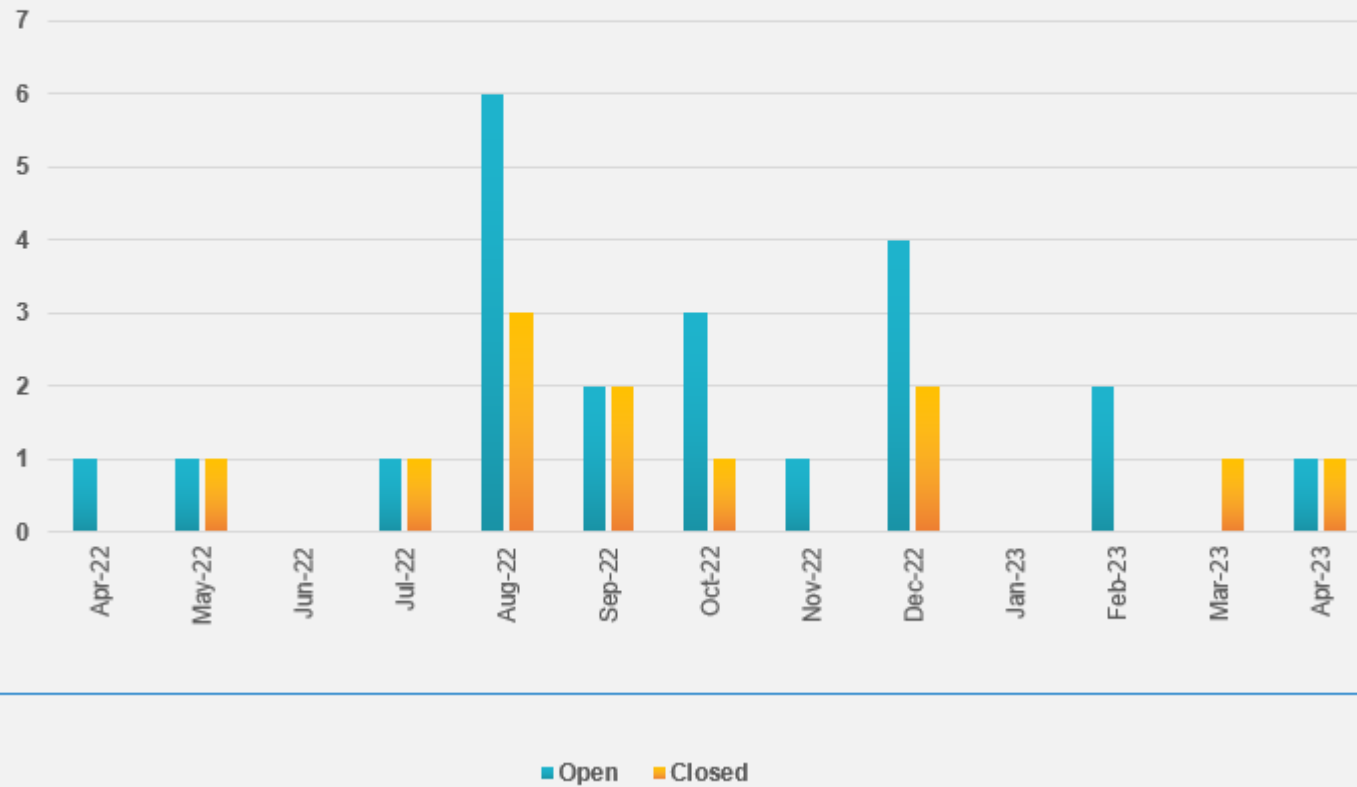
Worker/Volunteer Incident Reporting

April 2022 to Current:



Hazards Reported

April 2022 to Current:



Appendix D

Date and Time	Saturday 8th April at 5:23pm
Location	85 Te Kohanga Drive, Pegasus
Weather	Overcast, 12 degrees
Severity	Minor
Details	The rider reported falling off a scooter.
Root cause	Rider error
Corrective actions	<p>Flamingo contacted the rider and assured that they were okay. The rider was not injured and only had a bruise. Flamingo arranged a refund and some free riding credit which was appreciated.</p> <p>The scooter was immediately disabled and flagged for collection. There were no issues found with the scooter and it passed a full maintenance inspection before being returned to service.</p>

Date and Time	Thursday 13th April at 11:37am
Location	5A Goodwood Close, Rangiora
Weather	Cloudy, 14 degrees
Severity	Minor
Details	The rider reported accidentally falling off a scooter.
Root cause	Rider error
Corrective actions	Flamingo attempted to contact the rider to ensure they were okay and obtain further details regarding the incident. The rider was

MINUTES OF A MEETING OF THE UTILITIES AND ROADING COMMITTEE HELD IN THE COUNCIL CHAMBER, RANGIORA SERVICE CENTRE, 215 HIGH STREET, RANGIORA ON TUESDAY 18 APRIL 2023 AT 9AM.

PRESENT

Councillor N Mealings (Chairperson), Councillors R Brine, P Redmond, J Ward, P Williams and Mayor D Gordon (left at 10:21am)

IN ATTENDANCE

Councillors N Atkinson, T Fulton and J Goldsworthy.

J Millward (Acting Chief Executive), G Cleary (General Manager Utilities and Roading), D Young (Senior Engineering Advisor), K Straw (Civil Projects Team Leader), J Recker (Stormwater and Drainage Manager), C Button (Project Engineer), and C Fowler-Jenkins (Governance Support Officer)

1 APOLOGIES

Moved: Councillor Mealings

Seconded: Councillor Brine

THAT an apology for early departure be received and sustained from Mayor D Gordon who left at 10:21am.

CARRIED

2 CONFLICTS OF INTEREST

There were no conflicts declared.

3 CONFIRMATION OF MINUTES

3.1 Minutes of the meeting of the Utilities and Roading Committee held on Tuesday 21 March 2023.

Moved: Councillor Williams

Seconded: Councillor Brine

THAT the Utilities and Roading Committee:

- (a) **Confirms** the circulated Minutes of the meeting of the Utilities and Roading Committee held on 21 March 2023, as a true and accurate record.

CARRIED

3.2 Matters Arising (From Minutes)

There were no matters arising.

3.3 Notes of the workshop of the Utilities and Roading Committee held on Tuesday 21 March 2023

Moved: Councillor Mealings

Seconded: Councillor Redmond

THAT the Utilities and Roading Committee:

- (a) **Receives** the circulated notes of the workshop of the Utilities and Roading Committee, held on 21 March 2023.

CARRIED

4 DEPUTATION/PRESENTATIONS

4.1 Proposed Rangiora Town Cycleway

Representatives from Rangiora PAK'nSAVE, James Flanagan and Rebecca Parish, thanked the Mayor, Councillor Redmond and Rangiora-Ashley Board Member J Gerard for visiting the site during the weekend to understand their concerns around the roading challenges with the proposed cycleway. J Flanagan believed that the Council were pursuing an unsafe route and were making a decision based on securing funding. The Council had engaged WSP to undertake a Technical Note with the safety recommendation, however, PAK'nSAVE disagreed with the note as it offered little assurance that the cycle route was protected from large truck and trailer units. PAK'nSAVE believed that a complete Safety Audit needed to be conducted.

R Parish noted PAK'nSAVE was more than a key stakeholder as the proposed cycleway would impact its operations, and they believed that their operations being affected challenged their ability to feed North Canterbury. They, therefore, thought that the alignment and design of the route should include separation protection from heavy vehicles, and the heavy vehicles must be able to continue to operate. Curb separation and minimal distances would not stop accidents, and paint on the road would not stop heavy vehicles from taking the most available route.

Councillor Redmond questioned if there was any reason the heavy vehicles could not access the loading area on an anticlockwise movement. J Flanagan explained that the PAK'nSAVE building had been designed to allow heavy vehicles to be offloaded inside. However, if they were to reverse the flow, they would be forced to use forklifts outside on the road because some heavy vehicles were rear-loaded. R Parish noted that PAK'nSAVE had been through a publicly notified resource consent process where the traffic management was thoroughly assessed, and the Council determined that the best pathway was to go through the yard first.

Councillor Ward commented that securing safe passage for cyclists away from Southbrook Road was difficult. She enquired how many heavy vehicles, on average, visited PAK'nSAVE per day. J Flanagan noted that, on average, PAK'nSAVE would receive 25 to 30 deliveries per day, and the size of the heavy vehicle differed. Approximately eight to ten large, heavy vehicles were estimated to be moving through the site daily. They generally accepted deliveries up to 3pm, however, they did allow for deliveries up to 5pm. Most of the movements seemed to be from 7am to 11am.

Councillor Ward questioned if PAK'nSAVE would consider enlarging the turning area by removing one of the staff parking areas. J Flanagan noted that the car parks at the rear of the building were needed to ensure that a PAK'nSAVE complied with its resource consent.

Councillor Brine asked how many heavy vehicle movements PAK'nSAVE had during the weekend. J Flanagan advised that weekends were fundamentally very similar for large vehicle movements.

Councillor Goldsworthy questioned if PAK'nSAVE had any initial feedback regards the reprioritisation of Station and Railway Roads. Supplementary, he inquired if they had any initial feedback from the heavy vehicle drivers about the proposed plan. J Flanagan noted that considering their 23-metre vehicles could not manoeuvre around the lines on the ground even if they were painted, there was no way a large, heavy vehicle would be able to.

Councillor Fulton noted that given PAK'nSAVE was a busy site, however, they were by no means the largest PAK'nSAVE in the country. He asked if they had taken advice from other comparable sites with similar issues. J Flanagan reported that the advice he had from talking with his colleagues was that they needed to be very careful with allowing anything that compromised the site.

Furthermore, Councillor Fulton questioned what the practicality was of time shifting. J Flanagan noted that anything was possible, however, every heavy vehicle that they moved impacted several other Foodstuffs South Island outlet and suppliers.

J Flanagan noted that KiwiRail's technical team were unable to assess this plan from a safety perspective for at least a year. He asked what impact that had given the nature of the cycleway. D Young advised that the initial response from KiwiRail indicated that they wished queries to go through their formal process. Council staff had asked them to comment on whether an expedited process would be possible if the railways were not crossed, however, instead going parallel with the railway line, and they had yet to respond to that question. KiwiRail did indicate that they would be open to an on-site meeting.

5 REPORTS

5.1 Transport Choices Project 2 – Feasibility of alternative alignments – K Straw – (Civil Project Team Leader) and D Young (Senior Engineering Advisor)

D Young spoke to the report noting that staff were requested to conduct a Road Safety Audit on the proposed concept at the previous Utilities and Roading Committee meeting. Unfortunately, staff had not had time to do the Audit and, therefore, instead received the Technical Note. However, staff had analysed the alternative routes, and none could be implemented in the timeframe, nor were they any better than the proposed route. D Young noted that PAK'nSAVE had indicated that they were more interested in moving the route rather than making it safer, so staff did not see the need to further liaise with PAK'nSAVE while drafting this report. However, if the Committee approved the Scheme, Design staff would again meet with PAK'nSAVE to discuss safety issues.

Councillor Redmond asked how wide the carriageway of Railway Road behind PAK'nSAVE could be made. He noted that Railway Road was 3.5 metres wide at its narrowest point, and most heavy vehicles were 2.9 metres wide. D Young commented that one option staff considered was making the stretch of Railway Road a one-way, potentially doubling the carriageway.

Councillor Redmond questioned whether the shared path needed to be 2.5 metres wide or could be reduced in the area behind PAK'nSAVE. D Young acknowledged that staff could revisit the width of the cycleway as they would not try to achieve the 2.5 metres at the expense of much more important elements like safety.

Furthermore, Councillor Redmond asked if staff would likely seek extra budget to make their recommended route safer. D Young noted that the Council had a total budget of around \$7.2 million allocated to various subprojects that could be reallocated. K Straw had been collating estimates, however, staff had yet to compile a final budget. Nonetheless, staff knew that the full sealing of the Kaiapoi to Woodend Cycle route would require a significant part of the \$7.2 million.

Councillor Williams noted that staff recommendation (g) requested staff to work collaboratively with Foodstuffs South Island and their representatives to address their concerns and endeavour to reach a mutual agreement on safety mitigation measures. He enquired what would happen if a mutual agreement could not be reached. D Young explained that if the proposed route were approved, staff would engage with all concerned parties, especially PAK'nSAVE, to develop a detailed design that the Council would then recommend to tender. He noted that the engagement results with all parties would be reported as part of a future report. He did not anticipate that staff would return to the Utilities and Road Committee before that.

Councillor Williams commented that staff had already acknowledged that it was not an ideal route and that an alternative route could not be developed in the timeframe. He asked if that suggested that there may be a safer alternative route that may take a bit longer to develop. D Young believed that one amendment to the route could be considered in more detail - crossing at Marsh Road and coming back at Dunlops Road. However, he was not convinced that would be safer, as it brought in two additional hurdles of crossing the railway line and added a new bridge. He noted that if staff had another two years, then they would be open to further investigating that.

Councillor Ward enquired if it would be possible to place a traffic signal (red and green lights) for the cyclists to indicate when heavy vehicles were manoeuvring in this area. K Straw noted that traffic signals generally implied priority, as the heavy vehicles were not supposed to cross the proposed cycleway, the Council would not be giving heavy vehicles priority. Staff would, therefore, not support a traffic signal, however, there were options which could be considered, such as electronically activated signs or flashing amber lights for when a vehicle was coming across the intersection.

Councillor Goldsworthy asked if the cycleway was only intended for unaccompanied minors in terms of the safety requirements. D Young explained that the Council would install the cycleway assuming the lowest confidence level. In practice, they were expecting only a few school children to be going this way because it was a very small catchment for the school.

In response to a further question by Councillor Goldsworthy, D Young confirmed there was a high likelihood of people flagging it and going across the western side if the Council rerouted cyclists across the eastern side of the railway.

Moved: Mayor Gordon

Seconded: Councillor Brine

THAT the Utilities and Rooding Committee:

- (a) **Receives** Report No. 230322039767.
- (b) **Approves** the Rangiora Cycleway Scheme Design (Trim 230216020650[v2]) and Option Four of this report for the purposes of consultation.
- (c) **Notes** that alternative options to Railway Road past PAK'N'SAVE had been considered and were commented on in more detail below:
 - i. Southbrook Road (up to Coronation Street)
 - ii. Southbrook Road (up to Todds Road, and using Ellis Road)
 - iii. Southbrook Road (up to Mitre 10 and along South Brook)
 - iv. Railway Rd (as originally proposed)
 - v. Railway Road (utilising the eastern side of the rail corridor)
 - vi. Eastern Link alignment (between Marsh Road to Boys Road)
 - vii. Eastern Link alignment (between Lineside Road and Marsh Road)
- (d) **Notes** that a Technical Note from Road Safety Specialists had identified that it should be possible to establish a transport environment that would provide an acceptable level of safety and amenity for the various user groups in this area, provided a number of identified matters in the Note were addressed.
- (e) **Notes** that any option that included a level crossing, or alignment within the KiwiRail Corridor would need to follow KiwiRail processes, which at the moment they have indicated this could take "years to complete." This was due to staff shortages and a high workload within KiwiRail.

- (f) **Notes** that the landowner under the majority of the Rangiora Eastern Link land had advised that they do not support that option.
- (g) **Requests** that staff worked collaboratively with PAK'NSAVE, Foodstuffs South Island and their representatives to address their concerns and endeavour to reach a mutual agreement on safety mitigation measures.
- (h) **Notes** that staff would discuss the approved Scheme Design with all other directly impacted residents, businesses and stakeholders (including KiwiRail and Waka Kotahi) to ensure that issues and concerns were carefully considered and taken into account.
- (i) **Notes** that feedback from the consultation would be fed into the Detailed Design, and that the Detailed Design would be reported back to the Committee in July 2023.
- (j) **Notes** that a full Road Safety Audit would be carried out and the recommendations of that (including any intersection re-configuration) would be discussed fully with PAK'NSAVE and other impacted stakeholders, and then be incorporated into the Detailed Design for consideration by the Committee.
- (k) **Notes** the Scheme Design requires the removal of seven on street car parking spaces, and that the final approval of any parking spaces to be removed would be included within the detailed design report in July 2023.
- (l) **Notes** that any parking to be removed as result of the Scheme Design would be consulted directly with the immediate adjacent residents.
- (m) **Notes** that the scheme design requires the removal of 12 existing street trees, which were required to be replaced in alternative locations to be agreed with Greenspace, and that final approval of the removal of any street trees would be included within the detailed design report in July 2023.
- (n) **Notes** that this project is funded through the "Transport Choices" funding stream (which was still subject to final signing and confirmation), and this requires that all works was complete by June 2024.

CARRIED

Mayor Gordon commented that staff were working within the very tight timeframe set by the Central Government to access the Transport Choices Funding. He noted that when the Council approved the Cycle Network Plan in 2022, they knew the proposed routes required further work. He believed that working with PAK'NSAVE and other affected parties was critical, and he, therefore, visited the site so that he could see and understand PAK'NSAVE's concerns. Mayor Gordon noted that with the high number of heavy vehicle movements, he could understand PAK'NSAVE's concern about ensuring their business, employees and customers were safe. He stressed the importance of the businesses in the Waimakariri District, but believed that the safety concerns could be mitigated by working together.

Mayor Gordon commented that Southbrook Road averaged 26,000 vehicle movements per day, making it unsafe for cyclists. He noted that the Rangiora-Ashley Community Board supported the proposed route, and he was confident that staff would work best endeavours to come up with the best outcome that could be achieved. Mayor Gordon, therefore, supported the motion.

Councillor Redmond thanked all the parties for their work and especially the staff for having another look at the project as per the Committee's request. He believed that safety had to be the Council's primary concern for the heavy vehicle drivers and the cyclists/ pedestrians on the shared path. Councillor Redmond was satisfied that sufficient resources were available to the Council to ensure safety would not be compromised. He was also confident that the included recommendations would address the concerns of affected parties. The motion also made provision for the detailed design to be brought to the Utilities and Rooding Committee in July 2023. He was heartened to see several mitigation works that could be implemented and was comforted that if safety could not be addressed, the matter would return to the Committee. Councillor Redmond suggested that the option of utilising the eastern side of the rail corridor along Railway Road should still be investigated as a possible backup.

Councillor Williams was very heartened that staff had advised that if safety could not be addressed, the route would not be developed in this area. He expected that if consultation with PAK'N'SAVE could not resolve the safety concerns, it would mean that safety could not be adequately addressed and the matter to be brought back to the Committee.

Councillor Mealings thanked staff for their work and PAK'N'SAVE for raising their concerns with the Committee. She was encouraged to see that there would be some robust consultation and collaboration to agree on safety concerns. This was an essential part of the route, as it was the missing link between the Passchendaele Track and the rest of Rangiora.

Councillor Ward noted that whilst the Council were attempting to resolve a challenging situation, The Council must find a workable solution because, at present, cyclists were not safe travelling through Southbrook. The Council would address the Southbrook Road issues, however, it would take four or five years for the Eastern Link Road, which would incorporate a cycleway, to be developed. She believed that a solution would need compromise from all parties and working together.

In his right of reply, Mayor Gordon noted that he supported the Council exploring the development of the Eastern Link Road. However, the Council had to be realistic about the timing of its development as a vast range of issues needed to consider before the development. He commented that there was a range of holistic challenges in Fernside, Flaxton, Skewbridge and Woodend that the Council had asked staff to look at as they address traffic congestion in the district, and the proposed Eastern Link Road formed a part of that. Mayor Gordon commented that a better route may be identified in the future, but the Council had to work within the current parameters. He wished staff well and looked forward to them reporting back to the Committee on those outcomes.

5.2 **East Belt Rain Gardens** – C Button (Project Engineer) and J Recker (Stormwater and Drainage Manager)

J Recker updated the Utilities and Rooding Committee regarding the proposed East Belt Rain Gardens project in Rangiora and sought approval to proceed with the concept design. He noted that regular flooding at the intersection of East Belt and Keir Street in Rangiora had prompted the need for improved stormwater management. However, a conceptual design based on the Council's Engineering Code of Practice was unaffordable and impractical. Therefore, the existing garden areas at Rangiora High School were to be retrofitted into rain gardens and expanded where possible. The current budget for the proposed upgrade was \$90,000 for the 2022/23 financial year, including detailed and conceptual design, and \$210,000 for the 2023/24 financial year, including construction. The high-level cost estimate for this concept design was \$305,500, which was 3% above the available budget. However, through the detailed design process, this design would be refined to ensure the project was within the budget.

Councillor Williams noted that the report stated that when land to the east was developed, a transport link would provide a long-term solution to the flooding on East Belt. He requested staff to elaborate. C Button noted that the land to the east was marked to be developed in the future, and improved stormwater measures would be included.

Furthermore, Councillor Williams asked if there was a timeframe for this development and if it would resolve this long-term problem should the Council implement temporary measures. G Cleary explained that the timeframe was outside the Council's control. It was a link identified as part of the Development Plan for the eastern part of Rangiora. He noted that this work should not be seen as work that was happening instead of the future link, but rather in addition to it.

Moved: Councillor Williams

Seconded: Councillor Redmond

THAT the Utilities and Roothing Committee:

- (a) **Receives** report No. 230404047292.
- (b) **Approves** the finalised concept design to be progressed to detailed design and construction in the 2023/24 financial year.
- (c) **Notes** that the high level cost estimate was 3% over the available budget, however, through the detailed design process the design and engineer's estimate would be refined to ensure the project was within budget.
- (d) **Notes** that the cost estimate would be further refined during detailed design with recent tendered rates and a reflection of the extent of the design that could be included within these rates.
- (e) **Circulates** the report to the Rangiora-Ashley Community Board for information.

CARRIED

Councillor Williams commented that every move to mitigate the flooding potential around the district should be supported.

Councillor Redmond was pleased that the engineers' estimate almost matched the budget, and he was hopeful that this work would be able to be completed well within the budget.

Councillor Mealings noted that she supported the motion and applauded the fact that staff had taken the opportunity to incorporate some educational opportunities by working with Rangiora High School. In addition, she was in favour of the opportunity to mitigate stormwater and simultaneously clean it.

5.3 **87 Dunns Avenue Bank Improvements** – J Recker (Stormwater and Waterways Manager)

J Recker spoke to the report, noting that approval was sought to carry out rock placement works along Kairaki Creek (Saltwater Creek) adjacent to 87 Dunns Avenue Bank in Pines Beach. The owners at 87 Dunns Avenue contacted the Council regarding the erosion along Kairaki Creek adjacent to their property. It was observed from a site visit that the property owner had previously attempted to stabilise the banks in two locations with chain fencing and rock. The property owner also purchased concrete blocks and was proposing to have them installed along the bank adjacent to his property to mitigate any further erosion, before installing these blocks, the property owner contacted Council regarding the required consent.

J Recker further advised that the Council obtained high-level advice from consultants with geotechnical and structural experience to review the proposed concrete block solution, explore alternative solutions, and the consenting requirements for all of those. The consultants advised the Council that the concrete block solution was not recommended. However, one of the options outlined by the consultants was rock placement which could be designed and constructed in accordance with the Canterbury Regional Council Code of Practice for Defence against Waters. It was determined that the placement of rocks along the bank would improve the ability of the Council to maintain this section of the waterway and may provide some mitigation against future erosion. The drainage maintenance allocation from the Better-off Funding would fund this work.

Councillor Redmond noticed from the aerial photos that the riverbank behind the Dunns Avenue property seemed very narrow. He asked how staff were proposing to get access to place these rocks. J Recker explained that they would access the site from the other side of Kairaki Creek with a digger.

Moved: Councillor Williams

Seconded: Councillor Redmond

THAT the Utilities and Roading Committee:

- (a) **Receives** report No. 230321039464.
- (b) **Approves** the Council carrying out the rock placement works along Kairaki Creek (Saltwater Creek) adjacent to 87 Dunns Avenue Bank in Pines Beach for a sum of \$25,000.
- (c) **Notes** that this work would be funded by the drainage maintenance allocation from the Better Off Funding.
- (d) **Notes** that \$1,050,000 of the Better-off Funding was previously allocated by the Council to 'Rural Land Drainage - Maintenance Projects prioritised by staff in response to Climate Change' (Trim 220911157300).
- (e) **Circulates** this report to the Kaiapoi-Tuahiwi Community Board for their information.

CARRIED

Councillor Williams commented that he had visited the site with staff, which was quite considerable. Unfortunately, the property frontage had been worn away over the years. He believed the Council should intervene as the erosion was getting close to the corner of the landowner's house. He thanked J Recker and his team for the work he had done.

Councillor Redmond commented that it was a low-cost solution and supported the motion..

5.4 **Patronage figures for Public Transport Boardings from Park and Ride Sites** – D Young (Senior Engineering Advisor) and P Daly (Journey Planner / Road Safety Coordinator)

D Young spoke to the report noting raw data was provided by Environment Canterbury (ECan), he analysed the data..

Councillor Williams noted that the Park and Ride facility on River Road in Rangiora was bustling and always seemed full. He was concerned that the Council would need to extend the facility in time, and sufficient land may not be available. D Young explained that the current River Road facility was developed on Council owned land.

Councillor Fulton asked if the Council had zone-based information about the number of passengers using public transport to travel to Christchurch City Central. D Young noted that the report only highlighted passengers using the Park and Ride facilities. However, staff could also look at neighbouring bus stops to capture the number of regular bus users.

Councillor Redmond questioned if getting all the bus patronage figures and trends was possible. D Young undertook to forward a memorandum with the raw data to Committee members.

Councillor Mealings enquired if ECan could track route user numbers by using bus cardholders' data. D Young undertook to enquire and report back to the Committee.

Moved: Councillor Mealings

Seconded: Councillor Ward

THAT the Utilities and Roading Committee:

- (a) **Receives** Report No. 230308032102.
- (b) **Notes** the increase in boardings at these locations, over the past 18 months of Park and Ride operation.
- (c) **Circulates** this report to the Rangiora-Ashley and the Kaiapoi Tuahiwi-Community Boards for information.

CARRIED

Councillor Mealings commented that it was heartening to see that Park and Ride usage had increased even in the wake of Covid and that it seemed to be going from strength to strength, so much so that Council were looking at improving our Park and Rides and thinking about the future capacity needs. She was interested to see what other information staff could extrapolate from the reports regarding the usage of other bus routes.

Councillor Ward wondered that with the Central Government encouraging people to use public transport, if the Council should expand the Park and Ride operations to include areas such as Mandeville, Oxford, Pegasus and Woodend. She believed the Council should be lobbying Central Government for additional funding to get the vehicles off the road.

Councillor Redmond noted that the data was interesting, although the figures seemed relatively high, however, it was encouraging to see that patronage was increasing.

In her right of reply, Councillor Mealings commented that data was open to interpretation, however, looking at the total of all Park and Ride stops, for example, over the month of December of 4,259, even if you half that it was still 2,000 fewer cars on the road.

6 CORRESPONDENCE

Nil.

7 **PORTFOLIO UPDATES**

7.1 **Roading – Councillor Philip Redmond**

- Butchers Road Culvert - all the sheet piling had been removed, but there was still work and a guard rail to be installed. It should be completed by the end of April 2023.
- Southbrook Road / Torlesse Steet / Coronation Street intersection – work was progressing well all new traffic signal poles had been installed and footpaths were being asphalted.
- Curb and channel renewals – work was complete on Good Street and would commence on Geddis Street.
- Mulcocks Road right turn bay – work was continuing. The sealing of the widened area had been completed and street signage was now being installed. The project was nearing completion. Also, the grass in the drainage areas had been sprayed.
- Pavement repairs had now been completed on Revells Road.
- Footpath renewals work was near complete on Otaki Street

Councillor Williams noted that the Council had received a complaint about the Butcher Road culvert not being large enough for the volume of water. He questioned if the culvert size had been increased. Councillor Redmond noted that he had spoken with contractors working on the site and confirmed that the metal culvert was severely rusted. G Cleary pointed out that the new culvert was designed to be the appropriate size for the catchment..

7.2 **Butcher Road culvert Drainage, Stockwater and Three Waters (Drinking Water, Sewer and Stormwater) – Councillor Paul Williams**

- Communications had gone out to the community regarding the chlorination and drop-in sessions planned for May 2023.
- A meeting would be held at the Woodend Waste Treatment Plant about funding and planting on 29 April 2023.
- A Mandeville diversion meeting with Cullen Avenue residents would be held on 27 April 2023.
- Colin Roxburgh had been appointed as the new Project Delivery Unit Manager.

7.3 **Solid Waste– Councillor Robbie Brine**

- There was a fire in one of the rubbish pods at Southbrook, reportedly caused by a battery-operated vacuum cleaner. Site staff followed all the correct procedures, the fire was extinguished quickly, and the fire service was closed to ensure no further risk.
- On 11 April 2023, there was a break-in at Southbrook, the fence at the rear of the property was cut, the offender removed the side sliding window and attempted to remove the tills, but they were empty, the alarms went off, and Waimak Patrol was on site within five minutes, and Police attended.
- Staff were working with Waste Management to improve the provision of collection services, which had slipped in the last few months. The initial challenge was getting drivers over covid related factors. Additional drivers and vehicles would be brought in to assist. They also proposed making some changes to collection routes to even out the workload across the week.
- Curb side recycling bin audits would commence on 1 May 2023.
- Curbside recycling bin audits would commence on 1 May 2023.

- Eco Educate attended the Elevate Market to run a low-waste event, they achieved 88% diversion from landfill, with almost 73% going to compost and worm farms. 15.5% recycling and 11.5% going to landfill.
- Attending the Wasteminz Conference.

Councillor Fulton noted that in Methven, he saw the contractor around town picking up the public waste bins, marked in their colours waste, recycling and green. Then, all went in the environmental waste truck. He asked if this was the practice in the Waimakariri. Councillor Brine explained that if they believed there was likely to be a high level of contamination, there was only one place it could go: the landfill.

Councillor Mealings asked if Waimakariri had any of these bin stations with recycling, green and waste. Councillor Brine noted that there was one in Cust, and there would be a submission from Loburn wanting one there. Cust worked well and there was very little contamination.

7.4 Transport – Mayor Dan Gordon

Mayor Gordon was not present for his update.

8 MATTERS REFERRED FROM THE WOODEND-SEFTON COMMUNITY BOARD

8.1 Recommendation for proposed upcoming works at Norton Place, Woodend – T Matthews (Project Engineer) and J Recker (Stormwater and Waterways Manager)

J Recker spoke to the report noting that approval was being sought to proceed to detailed design and construction of upgrading the existing sump option at Norton Place in Woodend. Only one recorded property flooded in June 2019, during a 1-in-100-year weather event. The design intent was to capture the surface water before it flows towards Norton Place. The sump upgrade option involved installing additional double sumps upstream of Hewitts Road and a new double sump at the low point in Norton Place. A non-return valve would also be installed to prevent backflow from Hewitts Road to Norton Place, all at an estimated cost of \$165,000.

In response to a question from Councillor Redmond, J Recker confirmed that staff had not yet met with the affected property owner.

Councillor Williams noted that upgrading the sumps would only assist with blockages. He asked if the Council needed to extend the current stormwater system in that area. J Recker pointed out that the sump option was to meet the current level of the Council's Code of Engineering practice.

Moved: Councillor Williams

Seconded: Councillor Redmond

THAT the Utilities and Roding Committee:

- Receives** Report No. 230224025812.
- Approves** the recommendation to proceed with design and construction of the upgrading existing sump option in 2023/24.
- Notes** that there would still be an issue of lack of secondary flow path out of Norton Place for extreme events. However the 50 year level of service was maintained to prevent flooding of private property, by routine sump maintenance. It was likely Council would continue receiving complaints due to ponding in road reserve and the time it takes for the water to drain away.

- (d) **Notes** that this was a reduced scope of work from the previously accepted design of overland flow path through Norton Reserve and Hewitts Road and had come about due to the practical challenges and constraints of the current localised topography and construction estimate for this upgrade being beyond the available budget.
- (e) **Notes** that in events great than 1 in 100 years, overland flow path would continue to follow the natural low point towards the property.
- (f) **Notes** that this option can be integrated into any future stormwater upgrades along Hewitts Road.

CARRIED

Councillor Williams commented that it was a sensible solution as it was essential to protect the property.

Councillor Mealings agreed, and she noted that it was an excellent initial step to address the flooding in the area.

Councillor Redmond noted that the matter was discussed at the Woodend-Sefton Community Board. Unfortunately, there was no cost-effective solution for this one particular property. There had been a proposal to use the northern reserve as a retention basin, but consultation with the residents did not support that option.

9 MATTERS FOR INFORMATION

- 9.1 **Request approval for Stop Controls on Powells Road at McJarrows Road / Victoria Street** – Shane Binder (Senior Transportation Engineer)
(Report No. 230109001491 to the Oxford-Ohoka Community Board meeting of 6 April 2023)

Councillor Mealings noted that this had been discussed at the Oxford-Ohoka Community Board meeting, and the community was concerned about this dangerous intersection. There had recently been an accident at the corner, and due to the poor visibility, having it as a giveaway sign did not make much sense. Therefore, the Community Board moved that it be changed to stop control.

Moved: Councillor Mealings

Seconded: Councillor Redmond

THAT the Utilities and Roothing Committee

- (a) **Receives** the information in Item 9.1.

CARRIED

Councillor Mealings commented that the intersection was not visible enough, and changing to a stop control therefore made sense.

Councillor Fulton noted that the resident had contacted him a few months ago and she had done an excellent job rallying the community, going through the process and interacting with the Community Board.

10 QUESTIONS UNDER STANDING ORDERS

Nil.

11 URGENT GENERAL BUSINESS

Nil.

12 MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED

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

Moved: Councillor Brine

Seconded: Councillor Ward

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

- Item 14.1 Report from Management Team meeting of 20 March 2023
- Item 14.2 Report from Management Team meeting of 3 April 2023
- Item 14.3 Report from Management Team meeting of 3 April 2023

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

Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public-
14.1 Report from Management Team meeting of 20 March 2023	Good reason to withhold exists under section 7	To carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (s 7(2)(i)).
14.2 Report from Management Team meeting of 3 April 2023	Good reason to withhold exists under section 7	To carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (s 7(2)(i)).
14.3 Report from Management Team meeting of 3 April 2023	Good reason to withhold exists under section 7	To carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (s 7(2)(i)).

CLOSED MEETING**Resolution to Resume Open Meeting**

Moved: Councillor Williams

Seconded: Councillor Redmond

THAT open meeting resumes and the business discussed with the public excluded remains public excluded.

The public excluded portion of the meeting commenced at 11.19am and concluded at 11.30pm.

NEXT MEETING

The next meeting of the Utilities and Roding Committee would be held on Tuesday 23 May 2023 at 9am.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 11.30AM.

CONFIRMED



Chairperson

23 May 2023

Date

MINUTES OF A MEETING OF THE UTILITIES AND ROADING COMMITTEE HELD IN THE COUNCIL CHAMBER, RANGIORA SERVICE CENTRE, 215 HIGH STREET, RANGIORA ON TUESDAY 23 MAY 2023 AT 9AM.

PRESENT

Councillor N Mealings (Chairperson), Councillors P Redmond, J Ward and P Williams.

IN ATTENDANCE

Councillor B Cairns.

J Millward (Chief Executive) (via Teams), G Cleary (General Manager Utilities and Roding), K Simpson (Three Waters Manager) and C Roxburgh (Project Delivery Manager), J McBride (Roding and Transport Manager) (via Teams) and K Rabe (Governance Advisor).

1 APOLOGIES

Moved: Councillor Ward Seconded: Councillor Redmond

THAT apologies be received and sustained from Mayor D Gordon and Councillor R Brine.

CARRIED

2 CONFLICTS OF INTEREST

There were no conflicts declared.

3 CONFIRMATION OF MINUTES

3.1 Minutes of the meeting of the Utilities and Roding Committee held on Tuesday 18 April 2023.

Moved: Councillor Redmond Seconded: Councillor Williams

THAT the Utilities and Roding Committee:

- (a) **Confirms** the circulated Minutes of the meeting of the Utilities and Roding Committee held on 18 April 2023, as a true and accurate record subject to the correct spelling of "expedited" in item 4 of the minutes.

CARRIED

3.2 Matters arising (From Minutes)

There were no matters arising from the minutes.

3.3 Notes of the workshop of the Utilities and Roding Committee held on Tuesday 18 April 2023

Moved: Councillor Williams Seconded: Councillor Redmond

THAT the Utilities and Roding Committee:

- (a) **Receives** the circulated notes of the workshop of the Utilities and Roding Committee, held on 18 April 2023.

CARRIED

4 DEPUTATION/PRESENTATIONS

Nil.

5 REPORTS

5.1 Water Quality and Compliance Annual Report 2021-22– C Roxburgh – (Project Delivery Manager)

C Roxburgh spoke to the report which updated the Committee on the compliance of the Council's public drinking water supplies and the trends as well as complaints relating to water supplies for the 2019-20 period. He also gave an overview of the report and the compliance levels for the different plants that was discussed in the report.

Councillor Redmond enquired why there was an increase in Coliforms in the Kaiapoi water and C Roxburgh reminded the Committee that these figures were for the 2019-20 period and that the figures were currently improving. Councillor Redmond then queried when chlorine could be removed from the water supply. C Roxburgh noted that the chlorine masked the presence of Coliforms which means removing chlorine needs to be done in a careful manner. Reservoir works were nearing completion, therefore he believed that it (removal of chlorine) would be sooner rather than later.

Councillor Redmond commented that the report stated that there was a 12% water leakage in urban areas which he thought was low considering Christchurch was much higher. C Roxburgh noted that this was an average result and was neither good nor bad and certainly not rated as A+ and probably would not be good enough for exemption status.

Councillor Redmond queried the radiological compliance and if solar farms would impact on water supplies. C Roxburgh replied that this compliance was a requirement of water testing and he was unable to answer regarding the science relating to this measure, however this was something that occurred naturally and did not believe that solar farms would impact the results.

Councillor Mealings queried what would be the result if the water was not radiological compliant. C Roxburgh replied that as this was a requirement from the regulator and would need to be discussed with them, however C Roxburgh had never heard of anyone not being radiological compliant.

Councillor Cairns enquired if the issues experienced with the Woodend water supply had improved. C Roxburgh noted that there had been very few complaints since the Council had proactively started regular flushing of the pipes to ensure there was no magnesium build-up in the pipes.

Moved: Councillor Ward

Seconded: Councillor Redmond

THAT the Utilities and Roading Committee:

- (a) **Receives** report No. 201109150435.
- (b) **Notes** that the assessed percentage compliance against the bacterial and protozoal parts of the Drinking Water Standards for New Zealand was 99% and 92% respectively, and that the non-compliance issues were not considered to represent a safety risk to consumers, noting that the bacterial non-compliance was related to monitoring on the Ashley Gorge supply when the new Act came into effect, and the protozoal non-compliances were due to issues noted within the report related to verification and calibration of equipment used to demonstrate compliance of UV treatment equipment.
- (c) **Notes** that the 2021-22 period was the last period assessed against the

now superseded 2018 revision of the Drinking Water Standards for New Zealand, and that the next assessment would be against the 2022 Drinking Water Quality Assurance Rules.

- (d) **Notes** that the anticipated compliance levels for the 2022-23 year were forecast to be less than 10% due to new requirements and the time taken to transition to these, and that a programme to implement UV treatment across the district was underway to bring the Council up to full compliance levels over the 2023-24 and 2024-25 years.
- (e) **Notes** that a complete renewal of all the Council's Drinking Water Safety Plans was undertaken over 2021-22, as well as the first set of Source Water Risk Management Plans, in order to meet obligations created under the Water Services Act.
- (f) **Notes** that there were no positive treated water *E.coli* samples detected over the 2021-22 compliance period, and no unexpected raw water *E.coli* samples.
- (g) **Notes** that the level of coliform detections increased marginally over the most recent results with 3.8% of treated water samples showing the presence of coliforms (relative to 3.2% in 2020-21), and that this was being managed through the use of emergency chlorination as required, as well as through detailed investigations to address any underlying issues.
- (h) **Notes** that there were two Level 3 incidents and four Level 2 incidents throughout the compliance year with investigations and assessment reports produced in each case to identify the root cause, manage the issue, and ensure lessons were learnt to minimise the likelihood of recurrence.
- (i) **Notes** that there were 141 complaints related to the Council's water supplies over the 2021-22 compliance period, equating to 7.8 per 1000 connections per year, with the largest category being related to taste (55 complaints), followed by low flow pressure (52 complaints).
- (j) **Circulates** this report to the Community Boards for their information.

CARRIED

Councillor Ward thanked the team and the work done to ensure that the water in the district was safe for the public to drink.

Councillor Redmond noted that the report showed pretty good compliance overall and those that were non-compliant were generally on technical issues and he believed that a 12% leakage in urban areas was commendable.

Councillor Mealings concurred with the comments made by the other Councillors and thanked staff for a job well done.

5.2 On-Demand UV Disinfection headworks site configurations – R Kerr (UV Delivery Manager) and C Roxburgh (Project Delivery Manager)

C Roxburgh spoke to the report which sought approval for the proposed site layouts and building locations for the on-demand UV treatment buildings at water supply headworks located at Domain Road, South Belt, Darnley Square and Peraki Street. He noted that a resource consent was required for this work and that the Council had taken the opportunity to future proof the buildings for future growth. He then went through each of the site configurations with the Committee.

Councillor Williams in seeking clarification on the budget line items which specified design, design reviews and technical fees and queried if this work could be carried out in-house. C Roxburgh noted that the work would be outsourced as there was no capacity or the required skill set currently available in-house.

Councillor Redmond queried if the neighbouring properties had been informed of the intended building works and had their concerns mitigated during the design phase. C Roxburgh stated that although the Council required a resource consent for the buildings there was no requirement for consultation with neighbours. Staff intended to engage with neighbours once the consent had been approved. Councillor Redmond enquired if it would not be better to engage with neighbours prior to construction in the name of being a good neighbour. C Roxburgh believed that this approach could be counter-productive by engaging the neighbours in a discussion when the Council would proceed with the build anyway (as it is necessary to build to meet drinking water standards). It was felt that rather than seeking neighbours approval staff would do better to engage neighbours to address any of their concerns prior to the building process commencing.

Councillor Mealings asked for a proposed timeline for this project and C Roxburgh noted that three of the tenders would be going out shortly with the project scheduled to be finished half way through the financial year.

Moved: Councillor Williams

Seconded: Councillor Redmond

THAT the Utilities and Roading Committee:

- (a) **Receives** report No 230503062533.
- (b) **Approves** the proposed site layout drawings for the UV treatment buildings at the water supply headworks located at Domain Road, South Belt, Darnley Square and Peraki Street.
- (c) **Notes** that the Darnley Square building would have landscape treatment and/or artwork on the external pool facing façade developed in consultation with the Aquatics team.
- (d) **Notes** the locations at Domain Road, Peraki Street and South Belt and that staff considered the existing site conditions were sufficient to address any landscape and visual impacts of the new buildings.
- (e) **Notes** that other requirements may arise out of the resource consent process which would be implemented if required, and that this resource consent process was not expected to require notification.
- (f) **Notes** that this project was allowed for within the 2023/24 Draft Annual Plan.
- (g) **Circulates** this report to the Community Boards for their information.

CARRIED

Councillor Williams noted that UV treatment had to be carried out due to Government regulations, however he requested that appropriate communication go out to explain why this work was being done and display the facts clearly and concisely so the public understood this work was a Government requirement.

Councillor Redmond believed it was important that this information was shared with all the community boards as it affected water supplies in their wards. Councillor Redmond also believed that the neighbouring properties

needed to be engaged and reminded the Committee that a previous councillor had stated that each 'facility should be an artwork'.

Councillor Mealings supported the motion and agreed that the public needed to be made aware that this was a requirement due to the new regulations instigated by the Government.

6 CORRESPONDENCE

Nil.

7 PORTFOLIO UPDATES

7.1 Roading – Councillor Philip Redmond

- Speed Management Plan development was the main focus for staff currently and would be going to Boards for their June meetings.
- Resealing and pavement rehabilitation work ongoing.
- Unsealed roads – Corde contract coming up for renewal later this year.
- Work continuing on Transport Choices programme, which contained the cycleway projects with a further report coming to Council for clarification.
- Tuahiwi footpath extension project put on hold due to concerns raised by Ngai Tuhurui
- Traffic signals and road marking on Southbrook road almost complete and seems to be working well.
- Butchers Road culvert should be completed by the end of May, weather dependent.
- Mulcocks Road right turn bay has been completed.
- Footpath renewals completed on Ashley Street with Blackett Street soon to be started.
- Corde working on the lining of the five arch culverts being carried out.
- As of April approximately 7,200 square metres of unsealed roads have been remetaled with work continuing during May with a further 4,000 metres being completed which equals 73km of unsealed roads being improved.
- Replacement of damaged or missing edge marker posts.
- Bridge signage being checked and replaced where required.
- Age Concern running Elder driving courses offered
- Riders course for teenagers on road safety.
- Childrens car-seat restraint check / workshop run during May.
- Consultation on Riverside Road resealing with costs being contributed by residents.
- Consultation on Transport Choices funding on hold.
- Waka Kotahi will be going out for consultation on bilingual traffic signs with Māori being the dominant language. Council may wish to submit on this.

Councillor Williams queried why a perfectly good bus shelter in Ashley Street was being removed and requested further information on this to be circulated to members. G Cleary noted that this was a replacement rather than a removal. Councillor Williams stated that there was nothing wrong with the current shelter and there were plenty of other bus stops that required a shelter therefore why was this one being replaced. G Cleary agreed to look into this in more detail and circulate information to members.

Councillor Williams believed that the Council should submit on the Waka Kotahi signage replacement as this would entail a huge cost and if possible the Council should consult with residents on this matter prior to submitting back to Waka Kotahi. This could be quite a controversial issue for many residents. Councillor Redmond noted that consultation would close at 5pm on Friday 30 June 2023. Councillor Redmond queried if Waka Kotahi would

cover the cost of replacing signage and G Cleary noted that signage fell to the local Council to fund and that WDC would not be replacing any signage proactively but rather when it was required.

Councillor Mealings noted that it was great that the rider programme would be running at the Rangiora High School. She also queried if the remetaling of unsealed roads should be carried out during winter. G Cleary replied that over the next couple of months some of the metal that was washed away during the heavy weather events would be replaced. Councillor Mealings then queried if the metaling should be compacted for best results and G Cleary agreed stating however that there would be a significant cost factor to consider if compacting was carried out. He also noted that the Hurunui District Council (HDC) had adopted a system of towing a roller behind the grader to achieve an improved result and staff were in conversation with the Hurunui on this option for the future. Councillor Williams queried if it was not possible for the WDC to come to an arrangement with the HDC for an equipment share arrangement given that Corde was contracted to both councils. G Cleary replied that it was not as simple as it appeared and there were other factors that impacted on a share arrangement such as variations to current contracts, design modifications to the grader which would be doing the work, costs relating to the transportation of heavy machinery and time factors and scheduling however staff were working through these issues with both the contractor and the Hurunui Council. J McBride stated that this matter had been discussed at the Long Term Plan (LTP) working group meeting for this option to be considered by Council during the LTP process. Councillor Williams also pointed out that the benefit and cost savings would benefit contractors as well with less remedial work required between grading cycles.

7.2 Drainage, Stockwater and Three Waters (Drinking Water, Sewer and Stormwater) – Councillor Paul Williams

- Disappointing low turn out for Chlorine Drop In Sessions which seemed to be due to lack of proper communication and advertising.
- First meeting of the Drainage and Stockwater Rating Working Party had been held on 18 May 2023.
- Meeting with Cones Road Drainage coming up on 7 June 2023. Concern that drainage contractors were not able to do what was required when the Council required them to do the work. Cones Road work was supposed to have been completed by the end of May and the job had not even been started so was unlikely to be completed on schedule. He questioned if the Council had sufficient contractors or if the contractors had the scope/ability to do the work on schedule. The matter on whether the Council was behind on its drainage programme was raised during the Annual Plan submissions.

7.3 Solid Waste– Councillor Robbie Brine

As Councillor Brine was an apology there was no update on the Solid Waste portfolio.

7.4 Transport – Mayor Dan Gordon

As Mayor Gordon was an apology there was no update on the Transport portfolio.

8 MATTERS FOR INFORMATION

8.1 Spraying and Chemical Usage - Waterways and Roding Spraying Information– Angela Burton (Water Environment Advisor)

(Report No. 230110001807 to the Waimakariri Water Zone Committee meeting of 6 March 2023).

In response to a request for clarification from Councillor Williams, K Simpson agreed that spraying directly onto water waterways was not carried out.

Councillor Redmond noted that the data referred to in this report seemed to be quite dated and requested more up to date figures in future reports. K Simpson stated that the information was up to date but reference had been made to previous data and reports on this matter. Councillor Redmond also requested information of impacts of different chemicals on life / lifecycles of aquatic life in the waterways in the future.

8.2 Appoint WDC Water Unit to procure pipe for CON 22/42 Ashley Gorge Trunk Main Upgrade – Rob Rankin (Project Engineer) and Tjaart van Rensburg (Reticulations Contracts Team Leader)

(Report No. 230406048685 to the Management Team meeting of 17 April 2023).

8.3 Extension of Contract 18/56 – Street Lighting Maintenance & Renewals – K Straw (Civil Projects Team Leader) and J McBride (Roading and Transportation Manager)

(Report No. 230314034873 to the Management Team meeting of 17 April 2023).

Councillor Williams raised concern regarding the automatic renewal of contracts due to lack of staff time to review and requested that the Council be informed of expiring contracts to enable the Council to make a decision on whether the contact should be renewed or should go out for tender. He noted that the Roading contract would expire in October 2023 and he believed that the Council should be given the chance to discuss this prior to having to roll the contract over due to time constraints. G Cleary agreed that this was a good point and stated the Roading Contract would be going to the Council in June for this purpose. Councillor Williams noted that every Drainage Advisory Group had expressed dissatisfaction with the quality of work being undertaken by the current contractor and he believed this contract should be reviewed and discussed prior to a decision being made.

J McBride noted that the above contract i.e. street lighting maintenance was a joint contract with Waka Kotahi and Hurunui District Council who had both agreed to the extension.

8.4 Oxford Water Main Renewals 2022/2023 – Park Avenue – Request to Sole Source Procure the Water Unit – Mark Henwood (Project Engineer) and Colin Roxburgh (Project Delivery Manager)

(Report No. 230331045743 to the Management Team meeting of 26 April 2023).

Moved: Councillor Mealings

Seconded: Councillor Redmond

THAT the Utilities and Roading Committee

(a) **Receives** the information in Item 8.1 to 8.4.

CARRIED

9 QUESTIONS UNDER STANDING ORDERS

Nil.

10 URGENT GENERAL BUSINESS

Nil.

11 MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED

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

Moved: Councillor Ward

Seconded: Councillor Williams

1. That the public be excluded from the following parts of the proceedings of this meeting:
 - Item 11.1 Report referred from Management Team meeting of 15 May 2023
 - Item 11.2 Report referred for ratification from Management Team meeting of 20 March 2023
 - Item 11.3 Report from Management Team meeting of 3 April 2023
 - Item 11.4 Report from Management Team meeting of 3 April 2023
 - Item 11.5 Report from Management Team meeting of 8 May 2023
 - Item 11.6 Report from Management Team meeting of 8 May 2023
 - Item 11.7 Report from Management Team meeting of 8 May 2023

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:

Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public-
11.1 Public Excluded Minutes Utilities and Roading Committee meeting 18 May 2023	Good reason to withhold exists under section 7	To protect the privacy of natural persons, including that of deceased natural persons (s 7(2)(a)).
11.2 Report referred for ratification from Management Team meeting of 15 May 2023	Good reason to withhold exists under section 7	To carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (s 7(2)(i)).
11.3 Report from Management Team meeting of 24 April 2023	Good reason to withhold exists under section 7	To carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (s 7(2)(i)).
11.4 Report from Management Team meeting of 24 April 2023	Good reason to withhold exists under section 7	To carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (s 7(2)(i)).
11.5 Report from Management Team meeting of 24 April 2023	Good reason to withhold exists under section 7	To carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (s 7(2)(i)).

11.6 Report from Management Team meeting of 8 May 2023	Good reason to withhold exists under section 7	To carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (s 7(2)(i)).
11.7 Report from Management Team meeting of 17 May 2023	Good reason to withhold exists under section 7	To carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (s 7(2)(i)).

CARRIED**CLOSED MEETING**

The public excluded portion of the meeting commenced at 10.12am and concluded at 10.16am.

Resolution to Resume Open Meeting

Moved: Councillor Mealings

Seconded: Councillor Ward

THAT open meeting resumes and the business discussed with the public excluded remains public excluded.

NEXT MEETING

The next meeting of the Utilities and Roading Committee will be held on Tuesday 20 June 2023 at 9am.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 10.16AM.

CONFIRMED

 Chairperson

 Date

MINUTES FOR THE MEETING OF THE RANGIORA-ASHLEY COMMUNITY BOARD HELD IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA, ON WEDNESDAY, 12 APRIL 2023 AT 7PM.

PRESENT:

J Gerard (Chairperson), K Barnett (Deputy Chair), R Brine, I Campbell, M Clarke, M Fleming, J Goldsworthy, L McClure, B McLaren, J Ward, S Wilkinson, and P Williams.

IN ATTENDANCE

Mayor D Gordon

S Hart (General Manager Strategy, Engagement and Economic Development), K Nutbrown (Communications and Engagement Advisor), P Cull (Emergency Management Officer), H Downie (Senior Advisor Strategy and Program), S Binder (Senior Transportation Engineer), T Kunkel (Governance Team Leader) and E Stubbs (Governance Support Officer).

Six members of the public including a media representative were in attendance.

1. APOLOGIES

There were no apologies.

2. CONFLICTS OF INTEREST

R Brine advised his daughter was a Radiographer employed by Pacific Radiology.

3. CONFIRMATION OF MINUTES

3.1. Minutes of the Rangiora-Ashley Community Board – 8 March 2023

Moved: P Williams

Seconded: B McLaren

THAT the Rangiora-Ashley Community Board:

- (a) **Confirms**, as a true and accurate record, the circulated Minutes of the Rangiora-Ashley Community Board meeting, held on 8 March 2023.

CARRIED

3.2. Matters Arising (From Minutes)

J Gerard advised that the Utilities and Roding Committee had raised concerns with the Proposed Railway Road Cycleway alignment near PAK'NSAVE and had therefore requested a Safety Audit of the proposed Scheme Concept in relation to Southbrook Road. The matter would be considered again at the next Utilities and Roding Committee meeting to be held on 18 April 2023.

3.3. Notes of the Rangiora-Ashley Community Board Workshop – 8 March 2023

Moved: B McLaren

Seconded: J Goldsworthy

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** the notes of the Rangiora-Ashley Community Board Workshop held on 8 March 2023.

CARRIED

4. DEPUTATIONS AND PRESENTATIONS

4.1. Family Health and Urgent Care Centre Update - Mayor Gordon and Dr Lorna Martin

Mayor Gordon (Community Representative: Waitaha Primary Health), Dr L Martin (Chairperson: Waitaha Primary Health) attended the meeting in person, K Andrews (Chief Executive South Link Health) and Dr M Tilyard (Clinical Advisor and Executive Director South Link Health) attended the meeting via audio-visual link.

Mayor Gordon advised that South Link Health was expected to begin building the Family Health and Urgent Care Centre (the Facility) later this year adjacent to the Rangiora Health Hub. An agreement had recently been signed with Pacific Radiology to offer a full range of radiological services including ultrasound, Computed Tomography scans (CT) and Magnetic Resonance Imaging (MRI) at the centre.

K Andrews added that it had been a journey to get to this point, the resource consent was granted late last year, and they were now in the design phase, and were liaising with partners to ensure the proposed Facility would meet their needs. The design process was expected to be completed by July 2023, with building commencing by September 2023. With an expected build time of 16 to 18 months, it was hoped that the Facility would be operational by early 2025.

Mayor Gordon noted that while the general practice would enrol patients similar to any other practice, the Urgent Care Facility would be open to residents' from 8am to 10pm who were "in an emergency situation". He undertook to continue to advocate for a full 24hr facility in the district.

Dr L Martin commented that the Facility had been a long time coming and acknowledged frustrations of the community. There had been a lot of hard work carried out by the South Link Group, and she was pleased to see progress.

In response to a question from P Williams, Dr M Tilyard explained that nonacute radiological services needed to be referred through a general practitioner. An agreement between Te Whatu Ora Health New Zealand and Pacific Radiology for Accident Compensation Corporation (ACC) would need to be in place for services to be provided at the facility.

K Barnett questioned how the practice would approach staffing the medical facility. Dr L Martin agreed there had been staffing difficulties around New Zealand. However, they were actively recruiting.

K Barnett asked if people from outside the district would be able to use the Urgent Care Facility. Dr L Martin confirmed that the facility would be accessible for any person that required urgent care. However, to consult a general practitioner a person would need to be enrolled at the practice.

S Wilkinson asked if the facility being open till 10pm would be subject to staff availability. Dr L Martin advised that they did not foresee a problem with staffing the Urgent Care Facility. Their agreement with Te Whatu Ora required the Urgent Care Facility to be open 8am to 10pm, thus it would be their responsibility to ensure staff availability.

S Wilkinson questioned if the current challenges at the Riccarton facility would occur at the Rangiora facility. Dr M Tilyard advised that ACC had backtracked on its proposal to cut funding to Urgent Care Facilities, and ACC funding would be a key component of revenue for the Rangiora facility.

Mayor Gordon and the Chairperson thanked the deputation for attending the meeting and providing an update on the facility.

4.2. **Relay for Life – Don Young**

The update on the Relay for Life event held on 1 April 2023 did not occur, as the deputation was not present.

4.3. **Emergency Management Services – Paul Cull**

P Cull provided an update on Emergency Volunteer Teams which included the Waimakariri District's Welfare Team, Sector Post Teams and the NZRT12 which was a highly trained rescue team. He outlined a new model for Community Emergency Hubs which staff were helping establish. These would take the place of Sector Posts and connect local communities to the official Emergency Response Team. There were currently 22 sector posts in the Waimakariri District.

P Cull explained that three things were required for the establishment of a Community Emergency Hub – a physical sign at a predetermined location, a box of 'stationary' and a Very High Frequency (VHF) Radio. The VHF Radio was vital to ensure uninterrupted, communication with the local hubs. This need had been demonstrated following Cyclone Gabrielle. People considering establishing an Emergency Hub would need to attend two training sessions, whereafter they would also receive guidance to assist in planning the necessary response. The district now had three established Emergency Hub – the Cust Community Network, Pegasus Residents Group, and the Woodend Community Centre.

J Gerard asked what role the Board had regarding Community Emergency Hubs. P Cull requested members to promote the initiative with community groups who would potentially be interested in establishing a Hub. It was noted that Soroptimists, the Rangiora Lions Club, Rotary Club of Rangiora and Timebank may all be interested and should be approached.

M Fleming questioned if the district was being divided into sections to create the Community Emergency Hubs. P Cull explained it was important to establish Hubs where emergencies may occur. Not all Hubs would be public facing, for example a retirement village could service its own community.

M Clarke raised the lack of a community organisation in Ashley Village and suggested there needed to be a Community Emergency Hub there.

S Wilkinson commented that the recent emergency response in Auckland highlighted there was work required in this space. He asked what success would look like. P Cull replied that the goal would be to establish 30 Community Emergency Hubs and staff would be pleased if 15 Hubs could be established within the next year.

5. **ADJOURNED BUSINESS**

Nil.

6. **REPORTS**

6.1. **Application to the Rangiora-Ashley Community Board's Discretionary Grant Fund 2022/23 – Thea Kunkel (Governance Team Leader)**

T Kunkel explained that the Rangiora and Districts Early Records Society Inc were requesting \$800 to purchase folding chairs for public events at the museum. This would enable more people to be comfortable while attending public events, as currently, people had to stand. The Society also wished to purchase a teardrop flag to advertise that the

museum was open, thereby attracting more visitors. Previously the Board granted the Society \$500 to replace its scanner.

P Williams commented that the Council had chairs in storage and suggested that the Council may be in a position to donate the chairs to the museum. S Hart undertook to investigate the possible donation of the chairs.

P Williams noted that the museum had requested \$800, generally Discretionary Grants were a maximum of \$500 in any one financial year. He questioned if granting \$800 would not be setting a precedent. P Williams further noted that the unallocated Discretionary Grant funding, would be rolled over to the next financial year.

T Kunkel acknowledged that the Discretionary Grants Criteria stated that the Board generally granted \$500 per annum, however, the Board did have discretion to decide on the amount to be granted, there should be no precedent if each application were evaluated on merit. She acknowledged that the unallocated funding would be carried forward to the next financial year, hence the reason for the Board had \$18,069 to allocate this financial year. T Kunkel noted that the Council allotted the funds to the Board to distribute to community groups and organisations in need. It was therefore better to allocate the funds and assist the community rather than carrying it over to the next financial year.

S Wilkinson questioned how the Board determined precedent and expressed concerned that the Board may be spending the funds for the sake of spending. J Gerard commented that toward the end of the financial period the Board may be more generous with grants. However, he did not agree with S Wilkinson, as he believed the Board took a responsible view on each decision they made.

Moved: J Ward

Seconded: K Barnett

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** Report No. 230329043897.
- (b) **Approves** a grant of \$800 to the Rangiora and Districts Early Records Society Inc towards the costs of purchasing folding chairs and a teardrop flag, provided that the Council was unable to donate suitable chairs to the Society.

CARRIED

K Barnett expressed understanding for the questioning and believed it was unfair to be more generous with groups who applied later in the financial year. She commented that the Board did get an annual opportunity to review the Application Criteria and suggested at this year's review the Board could consider increasing the annual grant allocations considering the inflationary environment. In regards to the Rangiora and Districts Early Records Society, she supported the granting of \$800 due to the great value that the Rangiora Museum brought to the community.

For the next applicant, T Kunkel advised that at the end of each season, the Rangiora Cricket Club employed a specialist groundskeeper to do maintenance and repairs on its grass cricket wickets at its home ground at Dudley Park, to ensure they are ready for the start of the next season in term four. Dudley Park had become an excellent venue for cricket, and annual maintenance and repairs keep it that way.

Moved: K Barnett

Seconded: J Goldsworthy

- (c) **Approves** a grant of \$500 to the Rangiora Cricket Club towards the costs of repairing the grass cricket wickets at Dudley Park.

CARRIED

T Kunkel reminded the Board that they invited Brent Cairns to discuss the establishment and success of the Kaiapoi Food Forest at its meeting on 14 December 2023. At the meeting, Mr Cairns indicated that the first step to establishing a food forest in Rangiora would be for the Trust to host an educational class in Rangiora for people interested in setting up a food forest. These people would then be expected to design their own food forest, which would be submitted to the Board for approval. Hence the Trust was hosting a Food Forest Design Course in Rangiora on 16 April 2023.

P Williams asked where the Food Forest Establishment Course would be hosted and was advised that the course would take place at the Dudley Pavilion. P Williams noted that the Council provided for organisations to apply for fee waivers for costs.

S Wilkinson sought clarity regarding costs, noting that if twenty people attended the course the Food Forest would make \$1,800 from hosting the course. K Barnett noted that training events were fundraiser for the Food Forest.

Moved: B McLaren

Seconded: K Barnett

- (d) **Approves** a grant of \$180 to the Kaiapoi Food Forest Trust toward sponsorship of Rangiora residents to attend a course about establishing a Food Forest.

CARRIED

P Williams against

6.2. **ANZAC Day Services 2023 – Thea Kunkel (Governance Team Leader)**

T Kunkel introduced the annual report to allocate members to represent the Board at ANZAC Day functions.

Moved: J Goldsworthy

Seconded: R Brine

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 230329043878.
- (b) **Appoints** Board member M Fleming to attend the RSA service at the Rangiora High School to be held at 9.30am on Tuesday, 25 April 2023, and to lay a wreath. Noting that the wreath will be laid in conjunction with a Council representative.
- (c) **Appoints** Board members K Barnett and B McLaren to attend the Cust and West Eyreton Anzac Day service to be held at the Cust Community Centre and the Cust Cenotaph at 10am on Tuesday, 25 April 2023, and to lay a wreath. Noting that the wreath will be laid in conjunction with a Council representative.
- (d) **Appoints** Board member J Gerard and L McClure to attend the Rangiora Anzac Day Service to be held at 11.30am on Tuesday, 25 April 2023, at the Rangiora Cenotaph, and to lay a wreath.
- (e) **Appoints** Board member L McClure to attend the Fernside Anzac Day Service to be held at 10.00am on Tuesday, 25 April 2023, at the Fernside Hall, and to lay a wreath. Noting that the wreath will be laid in conjunction with a Council representative.

CARRIED

6.3. **Amendments to Standing Orders for the Rangiora-Ashley Community Board – Thea Kunkel (Governance Team Leader)**

This report was withdrawn prior to the meeting.

7. **CORRESPONDENCE**

7.1. **Memo regarding Waimakariri Integrated Transport Strategy Project**

H Downie advised that the memo provided an opportunity for all Community Boards to discuss the Waimakariri Integrated Transport Strategy Project. Board Chairpersons were members of the Integrated Transport Strategy Stakeholder Working Group and feedback from the Board could be provided through that channel. The Draft Integrated Transport Strategy would again be presented to Community Boards with public consultation in June 2023.

B McLaren acknowledged the community feedback in relation to lack of mode choice for public transport and asked if there were any plans to extend bus services to, for example, Cust and Oxford. H Downie noted the strategy could address that at a high level, however Environment Canterbury (ECan) was a stakeholder and involved in the development of the strategy and Council staff would be assisting ECan with more routine reviews of services.

K Barnett asked if there was funding to support the strategy. H Downie advised that the Government funding model was changing and a key point of drafting the strategy was to position the Council in the best place to seek funding.

Moved: K Barnett

Seconded: J Gerard

THAT the Rangiora-Ashley Community Board:

(a) **Receives** memo No. 230321039242.

CARRIED

8. **CHAIRPERSON'S REPORT**

8.1. **Chair's Diary for March 2023**

Moved: J Gerard

Seconded: K Barnett

THAT the Rangiora-Ashley Community Board:

(a) **Receives** report No. 230404047363.

CARRIED

9. **MATTERS FOR INFORMATION**

9.1. **Oxford-Ohoka Community Board Meeting Minutes 7 March 2023.**

9.2. **Woodend-Sefton Community Board Meeting Minutes 13 March 2023.**

9.3. **Kaiapoi-Tuahiwi Community Board Meeting Minutes 20 March 2023.**

9.4. **Response to draft Residual Disinfection Exemption Application Report – Report to Council meeting 7 March 2023 – Circulates to the Rangiora-Ashley Community Board.**

9.5. **Drainage and Stockwater Alternative Rating Structure – Report to Council meeting 7 March 2023 – Circulates to all Boards.**

9.6. **Submission on Proposals for the Smoked Tobacco Regulatory Regime – Report to Council meeting 7 March 2023 – Circulates to all Boards.**

- 9.7. Pecuniary Interests Register – Report to Council Meeting 7 March 2023 – Circulates to all Boards.
- 9.8. Amendments to Standing Orders for Council, Committee, Sub-Committees and Hearing Panels – Report to Council meeting 7 March 2023 – Circulates to all Boards.
- 9.9. Health, Safety and Wellbeing Report February 2023 – Report to Council meeting 7 March 2023 – Circulates to all Boards.
- 9.10. Enterprise North Canterbury’s Six-Month progress and financial report to 31 December 2022, six month progress report on the promotion of the Waimakariri District to 31 December 2022 and Draft Statement of Intent for the Financial year beginning 1 July 2023 – Report to Audit and Risk Committee 14 March 2023 – Circulates to all Boards.
- 9.11. Waimakariri District Council Spraying and Chemical Usage – Waterways and Roding Spraying Information – Report to CWMS Waimakariri Water Zone Committee meeting 6 March 2023 – Circulates to all Boards.
- 9.12. Library Update to 9 March 2023 – Report to Community and Recreation Committee meeting 21 March 2023 – Circulates to all Boards.
- 9.13. July 2022 Flood Response Update – Report to Utilities and Roding Committee 21 March 2023 – Circulates to all Boards.

Moved: J Goldsworthy

Seconded: L McClure

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** the information in Items 9.1 to 9.13.

CARRIED

10. MEMBERS’ INFORMATION EXCHANGE

K Barnett

- Attended Relay for life – good support for a charitable event.

I Campbell

- Met with residents of Chapel and Yaxleys Road, Loburn regarding roading issues. J McBride had followed up with grading on Stonyflat Road.
- Accompanied a resident to a meeting with Enterprise North Canterbury (ENC) and was impressed with what they had to offer.

M Clarke

- Had spoken to D Young regarding an alternative cycle route.
- Attended Greypower meeting where he was now a Committee member. There were 580 members.

M Fleming

- Attended Volunteer Expo at Kaiapoi library as TimeBank Waimakariri representative and noted the impressive range of volunteer groups and passionate volunteers.
- Noted the Back-to-Basics Timebank event occurring during the weekend.

J Goldsworthy

- Commented that a few organisations were struggling for funding as funders were tightening purses and encouraged members to spread the word about the Discretionary Grant fund.
- Age-Friendly Waimakariri concerned they did not see artistic expressions of themselves in strategic planning.
- Was a participant in the Relay for Life event.

- Civil Defence Cadets – undergoing a revamp which would allow for a greater number of students to be trained.
- Had a debrief with the Council team who assisted with the Cyclone Gabrielle relief in the North Island, there were several learnings for elected members.

R Brine

- Speaking with resident concerned with Kippenberger Avenue development.

L McClure

- Attended All Boards Briefing.
- Attended Kaiapoi Community Garden Open Day – made connections with various people.
- Attended Social Media briefing with Kim Nutbrown to work through the basics of a Community Board page for Facebook.
- Attended Teachers Strike.
- Attended Waimakariri Health Advisory Group Strategic and Terms of Reference review.
- Attended Community Garden brief with Grant McLeod to discuss concept of a community garden in Rangiora.
- Attended Board Workshop.
- Attended Relay for Life event.

B McLaren

- Attended Northland Field Days.
- Attended Pride Picnic in the Park celebrating diversity in the community.
- Met with the Rangiora Early Records Society Committee and followed up with several questions to the Greenspace Team which were well answered.
- Attended South Island Agricultural Field Days.
- Raised concern regarding photos used in Council publications that were not reflective of the district.
- Attended St John's Anglican Church Fair.
- Attended Relay for Life event.
- Attended Elevate Market in the Park.

J Ward

- The Utilities and Roading Committee were awaiting a further report regarding safety aspects of cycle lane alignment near Pak'n'Save.
- Attended several meetings regarding the Long-Term Plan including around Roading Capital Priorities for the next 10years. Considered Eastern Link and Skewbridge priorities.
- Attended Air Training Corp quiz night.
- Attended Southbrook Road Working Group meeting, the school was happy with road markings.
- The Canterbury Museum had provided a briefing to the Council on future plans and funding. The main museum had now closed for upgrades and there were some smaller exhibition spaces open.
- Was attending the upcoming Zone 5/6 meeting in Queenstown.
- Noted the upcoming Rangiora Airfield meeting to view progress.

P Williams

- Had attended a number of Drainage Group meetings, drainage needed a district wide approach.
- Looking at a potential solution to Cones Road flooding.
- Busy with Council, Utilities and Roading and Airport meetings.

J Gerard asked if there had been discussion on a district wide drainage rate and P Williams advised that was a serious consideration.

S Wilkinson

- Attended Elevate Market in the Park.
- Attended Relay for Life event.
- Attended Volunteer Expo.
- Met with Big Brother Big Sister and looking at being a mentor and have introduced them to a potential sponsor in the Event Hire arena.
- Met with Bellyful and was looking to work with them on strategies. Families in need was the biggest challenge.
- Met with Wendy Howe to follow-up on Next Steps tool and coordination between community groups.
- Met with owners of ram-raided jewellery shop who had been impressed with the police reaction.
- Met with owners of Nom Noms following social media coverage of anti-social activity outside their restaurant. The owners believed the event had been blown out of proportion.

11. CONSULTATION PROJECTS**11.1. Draft Annual Plan 2023/24**

<https://letstalk.waimakariri.govt.nz/draft-annual-plan-2023-24>

Consultation closes Monday 17 April 2023.

11.2. Wolffs Road Suspension Bridge

<https://letstalk.waimakariri.govt.nz/wolffs-road-suspension-bridge>

Consultation closes Monday 17 April 2023.

The Board noted the consultation projects.

12. BOARD FUNDING UPDATE**12.1. Board Discretionary Grant**

Balance as at 28 February 2023: \$12,189.

12.2. General Landscaping Fund

Balance as at 28 February 2023: \$26,495.

The Board noted the funding update.

13. MEDIA ITEMS

Nil.

14. QUESTIONS UNDER STANDING ORDERS

Nil.

15. URGENT GENERAL BUSINESS UNDER STANDING ORDERS

Nil.

NEXT MEETING

The next meeting of the Rangiora-Ashley Community Board is scheduled for 7pm, Wednesday 10 May 2023.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 8.30PM.

CONFIRMED



Chairperson

10 May 2023

Date

MINUTES FOR THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD HELD IN THE KAIKANUI ROOM, RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI ON MONDAY, 17 APRIL 2023 AT 4PM.

PRESENT

J Watson (Chairperson), S Stewart (Deputy Chairperson), A Blackie, N Atkinson, T Bartle, T Blair, and R Keetley.

IN ATTENDANCE

B Cairns (Kaiapoi-Woodend Ward Councillor) and P Redmond (Kaiapoi-Woodend Ward Councillor).

C Brown (Community and Recreation Manager), S Morrow (Rates Officer – Property Specialist), D Roxborough (Implementation Project Manager – District Regeneration), A Childs (Senior Engineering Advisor), H Belworthy (Intermediate Landscape Architect – District Regeneration), M McGregor (Senior Advisor Community and Recreation), T Kunkel (Governance Team Leader), and A Connor (Governance Support Officer).

There were six members of the public present.

1 APOLOGIES

There were no apologies.

2 CONFLICTS OF INTEREST

No conflicts of interest were recorded.

3 CONFIRMATION OF MINUTES

3.1 Minutes of the Kaiapoi-Tuahiwi Community Board – 20 March 2023

Moved: J Watson Seconded: R Keetley

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Confirms** the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 20 March 2023, as a true and accurate record.

CARRIED

3.2 Matters Arising (From Minutes)

There were no matters arising.

3.3 Notes of the Kaiapoi-Tuahiwi Community Board Workshop – 20 March 2023

Moved: J Watson Seconded: N Atkinson

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the notes of the Kaiapoi-Tuahiwi Community Board Workshop, held on 20 March 2023.

CARRIED

4 DEPUTATIONS AND PRESENTATIONS

4.1 Community Hub Trust – K Lawrence and H Kelly

H Kelly informed the Board that the Community Hub Trust was founded due to a need for community space in Kaiapoi. The proposed location was on the regeneration land on Charters Street and Courtenay Drive. The Trusts goal was to create a space by the community for the community.

One of the key stakeholders was Satisfy Food Rescue. They were in need of a purpose-built space that could support their needs as they expanded. The other key stakeholder was the MenzShed of Kaiapoi. K Lawrence was the representative for the MenzShed and noted they were having increased interest in membership and were running out of space at their current location.

H Kelly stated the estimated budget for car parking, landscaping and utilities to the site was \$1.6m which the Council had committed to completing for the Trust. The Trust's aim was for future proofed buildings that cost less to run and lowered the impact on the environment and proposed to fund the rest of the project through grants, donations and sponsorship.

J Watson questioned H Kelly's connection to the Trust and he replied that he was the community Trustee and had been living in the Kaiapoi community for seven years. He wanted to give back to the community with a project that resonated and he could be proud of achieving, however nothing had resonated with him until now.

B Cairns asked if there was a timeframe for the MenzShed to leave their current location. K Lawrence replied that their landlord was relocating and the site would be dismantled within 10 to 12 months. There was an indication that they would be able to stay on the site for a few years.

A Blackie queried how far they were with Geotech considerations and requirements. H Kelly noted the other community Trustee was an engineer by trade and was fairly confident they would not run into any unexpected issues. The majority of the site was classified TC2 with one small area TC3 however there was no building proposed to be done on the TC3 land. C Brown noted some designs had been changed to align with the Geotech reports and with the right foundations there should be no problem.

4.2 Kaiapoi East Residents Association (KERA) – G Taylor and M Wilkinson

M Wilkinson noted KERA's main focus was the Kaiapoi East red zone area. The Board previously gave permission for KERA to plant along the fence lines of the properties boarding the red zone. They had planted 1,500 plants and had an 80-90% success rate of plants surviving. M Wilkinson believed they had moved from being an infant association. G Taylor noted he loved getting out into nature and discovering native flora and fauna. He hoped that planting native plants in the red zone would bring native birds back.

J Watson questioned how big the area planted was. M Wilkinson noted it ran along the fence line of the red zone and out to the swale. She invited the Board to walk through the area with them.

C Brown questioned if KERA were looking at extending the identified area or were looking to further develop the existing area. M Wilkinson stated they were looking to further develop the identified area. C Brown noted the Council had expertise and would be able to assist if required.

5 ADJOURNED BUSINESS

Nil.

6 REPORTS

6.1 Road Naming – Sovereign Palms, Kaiapoi – S Morrow (Rates Officer – Property Specialist)

S Morrow spoke to the report which was to amend a previously approved road name to the correct spelling.

N Atkinson questioned if other publications of the Boat name were spelt correctly and if any research into that had been done. S Morrow noted from his research he had only seen it spelt the correct way as Wootton.

P Redmond asked if there had been any discussion with effected residents. S Morrow stated no consultation had been undertaken however that was an option that could be pursued.

Moved: N Atkinson Seconded: S Stewart

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 230406048713.
- (b) **Approves** the previously approved road name Wooten Place be changed to Wootton Place.

CARRIED

N Atkinson felt the name should be corrected to reflect historic appropriately. He understood the inconvenience to residents, however believed the correction was necessary.

S Stewart agreed with N Atkinson as the name was approved in error and it should be corrected.

P Redmond was not in favour of telling people the Board had changed the name of their street without any consultation or contact with them.

N Atkinson made it clear they were not changing the name of the street they were correcting the spelling.

6.2 Applications to the Kaiapoi-Tuahiwi Community Board's Discretionary Grant Fund 2022/23– K Rabe (Governance Advisor)

T Kunkel noted the R13 Youth Development Trust had recently refurbished its centre in Kaiapoi by installing a new kitchen and re-painting. They had requested funding to purchase outdoor equipment to encourage young people to play outside as well as a hand mixer to assist young people with making meals. They would also like to replace their printer to provide a cheaper printing option.

Moved: J Watson Seconded: T Blair

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 230321038693.
- (b) **Approves** a grant of \$500 to the R13 Youth Development Trust to purchase sports equipment, kitchen equipment and a new printer.

CARRIED

T Kunkel stated the North Canterbury Adventure Club was a group of home school families that met primarily at outdoor locations weekly. They had requested funding for an inflatable shade tent and electric pump. It was anticipated to cost \$825 and the Club would be holding a sausage sizzle to try and raise some of the funds.

N Atkinson questioned where the Club was based. A Blackie responded it was mainly Oxford based.

Moved: J Watson Seconded: A Blackie

- (c) **Declines** the application from the North Canterbury Adventure Club.

CARRIED

J Watson a similar application from a school would be declined on the basis that the equipment should be purchased through school funds.

A Blackie agreed and stated it was the families choice to home school and to then ask the rate payers for funding was inappropriate.

T Kunkel noted the It Takes a Village Hub provided baby and toddler bundles for families in need. They were holding a sewing bee as they had run out of baby pants and t-shirts.

J Watson asked where the organisation were based as when she googled them it said they were based in New Brighton. T Kunkel replied that in their application they stated 30% off the families were in Kaiapoi and they distributed 45% of their bundles in the area however they worked all over north Canterbury.

Moved: N Atkinson Seconded: A Blackie

- (d) **That** the application from It Takes a Village Hub lie on the table until further information was available in regards to its location and the number of families who benefited from the baby bundles.

MOVED

6.3 **ANZAC Day Services 2023 – K Rabe (Governance Advisor)**

Moved: J Watson Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 230404047148.

- (b) **Appoints** Board members T Blair and T Bartle, to attend the Kaiapoi Dawn Service to be held at 6.30am on Tuesday, 25 April 2023, at the War Memorial at Raven Quay, and to lay a wreath. Noting that the wreath will be laid in conjunction with a Council representative.
- (c) **Appoints** Board members J Watson and S Stewart, to attend the Kaiapoi Citizens' ANZAC Day Service to be held at 10am on Tuesday, 25 April 2023, Kaiapoi Cenotaph (Trousselot Park), and to lay a wreath.
- (d) **Appoints** Board member S Stewart, to attend the Tuahiwi ANZAC Day services to be held at 2pm on Tuesday, 25 April 2023, at the Tuahiwi Urupa, and to lay a wreath. Noting that the wreath will be laid in conjunction with a Council representative.

The Board adjourned at 4.50pm to discuss the Public Excluded matters and reconvened at 5.10pm.

6.4 **Murphy Park Rowing Precinct – H Belworthy (Landscape Architect) and D Roxborough (Implementation Project Manager)**

H Belworthy spoke to the report, noting that the Board had previously indicated its preferred choice to construct a concrete ramp and to continue with the landscaping and earthworks. Since the Board indicated its preference, the shortfall had since gone up due to staff doing a more thorough investigation.

S Stewart questioned if taking the \$160,000 from the Kaiapoi Historic Railway Heritage precinct left \$200,500 in the 2025/2026 Long Term Plan. D Roxburgh clarified it would leave that money in the Kaiapoi Historic Railway Heritage precinct budget.

T Bartle enquired how much work the Clubs had done towards the precinct already and what costs had they contributed currently. D Roxburgh noted there had been no investigation into what they had previously spent. The Clubs that were currently based at Murphy Park had provided Letters of Intent that they would continue in that location. The Clubs were making a decent financial commitment to the area by redeveloping their sheds. This was also the reason for recommending they provide further funding to mitigate some of the risk involved.

T Bartle then questioned what the Board's public perception would be if it was seen to be providing facilities for out of district clubs. H Belworthy stated the Christchurch rowing facility was overpopulated and had no plans to expand in the near future. C Brown noted retaining the Clubs would add vitality to the area and would encourage more people to utilise the precinct.

P Redmond asked what public use of the ramp was envisaged. D Roxburgh noted the launching ramp was for hand launching only and was not designed for reversing a trailer on. It was envisaged the ramp could be used for small dinghies, kayaks and dragon boating.

B Cairns suggested the extra funding could be used to upgrade the Patchina's walkway.

N Atkinson was of the understanding there was already Dragon boats, the Tuhaitara Kayak Club, private clubs and members of the public using the current ramp. D Roxburgh believed N Atkinson was correct however there had been no formal investigation on the users of the ramp.

C Brown noted some of the remaining budget in the Railway Heritage fund could be allocated to other projects in the Kaiapoi area like Patchina's walkway.

Moved: A Blackie

Seconded: N Atkinson

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 230329044003.

AND

THAT the Kaiapoi-Tuahiwi Community Board recommends:

THAT the Council:

- (b) **Notes** the combined current shortfall of the Murphy Park and Kaiapoi Riverbanks Rowing Precinct project was estimated to be \$210,000.
- (c) **Approves** the bringing forward to 2023/24 Annual Plan and reassignment of \$160,000 from Kaiapoi Railway Heritage Precinct (from 2024/25 year) for the purposes of the Murphy Park and Rowing Precinct project instead, with the condition that clubs to fundraise the additional \$50,000 to meet the budget shortfall.
- (d) **Notes** this report linked with Historic Kaiapoi Railway Station Building Relocation on Morgan Williams Reserve (TRIM 230328043433) for the reassignment of \$160,000.
- (e) **Notes** that if clubs were unsuccessful in their grant applications, the scope of the project would reduce and the additional budget of \$160,000 from the Council would not be available for use on this project. Work would still proceed without an upgraded rowing launch facility.
- (f) **Approves** that the Council combine the two budgets; Murphy Park and Kaiapoi Riverbanks Rowing Precinct to create one budget called Murphy Park Development.
- (g) **Notes** that the rowing precinct was a public facility. The general public and other groups would have use of the ramp and parts of the facility also. It was not fenced off to keep the public out.

CARRIED

A Blackie stated this was important for vitality of the area and it had been worked on for a long time. He felt the advantages outweighed the disadvantages. The clubs based there had been there for 12 years and were part of the community.

N Atkinson felt this was a project for the regeneration that had been talked about for many years. It was an area of Murphy Park that needed tidying up and was very well worthwhile.

7 CORRESPONDENCE

7.1 Memo regarding Waimakariri Integrated Transport Strategy Project

Moved: J Watson

Seconded: R Keetley

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the Correspondence regarding the Waimakariri Integrated Transport Strategy (Trim: 23032109242).

CARRIED

8 CHAIRPERSON'S REPORT

8.1 Chairperson's Report for March and April 2023

Attended Kaiapoi Community Garden Trustee meeting.

Attended Clarkville Playcentre 30th Birthday celebration.

Attended Waimakariri Public Arts Trust planning workshop.

Attended Arts Strategy Catch up.

Attended Waimakariri Arts Trust where they planned for the Kaiapoi Art expo.

Creative Communities funding and 21 applications with 20 approved.

Attended Waimakariri Public Arts Trust meeting.

Attended All Together Kaiapoi Trust meeting where they accepted proposal for a Kaiapoi newspaper/magazine.

The Rivertown Voice, a new newspaper, would be in peoples mailboxes soon.

Moved: J Watson

Seconded: A Blackie

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the report from the Kaiapoi-Tuahiwi Community Board Chairperson.

CARRIED

9 MATTERS REFERRED FOR INFORMATION

9.1 Oxford-Ohoka Community Board Meeting Minutes 7 March 2023.

9.2 Rangiora-Ashley Community Board Meeting Minutes 8 March 2023.

9.3 Woodend-Sefton Community Board Meeting Minutes 13 March 2023.

9.4 Drainage and Stockwater Alternative Rating Structure – Report to Council meeting 7 March 2023 – Circulates to all Boards.

9.5 Submission on Proposals for the Smoked Tobacco Regulatory Regime – Report to Council meeting 7 March 2023 – Circulates to all Boards.

9.6 Pecuniary Interests Register – Report to Council Meeting 7 March 2023 – Circulates to all Boards.

9.7 Amendments to Standing Orders for Council, Committee, Sub-Committees and Hearing Panels – Report to Council meeting 7 March 2023 – Circulates to all Boards.

9.8 Health, Safety and Wellbeing Report February 2023 – Report to Council meeting 7 March 2023 – Circulates to all Boards.

9.9 Enterprise North Canterbury's Six Month progress and financial report to 31 December 2022, six month progress report on the promotion of the Waimakariri District to 31 December 2022 and Draft Statement of Intent for the Financial year beginning 1 July 2023 – Report to Audit and Risk Committee 14 March 2023 – Circulates to all Boards.

- 9.10 Waimakariri District Council Spraying and Chemical Usage – Waterways and Rooding Spraying Information – Report to CWMS Waimakariri Water Zone Committee meeting 6 March 2023 – Circulates to all Boards.
- 9.11 Regeneration Transfer of budget between projects – Report to Community and Recreation Committee meeting 21 March 2023 – Circulates to the Kaiapoi-Tuahiwi Community Board.
- 9.12 Library Update to 9 March 2023 – Report to Community and Recreation Committee meeting 21 March 2023 – Circulates to all Boards.
- 9.13 July 2022 Flood Response Update – Report to Utilities and Rooding Committee 21 March 2023 – Circulates to all Boards.

Moved: J Watson

Seconded: N Atkinson

THAT the Kaiapoi-Tuahiwi Community Board

- a) **Receives** the information in Items 9.1 to 9.13.

CARRIED

10 MEMBERS' INFORMATION EXCHANGE

N Atkinson

- Greater Christchurch Partnership had its Mass Rapid Transport first tick of approval.
- First District Plan hearing was in May 2023.
- Passchendaale Trust was looking at getting a contingent together to travel to Passchendaale for Armistice day in 2024.
- Attend launch of Satisfy Food Rescue.
- Attended Citizenship Ceremony where 15 people received their Citizenship.
- Aa new boat was arriving on the river on Friday 21 April 2023.

T Bartle

- Attended North Canterbury Neighbourhood Support meeting.
- Attended Waimakariri Health Advisory Group meeting and were working through many issues. The Health Hub in Rangiora was progressing.

A Blackie

- Attended Mahinga Kai planting day which was poorly attended. Got 950 plants in the ground.
- Te Kohaka Trust General Manager role was out for recruitment.
- The River Carnival had to be cancelled due to heavy rain.

T Blair

Nothing to report.

P Redmond

- Attended Integrated Transport Strategy Workshop Drop-In session which was very well attended.
- Kate Valley Site Visit.
- Attended Extraordinary Council meeting.
- Attended Waka Kotahi meeting with James Caygill and discussed Woodend and Lineside Road wire and rope barriers.
- Waimakariri Health Advisory Group strategic terms of reference review.
- Attended Next Steps Website launch.

Brent Cairns

- Attended Back to Basics event. Many people were wanting to become more self-sufficient.
- Attended Kaiapoi Promotions Association meeting. Had a very exciting event coming up in June.
- The new market had 51 visitors for its first day.
- There was potential for an indoor market to take place on Sunday's at the Kaiapoi High School.
- In September an Accessibility Sports Day would take place in Mainpower Stadium. A first for the district.
- Mobility scooters could now be charged in the libraries.

S Stewart

- Attended Grey Power Annual General Meeting. They were having problems with scooters in the CBD. The membership was dropping, and majority of their members were still paying their membership in cash.
- Kaiapoi Promotions Association discussed its plans for the year. They would be hosting a Celebrity Quiz in early June 2023.
- Attended Mahinga Kai planting.

R Keetley

- Attended Historical Society and Museum meeting.

11 CONSULTATION PROJECTS**11.1 Draft Annual Plan 2023/24**

<https://letstalk.waimakariri.govt.nz/draft-annual-plan-2023-24>

Consultation closes Monday 17 April 2023.

11.2 Wolffs Road Suspension Bridge

<https://letstalk.waimakariri.govt.nz/wolffs-road-suspension-bridge>

Consultation closes Monday 17 April 2023.

12 REGENERATION PROJECTS**12.1 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:

<http://www.waimakariri.govt.nz/your-council/district-development/kaiapoi-town-centre>.

13 BOARD FUNDING UPDATE**13.1 Board Discretionary Grant**

Balance as at 31 March 2023: \$3,632.

13.2 General Landscaping Budget

Balance as at 31 March 2023: \$49,490.

14 MEDIA ITEMS**15 MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED**

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

Moved: J Watson

Seconded: T Bartle

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

Item 14.1 Historic Kaiapoi Railway Station Building Relocation on Morgan Williams Reserve

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

Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public-
14.1 Historic Kaiapoi Railway Station Building Relocation on Morgan Williams Reserve	Good reason to withhold exists under section 7	To enable any local authority holding the information to carry on, without prejudice or disadvantage negotiations (including commercial and industrial negotiations) (s 7(2)(i)).

CARRIED

16 QUESTIONS UNDER STANDING ORDERS

There were no questions.

17 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

There was no urgent general business.

NEXT MEETING

The next meeting of the Kaiapoi-Tuahivi Community Board will be held at the Ruataniwha Kaiapoi Civic Centre on Monday 15 May 2023 at 4pm.

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 5.50PM.

CONFIRMED

A handwritten signature in black ink, appearing to be 'John', written over a light grey rectangular background.

Chairperson

15 May 2023

Date

MINUTES FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD HELD IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA ON WEDNESDAY 3 MAY 2023 AT 7PM

PRESENT

T Robson (Chairperson), S Barkle (Deputy Chairperson), M Brown, T Fulton , N Mealings, P Merrifield and M Wilson.

IN ATTENDANCE

G Cleary (General Manager Utilities and Roading), K Howat (Parks and Facilities Team Leader), K Rabe (Governance Advisor) and C Fowler-Jenkins (Governance Support Officer).

There was one member of the public present.

1. APOLOGIES

Moved: N Mealings Seconded: M Brown

THAT an apology for absence be received and sustained from R Harpur.

CARRIED

2. PUBLIC FORUM

2.1. Lindsay Edwards

L Edwards spoke to the Board regarding questions on submitting on the Woodstock Quarries Resource Consent application. He acknowledged that the original submissions had been made in December 2022 and he queried if he could include additional information that had subsequently come to light when he presented to the hearing panel. He also enquired if he would be allowed to respond directly to expert witness at the hearing even though it may lie outside the framework of that his original submission.

N Mealings noted as far as introducing evidence, you could flesh out a point that you had already made but you could not introduce new information that did not relate to your original submission.

T Robson thought that the Boards submission was quite broad and covered most of the issues. They had the section 42A report and believed that the issues raised in Boards submission had been addressed quite favourably. He agreed that this was a daunting process, and the Board were struggling with it and he understood how a member of the public could feel put off by the process.

S Barkle suggested the best way forward for locals was to comment on known and historic issues rather than get involved with the technicalities. Local knowledge and experience was invaluable to panel members because it was not reliant on models or supposition, it was factual.

It was agreed that the Board meeting should adjourn at 7:18pm to enable the Board to hold a workshop updating the Board on Greenspace projects.

Moved: T Robson

Seconded: P Merrifield

THAT the Oxford-Ohoka Community Board:

- (a) **Agrees** to adjourn the Board meeting to enable the Board to hold a workshop to update the Board on Greenspace projects.

CARRIED

Moved: T Robson

Seconded: P Merrifield

THAT the Oxford-Ohoka Community Board:

- (a) **Agrees** that the Board meeting be reconvened.

CARRIED

The Board meeting reconvened at 7:30pm.

3. **CONFLICTS OF INTEREST**

T Robson declared a conflict to item 7.1 as he was a financial member of the Oxford Promotions Action Committee.

N Mealings and T Fulton declared a conflict to item 7.2 as Councillors would be making decisions regarding the Board's submission to the Wamakariri District Council Submission on the 2023/24 Draft Annual Plan.

4. **CONFIRMATION OF MINUTES**

4.1. **Minutes of the Oxford-Ohoka Community Board – 6 April 2023**

Moved: N Mealings

Seconded: P Merrifield

THAT the Oxford-Ohoka Community Board:

- (a) **Confirms** the circulated Minutes of the Oxford-Ohoka Community Board meeting, held on 6 April 2023, as a true and accurate record.

CARRIED

4.2. **Matters Arising**

There were no matters arising.

5. **DEPUTATIONS AND PRESENTATIONS**

Nil.

6. **ADJOURNED BUSINESS**

Nil.

It was agreed that the Board meeting should be adjourned at 7:33pm to enable the Board to have a workshop regarding Item 7.1.

Moved: T Robson

Seconded: M Brown

THAT the Oxford-Ohoka Community Board:

- (a) **Agrees** to adjourn the Board meeting to enable the Board to hold a workshop on Item 7.1.

CARRIED

Moved: T Robson

Seconded: M Wilson

THAT the Oxford-Ohoka Community Board:

- (a) **Agrees** that the Board meeting be reconvened.

CARRIED

The Board meeting reconvened at 7:48pm.

7. **REPORTS**

7.1. **Application to the Board's Discretionary Grant Fund 2022/23 – K Rabe (Governance Advisor)**

Moved: T Fulton

Seconded: M Brown

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 230417053235.
 (b) **Declines** the application from the Oxford Community Garden.

CARRIED

T Fulton commented that this was the wisest cause of action in the absence of the financial information that the Board required by the criteria and as there were also many competing applications for the funding available.

Moved: M Brown

Seconded: M Wilson

THAT the Oxford-Ohoka Community Board:

- (c) **Declines** the application from the North Canterbury Adventure Club.

CARRIED

M Brown noted that this project would only benefit 20% of their community and there were competing applications which had a better community outcome.

T Robson left the table and S Barkle took the Chair.

Moved: T Fulton

Seconded: M Wilson

THAT the Oxford-Ohoka Community Board:

- (d) **Approves** a grant of \$500 to the Oxford Promotions Action Committee towards advertising its Matariki Winter Lights Festival.

CARRIED

T Fulton commented that believed this was an excellent initiative both in terms of highlighting Oxford as a township destination and also getting the community involved in celebrating Matariki.

N Mealings noted that she was happy to support the motion. She attended the Matariki event in 2022, which was fantastic and the more people that knew about

the event the better. Having the Matariki twist on what was usually the mid-winter Christmas festival made it more relevant.

M Wilson commented that it was great to see these events happening, particularly post-covid and mid winter when connecting people with a sense of belonging was important, as well as raising the profile of Oxford.

T Robson resumed the Chair.

Moved: S Barkle Seconded: M Wilson

THAT the Oxford-Ohoka Community Board:

- (e) **Approves** a grant of \$500 to the West Eyreton School towards the purchase of literacy kits.

CARRIED

M Wilson thought it was great that the school were creating a resource centre for parents and supporting the literacy development of their children.

M Brown noted that it was a good example of a school partnering with the community by utilising Ministry of Education land for a community library and a community pool and included the domain and playground in a joint venture with the Council. It was a great example of a community coming together using the space and the assets together and everyone paid for what they got and used but everyone had access to it.

T Fulton commented that it was important that these community lead facilities were retained. West Eyreton was a really good example of working in partnership to achieve a good social outcome for the community's wellbeing.

K Rabe spoke to the application noting that no financials had been provided by the Club, however she was awaiting a response to her request.

Moved: N Mealings Seconded: T Fulton

THAT the Oxford-Ohoka Community Board:

- (a) **Approves** a grant of \$500 to the Oxford Football Club for the purchase of new footballs subject to the required financial documents being received.

CARRIED

N Mealings commented that she had seen the work that the Club did for the kids on the field. It was magnificent that they were providing free football memberships for under nines which allowed more children to access sport.

7.2. **Ratification of the Oxford-Ohoka Community Board's submission to the Waimakariri District Council and Environmental Canterbury's Draft 2023/24 Annual Plans – T Kunkel (Governance Team Leader)**

Moved: M Brown Seconded: S Barkle

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 230418053465.
- (b) **Retrospectively ratifies** its submission to the Waimakariri District Council Draft 2023/24 Annual Plan (Trim Ref: 230323040267).
- (c) **Retrospectively ratifies** its submission to Environmental Canterbury's Draft 2023/24 Annual Plan (Trim Ref: 230316036707).
- (d) **Notes** that the Chairperson will speak to both submissions at the respective Council hearings.

CARRIED

M Brown thanked those involved with compiling and lodging the submissions.

8. **CORRESPONDENCE**

Nil.

9. **CHAIRPERSON'S REPORT**

9.1. **Chairperson's Report for April 2023**

- Met with West Eyreton residents and discussed concerns regarding the consultation around the Wolffs Road bridge and rifle range. Concerns on the management of the Eyre River was also discussed with residents concerned over the lack of maintenance and the subsequent land loss of their properties.
- Met with S Barkle to discuss Woodstock quarries hearing to discuss which issues they would each cover at the hearings.
- Woodstock quarries update with Andrew – Andrew updated Sarah and Thomas on the evidence he was gathering and how the process would work for submitting it.
- Woodstock quarries update with Andrew and discussed the evidence and expert witnesses and what still needed to be done. Also discussed who would say what at the hearings.
- Oxford Community Trust meeting – Recent fundraising events and upcoming projects were discussed.
- West Eyreton small bore shooting club public meeting – the meeting was well attended with around twenty people. A lot of community interest and the Club held a working bee on 22 April 2023.
- Oxford Promotions Action Committee meeting – gave the group an update on the Woodstock quarry application.
- Attended Environment Canterbury's Annual Plan Hearings. Got a good response from them.
- Attended the voting night for the Oxford Working Mens Club – amazed by the turnout had some good candidates for all positions.

Moved: M Wilson Seconded: P Merrifield

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report (Trim. 230424057110) from the Oxford-Ohoka Community Board Chairperson.

CARRIED

10. **MATTERS FOR INFORMATION**

- 10.1. Rangiora-Ashley Community Board Meeting Minutes 12 April 2023.
- 10.2. Woodend-Sefton Community Board Meeting Minutes 11 April 2023.
- 10.3. Kaiapoi-Tuahivi Community Board Meeting Minutes 17 April 2023.
- 10.4. Waimakariri District Council Growth Projections for LTP 2024/34 – Report to Council meeting 4 April 2023 – Circulates to all Boards.
- 10.5. ANZAC Day Services 2023 – Report to Council meeting 4 April 2023 – Circulates to all Boards.
- 10.6. Health, Safety and Wellbeing Report March 2023 – Report to Council meeting 4 April 2023 – Circulates to all Boards.

Moved: M Brown Seconded: S Barkle

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the information in Items.10.1 to 10.6.

CARRIED

11. **MEMBERS' INFORMATION EXCHANGE**

M Wilson

- Attended a public meeting regarding the after hours health care service, which provided helpful information. The afterhours demand was growing in Waimakariri by 17% and the workforce challenges were significant. Afterhours was privately owned, would always be delivered privately. There was a representative from South Link talking about the opening hours being from 8am to 10pm seven days a week and there was also a demand to include CT and MRI machines which anyone could use however if you were not an enrolled patient it would be more expensive. There had been some discussion with GPs in Te Whatu Ora regarding what it would look like to have enhanced services and doing some thinking and innovative ideas moving forward.
- Attended the Social Services Expo – fantastic because to go round and engage with representatives from all social services throughout Canterbury.
- Swannanoa School 150th celebrations – A wonderful day of celebration, an amazing Kapa Haka group and hearing stories from past and present.
- Oxford Pensioners Unit Refurbishment Morning Tea – Units were being gradually refurbished and looking great. Met a very happy new tenant who was about to move into the latest refurbished unit.
- Vape Stores Meeting with Dan Rosewarne – Good overview of the issue as it stood and the need for legislation to change. Voiced community concerns.
- Alcohol and Drug Harm Prevention Steering Group Meeting – As minuted. Some new faces in the group and a lot of enthusiasm. Focus on getting a deeper understanding of what was happening in Waimakariri and using that information to develop goals for action.

- Walking Festival – the Kaiapoi River Wellbeing Walk – Brent Cairns shared the story of the Kaiapoi Food Forest. Good turnout of walkers. Showcasing what is on offer in Waimakariri.
- ANZAC Day Service West Eyreton.
- Women's Institute meeting.

P Merrifield

- Attended Oxford Museum Working Bee.
- Oxford A&P Show and helped man the WDC stand.
- Ohoka Farmers Market – very busy.
- Back to Basics – talked with Liz McClure (Rangiora-Ashley Community Board), Councillor Brent Cairns and Paul Cull (Civil Defense).
- Walked the loop track at the Ashley Gorge – Interesting steps and drops.

T Fulton

- Swannanoa School 150th Celebration – Well done to the organisers. The Kapa Haka was exceptional.
- Promotions association meeting with B Cairns and Council staff – Consideration of sustainability issues for promotions groups.
- Meyer Place Oxford social housing refurbishment – Visit to renovated unit, part of the Council upgrade programme for this group of units.
- Waimakariri Water Zone Committee Briefing – CWMS Action Plan Budget applications. Received Top Ten Tips for Lifestylers leaflet. Consideration of a Zone Committee visit to the Council's Lineside Road property 12 June 2023. Discussion on environmental awards – format and entry criteria.
- Oxford Promotions Action Committee Annual General Meeting – A new treasurer and vice president had been appointed; appointment of a secretary pending.
- Utilities and Roading Committee – As minuted.
- Confirmation of Greater Christchurch Partnership approved.
- Pathway for the Urban Growth Programme of Work – briefing.
- Civil Aviation Authority Director visit to Waimakariri – an overview of incoming changes to the regulation and management of airfields like Rangiora.
- Met with G Cleary and C Brown to plan a possible CWMZ Visit to Lineside Road property – discussion of key points for reporting to Waimakariri Zone Committee and Council.

M Brown

- ANZAC Day parade at West Eyreton – was advertised on Council website as a 12pm start but started at 11:30am so many locals missed part or all of the parade – need to find out what happened with the timing.
- Oxford Promotions Action Committee only have one spot to fill now so they can continue with things like the light festival and garage trail. New website was looking good. Deputy Chair elected. Treasurer elected. Still looking for a secretary. Compass FM did a presentation. Looking to refresh their own OPAC signs which could be a landscaping budget consideration. Big events coming up; Matariki Winter lights competition, Garage trail. Water tank trail-is still progressing.

N Mealings

- Council Workshop and Briefing – Presentation by North Canterbury Sport and Recreation Trust regarding various initiatives.
- Mandeville Sports Club (MSC) All Clubs meeting – Monthly meeting with representatives from MSC clubs. Transitioning to winter.
- Greater Christchurch Partnership briefing with Council staff.
- Drug and Alcohol Harm Prevention Steering Group meeting – Chat with E Woods and another group member regarding the focus and mission of the group.
- Open house at refurbished Elderly Persons Housing unit in Meyer Place – met with Council staff responsible for the refurbishment as well as the new tenant and other residents. Looks amazing and a huge transformation.
- Property Portfolio Working Group Meeting.
- Attended public meeting on vaping – held by Dan Rosewarne at Pegasus Community Centre. Discussed local issues and possible changes to regulatory regime.
- Greater Christchurch Partnership Briefing.
- Utilities and Roading Committee Chairperson update with Gerard Cleary.
- Social Services Waimakariri meeting – Networking forum for local social services providers. Discussed Next Steps website, vaping submission, housing issues, Citizens Advice Bureau. Higher community needs presenting and providers struggling with understaffing.
- Chaired Utilities and Roading Committee meeting – Approved scheme design development for Southbrook cycleway for subsequent consultation. Noted increase in Park and Ride facilities.
- Greater Christchurch Partnership Council Briefing.
- Alcohol and Drug Harm Prevention Steering Group meeting – regarding focus of the group, new members, great knowledge around the table.
- Natural Environment Strategy Project Control Group meeting – regarding on going development of strategy.
- Ohoka ANZAC Service – Held in Ohoka Hall, Good turnout, lovely service as always. Privileged to have been asked to speak.
- Attended ANZAC Services at Oxford and West Eyreton.
- Portfolio catchup with staff.
- MSC Catchup with Board Chair and staff – New staff members appointed to liaise with MSC Board.
- Attended online Hydrogen Opportunities forum.
- Rangiora Airfield suite visit.
- Council meeting – as minuted.
- Community Wellbeing North Canterbury Trust Board Meeting.
- Waimakariri Youth Council meeting – Planning exercise and had staff discuss transport strategy with Youth Councillors.

S Barkle

- Woodstock Quarries discussion – Meeting with T Robson and Andrew to discuss progress, what we need to work on going forward.
- Meeting with T Robson – Discussion about how they split the evidence for the Woodstock Hearing and Environment Canterbury deputation.
- Woodstock Quarries – Meeting with T Robson and Andrew to discuss how they were going to tackle the hearing. Now need to write up specific points of interest that they will be talking to.
- Ohoka ANZAC Day Service – was a lovely service held in the Ohoka Hall. Great to see some youth there, heard some interesting stories and a great speech by N Mealings.
- Deputation to Environment Canterbury Annual Plan Hearings.
- Meeting with Millfield residents regarding drainage issues.
- Oxford resident had asked if there could be some consideration into a collection point for unwanted items. A lady had started a food exchange and was finding she was being exchanged for items rather than food. This seemed to highlight a need for such a drop off service in Oxford.
- Waimakariri IrrigationLtd's Dam proposal at Wrights Road was to go to its final deciding vote at the end of April 2023 but had been postponed for six to eight weeks.

M Brown asked how the Boards Facebook page was going. T Robson noted that it was going well, he had put a few posts up, the most successful being about the Woodstock Quarry which seemed to generate a lot of engagement.

T Fulton asked about the Wrights Road dam and if S Barkle had a broad understanding of what the delay was. S Barkle believed it was to do with their pricing and not enough information to make a decision.

12. CONSULTATION PROJECTS

There are no current consultation projects.

13. BOARD FUNDING UPDATE**13.1. Board Discretionary Grant**

Balance as at 30 April 2023: \$1,539.

13.2. General Landscaping Fund

Balance as at 30 April 2023: \$13,090.

14. MEDIA ITEMS**15. QUESTIONS UNDER STANDING ORDERS**

16. URGENT GENERAL BUSINESS UNDER STANDING ORDERS

NEXT MEETING

The next meeting of the Oxford-Ohoka Community Board is scheduled for 7pm, Wednesday 7 June 2023 at the Oxford Hall.

<p style="text-align: center;">Workshop <i>(8:34pm to 9:01pm)</i></p> <ul style="list-style-type: none">• <i>Members Forum</i>

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 9.01pm.

CONFIRMED

Chairperson

Date

MINUTES FOR THE MEETING OF THE WOODEND-SEFTON COMMUNITY BOARD HELD IN WOODEND COMMUNITY CENTRE, SCHOOL ROAD, WOODEND ON MONDAY 8 MAY 2023 AT 5.30PM.

PRESENT

S Powell (Chairperson), B Cairns, I Fong, R Mather, P Redmond, M Paterson, and A Thompson (Arrived 5.43pm).

IN ATTENDANCE

K LaValley (General Manager Planning, Regulation and Environment) K Rabe (Governance Advisor) and A Connor (Governance Support Officer).

There were four members of the public present.

1 APOLOGIES

Moved: S Powell

Seconded: R Mather

THAT an apology for lateness be received and sustained from A Thompson (who arrived 5.43pm).

CARRIED

2 CONFLICTS OF INTEREST

There were no conflicts of interest declared.

3 CONFIRMATION MINUTES

3.1 Minutes of the Woodend-Sefton Community Board – 11 April 2023

Moved: M Paterson

Seconded: I Fong

THAT the Woodend-Sefton Community Board:

- (a) **Confirms**, as a true and accurate record, the circulated Minutes of the Woodend-Sefton Community Board meeting, held on 11 April 2023.

CARRIED

3.2 Matters Arising

Nil.

3.3 Notes of the Woodend-Sefton Community Board Workshop – 11 April 2023

Moved: B Cairns

Seconded: M Paterson

THAT the Woodend-Sefton Community Board:

- (a) **Receives** the notes of the Woodend-Sefton Community Board Workshops, held on 11 April 2023.

CARRIED

4 DEPUTATIONS AND PRESENTATIONS FROM THE COMMUNITY

4.1 Ashley/Rakahuri Estuary – Grant Davey

G Davey from the Ashley/Rakahuri River Care Group spoke to the Board regarding major challenges facing the banded dotterel in the estuary. The main issue was the infestation of black-backed gulls as well as human disturbance from pedestrians, vehicles, planes and dogs. There were signs prohibiting dogs from the estuary however they were routinely ignored. Black-backed gulls were a well-documented and long-established predator of the eggs and chicks of native birds. They were the third most abundant bird species found in the estuary. During the last season over 250 nests were found and noted that a predator species should never occur in such large numbers near a breeding colony. Due to these high numbers of black-backed gulls there were no banded dotterel nesting long the spit. There was a colony of approximately 1,000 white-front turns nesting at the southern end of the spit. The entire colony had been devastated by the black-backed gulls.

The Ashley/Rakahuri River Care Group had been given \$5,000 from the Waimakariri Water Zone Committee to fund a scholarship for a student to complete a thesis regarding the issues being faced.

G Davey felt this was a jewel of biodiversity for the Waimakariri and it was not being nurtured and protected. A precious part of the environment was being lost and attention needed to be drawn to it. The issues were not the Ashley/Rakahuri River Care Group's core business and they could not afford to spend a lot of time on them. They were planning a public meeting with the participation of the Waimakariri District Council, Environment Canterbury and the Department of Conservation. It would include education, the need for better signage, managing black-backed gull numbers, stronger bylaws and the enforcement of them. He suggested the area could be included in the Te Kohaka o Tuhaitara Coastal Park.

S Powell questioned if the group knew where vehicles were entering the area from. G Davey noted they were unable to cut off access due to white baiters needing access during the season.

S Powell then asked if there could be any improvement to the signage. G Davey felt they were ignored more than read. I Fong stated the signs were vague and could be improved and could be extended down the track through the dunes towards the estuary.

A Thompson suggested the best way to eliminate the threat of dogs was to have areas north of the car park be dog free. S Powell questioned if that was mentioned in the lead up to the previous Pegasus Bay Bylaw review. A Thompson noted it had been raised a number of times.

B Cairns sought clarity on if the River Care Group had drafted their recommended bylaws for the review or if they required assistance. G Davey noted they were unsure of the timing of the review so were yet to write anything up.

S Powell questioned if they had talked to the Te Kohaka Tuhaitara Trust regarding the possibility of them taking over the estuary care. G Davey had spoken to the previous general manager who thought it was a good idea.

S Powell felt the strongest avenue for change was the Northern Pegasus Bay Bylaw review and would help to keep the Ashley/Rakahuri River Care Group up to date with all the information regarding it. She noted the Board would most likely be submitting on the review as well. The Board was supportive of

the River Care Group hosting a public meeting and felt there was no harm in exploring every avenue of education.

5 ADJOURNED BUSINESS

Nil.

6 REPORTS

6.1 Application to the Woodend-Sefton Community Board's 2022/23 Discretionary Grant Fund – Kay Rabe (Governance Advisor)

K Rabe took the report as read. She noted the North Canterbury Adventure Club had applied to all four Community Boards and to date the Kaiapoi-Tuahiwi and Oxford-Ohoka Community Boards had declined the applications for various reasons.

R Mather questioned why the other Boards declined the applications. K Rabe replied that Kaiapoi-Tuahiwi Community Board declined the application due to there being insufficient numbers benefiting in its Board area. They also felt if parents chose to remove their children from mainstream education they should not expect ratepayers to fund social activities they would otherwise be receiving in a school environment. The Oxford-Ohoka Community Board declined the application due to several more viable applications and insufficient funds as well as the lack of benefit for its community.

Moved: I Fong

Seconded: M Paterson

THAT the Woodend-Sefton Community Board:

- (a) **Receives** Report No. 230418053488.
- (b) **Declines** the application from the North Canterbury Adventure Club.

CARRIED

I Fong believed the application was poorly prepared and agreed that if parents chose to remove their children from mainstream schooling it was not the Boards role to fund outdoor activities for them.

B Cairns noted home schooling in the district was increasing however agreed that they choose to step away from normal schooling and should have to pay for it.

P Redmond supported this motion as this type of educational funding was for taxpayers not ratepayers.

K Rabe noted the Woodend Netball Club had a large increase of members since going unisex with an increase of interest from boys in the area.

Moved: R Mather

Seconded: A Thompson

- (c) **Approves** a grant of \$500 to the Woodend Netball Club towards the purchase of additional uniforms.

CARRIED

R Mather felt the application was worthwhile and the uniforms needed.

K Rabe stated the Menzshed were looking for new equipment to produce top quality workmanship.

Moved: B Cairns

Seconded: A Thompson

- (d) **Approves** a grant of \$500 to the Menzshed Pegasus Woodend Community Trust towards the purchase of additional workshop tools and equipment.

CARRIED

B Cairns noted the Menzshed brought great value to the community with the work they had done and would continue to do. A Thompson concurred.

R Mather felt the Menzshed had undersold themselves in their application by saying only 30 people would benefit from this grant. She stated it would have a benefit to the whole community.

K Rabe noted that the Pegasus Residents' Group was looking for funding toward hosting a community event for Matariki.

Moved: A Thompson

Seconded: P Redmond

- (e) **Approves** a grant of \$500 to the Pegasus Residents' Group Incorporated towards hosting a community Matariki event.

CARRIED

A Thompson noted this was a good local group doing good local things.

P Redmond supported a local group organising a local event for the community.

B Cairns highlighted the fact the Woodend-Sefton area had no promotions group organising events which resulted in the area missing out on Council funding.

6.2 **Ratification of the Woodend-Sefton Community Board's Submission to the Waimakariri District Council and Environment Canterbury's Draft 2023/24 Annual Plans – Kay Rabe (Governance Advisor)**

S Powell noted she was unable to present at the Environment Canterbury Annual Plan hearing due to ill health. She presented at the Waimakariri District Council Annual Plan hearing with I Fong and R Mather also present.

Moved: I Fong

Seconded: R Mather

THAT the Woodend-Sefton Community Board:

- (a) **Receives** report No. 230418053820.
- (b) **Retrospectively ratifies** its submission to the Waimakariri District Council Draft 2023/24 Annual Plan (Trim Ref: 230316036696).
- (c) **Retrospectively ratifies** its submission to Environment Canterbury's 2023/24 Draft Annual Plan (Trim Ref: 230322039565).
- (d) **Notes** that the Chairperson will speak to both submissions at the respective Council hearings.

CARRIED

7 CORRESPONDENCE

Nil.

8 CHAIRPERSON'S REPORT

8.1 Chairperson's Report for April 2023

Moved: S Powell

Seconded: B Cairns

THAT the Woodend-Sefton Community Board:

- (a) **Receives** the report from the Woodend-Sefton Community Board Chairperson (TRIM: 230501060399).

CARRIED

9 MATTERS FOR INFORMATION

9.1 Oxford-Ohoka Community Board Meeting Minutes 6 April 2023. Rangiora-Ashley Community Board Meeting Minutes 12 April 2023. Kaiapoi-Tuahiwi Community Board Meeting Minutes 17 April 2023.

9.2 Private Plan Change 30 Ravenswood Development Ltd Resolution of Appeal and Approval of Plan Change – Report to Council meeting 4 April 2023 – Circulates to the Woodend-Sefton Community Board.

9.3 Waimakariri District Council Growth Projections for LTP 2024/34 – Report to Council meeting 4 April 2023 – Circulates to all Boards.

9.4 ANZAC Day Services 2023 – Report to Council meeting 4 April 2023 – Circulates to all Boards.

9.5 Health, Safety and Wellbeing Report March 2023 – Report to Council meeting 4 April 2023 – Circulates to all Boards.

Moved: I Fong

Seconded: M Paterson

THAT the Woodend-Sefton Community Board:

- (a) **Receives** the information in Items 9.1 to 9.5.

CARRIED

10 MEMBERS' INFORMATION EXCHANGE

B Cairns

- Met with Pegasus Residents Group and Council staff regarding setting up the youth division of their group to hold events targeted at the youth of Pegasus. The school principals had been approached and some had provided names for a youth committee to be formed. The first event was most likely going to be a movie night and they were trying to secure a screening licence from the library team which would save funds.
- Was working with Greenspace to have their templates altered to have event planners consider allocating space for disabled parking.
- Also working with Greenspace to agree on borders to be installed at the Pegasus/Woodend Food Forest. Additional planting was ongoing and seating from the Menzshed had been installed making it a welcoming area for people.
- Attended Arts Strategy event. The group was developing a district wide strategy which would encompass the arts and creativity would be championed.
- There was a two day event being held in June at Kaiapoi high School called the Ngā Manu Kōrero speech competition. This was the first time this event was to be held at Kaiapoi High School since 1995.
- There were nine students selected from schools in the district to attend a Youth Leaders Conference with Sir Ian Taylor.

A Thompson

- Had received positive feedback regarding the removal of the hedge in Waikuku Beach.
- The Board would potentially receive an application for security cameras in Waikuku Beach.
- There was still local interest in the bypass.

I Fong

- Attended Pegasus Residents Association meeting.
- The Sefton Hall sewage overflowed and had to be pumped out.
- Attended Anzac Services.
- Attended Waimakariri Annual Plan hearing.

M Paterson

- Attended Woodend and Cust ANZAC services.
- Had been working with the Stalker family regarding signage for Stalker Park.
- Attended Community Association meeting. The shelter by the tennis courts at Woodend Primary School had to be cleaned out. Were going to paint the shelter to give it a refresh. Had received \$2,500 for the Community Garden from a charity.

R Mather

- Attended GreyPower Annual General Meeting.
- Attended Ronel's Community Cuppa. Had 54 people in attendance (Waimakariri District Council staff and elected members were present) to discuss the Draft Annual Plan.
- Attended Waimakariri District Council Community Networking Forum. The three Board members that attended had involvement with community organisations and were not just there as Board representatives.
- Attended public meeting regarding vape stores. Vapes were touted as a tool to assist smokers giving up however, they were not available by prescription only.
- Visited the Pegasus/Woodend Menzshed.
- Attended Waiora Links Community Trust meeting.
- Attended Sefton and Pegasus ANZAC services. There was a lack of suitable parking available at the Sefton service.

Philip Redmond

- Attended meeting regarding concerns with Waka Kotahi's planned safety improvements alongside residents and James Caygill. Planned to send a letter from the Mayor also signed by the Board Chair outlining the issues raised.
- Appointed Chair of the Road Safety Committee.
- Attended public meeting regarding vaping.
- Attended Zone 5 and 6 meeting in Queenstown. Minister of Local Government presented.
- Had been busy with Annual Plan submissions and had over 30 people present.

11 CONSULTATION PROJECTS

Nil.

12 BOARD FUNDING UPDATE**12.1 Board Discretionary Grant**

Balance as at 31 March 2023: \$4,710.

12.2 General Landscaping Fund

Balance as at 31 March 2023: \$13,090.

13 **MEDIA ITEMS**

14 **QUESTIONS UNDER STANDING ORDERS**

15 **URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

NEXT MEETING

The next meeting of the Woodend-Sefton Community Board is scheduled for 5.30pm, Monday 12 June 2023 at the Woodend Community Centre, School Road, Woodend.

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 6.31PM.

CONFIRMED

Chairperson

Date

**MINUTES FOR THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD
HELD IN THE KAIKANUI ROOM, RUATANIWHA KAIAPOI CIVIC CENTRE,
176 WILLIAMS STREET, KAIAPOI ON MONDAY, 15 MAY 2023 AT 4PM.**

PRESENT

J Watson (Chairperson), S Stewart (Deputy Chairperson), A Blackie, T Bartle, T Blair, and R Keetley.

IN ATTENDANCE

B Cairns (Kaiapoi-Woodend Ward Councillor) and P Redmond (Kaiapoi-Woodend Ward Councillor).

C Brown (Community and Recreation Manager), T Stableford (Landscape Architect), D Roxborough (Implementation Project Manager – District Regeneration), H Belworthy (Intermediate Landscape Architect – District Regeneration), G MacLeod (Greenspace Manager), K Rabe (Governance Advisor), and A Connor (Governance Support Officer).

There were no members of the public present.

1 APOLOGIES

Moved: J Watson

Seconded: A Blackie

THAT an apology for absence be received and sustained from N Atkinson.

CARRIED

2 CONFLICTS OF INTEREST

No conflicts of interest were recorded.

3 CONFIRMATION OF MINUTES

3.1 Minutes of the Kaiapoi-Tuahiwi Community Board –17 April 2023

Moved: J Watson

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Confirms** the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 17 April 2023, as a true and accurate record.

CARRIED

3.2 Matters Arising (From Minutes)

There were no matters arising from the minutes.

3.3 **Notes of the Kaiapoi-Tuahiwi Community Board Workshop – 17 April 2023**

Moved: J Watson

Seconded: T Blair

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the notes of the Kaiapoi-Tuahiwi Community Board Workshop, held on 17 April 2023.

CARRIED

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

3.4 **Minutes of the public excluded portion of the Kaiapoi-Tuahiwi Community Board meeting held on 17 April 2023**

4 **DEPUTATIONS AND PRESENTATIONS**

Nil.

5 **ADJOURNED BUSINESS**

Nil.

6 **REPORTS**

6.1 **Patchina's Walkway Working Group – T Stableford (Landscape Architect)**

T Stableford stated this was an ongoing project that had made little progress. The original design had not met the budget of \$7,700 and the Board was not satisfied with the reduced scope. The proposed Working Group would ensure the project progressed in a timely fashion.

P Redmond sought clarity on whether the Working Group would be recommending a design back to the Board. C Brown stated that was not staff's intention as they could possibly end up in the same position as they were now with no way to move the project forward. The original request was that the Working Party would have delegated power to act and the budget already allocated would be utilised. However if further funding was required the Working Group would need to come back to the Board.

Moved: T Bartle

Seconded: A Blackie

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Approves** forming a Patchina's Walkway Working Group.
- (b) **Appoints** Kaiapoi-Tuahiwi Community Board members; Jackie Watson, Sandra Stewart and Russel Keetley to the Patchina's Walkway Working Group.
- (c) **Approves** delegated authority to the Patchina's Walkway Working Group to make decisions and implement them utilising the approved budget of \$7,700 from the Board's General Landscaping budget.

- (d) **Notes** that any further requests for funding would be submitted to the Board in the first instance for further allocation from its General Landscape budget or that the Board submit to the Council's Long Term Plan in 2024 for the required funding.
- (e) **That** the Chairperson gives an update on the progress of the project in her monthly report on behalf of the Pachina's Walkway Working Group.

CARRIED

T Bartle noted this project had been dragging on for some time and it would be good to get it moving as soon as practicable.

6.2 **Member for Representation Review Working Party – S Nichols (Governance Manager)**

K Rabe spoke to the report and noted a representation review was completed in the previous term with a result that required minimal change. However, the previous terms Council recommended another review was completed during the current term to utilise census data. First a decision would be made on whether the review would take place prior to the 2025 term or the 2028 term.

S Stewart asked for clarification as if it was decided to wait for the 2028 term the current members may not necessarily still be members. K Rabe clarified that after the decision was made for which term would be reviewed, the Working Party would either come together or would be disbanded.

S Stewart stated she would like to be on the Working Party as she was interested in finding out how the process worked and how people were enrolled.

T Bartle also requested to be on the Working Party as he felt it would be a good way for him to learn more and understand the processes involved better and this was a good learning opportunity.

As only one member was required for the Working Party, the Board conducted a vote. The result was as follows:

Sandra Stewart – two votes
Tim Bartle – four votes

Therefore, Tim Bartle would be the Board's representative on the Working Party.

Moved: A Blackie Seconded: R Keetley

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 230504063759.
- (b) **Appoints** Board member T Bartle, (non-Councillor) to the Representation Review Working Party.
- (c) **Notes** that one member (non-Councillor) from each of the Rangiora-Ashley, Kaiapoi-Tuahiwi, Woodend-Sefton and Oxford-Ohoka Community Boards would be appointed by their respective Boards to be members of the Representation Review Working Party.

- (d) **Notes** Councillors Goldsworthy, Mealings and Redmond had been appointed by the Council, alongside the Mayor to the membership of the Representation Review Working Party.
- (e) **Notes** the initial work of the group was to determine with further clarity the need to undertake a full Representation Review prior to the 2025 Local Body elections, and report back to the Council prior to December 2023.
- (f) **Notes** the working party meetings would most likely be held on Thursday mornings, on a regular basis once membership was fully established.

CARRIED

6.3 **Ratification of the Kaiapoi-Tuahiwi Community Board's submission to the Waimakariri District Council and Environment Canterbury's Draft 2023/24 Annual Plans – K Rabe (Governance Advisor)**

Moved: J Watson

Seconded: R Keetley

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 230418053898.
- (b) **Retrospectively ratifies** its submission to the Waimakariri District Council Draft 2023/24 Annual Plan (Trim Ref: 230324041111).
- (c) **Retrospectively ratifies** its submission to Environment Canterbury's Draft 2023/24 Annual Plan (Trim Ref: 230324041079).

CARRIED

7 CORRESPONDENCE

7.1 **Kaiapoi District Museum Annual General Meeting**

Moved: J Watson

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the invitation to the Kaiapoi District Museum Annual General Meeting (Trim: 230511067547).

CARRIED

8 CHAIRPERSON'S REPORT

8.1 **Chairperson's Report for May 2023**

- Attended Kaiapoi Community Garden Trustee meeting.
- Attended Waimakariri Public Arts Trust workshop.
- Attended Pines Beach Kairaki Association monthly committee meeting. They were concerned about the rubbish left after the Te Kohaka o Tuhaitara Trust removed trees after the fire event. The rubbish seemed to have been there for many years.
- Attended ANZAC Day services.
- Attended Waimakariri Arts Strategy workshop.
- Attended NZ Motor Home Caravan Park opening which was a great success.
- Spoke to the Board's submission on the Waimakariri District Council Draft Annual Plan.

- Attended the National Council of Women celebration of women elected in the recent election.
- Attended All Together Kaiapoi Trust planning meeting for the Matariki event.
- Met with staff regarding lack of parking behind the Ruataniwha Civic Centre. There was a need for a tidy up of the out of date parking layout.
- Attended Integrated Transport Strategy follow up to initial workshop.
- Attended Kaiapoi Networking Meet Up where a variety of people reported an increase of food parcels and stress felt regarding bills.
- Attended Bridge to Bridge and was invited by Cure to a trip on the River Queen during the race.

Moved: J Watson

Seconded: R Keetley

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the verbal report from the Kaiapoi-Tuahiwi Community Board Chairperson.

CARRIED

9 MATTERS REFERRED FOR INFORMATION

- 9.1 Oxford-Ohoka Community Board Meeting Minutes 6 April 2023.
- 9.2 Rangiora-Ashley Community Board Meeting Minutes 12 April 2023.
- 9.3 Woodend-Sefton Community Board Meeting Minutes 11 April 2023.
- 9.4 Waimakariri District Council Growth Projections for LTP 2024/34 – Report to Council meeting 4 April 2023 – Circulates to all Boards.
- 9.5 ANZAC Day Services 2023 – Report to Council meeting 4 April 2023 – Circulates to all Boards.
- 9.6 Health, Safety and Wellbeing Report March 2023 – Report to Council meeting 4 April 2023 – Circulates to all Boards.
- 9.7 87 Dunns Avenue Bank Improvements – Report to Utilities and Roading Committee meeting 18 April 2023 – Circulates to the Kaiapoi-Tuahiwi Community Board.
- 9.8 Patronage figures for Public Transport Boardings from Park and Ride Sites – Report to Utilities and Roading Committee meeting 18 April 2023 – Circulates to the Kaiapoi-Tuahiwi Community Board and Rangiora-Ashley Community Board.

Moved: J Watson

Seconded: A Blackie

THAT the Kaiapoi-Tuahiwi Community Board

- (a) **Receives** the information in Items 9.1 to 9.8.

CARRIED

10 MEMBERS' INFORMATION EXCHANGE

R Keetley

- Attended ANZAC Day services which were very well attended.
- Attended Historic Society monthly meeting.
- Attended Regional Museum get together. There was representation from nine local museums.

S Stewart

- Attended meeting regarding Draft Natural Environment Strategy which would become an internal document enhancing biodiversity.
- Presented the Board's submission to the Environment Canterbury Draft Annual Plan.
- Attended GreyPower meeting. There was confusion regarding information surrounding the Health Hub. Had spoken to Mayor Gordon about putting out a fact sheet to keep people informed.
- Attended Chlorine Drop-in session in Kaiapoi which was poorly attended.

B Cairns

- The Motorhome Association Park official opening was well attended. Kaiapoi was not registered as a motorhome friendly town so was working to rectify that along with the other towns in the district.
- North Canterbury Neighbourhood Support were talking with police regarding the installation of CCTV cameras for the district.
- The Fire Emergency New Zealand building on Hilton Street had a four bay shed which they were proposing for boats to be used during flooding if required.
- All Together Kaiapoi were holding a Matariki event in Norman Kirk Park.
- Was working with Greenspace to have the templates altered to have event planners consider allocating space for disabled parking.
- Attended Arts Strategy event. The group was developing a district wide strategy which would encompass the arts and creativity would be championed.
- Kaiapoi Promotions Association was holding a large quiz event with the United Kingdoms Chaser Dark Destroyer as the special guest.

Philip Redmond

- Attended meeting regarding concerns with Waka Kotahi's planned safety improvements which included residents and James Caygill. Planned to send a letter from the Mayor and also signed by the Board Chair outlining the issues raised.
- Appointed Chair of the Road Safety Committee.
- Attended Community Networking in Pegasus.
- Attended public meeting regarding vaping.
- Attended Civil Aviation Authority meeting. Movements at Rangiora Airfield were approaching 50,000 per annum and was resulting in safety issues.
- Attended Zone 5 and 6 meeting in Queenstown. Minister of Local Government presented.
- Attended the Ohoka, Sefton, Kaiapoi, Rangiora and Tuahiwi ANZAC Services.
- Attended Mandeville Residents Association meeting. Flooding issues were affecting property access.
- Attended Kaiapoi Motorhome Association opening.
- Attended Hydrogen Futures meeting at the Christchurch art gallery. Green Hydrogen and Hydrogen-electric operation was seen as the future to low emission transport.
- Attended Rangiora Airfield site visit. Was a significant district asset with a proposed redevelopment. There was a need to future proof runways.
- Attended two chlorination drop-in sessions. Kaiapoi was poorly attended and Woodend had a small attendance.
- Had been busy with Annual Plan submissions and had over 30 people present.
- Attended Rachel Thorntons farewell.

T Blair

- Attended Darnley Club meeting. They had recruited five volunteers from the Volunteer Expo and were no longer looking for anyone else.
- Attended ANZAC Dawn Service.
- Attended Kaiapoi Motorhome Association opening.

A Blackie

- Attended Bridge to Bridge race. Was very successful with crews from across the South Island.
- The Huria Reserve had been signed over to the Te Kohaka o Tuhaitara Trust.
- The Te Kohaka Tuhaitara Trust sections at Kairaki beach were on hold as they had encountered many issues.

T Bartle

- Attended ANZAC Day services.
- Neighborhood Support North Canterbury were doing well and expanding with a positive feeling.
- Attended King Charles Street Party.
- Attended AF8 Roadshow. Was eye opening and scary. Needed to remember to stay on top of emergency supplies.

11 CONSULTATION PROJECTS

There are currently no consultations.

12 REGENERATION PROJECTS**12.1 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:

<http://www.waimakariri.govt.nz/your-council/district-development/kaiapoi-town-centre>.

13 BOARD FUNDING UPDATE**13.1 Board Discretionary Grant**

Balance as at 30 April 2023: \$3,132.

13.2 General Landscaping Budget

Balance as at 30 April 2023: \$49,490.

14 MEDIA ITEMS

Nil.

15 MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED

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

Moved: A Blackie

Seconded: R Keetley

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

Item 15.1 Minutes of public excluded Kaiapoi-Tuahiwi Community Board meeting 17 April 2023

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

Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public-
15.1 Minutes of public excluded Kaiapoi-Tuahiwi Community Board meeting 17 April 2023	Good reason to withhold exists under section 7	To enable any local authority holding the information to carry on, without prejudice or disadvantage negotiations (including commercial and industrial negotiations) (s 7(2)(i)).

CARRIED

16 QUESTIONS UNDER STANDING ORDERS

Nil.

17 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

Nil.

NEXT MEETING

The next meeting of the Kaiapoi-Tuahiwi Community Board will be held at the Ruataniwha Kaiapoi Civic Centre on Monday 19 June 2023 at 4pm.

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 4.36PM.
CONFIRMED

Chairperson

Date

Workshop

- *Waimak Dragonboats at Murphy Park – Grant MacLeod (Greenspace Manager) – 20mins*
- *Members Forum*