



**WAIMAKARIRI**  
DISTRICT COUNCIL

# **Council Agenda**

**Tuesday 1 June 2021**

**Commencing at 1.00pm**

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

***Members:***

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

The Mayor and Councillors

**WAIMAKARIRI DISTRICT COUNCIL**

A meeting of the **WAIMAKARIRI DISTRICT COUNCIL** will be held in **FUNCTION ROOM, RANGIORA TOWN HALL 303 HIGH STREET, RANGIORA** on **TUESDAY 1 JUNE 2021** 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**

Irving Rutherford.

4. **CONFIRMATION OF MINUTES**

4.1. **Minutes of a meeting of the Waimakariri District Council held on 4 May 2021**

8 - 27

*RECOMMENDATION*

**THAT** the Council:

- (a) **Confirms**, as a true and correct record, the circulated minutes of meetings of the Waimakariri District Council held on 4 May 2021.

**MATTERS ARISING**

4.2. **Minutes of the public excluded meeting of the Waimakariri District Council held on 4 May 2021**

*(Refer to public excluded agenda)*

5. **DEPUTATIONS AND PRESENTATIONS**

There are no deputations or presentations.

6. **ADJOURNED BUSINESS**

There is no adjourned business.

7. **COVID-19 RECOVERY PLANNING / SHOVEL READY PROJECTS**

Nil

8. **REPORTS**

8.1. **Southbrook Stormwater Pipeline – Southern Cross to Flaxton – K Simpson (3 Waters Manager)**

28 - 31

*RECOMMENDATION*

**THAT** the Council:

- (a) **Receives** Report No. 210519080377.
- (b) **Approves** bringing forward \$171,350 of the existing \$350,000 budget in 2021/22 to 2020/21 for the Kingsford Smith Drive and Southern Cross Road parts of the Southbrook Pipeline - Southern Cross to Flaxton project under the Rangiora Urban Drainage account.
- (c) **Notes** that this would leave \$178,650 remaining in 2021/22 for the remaining Southern Cross Road to Flaxton Road stormwater pipe part of the project.
- (d) **Notes** that this work is funded by the Southbrook Drainage development contribution and there is no impact on rates.

9. **MATTERS REFERRED FROM COMMITTEES/COMMUNITY BOARDS**

9.1. **Sensitivity Expenditure Policies – J Millward (Manager Finance and Business Support)**

*(refer to attached copy of report no. 201420063774 to the Audit and Risk Committee meeting of 18 May 2021)*

32 - 76

*RECOMMENDATION*

**THAT** the Council:

- (a) **Approves** the Credit Card Policy (QD MGT Policy 003) ;
- (b) **Endorses** the Sensitive Expenditure Policies (QD MGT Policies 001 to 009);
- (c) **Notes** that these policies provide guidance and controls over Council's sensitive expenditure activities and provide greater assurance that public monies spend / receivables are appropriately managed.

9.2. **Section 17A Review of Whole of Council Community and School Education Programmes – K Waghorn (Solid Waste Asset Manager)**

*(refer to attached copy of report no.210419062950 to the Audit and Risk Committee meeting of 18 May 2021)*

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*RECOMMENDATION*

**THAT** the Council:

- (a) **Continues** partner with Enviroschools Canterbury and co-fund delivery of the Enviroschools programme.

- (b) **Directs** staff to further investigate expanding the reach of the Enviroschools programme with additional funding from other department budgets and to bring a report to the Council on the outcomes of the investigations.
- (c) **Continues** to provide an alternative environmental sustainable education programme for all schools and the community, and to provide advice and assistance for local businesses, via an external contract that is sought through a contestable procurement process.
- (d) **Directs** staff to further investigate development of a joint environmental sustainability education delivery programme with neighbouring Councils prior to the end of the next education contract's term.
- (e) **Notes** that once a District Sustainability Strategy has been adopted the Council may choose to increase funding for education in order to expand the reach and scope of Enviroschools Canterbury and the alternative environmental sustainable education programme.

9.3. **Adoption of the Cemetery Policy – Hearing Panel Recommendation – Councillors R Brine (Chair), W Doody and P Redmond**

*(refer to attached copy of report no. 210325049648 to the Community and Recreation Committee meeting of 18 May 2021)*

92 - 128

*RECOMMENDATION*

**THAT** the Council:

- (e) **Adopts** the draft Cemetery Policy (Trim: 200916122776), incorporating the changes made by the Hearing Panel and the Community and Recreation Committee as attached, to take effect on adoption.
- (f) **Notes** a copy of this report will be sent to the Community Boards for their information.

10. **HEALTH & SAFETY**

10.1. **Health and Safety Report May 2021 – J Harland (Chief Executive)**

129 - 140

*RECOMMENDATION*

**THAT** the Council:

- (a) **Receives** report No 210519079901
- (b) **Notes** that there was one notifiable event this month. WDC is, so far as is reasonably practicable, compliant with the Person Conducting a Business or Undertaking (PCBU) duties of the Health and Safety at Work Act 2015.
- (c) **Notes** that phase three of the Rangiora Service Centre Refurbishment Project is underway and on track.

11. **COMMITTEE MINUTES FOR INFORMATION**

11.1. **Minutes of a meeting of the Land and Water Committee of 20 April 2021**

141 - 145

11.2. **Minutes of a meeting of the Utilities and Roading Committee of 20 April 2021**

146 – 150

- 11.3. **Minutes of a meeting of the Waimakariri Water Zone Committee of 3 May 2021** 151 - 159

*RECOMMENDATION*

**THAT** Items 11.1– 11.3 be received for information.

12. **COMMUNITY BOARD MINUTES FOR INFORMATION**

- 12.1. **Minutes of a meeting of the Kaiapoi-Tuahiwi Community Board meeting of 19 April 2021** 160 - 172
- 12.2. **Minutes of a meeting of the Oxford-Ohoka Community Board meeting of 5 May 2021** 173 - 180
- 12.3. **Minutes of a meeting of the Woodend-Sefton Community Board meeting of 10 May 2021** 181 - 187
- 12.4. **Minutes of a meeting of the Rangiora-Ashley Community Board meeting of 12 May 2021** 188 - 198

*RECOMMENDATION*

**THAT** Items 12.1– 12.4 be received for information.

13. **REPORTS FOR INFORMATION**

14. **CORRESPONDENCE**

15. **MAYOR'S DIARY**

- 15.1. **Mayor's Diary 28 April – 25 May 2021** 199 - 201

*RECOMMENDATION*

**THAT** the Council:

- (a) **Receives** report no. 210525083394.

16. **COUNCIL PORTFOLIO UPDATES**

- 16.1. **Iwi Relationships** – Mayor Dan Gordon
- 16.2. **Canterbury Water Management Strategy** – Councillor Sandra Stewart
- 16.3. **International Relationships** – Deputy Mayor Neville Atkinson
- 16.4. **Regeneration (Kaiapoi)** – Councillor Al Blackie
- 16.5. **Climate Change and Sustainability** – Councillor Niki Mealings
- 16.6. **Business, Promotion and Town Centres** – Councillor Joan Ward

**17. QUESTIONS***(under Standing Orders)***18. URGENT GENERAL BUSINESS***(under Standing Orders)***19. MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED***Section 48, Local Government Official Information and Meetings Act 1987***RECOMMENDATION**

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

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

| Item No        | Minutes/Report of   | General subject of each matter to be considered | Reason for passing this resolution in relation to each matter | Ground(s) under section 48(1) for the passing of this resolution |
|----------------|---|---|---|--|
| 19.1           | Minutes of Council public excluded portion of Council meeting of 4 May 2021     | Confirmation of minutes                         | Good reason to withhold exists under Section 7                | Section 48(1)(a)   |
| <b>REPORTS</b> |   |   |   |  |
| 19.2           | Report of S Hart (Business and Centres Manager)                                 | North of High Parking Building Proposal         | Good reason to withhold exists under Section 7                | Section 48(1)(a)   |
| 19.3           | Report of D Young (Senior Engineering Advisor) and K Simpson (3 Waters Manager) | Springbrook Flood Repairs Update                | Good reason to withhold exists under Section 7                | Section 48(1)(a)   |
| 19.4           | Report of V Thompson (Business and Centres Advisor)                             | Bike Stands in the Waimakariri District         | Good reason to withhold exists under Section 7                | Section 48(1)(a)   |

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

| Item N°     | Reason for protection of interests  | Ref NZS 9202:2003 Appendix A |
|-------------|---|------------------------------|
| 19.1 – 19.4 | Protection of privacy of natural persons.<br>To carry out commercial activities without prejudice | A2(a)<br>A2(b)ii             |

**CLOSED MEETING***See Public Excluded Agenda.*

**OPEN MEETING**20. **NEXT MEETING**

The next monthly meeting of the Council will occur on Tuesday 6 July 2021, commencing at 1pm in the Function Room, Rangiora Town Hall, 303 High Street, Rangiora.

Prior to this, the Council will be meeting at 2.30pm on Tuesday 22 June 2021 to adopt the Long Term Plan 2021-2031.

**MINUTES OF A MEETING OF THE WAIMAKARIRI DISTRICT COUNCIL HELD IN MEETING ROOM 1, RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI ON TUESDAY 4 MAY 2021 COMMENCING AT 1PM**

**PRESENT**

Mayor D Gordon (Chairperson), Deputy Mayor N Atkinson, Councillors K Barnett (departed at 6.40pm), A Blackie, R Brine, W Doody (arrived at 4.18pm), N Mealings, P Redmond, S Stewart, J Ward and P Williams.

**IN ATTENDANCE:**

J Harland (Chief Executive), G Cleary (Manager Utilities and Roading), S Markham (Manager Strategic Projects), K LaValley (Project Delivery Manager), S Hart (Business and Centres Manager), R Kerr (Delivery Manager), J McBride (Roading and Transport Manager), K Waghorn (Solid Waste Asset Manager), D Roxborough (Implementation Project Manager District Regeneration), G McLeod (Community Greenspace Manager), R Hawthorne (Property Manager), R Qu (Property Assets Advisor), D Young (Senior Engineering Advisor), S Fauth (Project Engineer), H Downie (Principal Strategy Analyst), C Wood (Principal Strategy Analyst), V Thompson (Business and Centres Advisor) and A Smith (Governance Co-ordinator).

1. **APOLOGIES**

Moved Mayor Gordon      Seconded Councillor Atkinson

**THAT** an apology for lateness be received and sustained from Councillor Doody.

**CARRIED**

Councillor Doody arrived at 4.18pm, and joined the meeting during consideration of public excluded Item 19.7.

2. **CONFLICTS OF INTEREST**

There were no conflicts of interest declared.

3. **ACKNOWLEDGEMENTS**

The Mayor acknowledged the recent passing of Michael Dormer and Glen Scott. Both having been recent recipients of Community Service Awards for their significant contributions to the community.

All those present stood and observed a minutes silence.

4. **CONFIRMATION OF MINUTES**

4.1. **Minutes of a meeting of the Waimakariri District Council held on 6 April 2021**

Moved Councillor Barnett      Seconded Councillor Atkinson

**THAT** the Council:

- (a) **Confirms**, as a true and correct record, the circulated Minutes of meeting of the Waimakariri District Council held on 6 April 2021.

**CARRIED**



## **MATTERS ARISING**

Nil.

### **4.2. Minutes of the public excluded meeting of the Waimakariri District Council held on 6 April 2021**

*(Refer to public excluded minutes)*

## **5. DEPUTATIONS AND PRESENTATIONS**

Annette Williams presented her views to the Council regarding the traffic noise on Ohoka Road. Mr and Mrs Williams' residential property adjoined this arterial road which was built in 2017. It was noted that Ohoka Road had a LURP Action 47, allowing the Council an exemption for the noise rules, construction and operation of the road. Because of the traffic noise, concerned residents presented to the Council during the 2018 Long Term Plan process and the Council agreed to lay asphalt surfacing on the western boundary to assist with the reduction of noise. However, Mrs Williams noted that the traffic noise continued to be a concern and exceeded the World Health Organisation guidelines.

Mrs Williams circulated photos of properties with the different fence heights, showing the four properties that had new fences. She expressed a concern about the inconsistency of the Council agreeing to raise the height of some property fences along this stretch of road and not others.

Mr and Mrs Williams have previously enquired from the Council what the quantifiable measure was for raising the fences of the chosen properties. The responses received from staff varied from the reduction in privacy as the road level rises approaching bridges, to properties that were near curves in roads which had headlights shining into them at night. Mr and Mrs Williams' property was the last to be built on this stretch of road and was on a corner which was affected by vehicle lights shining into the house as vehicles turn into Hayson Drive. Mrs Williams therefore believed that privacy of their property was compromised with the fencing at its current level. She reiterated her view on the inconsistency in how the choice was made as to which properties fences could be raised, believing the Council had acted with bias regarding this matter.

Mrs Williams advised that they would be happy to build the fence themselves and were requesting the Council to reconsider and pay for the materials for the fence (suggesting a cost of approximately \$5,000). It was noted that staff had quoted in a previous report to the Council that a replacement fence would cost \$25,000. Mrs Williams suggested that all property owners on this stretch of Ohoka Road should be given the option of building materials being paid for by the Council, and also suggested to remediate this arterial road. Furthermore Mrs Williams believed the Council should follow best practice instead of adhering to the LURP Action 47. Mayor Gordon asked if Mrs Williams had a quote for the cost of the fencing materials, to which Mrs Williams confirmed that they did not have a quote but could obtain one.

Councillor Blackie enquired if there was space between the house and the fence for planting. Mr Williams advised that there was approximately 3.5 metres between the house and current fence, with no space on the outside of the fence for planting.

Following a question from Councillor Brine, Mrs Williams advised that they had not approached the Kaiapoi-Tuahiwi Community Board with this issue. Councillor Brine further questioned if raising the fence on the Williams' property would compromise their neighbours' properties at all. Mrs Williams advised that only one of their neighbouring properties would be impacted and this owner was happy not to have their fence raised as they prefer to have the rural outlook.

Councillor Barnett sought clarity on how much of the property frontage Mr and Mrs Williams were seeking to extend the height of the fence. It was advised that this was

only for the Ohoka Road frontage and the same gradual profile would be retained around the corner.

Mayor Gordon thanked Mr and Mrs Williams for their presentation and requested that a report would be submitted to the Council at a subsequent meeting.

6. **ADJOURNED BUSINESS**

There was no adjourned business in the public agenda, with one item of adjourned business to be considered in the public excluded meeting.

7. **COVID-19 RECOVERY PLANNING / SHOVEL READY PROJECTS**

7.1 **Covid-19 Recovery Programme Update – S Hart (District Recovery Manager)**

S Hart spoke to the report which provided a high level update on the economic situation and outlook for the country operating under Covid-19 Alert Level One restrictions. It also provided an update on the progress made with the 27 recovery actions. Information highlighted included trends in the different retail sectors, noting that compared to the national average, the unemployment rate in the Waimakariri district was favourable.

S Hart advised that a further report on social recovery would be submitted to the next Community and Recreation Committee meeting, which would provide an update on the 27 projects in the Recovery Programme.

Councillor Mealings queried why the recovery action “Accelerating the Green Economy”, was noted in the report as being “On Hold”. S Hart explained that this related to a series of actions that staff previously thought may be needed as a result of Covid-19. However, following feedback from the Economic Recovery Advisory Group and from across the sector, accessing additional funding for “Accelerating the Green Economy” was not deemed appropriate at this time. An example related to the EV charging stations.

Moved Mayor Gordon      Seconded Councillor Barnett

**THAT** the Council:

- (a) **Receives** report No. 210421064657.
- (b) **Notes** the updated high level economic activity assessment provided in Section 4 of this report.
- (c) **Notes** the progress update (as provided to the Economic Recovery Advisory Group) relating to the 27 initial recovery projects supported by Council contained in section 4.8 of report 210421064657.
- (d) **Circulates** this report to the Economic Recovery Advisory Group, Social Services Waimakariri and the Community Boards for their information.

**CARRIED**

Mayor Gordon extended thanks to the Economic Recovery Advisory Group who had been assisting the Council by providing information on the different sectors which had been helpful. It was noted that the figures of unemployment and decreases in GDP in this district were less than the national figures. Retail spending in the district was also tracking better than the national average, dwelling consent applications to date for the year were at 244 which was up from this time last year and there was a sense of optimism and a degree of confidence in the district.

Councillor Barnett suggested that the Social Recovery Report should be coming back to the Council for consideration, as this was linked with the economic recovery. S Hart again confirmed that there would be a full report on social recovery provided to the Community and Recreation Committee. Councillor Barnett believed there was still some work that needed to be undertaken in the district with regards to social recovery. There was a critical lack of land to allow for more housing to be constructed, with many people wanting to live in the district.

Councillor Atkinson elaborated on the input and investment of individuals and the Council following the 2010/11 earthquakes, noting that this was a credit to all who had invested in the Waimakariri district. Councillor Atkinson believed the Council needed to continue to support investment in the district.

In reply, Mayor Gordon acknowledged the comments of Councillor Barnett and also supported the combined reporting on social and economic recovery. With people wanting to move into the district from around the country and also returning from overseas, business and development opportunities needed to be kept at the forefront.

## 8. **REPORTS**

### 8.1. **Rangiora and Kaiapoi Park and Ride Budgets – S Fauth (Project Engineer) and J McBride (Roading and Transport Manager)**

D Young and J McBride presented this report which requested that some of the budget for this project be brought forward to 2020/21. D Young highlighted the three main reasons for this request, which included tidying up entrance ways for the buses at the Kaiapoi facility. He noted that the Wrights Road intersection had been negatively impacted by the additional traffic generated by the Park and Ride facility. Funding was also required for legal fees and lease payments for the Southern Kaiapoi Park and Ride site. It was suggested that an extra \$40,000 be brought forward for the Rangiora Park and Ride budget and also \$110,000 being brought forward for the Kaiapoi Park and Ride budget. It was confirmed that Waka Kotahi had co-funded the amount which was available for them.

It was noted that there was an error in the "Proposed" Table under 6.1, page 5 of the report; the amount of \$1,107,000 should be \$1,017,000, and the total should read \$1,841,000. The additional \$150,000 being requested for this year was balanced by the reduction in the 2024/25 amount.

Councillor Williams asked if there was any data available on the passenger use of the Park and Ride facilities, and could these figures be provided to the Council. J McBride confirmed that figures had recently been received from Environment Canterbury (ECan) and a memo would be circulated to Councillors with this information.

J McBride confirmed that there had been communication with ECan following the concerns raised by Councillor Barnett about buses scraping the road at two intersections in Rangiora. In these instances it was related to new drivers not anticipating the corners appropriately, and there had been no additional costs incurred.

Moved Councillor Atkinson

Seconded Councillor Ward

**THAT** the Council:

- (a) **Receives** report No. 210420063882.

- (b) **Approves** bringing forward \$40,000 from 2025/26 to 2020/21 within the Rangiora Park and Ride budget (10.1280.000.5135).
- (c) **Approves** bringing forward \$110,000 from 2025/26 to 2020/21 within the Kaiapoi Park and Ride budget (10.1281.000.5135).
- (d) **Notes** that following this re-distribution of funds, there will be \$836,000 remaining for Rangiora and \$513,000 remaining for Kaiapoi across 2024/25 and 2025/26.
- (e) **Notes** that there is a budget of \$1.9M for Ravenswood Park and Ride across 2021/22 and 2029/30 which is not affected by this proposal.
- (f) **Circulates** this report to the Utilities and Roothing Committee and to Kaiapoi-Tuahiwi and Rangiora-Ashley Community Boards for their information.

**CARRIED**

Councillor Atkinson noted that the public appeared to be making good use of the Park and Ride facilities, and this funding would add to the facilities. Therefore bringing this investment forward was the sensible thing to do, in his opinion.

*At this time, Item 8.5 was taken. The Minutes have been recorded in the order of the Agenda.*

#### 8.2. **Subdivision Contribution Programme and Budget Update – J McBride (Roothing and Transport Manager)**

J McBride presented the report which provided an update on the Subdivision Contribution Programme and Budget which was used to provide the Council's contributions to the cost of upgrading roading infrastructure in new developments and also to fund seal extensions where private residents had agreed to pay the 50% cost share. It was pointed out that with the rapid pace of the high number of developments progressing in the district, it was difficult to predict the full extent and timing of the Council's financial commitments. However, it was anticipated that the current Subdivision Contribution Budget was unlikely to be sufficient.

Moved Councillor Barnett

Seconded Councillor Mealings

**THAT** the Council:

- (a) **Receives** report No. 210422065237.
- (b) **Notes** that the current budget of \$782,608 was is unlikely to be sufficient to meet the Council's share of costs associated with development and urbanisation costs and as such this budget is likely to be overspent.
- (c) **Notes** the updated commitments as summarised in Table One of this report.
- (d) **Notes** that funding for growth areas is budgeted to allow under's and over's and as such it is proposed to accept over expenditure in the short term, and continue to monitor growth over the next year, before any decisions about longer term budget adjustments are made.
- (e) **Circulates** this report to the Utilities and Roothing committee and the Community Boards for information.

**CARRIED**

Councillor Barnett noted the rapid growth in the district and acknowledged the potential overspending of budget due to the Council's financial commitments to development.

**8.3. Request for Capital Budget to Remedy Stormwater Discharge Deficiencies at Southbrook RRP – K Waghorn (Solid Waste Asset Manager)**

K Waghorn presented this report advising that the Council had received two non-compliances for the Discharge Consent from Environment Canterbury in relation to potentially contaminated stormwater run-off into land at the Southbrook Transfer Station. Action was required by 28 May 2021 and the more urgent work of reinstating the asphalt pad and bunding adjacent to the pit entry/exit point was therefore currently underway. Other work necessary to achieve compliance would involve installing an interceptor sump at the recycling area to replace the existing sump, in order to separate contaminants from the stormwater, due to the location of the household hazardous waste drop-off and storage area.

There were no questions from Councillors.

Moved Councillor Brine

Seconded Councillor Atkinson

**THAT** the Council:

- (a) **Receives** report No. 210422065570.
- (b) **Approves** the approach of reinstating the asphalt pad and bunding at the pit entranceway to remedy the non-compliance in the short term while a permanent contaminated stormwater management system is investigated.
- (c) **Notes** that reinstatement of the asphalt pad and ongoing management costs will be funded out of the maintenance budget in the Disposal Account.
- (d) **Notes** that a notional capital budget for investigations into and installation of infrastructure to discharge contaminated stormwater from the pit entranceway into the trade waste system will be included in the staff submission to the Long Term Plan.
- (e) **Notes** that the upgrade design budget will be increased to allow for the additional work necessary to design the stormwater management system referred to in 2(d).
- (f) **Notes** that, once investigations have been completed into and a cost estimate has been prepared, staff will bring a report to the Utilities & Roading Committee to inform them about the final solution and, if necessary, will request additional budget from the Council to install the approved stormwater management system during the 21/22 year.
- (g) **Approves** a budget of \$15,000 for the installation of an oil/grit interceptor sump in the current 20/21 financial year, to ensure stormwater from the Hazardous Waste Area is discharged in compliance with Condition 1b of CRC971142.3.
- (h) **Notes** that the Disposal Account will have sufficient funds available to undertake the capital works proposed in 2(b), 2(d) and 2(g) without impacting on rates.

- (i) **Notes** that the two site upgrades will be designed in the 21/22 year, and that a Site Stormwater Management Plan will be prepared to ensure stormwater discharge from the Southbrook Resource Recovery Park site meets all the requirements stipulated in the Discharge Consent for the site, the Land and Water Regional Plan and our Council's global stormwater discharge consent.
- (j) **Circulates** report No. 210422065570 to the Rangiora Ashley Community Board for their information.

**CARRIED**

There was no comment from the Council.

*Item 9.1 was taken at this time. The Minutes have been recorded in the order of the Agenda.*

#### 8.4. **Establishment of a Housing Working Group – S Markham (Manager Strategic Projects)**

S Markham presented this report, which followed a recent briefing to the Council. This report sought approval from the Council to establish a Housing Working Group and requested appointments to this Group.

Moved Councillor Stewart

Seconded Councillor Barnett

**THAT** the Council:

- (a) **Receives** report No 210423065589.
- (b) **Approves** establishment of a Housing Working Group with the Terms of Reference as attached to this report (Doc no 210423065590).
- (c) **Appoints** Deputy Mayor Atkinson, Councillor Doody and Councillor Mealings to represent the District Planning and Regulation Committee on the Working Group, noting that Mayor Gordon would be an ex-officio group member.
- (d) **Requests** the Housing Working Group to provide an interim report within six months and review its ongoing role in 2022 in time for a recommendation to the incoming Council in October 2022.
- (e) **Circulates** the report to Community Boards for information.

Councillor Stewart noted that it was timely that the Council reviewed social and affordable housing for the future. With the retained sale proceeds from the seven community houses that were recently sold, the Housing Working Group could consider if it was the right time to reinvestment in other forms of housing to address the district needs.

Councillor Barnett supported the membership of the proposed Working Group and noted it would be good to see a plan for the use of the sale proceeds and the Councils proposed future role in affordable housing.

Councillor Atkinson commented on the changing world of social housing and the need for a wider investigation of this matter.

#### **Amendment**

Moved Councillor Williams

Seconded Councillor Brine

- (c) **Appoints** Deputy Mayor Atkinson, Councillor Doody, Councillor Mealings and Councillor Redmond to represent the District Planning

and Regulation Committee on the Working Group, noting that Mayor Gordon would be an ex-officio group member.

Councillor Williams believed that having Councillor Redmond as a member of the Working Group would be of benefit with his experience in his previous legal role.

Councillor Barnett believed that having three elected members on this group was sufficient as she did not wish the group to be weighted with elected members and the initial motion of having three members was therefore appropriate.

Mayor Gordon endorsed the proposed amendment, also noting the relevant experience that Councillor Redmond would bring to the Working Group.

The amendment then became the substantive motion.

**THAT** the Council:

- (a) **Receives** report No 210423065589.
- (b) **Approves** establishment of a Housing Working Group with the Terms of Reference as attached to this report (Doc no 210423065590).
- (c) **Appoints** Deputy Mayor Atkinson, Councillors Doody, Mealings and Redmond to represent the District Planning and Regulation Committee on the Working Group, noting that Mayor Gordon would be an ex-officio group member.
- (d) **Requests** the Housing Working Group to provide an interim report within six months and review its ongoing role in 2022 in time for a recommendation to the incoming Council in October 2022.
- (e) **Circulates** the report to Community Boards for information.

**CARRIED**

Councillor Barnett Against

Councillor Williams believed this was a very important working group, especially in light of the current waiting list for pensioner housing.

Councillor Barnett noted that this Housing Group would not solve all the housing difficulties in the district going forward, however it would be looking at what the overall role of the Council would be. She believed that housing was a social services responsibility of central Government and requested members kept that in mind.

Councillor Redmond thanked members for their support in this motion and concurred with Councillor Barnett's comments that this working group would not solve all the districts housing challenges; he was however hopeful it may have some suggestions.

Councillor Stewart supported having Councillor Redmond on the Housing Working Group and the expertise that he would add to the group.

*Item 8.5 was considered between Item 8.1 and 8.2.*

**8.5. Southbrook Road Improvements – Establishment of Governance Structure – D Young (Senior Engineering Advisor)**

D Young spoke to this report which sought approval from the Council to establish a Southbrook Road Improvements Working Group. It was proposed that the group's membership would include both elected members and staff.

It was envisaged that this group would work with the affected community including motorists, residents, businesses and the school communities. The working group would have no delegated authority but would bring key issues back to the Council for further consideration and decisions.

Moved Councillor Williams                      Seconded Councillor Ward

- (a) **Receives** report No. 210315043232.
- (b) **Establishes** a Southbrook Road Improvements Working Group that will report to the Utilities and Roding Committee, in accordance with the Terms of Reference for the Southbrook Road Improvements Working Group (Trim 210420064152).
- (c) **Appoints** Mayor Dan Gordon (Transport Portfolio Holder) as Chair, Councillor Paul Williams (Roding Portfolio Holder), Jim Gerard (Rangiora-Ashley Community Board Chair), G Cleary (Manager Utilities and Roding), J McBride (Roding and Transport Manager) and D Young (Senior Engineering Advisor) to the Working Group.  
  
**Endorses** the Concept Design (Trim 210414060520) as being suitable for development by the Southbrook Rd Improvements Working Group.
- (d) **Circulates** this report to the Rangiora-Ashley Community Board and the Utilities and Roding Committee for their information.

**CARRIED**

Councillor Williams endorsed the recommendation as the traffic and pedestrian safety issue through Southbrook was a matter of urgency, in his view.

Councillor Ward remained in favour of designating land for the eastern bypass, however, she believed this would provide a solution to the traffic congestion issue through Southbrook.

Mayor Gordon supported the establishment of the Working Group as it was important that all options to be considered when investigating possible solutions for the management of traffic through Southbrook.

Councillor Brine noted that this matter had also been considered by previous Councils and was yet to be resolved. He also supported the designation of land for the eastern bypass, however, he was supportive of investigating an alternative future traffic route.

Councillor Barnett said this Working Group had a significant task ahead, especially in light of Waka Kotahi's recent announcement that there had been a budget overspend, due to a large number of roading issues throughout the country. The Council would need to champion the issue of safety on Southbrook Road and the children crossing the road to schools. She believed Southbrook Road, being a main access into Rangiora, needed good balance between vehicles, cyclists and pedestrian safety.

*The meeting then considered Item 8.2*



9. **MATTERS REFERRED FROM COMMITTEES/COMMUNITY BOARDS**

9.1. **Cust Rural Recycling Facility – K Waghorn (Solid Waste Asset Manager)**

*(Refer to report no. 210315043452 to the Solid and Hazardous Waste Working Party meeting of 29 March 2021)*

K Waghorn spoke to this report, referred from the Solid and Hazard Waste Working Party at their previous meeting, which sought approval from the Council to continue operating the Cust Rural Recycling Facility until 30 June 2021. A report would be submitted to the Long Term Plan deliberations meeting (25-26 May) requesting continued funding to operate the facility for the 2021/22 financial year.

Councillor Williams noted that groups in other towns in the district had been requesting similar facilities and enquired how these facilities would be managed and at what costs. K Waghorn explained that each request would be assessed on a case by case basis taking into consideration the proposed location. It was likely that resource consenting and set up costs would be similar to that of the Cust facility. Allowance had been made in the budget for assessing, consenting and constructing up to four facilities in different rural areas. However, it needed to be determined if communities wanted such a facility and appropriate locations needed to be found. It was also important that there was a custodian for each such facility.

Moved Councillor Brine

Seconded Councillor Mealings

**THAT** the Council:

- (a) **Receives** report No. 210315043452.
- (b) **Notes** that the users of the Cust rural recycling drop-off facility are generally abiding with our acceptance criteria and that contamination levels are minimal.
- (c) **Notes** that this model is currently providing a convenient recycling drop-off service for residents in the rural area around Cust.
- (d) **Approves** continuing to provide a recycling drop-off facility at the Cust Hotel Carpark for rural residents in the greater Cust area until 30 June 2021.
- (e) **Notes** that there is sufficient funding in the Waste Minimisation Account in the current (2020/21) year to continue operating the facility, and to maintain the gravel hardstand and carpark.
- (f) **Notes** that staff will bring a further report to the Solid & Hazardous Waste Working Party to give a more comprehensive analysis and comparison of the costs of providing recycling services at Cust, Oxford and Southbrook.
- (g) **Notes** that the following funding allowances have been included in the Waste Minimisation Account in the draft 2021-31 Long Term Plan budgets for the Cust rural recycling facility:
  - i. \$10,742 in operational expenditure for the operation and maintenance of this facility;
  - ii. \$11,220 expenditure for the cost to process recycling disposed of at this facility; and
  - iii. \$18,000 in capital expenditure for sealing the road crossing and paving the hard-stand area.

- (h) **Notes** that the operational funding allowance in Recommendation 2(g)i. above was based on tonnages received at the Cust RRF in the period from August to October 2019, and that that recycling weights have increased by almost 30% over the November to February period.
- (i) **Notes** that an updated budgetary allowance for the operation and maintenance of this facility based on the measured increased usage of this site, will be included for Council's consideration in the Solid Waste staff submission to the Council's LTP deliberations in May 2021.
- (j) **Notes** that, if Council approves continuing operation of the Cust rural recycling drop-off facility beyond 30 June 2021, staff will continue to monitor usage at the site and costs to operate and maintain the site, in order to ensure this facility continues to provide a cost-effective service.
- (k) **Circulates** report No. 210315043452 to the Community Boards for their information.

**CARRIED**

Councillor Mealings noted that the figures showed the users of the Cust facility were taking 20% of material that would otherwise not make it into the recycling process. This trial had been very successful in her opinion.

Mayor Gordon supported this trial and would support consideration being given to any requests for similar facilities in other towns in the district. The custodians of the rural recycling facility at Cust were commended for the job they were doing, by having this facility reduce what was going into the waste stream. The facility was proving itself to be an asset for the community.

9.2. **District Regeneration Update on Norman Kirk Parks Projects Budgets and Dredging Ponds Decommissioning – D Roxborough (Implementation Project Manager – District Regeneration)**

*(Refer to report no. 210319046740 to the Kaiapoi-Tuahiwi Community Board meeting of 19 April 2021)*

D Roxborough spoke to this report, providing a summary of the progress with the Kaiapoi East regeneration projects, specifically with the Norman Kirk Park development, and highlighting further projects to be carried out. The Norman Kirk Project was currently under budget (approximately \$130,000) and so some items that were removed last year would be reinstated, including general landscaping with the addition of more trees (the number of trees into the park was reduced last year). There would also be some spectator embankments constructed around the softball diamonds. Approximately \$60,000 budget was remaining, which could be used to tidy up the dredging dewatering ponds at the far end of the Corcoran Reserve. At the Kaiapoi-Tuahiwi Community Board meeting in April 2021, it was suggested that the funding could be used to install some extra seating around the softball diamonds and sports fields. The general landscaping requests were time sensitive, due to the reliance on the time left in the autumn planting season.

D Roxborough noted that regarding the dredging, if this work was undertaken using budget in this financial year, budget allocated for next year would not be required. It was proposed to deconstruct the ponds but the footing would be retained so that it could be reused should there be further dredging required in the future. There was uncertainty as to when any re-dredging would be required, but it was anticipated that the first round of maintenance would be required in 10 to 15 years time.

Moved Councillor Blackie

Seconded Councillor Atkinson

**THAT** the Council:

- (a) **Receives** report No. 210319046740.
- (b) **Notes** that the development works in the Norman Kirk Park in Kaiapoi East Regeneration area are now substantially complete, and that this element of the Regeneration programme is forecast to come in under budget on a net Council expenditure basis.
- (c) **Approves** staff undertaking further works in Norman Kirk Park as generally identified in sections 4.10 **Error! Reference source not found.** and 4.12 of this report (Trim 210319046740), to a total of \$66,925, utilising some of the remaining net budget to deliver the originally intended levels of service.
- (d) **Notes** that adoption of recommendation (c) has no significant impact to proposed rates in the current year (very slight / indiscernible reduction compared to what has been adopted in the 2020/21 Annual Plan) or those signalled under the draft 2021/22 Long term Plan.
- (e) **Approves** staff utilising a further \$30,000 of the remaining net budget in the current year's programme to undertake further decommissioning works of the dredging dewatering ponds and interim reinstatement of the eastern end of Corcoran Reserve.
- (f) **Notes** that adoption of recommendation (e) results in the programme still being delivered under budget, has no further impact to proposed rates in the current year (compared to what has been adopted in the 2021/21 Annual Plan), and also obviates the need for the \$30,000 budget included in the first year of the draft Long Term Plan (2021/22) for these same works.

**CARRIED**

There was no comment from the Council.

**9.3. Pocket Forest Development Moore Street, Kaiapoi – G MacLeod (Greenspace Manager)**

*(Refer to report no. 210414059998 to the Kaiapoi-Tuahiwi Community Board meeting of 19 April 2021)*

C Brown presented this report which had previously been considered by the Kaiapoi-Tuahiwi Community Board and sought approval for the request from the Kaiapoi East Residents Association (KERA) for the planting of a "Pocket Forest". The proposed Pocket Forest would be established on a portion of land in the East Kaiapoi Regeneration area. Staff had inspected this area, noting it was earmarked to be a buffer zone in the future, and approving the project would therefore not only be positive for KERA, but would also improve biodiversity in the area. Any costs associated with the proposed planting would be the responsibility of KERA, however, the Council's contractors may offer assistance with ground preparation, depending on conditions, which would be at very little cost to the Council. It was advised that WHoW had been approached and they also supported this proposal.

Councillor Barnett noted the current dry conditions in the district and enquired if there was access to sufficient water to assist getting the plants established. C Brown confirmed there was a water supply available on site and also KERA would be advised on planting the right plants that would thrive in conditions which do not require high levels of watering.

Moved Councillor Blackie

Seconded Councillor Stewart

**THAT** the Council:

- (a) **Receives** report No. 210414059998.
- (b) **Approves** the Kaiapoi East Residents Association to plant a 20 metre strip in native revegetation as shown in the attached plan.
- (c) **Notes** that staff are in the process of discussing the proposal with WHoW and will provide an update regarding their position at the meeting.
- (d) **Notes** that the costs/labour associated with watering, weeding and planting is the responsibility of the Kaiapoi East Residents Association. Ongoing responsibility once established is likely to become a Council due to the specialist nature of maintenance to established native forest.

**CARRIED**

Councillor Blackie commented that this project would be at very little cost to the Council and had good support from the Community Board, the Kaiapoi Food Forest (who had already donated trees for this site), and from the Charles Upham Retirement Village. The surrounding community had agreed they would be available to make sure the plants were watered sufficiently to enable them to get established.

Councillor Stewart explained that the concept of a "Pocket Forest" was that plants were planted close together and therefore grow faster. This was an achievable project for a community group and she therefore supported the proposal by KERA.

## 10. HEALTH AND SAFETY

### 10.1. Health and Safety Report April 2021 – J Harland (Chief Executive)

J Harland presented this report, noting that the Management Team had recently gone through the Risk Register looking at any mitigation measures to be added.

It was noted that an incident had occurred since this report was written, involving two Water Unit staff. This had the potential of having serious consequences and an investigation was underway. J Harland highlighted the importance of near misses being reported on.

Moved Councillor Atkinson

Seconded Councillor Redmond

**THAT** the Council:

- (a) **Receives** report No 210422065083.
- (b) **Notes** that there are no significant Health and Safety issues at this time, and that WDC is, so far as is reasonably practicable, compliant with the Person Conducting a Business or Undertaking (PCBU) duties of the Health and Safety at Work Act 2015.
- (c) **Notes** that phase three of the Rangiora Service Centre Refurbishment Project is underway and on track with the first movements commencing in early May.

**CARRIED**

11. **COMMITTEE MINUTES FOR INFORMATION**

Nil.

12. **COMMUNITY BOARD MINUTES FOR INFORMATION**

12.1. Minutes of a meeting of the Oxford-Ohoka Community Board meeting of 7 April 2021.

12.2. Minutes of a meeting of the Woodend-Sefton Community Board meeting of 12 April 2021.

12.3. Minutes of a meeting of the Rangiora-Ashley Community Board meeting of 14 April 2021.

Moved Councillor Blackie

Seconded Councillor Ward

**THAT** the Council:

(a) **Receives** Items 12.1 to 12.3 for information.

**CARRIED**

13. **REPORTS FOR INFORMATION**

Nil.

14. **CORRESPONDENCE**

Nil.

15. **MAYOR'S DIARY**

15.1. **Mayor's Diary 30 March - 27 April 2021**

Councillor Mealings requested that Mayor Gordon's role as the MC at the Alcohol and Drug Harm Community Forum held at the Rangiora Town Hall on 14 April be added. This would be included in the report.

Moved Councillor Mealings

Seconded Councillor Williams

**THAT** the Council:

(a) **Receives** report no. 210428067673.

**CARRIED**

16. **COUNCIL PORTFOLIO UPDATES**

16.1. **Iwi Relationships – Mayor Dan Gordon**

Mayor Gordon extended thanks to all members who attended the recent joint Hui, noting the positive experience. This Hui was building on the good work undertaken by staff and elected members over a long period of time. The recent Mahi Tahi Joint Development Committee meeting had also been a positive meeting; it was noted that Jay Wilkinson had resigned from the Rūnanga and a replacement representative was therefore being sought.

There had been a good representation of elected members who attended the ANZAC day service at Tuahiwi and they were welcomed to the Tuahiwi Marae afterwards.

16.2. **Canterbury Water Management Strategy – Councillor Sandra Stewart**

The Waimakariri Water Zone Committee had a meeting the previous day, noting that M Blackwell chaired the meeting. An update was presented by Brent Walton on Waimakariri Irrigation Limited's (WIL) planned storage ponds development on Wrights Road which was first advocated in 2007 and had been in the Environment Court for the past 13 years. This on-ground storage ponds was 12metres high on the Wrights Road frontage, being a significant structure and agreement had therefore been reached with the surrounding landowners on how this would be operated under the consent. Information on the proposal would be made available to WIL shareholders this coming Friday and 75 percent of the shareholders had to approve the proposal for the project to continue. It was an inter-generational project as it would be loan funded over an estimated 40 years.

Councillor Stewart suggested that the Manager and Board members of WIL should be invited to speak to the Council on their proposal. This request was forwarded to appropriate staff to request a briefing time.

Councillor Stewart had asked Ecan for details on what freshwater monitoring they would be undertaking across the district. This information was to be provided by ECan to Waimakariri Water Zone Committee member Erin Harvey. There needed to be a comprehensive understanding of what was happening in the freshwater space, what monitoring was being undertaking, and how to make this collected data available on a website for public consumption.

A presentation to the Waimakariri Water Zone Committee was provided by Dr M Mckeown from WGA Environmental Consultants on integrated constructive wetlands which may be useful here in the Waimakariri district (for example Pond C on Flaxton Road).

The Plan Change 7 decision was due in June/July 2021. The Waimakariri Landcare Trust, which was the Farmer Trust now merged with the Next Generation Farmers group, had secured \$500,000 government funding to put towards a project. Waimakariri Biodiversity Trust was calling for trustees, which was still open.

The Waimakariri Water Zone Committee was undertaking a refresh, seeking new community members, which would close in two weeks' time.

16.3. **International Relationships – Deputy Mayor Neville Atkinson**

There were two wreathes laid on ANZAC Day on behalf of the people of Zonnebeke, Belgium. The next meeting of the Waimakariri Passchendaele Advisory Group would be held in May.

16.4. **Regeneration (Kaiapoi) – Councillor Al Blackie**

Councillor Blackie noted the Honda Planting Day to be held at 10am on Saturday 8 May 2021; all were welcome. There would be an updated report to the Council on the Kaiapoi Community Hub anticipated for June 2021 consideration.

16.5. **Climate Change and Sustainability – Councillor Niki Mealings**

The Christchurch City Council Coastal Hazards Working Group had been talking about the roles and responsibilities of private landowners versus the Council, managing their risks and prioritisation of work.

The elected members' Sustainability Strategy Steering Group had met recently and spoke on some initiatives that staff and the community were working on, such as the cup project (remove take away cups); cycle project (encourage people to refurbish donated cycles and the findings on the energy use following the Rangiora Service Centre refurbishments. There was also discussion on

engagement with Enterprise North Canterbury (ENC) and Ngai Tuahuriri on the Sustainability Strategy.

The staff Sustainability Strategy Group had also held a beeswax wrap making workshop, and was planning another e-bike trial on 20 May 2021 in the Rangiora Service Centre car park for staff and members. The sustainability champions were endeavouring to socialise the change.

On 17 May 2021 there was a “Back to Basics” Expo in Rangiora in conjunction with Eco Educaid and Time Bank Waimakariri. This was well represented by Council members and community groups focusing on sustainability matters.

Councillor Mealings, along with Michael Blackwell, was approached to speak to a class of students from the University of Canterbury about Kaiapoi water. This would happen on 24 May 2021 during an annual visit of the class to Kaiapoi

Councillor Redmond offered congratulations to the producers of The Gull.

16.6. **Business, Promotion and Town Centres – Councillor Joan Ward**

The Stadium was progressing on track to be completed on time with the opening planned for the end of July 2021. Elected members would be invited to a walk through on 18 May 2021.

A workshop was held on the Kaiapoi South Mixed Use Business Area, plus workshops for e-scooters, and noted that there would be 80 staff being relocated back into the refurbished offices this weekend.

A Building Safer Communities Workshop would be held at the Woodend Community Centre on 20 May 2021.

The Rangiora Promotions Group AGM would be held on 8 June 2021. It was also noted that the Winter Splash was happening again this year.

17. **QUESTIONS**

*(under Standing Orders)*

Nil.

18. **URGENT GENERAL BUSINESS**

*(under Standing Orders)*

Nil.

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

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

Moved Mayor Gordon

Seconded Councillor Atkinson

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

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

| Item No                           | Minutes/Report of   | General subject of each matter to be considered   | Reason for passing this resolution in relation to each matter | Ground(s) under section 48(1) for the passing of this resolution |
|-----------------------------------|---|---|---|--|
| 19.1                              | Minutes of Council public excluded portion of Council meeting of 6 April 2021           | Confirmation of minutes   | Good reason to withhold exists under Section 7                | Section 48(1)(a)   |
| <b>ADJOURNED ITEM OF BUSINESS</b> |   |   |   |  |
| 19.2                              | Report of R Qu, (Property Assets Advisor) and R Hawthorne (Property Manager)            | Johns Road/Townsend Road, Road Stopping for the 'wedge' and Disposal of the Surplus Land  | Good reason to withhold exists under Section 7                | Section 48(1)(a)   |
| <b>REPORTS</b>                    |   |   |   |  |
| 19.3                              | Report of H Downie, (Principal Strategy Analyst) and C Wood, (Principal Policy Analyst) | Application for Immediate Legal Effect of Rules for the Rangiora Northeast Development Area upon Notification of the Proposed District Plan | Good reason to withhold exists under Section 7                | Section 48(1)(a)   |
| 19.4                              | Report of Kaiapoi South Mixed Used Business Area Evaluation Panel                       | Kaiapoi South Mixed Use Business Area Proposals Recommendation  | Good reason to withhold exists under Section 7                | Section 48(1)(a)   |
| 19.5                              | Report of R Kerr (Delivery Manager)   | Kaiapoi Stormwater Land Acquisition   | Good reason to withhold exists under Section 7                | Section 48(1)(a)   |
| 19.6                              | Report of V Thompson (Business and Centres Advisor)                                     | NZ Motor Caravan Association Land Lease Agreement Terms   | Good reason to withhold exists under Section 7                | Section 48(1)(a)   |
| 19.7                              | Report of V Thompson (Business and Centres Advisor)                                     | E-Scooter Trial in Waimakariri District   | Good reason to withhold exists under Section 7                | Section 48(1)(a)   |
| 19.8                              | Report of K LaValley (Project Delivery Manager)   | Qualifying of Suppliers to the Prequalification List  | Good reason to withhold exists under Section 7                | Section 48(1)(a)   |

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

| Item N°     | Reason for protection of interests  | Ref NZS 9202:2003 Appendix A |
|-------------|---|------------------------------|
| 19.1 – 19.8 | Protection of privacy of natural persons.<br>To carry out commercial activities without prejudice | A2(a)<br>A2(b)ii             |

**CARRIED**

*The meeting adjourned from 3.15pm until 3.37pm.*

The Public Excluded portion of the meeting occurred from 3.37pm to 6.40pm.



**CLOSED MEETING****Resolution to resume open meeting**

Moved Mayor Gordon

Seconded Councillor Atkinson

THAT the Council

**19.2 Johns Road/Townsend Road: Road Stopping for the 'wedge' and Disposal of the Surplus Land – R Qu (Property Assets Advisor) and R Hawthorne (Property Manager)**

Resolves that recommendations (a) to (f) and (h) be made public and recommendation (g) and the contents of this report remain public excluded, due to commercial sensitivity.

**19.3 Application for immediate legal effect of rules for the Rangiora northeast Development Area upon notification of the Proposed District Plan – H Downie (Principal Strategy Analyst) and C Wood (Principal Policy Analyst)**

Resolves that the recommendations remain public excluded until the District Plan has been notified, due to commercial sensitivity of the matters covered and the contents of the report remain public excluded.

**19.4 Kaiapoi South Mixed Use Business Area Proposals Recommendation – Kaiapoi South Mixed Used Business Area Evaluation Panel presented by S Hart (Business and Centres Manager)**

Resolves that the recommendations and contents of the report remain public excluded due to commercial sensitivity and a further report will be coming to Council LTP Deliberations meeting 25 May.

**19.5 Kaiapoi Stormwater and Flooding Improvements; Land Acquisition Terms – R Kerr (Delivery Manager)**

Resolves that this report and the recommendations remain public excluded until the land purchase is finalised, due to commercial sensitivity.

**19.6 New Zealand Motor Caravan Association Land Lease Agreement Terms – V Thompson (Business and Centres Advisor) and R Hawthorne (Property Manager)**

Resolves that the contents of the report remain public excluded and the resolutions become public when the final lease agreement arrangements have been agreed on by the NZMCA and they are able to undertake their resource consenting process.

**19.7 E-Scooter Trial in Waimakariri District – V Thompson (Business and Centres Advisor)**

Resolves that the resolutions remain public excluded, until such time as Council agreement is confirmed and the resolution then becomes public. The report however remains public excluded due to commercial sensitivity.

**19.8 Qualifying of Suppliers to the Prequalification List – Tranche 1 - K LaValley (Procurement Manager) and D Thompson (Prequalification Tender Manager)**

Resolves that the resolution be made public and contents of the report remain public excluded due to commercial sensitivity.

**OPEN MEETING**

**19.2 Johns Road/Townsend Road: Road Stopping for the 'wedge' and Disposal of the Surplus Land – R Qu (Property Assets Advisor) and R Hawthorne (Property Manager)**

**THAT** the Council:

- (a) **Receives** report No. 210128013342
- (b) **Supports** to stop Section 1 SO 549604 as a road.
- (c) **Confirms** Section 1 SO 549604 is surplus to the Council's requirement.
- (d) **Approves** Section 1 SO 549604 to be stopped as road under the provisions of Section 116 of the Public Works Act 1981.
- (e) **Authorises** the Chief Executive and Property Manager to finalise the necessary legislative and process actions necessary to stop the road under Section 116 of the Public Works Act 1981 then complete the transaction.
- (f) **Authorises** the Chief Executive and Property Manager to finalise the necessary legislative and process actions necessary to disposal of the land under the requirements of the Public Works Act 1981, including offer back obligations, and the Ngāi Tahu Claims Settlement Act 1998.
- (h) **Notes** that a further report covering the disposal process will be brought to Council in the event that neither the former owner nor Ngai Tahu acquire the property.

**19.8 Qualifying of Suppliers to the Prequalification List – Tranche 1 - K LaValley (Procurement Manager) and D Thompson (Prequalification Tender Manager)**

**THAT** the Council:

- (a) Receives Report No 210414059923.
- (b) Authorises Staff to appoint suppliers to the prequalification lists.
- (c) Notes that the prequalification list will have ongoing monitoring from staff, with suppliers having the potential to change tiers subject to the supply of further information, or based on track record.
- (d) Notes that staff will continue to work with suitably qualified suppliers to increase the suppliers on the list for areas with limited prequalified suppliers (Such as the Pipe Inspection / CCTV Category).
- (e) Notes the Prequalification list will be reviewed annually, which will provide for new suppliers to be included to the list. Where a Supplier has not met the standard for a higher Tier standard, this rationale of the decision will be discussed with the supplier.
- (f) Notes that it is expected that around 80% of each years' capital works budget will be sourced using suppliers from the Pre-qualification list, with the

remainder sourced via separate processes (such as bespoke tender processes for specialist suppliers). The capital works budget for FY2021/22 is in the order of 45 Million Dollars excluding Shovel Ready and Stimulus projects which have already gone through a procurement process.

20. **NEXT MEETING**

The next ordinary meeting of the Council was on **Tuesday 1 June 2021**, commencing at 1pm in the Function Room, Rangiora Town Hall, 303 High Street, Rangiora.

Prior to this the Council would be meeting during May to hear submissions and deliberate on the Draft LTP 2021-2031 as follows:

**Submission Hearings:**

Wednesday 5 May 2021, commencing at 3.30pm in Meeting Room 1, Ruataniwha Kaiapoi Civic Centre, 176 Williams Street, Kaiapoi.

Thursday 6 May 2021, commencing at 10am in the Function Room, Rangiora Town Hall, 303 High Street, Rangiora.

Friday 7 May 2021, commencing at 10am in the Oxford Town Hall, 34 Main Street, Oxford.

**Deliberation meetings:**

Tuesday 25 May and Wednesday 26 May 2021, commencing at 9am both days, in the Function Room, Rangiora Town Hall, 303 High Street, Rangiora.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 6.41PM.

CONFIRMED

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

\_\_\_\_\_  
Date 1 June 2021

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION****FILE NO and TRIM NO:** DRA-06-08-01 / 210519080377**REPORT TO:** COUNCIL**DATE OF MEETING:** 1 June 2021**AUTHOR(S):** Kalley Simpson, 3 Waters Manager**SUBJECT:** Southbrook Stormwater Pipeline – Southern Cross to Flaxton**ENDORSED BY:**  
(for Reports to Council,  
Committees or Boards)  
Department Manager  
Chief Executive**1. SUMMARY**

- 1.1. The purpose of this report is to request that budget be brought forward to the current financial year for the part of the Southbrook Pipeline - Southern Cross to Flaxton stormwater project completed by the developer to date.
- 1.2. The Kingsford Smith Drive and Southern Cross Road parts of the stormwater works have been completed, while the Southern Cross Road to Flaxton Road stormwater pipe is expected to be constructed next financial year.
- 1.3. Currently the approved budget for the entire project is in the 2021/22 financial year. As part of the project has been completed and as-built information collated, the budget can be brought forward in order to complete the capitalisation of these works.

**Attachments:**

- i. Plan of the parts of Southbrook Pipeline - Southern Cross to Flaxton stormwater project – TRIM 210519080378.

**2. RECOMMENDATION****THAT** the Council:

- (a) **Receives** Report No. 210519080377.
- (b) **Approves** bringing forward \$171,350 of the existing \$350,000 budget in 2021/22 to 2020/21 for the Kingsford Smith Drive and Southern Cross Road parts of the Southbrook Pipeline - Southern Cross to Flaxton project under the Rangiora Urban Drainage account.
- (c) **Notes** that this would leave \$178,650 remaining in 2021/22 for the remaining Southern Cross Road to Flaxton Road stormwater pipe part of the project.
- (d) **Notes** that this work is funded by the Southbrook Drainage development contribution and there is no impact on rates.

**3. BACKGROUND**

- 3.1 The Council entered into an agreement with the developer in May 2018, that set out the Council's contribution for the stormwater mains (refer TRIM 180619067657). This included for the construction of stormwater mains by the developer to service the adjacent property at 2 Todds Road. This work was to be completed by the developer within 5 years of the agreement being signed.

- 3.2 The stormwater works covered by the agreement are the design and construction of:
- a. Kingsford Smith Drive 825mm stormwater main – 30% share
  - b. Southern Cross Road 900mm stormwater main – 30% share
  - c. Southern Cross to Flaxton 1050mm stormwater main – 50% share
- 3.3 The location of these pipelines is shown on the attached plan, Plan of the parts of Southbrook Pipeline - Southern Cross to Flaxton stormwater project, refer Attachment i.
- 3.4 Budget of \$350,000 for these works was previously approved as part of the 2020/21 Annual Plan (refer TRIM 191126165586).

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

- 4.1. The construction of the Kingsford Smith Drive and Southern Cross Road parts of the stormwater works have been completed by the developer earlier than expected. The as-built information has been collated and the budget can be brought forward in order to complete the capitalisation of these works.
- 4.2. The Council contribution towards the value of the work completed to date is \$171,350, which will leave \$178,650 remaining for the Southern Cross Road to Flaxton Road stormwater pipe part of the project.
- 4.3. The construction of the remaining stormwater works is expected to be constructed by the developer next financial year in 2021/22.

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

There are not implications on community wellbeing by the issues and options that are the subject matter of this report.

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

#### **5. COMMUNITY VIEWS**

##### **5.1. Mana whenua**

Te Ngāi Tūāhuriri hapū have not been approached on this matter, as this report solely deals with the budget allocation between financial years.

##### **5.2. Groups and Organisations**

There are not groups and organisations likely to be affected by, or to have an interest in the subject matter of this report. The remaining section of pipework will be constructed on land owned by the developer.

##### **5.3. Wider Community**

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

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

##### **6.1. Financial Implications**

There are no financial implications of the decisions sought by this report. As this work is funded by the Southbrook Drainage development contribution, there is no impact on rates.

The payment for these works has already been accounted for as a credit as part of the overall development contributions payment made by the developer. The remaining budget of \$178,650 in 2021/22 will be used for \$171,360 transfer to the development contributions account and PDU design input for the outlet into Flaxton Road Drain (estimated to be about \$5k required).

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

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

## 6.3 **Risk Management**

There are no additional risks arising from the adoption/implementation of the recommendations in this report. The construction risks associated by the remaining stages of this project will be managed by the developer.

### **Health and Safety**

There are no additional health and safety risks arising from the adoption/implementation of the recommendations in this report. The health and safety risks associated by the construction of the remaining stages of this project will be managed by the developer.

## 7. **CONTEXT**

### 7.1. **Consistency with Policy**

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

### 7.2. **Authorising Legislation**

The Local Government Act 2002 sets out the power and responsibility of local authorities, including the Council's role in providing drainage services.

### 7.3. **Consistency with Community Outcomes**

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

- *There is a safe environment for all*
- *Core utility services are provided in a timely and sustainable manner*

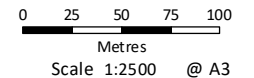
### 7.4. **Authorising Delegations**

The Council has the delegated authority to amend budgets.




### Southbrook Pipeline - Southern Cross to Flaxton

Date: 19/05/2021  
 Author: kalley@WMK



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**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION****FILE NO and TRIM NO:** FIN-01 / 201420063774**REPORT TO:** Audit & Risk Committee**DATE OF MEETING:** 18 May 2021**FROM:** Jeff Millward – Manager, Finance and Business Support**SUBJECT:** Sensitivity Expenditure Policies**SIGNED BY:**  
(for Reports to Council,  
Committees or Boards)  
\_\_\_\_\_  
Department Manager  
\_\_\_\_\_  
Chief Executive**1. SUMMARY**

- 1.1 The purpose of this report requests the Audit & Risk Committee to recommend Council the approval of the Credit Card Policy and to provide an update on other Sensitive Expenditure Policies that have been reviewed in accordance with the policy renewal dates.
- 1.2 The Corporate Credit Card Policy has been reviewed with changes being made to align the policy to the process changes made that have automated/digitised financial system. The process changes have strengthened the internal controls.
- 1.3 There have also been reviews undertaken on other Sensitive Expenditure Policies that are due for review and primarily related to staff processes and cover activities and expenditure *that "could be seen to be giving private benefit to staff additional to the business benefit to the organisation."*<sup>1</sup> The policy reviews also cover areas of spending identified by the Controller and Auditor-General that *"applies to spending public money by a public organisation and the spending has to be able to withstand scrutiny, from Parliament and from the public"*.
- 1.4 A new overarching policy, to the sensitivity expenditure policies, has been established and termed the Sensitive Expenditure Policy. The purpose of this policy is to set out clear principles and decision guidelines for sensitive expenditure and combines the fifteen other policies under a principle based framework.
- 1.5 The Gifts and Koha Policy is a revised policy which provides greater guidance for all staff on matters relating to the giving and receiving of gifts and koha. The policy supports the organisations principles and objectives by ensuring risks commonly associated with the giving and receiving of gifts and koha by employees, are avoided. This can include:
- The Gift / Koha is seen to give an inappropriate or excessive benefit to an individual/group;
  - The Gift / Koha is seen as given in explicit or implicit expectation of a favour in return;
  - The Gift / Koha is provided in substitution for legitimate payment or remuneration; or
  - The Gift / Koha is given repeatedly and/ or at times when it could be seen to influence or reinforce a particular decision or action.

<sup>1</sup> Publication on Good Practice <https://oag.parliament.nz/good-practice/sensitive-expenditure>



Attachments:

- i. Sensitive Expenditure Policy (QD MGT Policy 001)
- ii. Travel and Accommodation Policy (QD MGT Policy 007)
- iii. Disclosure of Interest Policy (QD MGT Policy 005)
- iv. Discretionary Expenditure Policy (QD MGT Policy 008)
- v. Gifts and Koha Policy (QD MGT Policy 009)
- vi. Personal Presentation and Uniform Policy (QD MGT Policy 006)
- vii. Catering Hospitality and Entertainment Policy (QD MGT Policy 002)
- viii. Credit Card Policy (QD MGT Policy 003)
- ix. Warrant of Appointment Policy (QD MGT Policy 004)

**2. RECOMMENDATION**

**THAT** Audit & Risk Committee

Recommends to Council to:

- (a) **Receives** report No. 201420063774
- (b) **Approves** the Credit Card Policy (QD MGT Policy 003) ;
- (c) **Endorses** the Sensitive Expenditure Policies (QD MGT Policies 001 to 009);
- (d) **Notes** that these policies provide guidance and controls over Council's sensitive expenditure activities and provide greater assurance that public monies spend / receivables are appropriately managed.

**3. BACKGROUND**

- 3.1. The Council for a number of years has Sensitive Expenditure Policies that provides controls and guidance to staff when interacting and making sensitive expenditure decisions.
- 3.1 A number of Council Polices had come up for periodic review. As part of the review, recent feedback from our Auditors and general feedback from the Office of the Auditor-General regarding sensitive expenditure policy improvements was also considered.
- 3.2 A working group was established consisting of Manager, People and Engagement, Human Resources Advisor, Executive Assistant to Chief Executive, Executive Assistant to Management, Finance Manager, Quality & Risk Coordinator and Manager Finance & Business Support to evaluate and review Council's Sensitive Policies.
- 3.3 The following policies were considered for the periodic review:
  - Sensitive Expenditure Policy (new policy)
  - Travel and Accommodation Policy
  - Disclosure of Interest Policy
  - Discretionary Expenditure Policy
  - Gifts and Koha Policy (new policy)
  - Personal Presentation and Uniform Policy
  - Catering Hospitality and Entertainment Policy
  - Warrant of Appointment Policy
- 3.4 The review of Council's Sensitive Expenditure Policies commenced in October 2019, and although consultation with staff was interrupted by Covid in 2020 were approved by the Management team in January 2021.

- 3.5 There was generally a good response from staff on the policies, with the Gifts and Koha policy receiving the most responses. The range of comment also varied from supporting the policy to proposing alternative options for the receiving of gifts. Two other policies, the Personal Presentation and Uniform Policy and the Entertainment and Hospitality Policy also received a number of responses.
- 3.6 After consideration of the feedback the Management Team approved the policies on 10 January 2021.

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

- 4.1. A new overarching policy, to the sensitivity policies, has been established and termed the Sensitive Expenditure Policy. The purpose of this policy is to set out clear principles and decision guidelines for sensitive expenditure and to combine the fifteen other policies under a principle based framework. This includes:
- Clearly defined parameters for sensitive expenditure;
  - Ensuring sensitive expenditure is assessed, authorised and reviewed consistently for all staff and elected members;
  - Identifying those policies that are considered to be sensitive expenditure.
- 4.2. The Gifts and Koha Policy is a revised policy which provides greater guidance for all staff on matters relating to the giving and receiving of gifts and koha. The policy supports the organisations principles and objectives by ensuring risks commonly associated with the giving and receiving of gifts and koha by employees, are avoided. This can include:
- The Gift / Koha is seen to give an inappropriate or excessive benefit to an individual/group;
  - The Gift / Koha is seen as given in explicit or implicit expectation of a favour in return;
  - The Gift / Koha is provided in substitution for legitimate payment or remuneration;  
or
  - The Gift / Koha is given repeatedly and/ or at times when it could be seen to influence or reinforce a particular decision or action.
- 4.3. The principles of a justifiable business purpose, 'being moderate and conservative, acting with integrity, and preserving impartiality', are particularly relevant to a Gifts and Koha Policy. These principles are embraced within the policy and the processes required on staff.
- 4.4. The other policies listed under the Sensitivity Expenditure Policy will be reviewed in accordance with the review dates.
- 4.5. The Council may decide to approve, request further information or changes to the policies provided in this report.
- 4.6. The Management Team have reviewed this report and support the recommendations.

#### **5. COMMUNITY VIEWS**

- 5.1. **Groups and Organisations**  
n/a
- 5.2. **Wider Community**  
n/a

#### **6. IMPLICATIONS AND RISKS**

- 6.1. **Financial Implications**

6.1.1. There are no additional financial implications identified in the report other than those already provided for and approved in budgets.

6.2. **Community Implication**

6.2.1. The policies assist in providing clarity and consistency of service delivery to our community.

**Risk Management**

6.2.2. By providing Policies with comprehensive guidelines provides clarity and reflects the way we work and behave and it assists in maintaining standards, consistency and best work practices.

**Health and Safety**

6.2.3. The Policies provide and assist in maintain a healthy and safe environment.

**7. CONTEXT**

7.1. **Policy**

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

**Legislation**

7.1.2. Various and these are identified within each policy that has been reviewed.

7.2. **Community Outcomes**

7.2.1. Being helpful to staff and the processes that they work by, the policies assist in the achievement of all community outcomes.

**Delegations**

7.2.2. The Chief Executive has the delegation to approve the staff policies. The Credit Card Policy requires the approval of the Council, as this is a Council Policy as opposed to a staff policy.

# Sensitive Expenditure Policy

## 1. Purpose

The purpose of this policy is to set out clear principles and decision guidelines for sensitive expenditure. This includes:

- Setting out clearly defined parameters for sensitive expenditure.
- Ensuring that sensitive expenditure is assessed, authorised and reviewed consistently for all staff and elected members.
- Identifying those policies that are considered to be sensitive (see Section 7 for a full list of related policies).

This policy supports Tā mātou mauri principles and is underpinned by our organisational values. The Code of Conduct places an obligation on all of us to take responsibility for our own actions. Everyone is equally responsible for the success of the Council and in order to achieve objectives, we must all work together and share accountability. This policy supports these objectives by ensuring that we avoid risks commonly associated with sensitive expenditure by employees.

## 2. Scope

This policy applies to all Waimakariri District Council (WDC) permanent, fixed term and casual employees. It includes elected members and any consultants / contractors who are employed to represent the organisation at any time. This policy should be read in conjunction with the specific policies listed in Section 7 of this policy.

The Auditor-General defines a sensitive expenditure as spending by Council that could be seen to give some benefit to a staff member or elected official or could be considered unusual for Council.

Background Breaches of this policy may be considered under our Code of Conduct and result in disciplinary action

## 3. Statement

### 3.1. Sensitive Expenditure

Expenditure would be considered sensitive where it has the following attributes:

- Results in perceived or real (private) benefit to the individual.
- Would be an unusual expenditure item for Council.
- Does not align with the core business of Council.
- Does not align with strong links to the business purposes of Council.
- Is usually a discretionary expenditure item.
- Is likely to be difficult to justify to the public.
- Involves a conflict of interest (legal or ethical).

### **3.2. *Principles Applicable to Sensitive Expenditure***

- 3.2.1. Expenditure should be subject to a standard of probity and financial prudence that is expected of local authority, able to withstand public scrutiny and acknowledge Council is funded by ratepayers.
- 3.2.2. These standards ensure that expenditure decisions:
- a) Have a justifiable business purpose.
  - b) Preserve impartiality.
  - c) Are made with integrity.
  - d) Are moderate and conservative, having regard to the circumstances.
  - e) Are made transparently.
  - f) Are appropriate in all respects.
- 3.2.3. In practice, an authorised staff member will make the decision on, and/or payment for, each item of sensitive expenditure. They will need to exercise careful judgement in accordance with these principles and this policy. This will always be about balance in the particular context. The principles must also be applied as a set as all are equally important.
- 3.2.4. In the case of expenditure incurred by the Mayor or other Elected Members (not explicitly approved by Council), this is subject to review by the Chief Executive for compliance with this policy.
- 3.2.5. The Councillor with portfolio responsibilities for Finance will act as approver for the Mayor's corporate credit card. The Mayor will act as approver for the Chief Executive's credit card.

### **3.3. *Deciding when Sensitive Expenditure is Appropriate***

- 3.3.1. The quantity of money spent on an item of sensitive expenditure may be small relative to Council's total expenditure. However, each sensitive expenditure decision is important, because improper expenditure could harm the reputation of, and trust in, the Council.
- 3.3.2. In deciding what appropriate sensitive expenditure is, Council staff and elected members need to take account of both individual transactions and the total amount of sensitive expenditure.
- 3.3.3. Even when sensitive expenditure decisions can be justified at the item level, the combined amount spent on a category of expenditure may be such that, when viewed in total, the entity could be criticised for extravagance and waste.

### **3.4. *Good Controls and Judgement***

- 3.4.1. The responsibilities of the Mayor, Elected Members and Management Team at Council include being accountable for properly and prudently spending the public money under their control. This includes sensitive expenditure and the internal controls that support this.
- 3.4.2. While the financial controls assist sensitive expenditure decisions, good judgement will also be required. It is not possible or desirable to attempt to set rules for every possible situation that may arise. In the absence of a specific rule for a given situation, the Mayor, Elected Members and the Management Team are expected to exercise good judgement by taking the principles in this policy into account in the context of the given situation.
- 3.4.3. The Mayor, Elected Members and the Management Team are required to ensure transparency in both sensitive expenditure and remuneration systems, to avoid any trade-off between the two. Items of expenditure that may not be justified under the principles of this policy should not be included as part of an employee's remuneration for the purposes of avoiding scrutiny against sensitive expenditure principles.

### 3.5. *General Controls for Sensitive Expenditure*

- 3.5.1. The Mayor, Elected Members, Management Team and staff are, in accordance with the principles of this policy, required to exercise prudent judgement regarding all Council related expenditure.
- 3.5.2. Sensitive expenditure will only be approved and/or reimbursed if it is deemed to be reasonable, actual and incurred directly in relation to the Waimakariri District Council business. Therefore it is important to secure approval to undertake sensitive expenditure before the transaction occurs.
- 3.5.3. All claims must be submitted promptly after the expenditure is incurred. Except in exceptional circumstances this means within 10 working days of the expenditure being incurred.
- 3.5.4. Valid GST compliant invoices/receipts and other supporting documentation must be submitted for all sensitive expenditure reimbursements. Personal credit card statements do not constitute adequate documentation for reimbursement.
- 3.5.5. All claims must clearly state the business purpose of the expenditure where it is not clear from the supplier documentation supporting the claim.
- 3.5.6. All claims must document the date, amount, description, and purpose for expenditure.
- 3.5.7. All expenditure must be conducted in accordance with the Council's Procurement and Contract Management Policy.
- 3.5.8. The Chief Executive has discretion to approve expenditure on a case by case basis if one or more of the controls is not met.

## 4. *Responsibilities*

- 4.1. To be truly effective, this sensitive expenditure policy, procedures and other controls must be embedded in the Council's values, philosophy, practices and business processes. When this occurs everyone at Council becomes involved in the proper and prudent management of sensitive expenditure.
- 4.2. Overall responsibility for this policy rests with those at the top of Council; the Mayor, Elected Members and Management Team. This group must make it clear to staff what is and is not acceptable sensitive expenditure. This group must also model those behaviours to the highest standard aligning with our Tā mātou mauri principles.
- 4.3. It is the responsibility of all Line Managers to provide the relevant approvals and documentation within the limits of Council policies and their delegated authority.
- 4.4. It is the responsibility of the Manager, Finance & Business Support to ensure that the Council has policies and procedures in place that account for and comply with the relevant Taxation Acts.
- 4.5. It is the responsibility of the Manager, Organisational Development & HR to ensure that Council Staff Policies are in place and that employment agreements comply with these policies and relevant Acts.
- 4.6. It is the responsibility of the Finance Manager to ensure the systems are in place to correctly account for any assets and liabilities.

## 5. *Definitions*

**Sensitive Expenditure** – Any Council expenditure where there may be a perceived personal benefit to staff or elected members, or expenditure that could be considered unusual for a Council is deemed to be sensitive expenditure.

**Credit Card** – Has the normal meaning, but should also be read as applying to vehicle fleet cards, purchase cards, and equivalent cards used to obtain goods and services before payment is made.

**Proper and Prudent Behaviour** – In relation to expenditure, this includes identifying and managing conflicts of interest (or situations with the potential to be perceived as conflicts of interest); being fair, honest, transparent, circumspect, and careful to avoid undesirable consequences; and being accountable for complying with Council controls over expenditure.

**Conflicts of Interest** – These exist when staff, internal contractors (for services) and elected members' duties to the Council could be, or could be perceived to be, affected by some other separate interest or duty. Conflicts of interest can have both legal and ethical dimensions.

**Controls** - The means to promote, direct, restrain, govern and check on various activities.

**Discretionary Expenditure** - A discretionary expense is a cost that a business can get by without, if necessary. These expenses are often defined as things that are "wants" rather than "needs." For example, a business may allow employees to charge certain meal and entertainment costs to the company. This is done in order to promote goodwill with employees, rather than to ensure the business will survive.

## 6. Questions

Any questions regarding this policy should be directed to the Manager, Finance and Business Support in the first instance.

## 7. Relevant documents and legislation

- Acceptable Use of Communications and Technology Policy (QP-C305)
- Asset Disposals Policy (QP-C504)
- Catering, Hospitality and Entertainment Policy (QP-C523)
- Code of Conduct (QP-C507)
- Corporate Credit Card Policy (QD MGT Policy 003)
- Discretionary Expenditure Policy (QD MGT Policy 008)
- Employee Benefits Policy (QP-C531)
- Gifts and Koha Policy (QD MGT Policy 009)
- Leave Entitlement Policy (QP-C548)
- Personal Presentation and Uniform Policy (QD MGT Policy 006)
- Procurement and Contract Management Policy (S-CP 4160)
- Redundancy Policy (QP-C568)
- Staff Expense Reimbursement Policy (QP-C528)
- Travel and Accommodation Policy (QD MGT Policy 007)
- Use of Council Pool Vehicles Guidelines (QP-C593)
- Use of Private Vehicles for Work Policy (QP-C591)

## 8. Effective date

01 July 2020

## 9. Review date

01 July 2026

**10. Policy owned by**

Manager, Finance & Business Support

**11. Approval**

Approved:

A handwritten signature in black ink, appearing to read 'J. Palmer', written over a horizontal line.

**Jim Palmer**  
**Chief Executive**  
Waimakariri District Council



# Travel and Accommodation Policy

## 1. Purpose

- 1.1. The purpose of this policy is to set out the principles to which staff and elected members must adhere to when planning and arranging travel on Council business.
- 1.2. Travel and accommodation costs are to be managed within Council's budgets.
- 1.3. Waimakariri District Council (WDC) take advantage of an All of Government agreement with a nominated travel management company (currently FCM, Flight Centre Management). All flights, accommodation and rental vehicles are booked and managed through the approved travel management company.

## 2. Scope

- 2.1. This policy applies to all Waimakariri District Council permanent, fixed term and casual employees. It includes Elected Members and any consultants / contractors who are employed to represent the organisation at any time.
- 2.2. This policy applies to all Council-related travel and accommodation for staff and/or others who are required to travel for their work.
- 2.3. Breaches of this policy may be considered under our Code of Conduct and may result in disciplinary action.

## 3. Statement

- 3.1. On occasions, it may be necessary for staff members to travel as part of their work. It is expected that Council will make the necessary arrangements and meet all work-related travel costs.
- 3.2. The following principles underpin this policy:
  - a) The safety and security of Council staff is paramount.
  - b) No staff should be out of pocket in undertaking approved work-related travel.
  - c) Wherever practicable, staff are expected to:
    - Complete and submit a Travel and Accommodation Request form as soon as the need to travel is identified
    - All travel requests are to be approved at the traveller's Unit or Department Manager's discretion. Department Manager travel is approved by the Chief Executive.
  - d) All related Council policies and processes should be followed.
- 3.3. **Air Travel and Accommodation**
  - a) The Executive Assistant Team is responsible for all air travel and accommodation bookings. This includes recruitment related travel.

- b) A Travel and/or Accommodation Request form is available for requesting travel and accommodation. The form must be completed and authorised by the traveller's manager prior to bookings being made. Where possible, staff should follow the Promapp process available and request air travel bookings well in advance of travel being required.
- c) The Council will meet the cost of economy class air travel for business purposes. Any upgrades required by staff will be at their own cost.
- d) Accommodation shall be selected from the 'preferred supplier' list. In booking accommodation, the Executive Assistant Team will, where possible make reservations in the vicinity of the function/meeting/conference to be attended.
- e) Where staff choose to stay with a family, friend or whanau they may claim Accommodation Allowance of \$50 per night. The Accommodation Allowance includes breakfast and/or dinner costs for the same time period.
- f) The Council will not contribute to the costs of travel or accommodation for family members, however where family members can be accommodated at no additional cost to Council, this is acceptable.
- g) The written approval of the Chief Executive is required for any international travel by staff on Council business.

### **3.4. *Loyalty Schemes (eg air points)***

- a) Staff are able to have their Air New Zealand Airpoints details included in their traveller profile.

### **3.5. *Travel by Motor Vehicle***

- a) Staff should refer to Section 7 of this policy (Relevant Guidelines and Policies) to ensure they are familiar with expectations and requirements.
- b) While travelling out of the Waimakariri District, it may be necessary for staff to travel by some other means of transport, e.g. shuttle bus, taxi or rental car. Where possible, taxi cards and rental vehicles should be included in the Travel Request and arranged by the Executive Assistant Team. In the event of staff needing to arrange their own transport, on presentation of receipts, Council will reimburse actual and reasonable costs for these items and for necessary parking costs incurred in association with travel for business purposes. It is expected that staff will choose an appropriate and modest form of transport. Corporate cabs are not to be used.
- c) Any traffic infringement notices, including parking tickets, will be the responsibility of the staff member concerned.

### **3.6. *Food and Other Travel Related Expenses***

- a) Where a staff member is required to travel, the Council will reimburse actual and reasonable costs of food providing appropriate documentation is obtained. For travel within New Zealand, it is anticipated that such expenditure will not exceed \$80 per day.
- b) Alcoholic beverages purchased will not be reimbursed except with the prior permission of the Chief Executive.
- c) Hotel mini-bar items are not able to be reimbursed by Council.

## **4. *Responsibilities***

This policy applies to all staff, internal contractors (for services) and elected members of the Waimakariri District Council.

- 4.1. It is the responsibility of the Manager, Finance & Business Support to ensure that the Council has current agreements in place for All of Government Travel Management provider.
- 4.2. It is the responsibility of the Manager, Finance & Business Support to ensure that Council budgetary requirements are being met.
- 4.3. It is the responsibility of the Line Managers to ensure all travel requests are included and expected as part of the employees work.
- 4.4. It is the responsibility of all Line Managers to provide the relevant approvals and documentation within the limits of Council policies and their delegated authority.
- 4.5. It is the responsibility of the Governance Manager to provide the relevant approvals and documentation for travel and accommodation requests for Elected Members.
- 4.6. It is the responsibility of the Executive Assistants to organise and maintain approved travel and accommodation requests.
- 4.7. It is the responsibility of the individual traveller to read and adhere to this and other relevant Council policies.
- 4.8. It is the responsibility of the individual traveller to complete and submit a Travel and Accommodation Request form to [Travel@wmk.govt.nz](mailto:Travel@wmk.govt.nz) for processing.
- 4.9. It is the responsibility of the individual traveller to ensure their personal contact details are relevant and up to date, including any membership/loyalty scheme details. Contact [Travel@wmk.govt.nz](mailto:Travel@wmk.govt.nz) with any updates.

## 5. **Definitions**

**Work-related travel costs** - Any expenses incurred by a staff member whilst undertaking any travel as part of their normal role.

**Business purposes** - The main intent of traveling out of town is to transact business or undertake activity/training on behalf of Council.

## 6. **Questions**

Any questions regarding this policy should be directed to the Executive Assistant Team in the first instance.

## 7. **Relevant documents and legislation**

Vehicle Use – General (QP-C590)

Use of Private Vehicles for Work Purposes (QP-C591)

Use of Council Pool Vehicles (QP-C593)

[Create a Travel and/or Accommodation Request Process](#)

## 8. **Effective date**

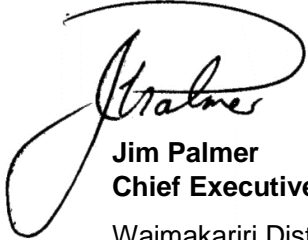
29 October 2019

## 9. **Review date**

29 October 2022

10. *Policy owned by*  
Management Team

11. *Approval*  
Approved:

A handwritten signature in black ink, appearing to read 'J. Palmer', is written over a large, loopy flourish that extends to the left and then loops back to the right.

**Jim Palmer**  
**Chief Executive**

Waimakariri District Council

# Disclosure of Interest Policy

## 1. Purpose

The purpose of this policy is to provide guidelines to assist staff members to recognise and avoid conflicts of interest in their employment with the Council to ensure decisions are made - and are seen to be made - on proper grounds, for legitimate reasons and without bias.

## 2. Scope

- 2.1. This policy applies to all Waimakariri District Council (WDC) permanent, fixed term and casual employees.
- 2.2. Breaches of this policy may be considered under the Code of Conduct and may result in disciplinary action.
- 2.3. The guiding principles for the identification and management of conflicts of interest in any situation are:
  - (a) Staff or elected members acting on behalf of the Council must be seen at all times to behave in an impartial and transparent manner.
  - (b) It is important to understand that the existence of a conflict of interest does not necessarily imply wrongdoing on the part of any person. However, any interests which could give rise to a conflict of interest must be disclosed.
  - (c) Staff and elected members need to be alert to situations in which they, or the people that they manage or supervise, may have a conflict of interest and ensure that the situation is recognised and handled appropriately.
  - (d) Conflicts of interest must be dealt with quickly and transparently, i.e. they must be:
    - Acknowledged
    - Disclosed
    - Put on record, where appropriate; and
    - Effectively managed or avoided.
  - (e) If a staff member has any doubt as to whether a conflict of interest exists, they must disclose the matter to their manager or supervisor.
- 2.4. A conflict of interest occurs when:
  - (a) The activities of a staff member outside their employment with the Council leads, or could lead, to material benefit for the staff member concerned or to an external entity, either directly or indirectly, to the detriment, or potential detriment, of the Council.
  - (b) The activities of a staff member interfere, or could interfere, with that staff member's fulfilment of their employment obligations.

- 2.5. Any reference to a conflict is a reference to a real, perceived or potential conflict.

### 3. **Statement**

#### 3.1. **Declaration and Confidentiality**

- 3.1.1. Any staff member who has an interest which may result in a real, perceived or potential conflict of interest between themselves and the Council, must declare that conflict in writing to their Department Manager in the first instance.
- 3.1.2. Where the Department Manager determines that a conflict of interest exists, or is perceived to exist, the Department Manager will acknowledge the conflict of interest and either:
- (a) Authorise the staff member in writing to continue in their current duties; or
  - (b) Put in place additional processes to ensure the impartiality of the staff member in performing their duties; or
  - (c) Re-organise the duties of the staff member to remove the conflict of interest; or
  - (d) Report the matter to the Chief Executive for determination of appropriate action.
- 3.1.3. All documentation relating to disclosure under this policy should be recorded in the Conflicts of Interest Register and filed in the personal file of the staff member held by Human Resources.
- 3.1.4. Disclosure of any conflicts of interest may involve disclosing personal information. This information must be handled with due regard to the privacy of the individual(s) concerned.
- 3.1.5. All conflicts of interest should be reported to the Governance Manager and recorded in the Register of Interests.
- 3.1.6. Abuse of power – a staff member may not use their position or involvement in the WDC as perceived or potential leverage to obtain benefits from any contractor, supplier or other entity working for the organisation.
- 3.1.7. Contracts involving contractors and consultants who are appointed to represent the WDC must ensure that any matters which could involve a perceived or real conflict are declared.

#### 3.2. **Employees standing for political office**

- 3.2.1. Nothing in the legislation prevents a council employee from pursuing a direct political involvement at local, regional or national levels. There is a possibility that a conflict of interest could develop, either during a campaign or afterwards, if elected. Therefore employees must register any such interest through their Department Manager and/or the Governance Manager beforehand.
- 3.2.2. The Chief Executive reserves the right to consider each situation on its merits. One of three determinations will be made:
- (a) No serious conflict of interest exists.
  - (b) A conflict exists and ongoing employment with the Waimakariri District Council is incompatible with campaigning and/or holding political office. In such a situation the employee must decide which they wish to pursue.
  - (c) A conflict exists but can be satisfactorily managed by a change in work duties. The feasibility of such a change being made shall be dependent on organisational requirements and at the Chief Executive's discretion.
- 3.2.3. In making such a determination the Chief Executive will consult with the employee concerned, act reasonably and the decision will not be unreasonably delayed.
- 3.2.4. If a Waimakariri District Council employee is elected to the Council, the employee is required by the Local Government Act 2002 to resign from their Council employment.

- 3.2.5. If a Waimakariri District Council employee is elected to a Community Board, they may remain in their Council employment.

#### 4. **Responsibilities**

- 4.1. It is the responsibility of the individual to notify their Line Manager or Department (L2) Manager of any actual or perceived conflict of interest that may arise through their employment at Waimakariri District Council.
- 4.2. It is the responsibility of the Line Manager to assess and confirm any actual or perceived conflict of interest that has been brought to their attention.
- 4.3. It is the responsibility of the Line Manager to notify the Governance Manager of any actual or perceived conflicts of interest.
- 4.4. It is the responsibility of the Governance Manager to maintain a Register of Interests.

#### 5. **Definitions**

**Conflict of interest** - A conflict of interest occurs when:

- The activities of a staff member outside their employment with the Council leads, or could lead, to material benefit for the staff member concerned or to an external entity, either directly or indirectly, to the detriment, or potential detriment, of the Council.
- The activities of a staff member interfere, or could interfere, with that staff member's fulfilment of their employment obligations.

**Conflict** - Any reference to a conflict is a reference to a real, perceived or potential conflict.

**Discretion** - The freedom to decide what should be done in a particular situation.

**Merits** - The intrinsic rights and wrongs of a case, outside of any other considerations.

**Staff Member** - Refers to an individual employed by the Waimakariri District Council on a full or part time basis, under a permanent, fixed term or casual employment agreement.

**Bias** - Exists if there is, to a reasonable, fair-minded and informed observer, a real danger that a person making a decision might unfairly regard (with favour or disfavour) the case of a party to the issue under consideration.

**Disclosure of Interest** - Any declaration whether verbal or in writing made by the person to whom this policy applied in which a material interest is disclosed.

#### 6. **Questions**

Any questions regarding this policy should be directed to your immediate Manager or Supervisor or the Manager, Finance & Business Support in the first instance.

#### 7. **Relevant documents and legislation**

- Local Government Act 2002 – Section 41 (5) outlines the requirements for staff if elected to the Council.
- Confidentiality Policy (QP-C509).

#### 8. **Effective date**

29 October 2019

#### 9. **Review date**

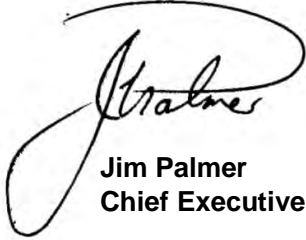
29 October 2021

**10. Policy owned by**

Manager, Finance and Business Support

**11. Approval**

Approved:

A handwritten signature in black ink, appearing to read "J. Palmer", written over a horizontal line.

**Jim Palmer**  
**Chief Executive**

Waimakariri District Council



# Discretionary Expenditure Policy

## 1. Purpose

The purpose of this policy is to provide clear guidelines for all staff on what Council will provide funds for, and give clarity of the level and extent of Council's contributions towards discretionary expenditure for flowers, gift baskets, leaving gifts, events and staff functions.

This policy supports Tā Mātou Mauri principles and is underpinned by our organisational values. The Code of Conduct places an obligation on all of us to take responsibility for our own actions. Everyone is equally responsible for the success of the Council and in order to achieve objectives, we must all work together and share accountability.

This policy supports these objectives by ensuring the purchase of flowers, gift baskets, and leaving gifts by employees is done transparently, and with the respect and aroha the occasion deserves.

Discretionary expenditure that provides a benefit to staff (over and above their negotiated entitlements) to recognise significant events, celebrate success and recognise achievements for services must be managed in accordance with consistent and equitable guidelines.

As a public funded organisation, the Council and its staff have a responsibility to ensure that Council funds are spent appropriately, and that work related gatherings do not risk the Council's reputation or the safety and wellbeing of anyone.

## 2. Scope

This policy applies to all Waimakariri District Council (WDC) permanent, fixed term and casual employees.

Discretionary expenditure is defined by the Auditor-General as a 'sensitive expenditure' type. This policy is therefore covered by Council's Sensitive Expenditure Policy.

Breaches of this policy may be considered under our Code of Conduct and result in disciplinary action.

## 3. Statement

### 3.1. General

3.1.1. Council's procurement policies and procedures should be followed for all purchases.

- Receipts and/or invoices should be retained for all purchases.
- Where the purpose of expenditure is not clear from the suppliers invoice / documentation supporting expenditure, a written statement of purpose should be included as part of the supporting documentation.
- The Procurement and Contract Management policy (S-CP 4160) requires that "All purchases should be confirmed with supply of a purchase order". There are some exceptions, for example, tendered capital contracts, library purchases of books,

approved maintenance contracts e.g. Delta and Sicon.

- 3.1.2. When providing non-monetary recognition to staff, it is important to exercise discretion and sensitivity to ensure the gift is appropriate to the situation.
- 3.1.3. Gifts are only to be made when both budgetary provision and delegated authority exist to authorise payment.

### 3.2. *Purchase of flowers and gift baskets*

- 3.2.1. A gift of flowers or similar to acknowledge a bereavement significant to a staff member may be made up to the value of \$100.
- 3.2.2. A gift of flowers or similar to acknowledge a serious illness of a staff member may be made up to the value of \$100.
- 3.2.3. Gifts for other events (including births, engagements, weddings, birthdays, Easter and Christmas) should be funded by private donation and under no circumstances should be paid for using Council funds.
- 3.2.4. Approval from Department Managers (L2) is to be gained prior to any purchase being made.

### 3.3. *Staff leaving*

- 3.3.1. Where a staff member leaves or retires from the Council, a modest contribution of funds to subsidise any staff contributions may be made towards a farewell gift. The following guidelines may apply (all amounts referred to below are GST inclusive):

#### a) Gift

- A gift by the Council will be made to any permanent staff member that retires or leaves after being employed by the Council for a period of ten years or more.
- Other staff may also wish to make a personal contribution towards any leaving gift. Council will contribute up to the following value:

|                      |          |                      |          |
|----------------------|----------|----------------------|----------|
| <b>10 - 14 years</b> | \$200.00 | <b>30 - 34 years</b> | \$600.00 |
| <b>15 - 19 years</b> | \$300.00 | <b>35 - 39 years</b> | \$700.00 |
| <b>19 - 24 years</b> | \$400.00 | <b>40+ years</b>     | \$800.00 |
| <b>25 - 29 years</b> | \$500.00 |                      |          |

#### b) Morning Tea

- Council will provide a morning tea (or equivalent) for those permanent staff that leave or retire from the Council after being employed for a period of 10 years or longer.
- For staff who have been employed at WDC for less than 10 years, it is expected that a farewell would be arranged for and by their respective team, i.e. shared morning tea.
- Council will contribute up to the following value:

|                      |                   |
|----------------------|-------------------|
| <b>Up to 5 years</b> | Provided by staff |
| <b>5 – 10 years</b>  | Up to \$250       |
| <b>10+ years</b>     | Up to \$500       |

- Morning tea (or similar) for Unit or Team meetings should be independently provided by the respective teams.

### 3.4. *Long service celebrations*

- 3.4.1. Staff who have worked at the Council continuously for 10 or more years will be invited to a Long Service Celebration held by the Chief Executive and Mayor.

### 3.5. *Staff functions*

- 3.5.1. For staff attending a Departmental, Unit or Team end of year breakfast, lunch or dinner, a maximum of up to \$25 per staff member will be allowed. Costs in excess of this amount are the responsibility of the staff attending.
- 3.5.2. Reasonable food and refreshment costs for a Christmas break-up lunch will be organised on behalf of the Management Team by the Executive Assistants in December of each year.
- 3.5.3. An Easter hot cross bun morning tea will be provided for Council staff, organised by the Executive Assistant Team. The Executive Assistants will arrange delivery for Rangiora Service Centre, Farmers Building, Water Unit and Rangiora Library staff. The Executive Assistant Team will liaise with the Kaiapoi and Oxford Service Centres, Dudley and Kaiapoi Aquatic Centre staff to make suitable arrangements for these venues.
- 3.5.4. Where a group, unit or team has cause for a celebration, i.e. winning an award, and it has been endorsed through the Management Team, Council will contribute up to \$10 per staff member towards a morning/afternoon tea, lunch or dinner to acknowledge the event. It is not envisaged that such occasions normally occur more than once annually. Approval must be sought from the appropriate Department Manager (L2). Anything additional to that included in this policy is at the discretion of the Chief Executive.

### 3.6. *Taxation*

- 3.6.1. Gifts and other rewards within this policy may be subject to taxation and should be purchased in conjunction with the Council's Procurement and Contract Management Policy.

## 4. *Responsibilities*

- 4.1. It is the responsibility of the individual to read and adhere to this and other relevant Council policies.
- 4.2. It is the responsibility of all Line Managers to provide the relevant approvals and documentation within the limits of Council policies and their delegated authority.
- 4.3. It is the responsibility of the Executive Assistants to manage and organise any functions, purchase of gifts, flowers or similar in relation to this and other policies.
- 4.4. It is the responsibility of the Finance Manager to ensure the systems are in place to correctly account for any assets and liabilities.
- 4.5. It is the responsibility of the Manager, Finance & Business Support to ensure that the Council has policies and procedures in place that account for and comply with the relevant Taxation Acts.
- 4.6. It is the responsibility of the Manager, Organisational Development & HR to ensure that Council Staff Policies are in place and that employment agreements comply with these policies and relevant legislation.

## 5. *Definitions*

**Sensitive Expenditure** – Any Council expenditure where there may be a perceived personal benefit to staff or elected members, or expenditure that could be considered unusual for a Council is deemed to be sensitive expenditure.

**Discretionary Expenditure** - A discretionary expense is a cost that a business can get by without, if necessary. These expenses are often defined as things that are "wants" rather than "needs." For example, a business may allow employees to charge certain meal and entertainment costs to the company. This is done in order to promote goodwill with employees, rather than to ensure the business will survive.

**Purchase** - The act of acquiring or buying something which in all instance should be done in conjunction with a Council purchase order and/or in conjunction with the Council's Procurement and Contract Management Policy.

**Gift** - A token of recognition of something provided by the recipient (including hospitality), without any obligation for that recipient to provide something in return.

**Discretion** - The freedom and ability to decide what should be done in a particular situation.

## 6. **Questions**

Any questions regarding this policy should be directed to the Manager, Finance and Business Support in the first instance.

## 7. **Relevant documents and legislation**

- Catering, Hospitality and Entertainment Policy (QD MGT Policy 002)
- Code of Conduct (QP-C507)
- Corporate Credit Card Policy (QD MGT Policy 003)
- Employee Benefits Policy (QP-C531)
- Gifts and Koha Policy (QD MGT Policy 009)
- Gratuity Payments Policy (QP-C534)
- Procurement and Contract Management Policy (S-CP 4160)
- Sensitive Expenditure Policy (QD MGT Policy 001)
- Staff Expense Reimbursement Policy (QP-C528)
- Travel and Accommodation Policy (QD MGT Policy 007)
- Manage Events Safely Process

## 8. **Effective date**

1 July 2020

## 9. **Review date**

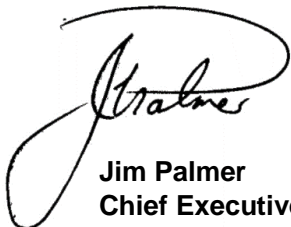
1 July 2026

## 10. **Policy owned by**

Manager, Finance & Business Support

## 11. **Approval**

Approved:



**Jim Palmer**  
**Chief Executive**

Waimakariri District Council

# Gifts and Koha Policy

## 1. Purpose

The purpose of this policy is to provide clear guidance for all staff on matters relating to the giving and receiving of Gifts and Koha.

The policy supports Tā Mātou Mauri principles and is underpinned by our organisational values. The Code of Conduct places an obligation on all of us to take responsibility for our own actions. Everyone is equally responsible for the success of the Council and in order to achieve objectives, we must all work together and share accountability.

This policy supports these objectives by ensuring that we avoid risks commonly associated with the giving and receiving of Gifts and Koha by employees. These can include:

- The Gift / Koha received is seen to give an inappropriate or excessive benefit to an individual/group
- The Gift / Koha is seen as given in explicit or implicit expectation of a favour in return
- The Gift / Koha is provided in substitution for legitimate payment or remuneration
- The Gift / Koha is given repeatedly and/ or at times when it could be seen to influence or reinforce a particular decision or action.

## 2. Scope

This policy applies to all Waimakariri District Council (WDC) permanent, fixed term and casual employees. It includes Elected Members and any consultants / contractors who are employed to represent the organisation at any time.

Due to the personal nature of gifts and the risk of perceived or actual personal benefit to staff members giving or receiving gifts, the Auditor-General defines a gift as a 'sensitive' expenditure type. This policy is therefore covered by Council's Sensitive Expenditure Policy.

All monetary amounts referred to in this policy are in New Zealand dollars and are exclusive of Goods and Services Tax.

This policy does not cover prizes issued as part of MAD Committee activities, externally won merit based awards or prizes, employee benefits, or employee sponsorship.

Breaches of this policy may be considered under our Code of Conduct and result in disciplinary action.

## 3. Statement

### 3.1. General Requirements

All Gifts and Koha must:

- 3.1.1. Be for a justified business purpose.
- 3.1.2. Be in an amount consistent with Council.

- 3.1.3. Be made and received openly and transparently.
- 3.1.4. Be adequately documented (including the business purpose and including supporting documentation) so that at any time staff can demonstrate probity.
- 3.1.5. Be capable of withstanding public scrutiny.
- 3.1.6. Be in compliance with all applicable Council policies and legislative requirements.
- 3.1.7. Be made and received with integrity.
- 3.1.8. Not be of a nature or quantum that could:
- Compromise, or appear to have compromised, your judgement
  - Place you under any obligation to a third party
  - Appear to be a conflict of interest
  - Damage relationships with others
  - Indicate favouritism or preference.
- 3.1.9. Staff are required to use reasonable judgement in externally presenting or accepting Gifts and Koha, acting in accordance with Tā Mātou Mauri and our Values.
- 3.1.10. Examples of Gifts and Koha include but are not limited to:
- Bottles of wine / spirits
  - Tickets to events
  - Meals provided by a supplier
  - Loyalty discounts.

### 3.2. **Approvals**

- 3.2.1. The following approvals and actions are required when accepting Gifts / Koha:

| Value of Gift / Koha*             | Required approval and action   |
|-----------------------------------|--|
| Per individual, less than \$50    | Notified (to Supervisor/Line Manager)<br>Recorded in the Gifts Register  |
| Per individual, greater than \$50 | Approval required from a L2 Department Manager or,<br>If the Department Manager is the beneficiary, approval will be obtained from the Chief Executive.<br>Gifts received by the Chief Executive are approved by the Mayor.<br>All above to be recorded in the Gifts Register within ten working days. |
| Group gifts                       | If total value is greater than \$50 per person, requires approval as above.  |

- 3.2.2. Approval should be obtained in advance, where practical. All approvals should be communicated via email, with the Executive Assistants Team (Executive.Assistants@wmk.govt.nz) copied in to all communication.

\* Where the value of the Gift / Koha is unknown, it is expected that staff will make their best endeavours to estimate the value.

- 3.2.3. The Gifts Register will be presented to the Audit and Risk Committee annually.

### 3.3. *Receiving gifts / koha*

- 3.3.1. If in doubt about whether it is appropriate to accept a gift from an external party, staff should consult their manager or the Manager, Finance & Business Support for advice.
- 3.3.2. Staff should exercise caution when accepting gifts, particularly from suppliers. Staff should not accept gifts from suppliers involved in a tender process, other than items of a minor value such as diaries and pens. This includes the twelve months in the lead up to tender periods for major known contracts. If in doubt, seek further guidance.

Where it is considered that acceptance of a gift of hospitality (such as attendance at a sporting event) would have a positive impact on the relationship between the Council and a supplier, this should be assessed against any potential negative perception that acceptance would have.

- 3.3.3. Where gifts are received, it is recommended these gifts are shared amongst the relevant team, regardless of value, and not held by the individual recipient, where possible.
- 3.3.4. Under no circumstances can gifts be exchanged for cash, nor can goods, works and/or services be received, or seen to be received, by staff, their partners or family for private use. This includes the provision of goods, works and/or services at discounted rates that are, or appear to be, derived from suppliers of such goods, works and services to the Council.

### 3.4. *Giving gifts / koha*

- 3.4.1. When providing non-monetary recognition to staff, it is important to exercise discretion and sensitivity to ensure the gift is appropriate to the situation.
- 3.4.2. Please see the Council's Discretionary Expenditure Policy for information on gifts of flowers or similar to acknowledge a significant event experienced by a staff member (bereavement or serious illness) and farewell gifts.
- 3.4.3. Gifts for other events (including births, engagements, weddings, birthdays, Easter, and Christmas) should be funded by private donation and under no circumstances should be paid for using Council funds.
- 3.4.4. Gifts are only to be made when both budgetary provision and delegated authority exist to authorise payment.
- 3.4.5. Koha is recognised as a discretionary contribution which is distinct from actual expenditure and which is appropriate to the occasion. Koha is provided by the Council in culturally appropriate circumstances.
- 3.4.6. It is customary/appropriate for the Council to make a contribution at/after the tangihanga (tangi) of a member of the Māori community (locally or nationally) where there have been relationships between the individual, whānau, hapū or rūnanga, and the Council. This will vary depending on the circumstances and hosting provided. Please contact the Manager, Finance & Business Support for further guidance.
- 3.4.7. If your koha is an unconditional gift, you do not have to pay GST on it. An unconditional gift is a voluntary payment to a non-profit body that does not benefit the payer or giver in the form of goods or services.
- 3.4.8. The following is provided as guidance for tax (GST) if the marae is registered for GST.

#### **Types of payments not taxed are:**

- Koha provided in appreciation after a workshop for hospitality shown, as the gift is unconditional and not subject to GST
- Money given to bereaved family or committee at a tangihanga or hura kōhatu
- Money given to a married couple or committee at a mārena

- Koha given to a marae committee to assist in paying for a building, house or church
- Visitors on a marae giving a collection to donate to the marae committee.

**Types of payments that must be taxed are:**

- Workshop on a marae is subject to GST invoicing
- A government department giving payment on a marae
- Tourists given a tour on a marae for a fee
- Fundraising activities by marae committee
- A marae building is made available for a function in exchange for koha.

### 3.5. *Fringe benefit tax*

- 3.5.1. Fringe Benefit Tax is a tax on benefits that employees receive as a result of their employment.
- 3.5.2. As a general rule, any gift is subject to Fringe Benefit Tax.
- 3.5.3. Gifts will incur Fringe Benefit Tax on the total value of the gift.

## 4. *Responsibilities*

- 4.1. It is the responsibility of the individual to read and adhere to this and other relevant Council policies.
- 4.2. It is the responsibility of the Executive Assistants to maintain the Gifts and Koha Register.
- 4.3. It is the responsibility of all Line Managers to provide the relevant approvals and documentation within the limits of Council policies and their delegated authority.
- 4.4. It is the responsibility of the Finance Manager to ensure that systems are in place to correctly account for any assets and liabilities.
- 4.5. It is the responsibility of the Manager, Finance & Business Support to ensure that the Council has policies and procedures in place that account for and comply with the relevant Taxation Acts.
- 4.6. It is the responsibility of the Manager, Organisational Development & HR to ensure that Council Staff Policies are in place and that employment agreements comply with these policies and relevant legislation.

## 5. *Definitions*

**Gift** – A token of recognition of something provided by the recipient (including hospitality), without any obligation for that recipient to provide something in return.

**Koha** – A New Zealand Māori custom which can be translated as gift, present, offering, donation or contribution.

**Fringe Benefit Tax** – Tax on non-cash benefits enjoyed or received by employees.

**Supplier** – A current or potential provider of goods or services to the Council. May also be referred to as a creditor or vendor.

**Discretion** - The freedom and ability to decide what should be done in a particular situation.

**Sensitive Expenditure** – Any Council expenditure where there may be a perceived personal benefit to staff or elected members, or expenditure that could be considered unusual for a Council is deemed to be sensitive expenditure.

**Conflicts of Interest** – These exist when staff, internal contractors (for services) and elected members' duties to the Council could be, or could be perceived to be, affected by some other separate interest or duty. Conflicts of interest can have both legal and ethical dimensions.



**Discretionary Expenditure** - A discretionary expense is a cost that a business can get by without, if necessary. These expenses are often defined as things that are "wants" rather than "needs." For example, a business may allow employees to charge certain meal and entertainment costs to the company. This is done in order to promote goodwill with employees, rather than to ensure the business will survive.

## 6. Questions

Any questions regarding this policy should be directed to the Manager, Finance and Business Support in the first instance.

## 7. Relevant documents and legislation

- Catering, Hospitality and Entertainment Policy (QD MGT Policy 002)
- Code of Conduct (QP-C507)
- Corporate Credit Card Policy (QD MGT Policy 003)
- Discretionary Expenditure Policy (QD MGT Policy 008)
- Employee Benefits Policy (QP-C531)
- Gratuity Payments Policy (QP-C534)
- Procurement and Contract Management Policy (S-CP 4160)
- Sensitive Expenditure Policy (QD MGT Policy 001)
- Staff Expense Reimbursement Policy (QP-C528)
- Travel and Accommodation Policy (QD MGT Policy 007).

## 8. Effective date

1 July 2020

## 9. Review date

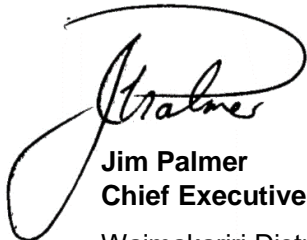
1 July 2026

## 10. Policy owned by

Manager, Finance & Business Support

## 11. Approval

Approved:



**Jim Palmer**  
**Chief Executive**

Waimakariri District Council

# Personnel Presentation and Uniform Policy

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## 1. Purpose

This Policy outlines how employees are expected to present themselves at their place of work.

## 2. Scope

This policy applies to all permanent, fixed term, casual employees and any contractors or consultants engaged to complete work on behalf of the Waimakariri District Council.

This policy includes Staff Uniform and general standards of dress.

Due to the risk of perceived or actual personal benefit to staff members assigned Staff Uniform, the Auditor-General defines a Staff Uniform as a 'sensitive' expenditure type. This policy is therefore covered by Council's Sensitive Expenditure Policy.

## 3. Statement

### 3.1. Background

3.1.1. Waimakariri District Council (WDC) employees should be approachable and professional when representing our organisation in front of customers, visitors or other parties. Therefore, WDC requires all employees to present themselves in an appropriate manner with regard to clothing, personal hygiene and appearance.

3.1.2. The appearance of our employees can help create a positive impression that reflects on our organisation and culture and the professionalism of our personal presentation makes customers feel that they can trust our judgment and recommendations.

### 3.2. Dress code

3.2.1. WDC strives to maintain a workplace environment that functions well and is free from unnecessary distractions and annoyances. As part of that effort, the organisation requires employees to maintain a neat and clean appearance that is appropriate for the workplace setting and for the work being performed.

3.2.2. Our goal is to provide a workplace environment that is comfortable and inclusive for all employees. WDC expects that business attire, although casual, will exhibit common sense and professionalism. Courtesy towards other employees and your professional image to our customers are the factors you need to use to assess whether you are dressing in business attire that is appropriate. Please do not wear anything that other employees might find offensive or that might make our customers uncomfortable. This includes clothing with profane language statements or clothing that promotes causes that include, but are not limited to, politics, religion, sexuality, race, age, gender, and ethnicity.

3.2.3. Management Team may request more formal dress for specific events or occasions.

3.2.4. If employees have questions about the dress code, please contact your Line Manager or the Human Resources Department for further guidance.

### **3.3. *Religion, disability or ethnicity***

3.3.1. The WDC will make reasonable accommodations for all personal appearance regulations directly related to an employee's religion, ethnicity or disability.

3.3.2. The WDC recognizes the importance of individually held religious beliefs to persons within its workforce. WDC will reasonably accommodate an employee's religious beliefs in terms of workplace attire, unless the accommodation may be difficult in light of safety issues for employees. Those requesting a workplace attire accommodation based on religious beliefs should be referred to the Human Resources Department.

### **3.4. *'Casual Friday' and other themed days***

3.4.1. It is generally accepted that staff may wear casual attire on Fridays (Casual Friday). Although standard of dress is 'casual', a reasonable standard of dress is expected to be maintained.

Examples of clothing not acceptable would be:

- Beach wear, ie board shorts, brief clothing, jandals/reef sandals
- Clothing with profane language statements or clothing that promotes causes that include, but are not limited to, politics, religion, sexuality, race, age, gender, and ethnicity
- 'Ripped' or dirty clothing – irrespective of fashion trends.

3.4.2. The MAD Committee organise various themed days throughout the year. These days are approved by the organisation and/or appropriate department where a deviation from these guidelines is appropriate, and the business necessities will not be affected.

### **3.5. *Uniform expectations***

3.5.1. A corporate uniform means that WDC employees are easily recognised as belonging to the organisation. Our uniforms create a perception of professionalism, organisation, reliability, and consistency. They create a positive first impression and ensure customers can approach employees with confidence knowing who can assist them.

3.5.2. Where a uniform is provided by the WDC, it is expected to be worn. At times wearing the uniform or parts of it may not be practical. Any waiver from wearing the uniform will be temporary and will be approved by the relevant Line Manager.

3.5.3. Where an employee is travelling to or from work in their uniform and could be identified in public as working for the WDC due to the wearing of the uniform, that employee's behaviour and actions should be in keeping with the Council Code of Conduct. Any behaviour or actions by an employee in public, while in uniform, that lead to disrepute to the Council may be considered by the Council as misconduct and investigated as such.

### **3.6. *Provision of uniform***

3.6.1. Where the employee is required to wear a particular uniform, the WDC will meet the costs of the agreed allocation of uniform items. Where uniforms are required, these will be provided to new employees as soon as possible after their start date. Uniform items will be provided on a biennial basis on 1 July, although it is recognised that some items may need to be replaced earlier due to wear and tear. Interim replacements will be at the discretion of the Line Manager.

- 3.6.2. The difference in the amount of uniform items supplied between permanent full time or part time and casual employees reflects the amount of wear and tear and overall usage of the uniform items. The quantities supplied are considered sufficient for both seasons. This, however, will be at the discretion of the Unit Manager (budget holder).
- 3.6.3. When an employee leaves Council employment within six months of uniform items being purchased by the Council, all WDC items must be returned. Outside of the six month period, when an employee leaves Council employment, only branded items must be returned to the Council. When a uniform is replaced or an item is replaced due to wear and tear, the item or uniform remains the property of the Council.
- 3.6.4. Employees may purchase additional uniform items at their own cost. Employees will be required to cover all costs related to the cleaning of the uniform.
- 3.6.5. Uniforms may only be altered by an approved supplier to account for varying body sizes and shapes. Approved alterations of the base uniform will be met by the Council. Alterations to additional items purchased by employees will be at the cost of the employee.

### **3.7. *Name badges***

- 3.7.1. For certain areas of the organisation, it is a requirement for employees to wear a name badge. Employees may select whether their name badge displays their first name only or both their first name and surname.
- 3.7.2. Badges must be worn where they are clearly visible.
- 3.7.3. Name badges should meet the organisation's corporate branding guidelines and be ordered by the relevant Line Manager.

### **3.8. *Policy Violations***

- 3.8.1. This policy will be administered according to the following action steps:
- If questionable clothing or hygiene standards are observed, the respective Line Manager will hold a private discussion with the employee to advise and counsel the employee regarding the inappropriateness of the clothing or standards of hygiene.
  - If an obvious policy violation occurs, the Line Manager will hold a private discussion with the employee and ask the employee to go home and rectify the situation immediately. Under such circumstances, employees will not be compensated for the time away from work.
  - If the problem with inappropriate dress or hygiene persists, Line Managers should follow the normal corrective action process under the Code of Conduct Policy.

## **4. *Responsibilities***

- 4.1. It is the responsibility of the individual to read and adhere to this and other relevant Council policies. Every WDC employee is responsible for exercising sound judgment and common sense for his or her personal presentation at all times.
- 4.2. Line Managers should communicate any department-specific workplace clothing and personal hygiene guidelines to employees during induction and onboarding periods. Any questions about the department's guidelines for personal presentation should be discussed with the Line Manager.
- 4.3. If an employee is deemed to be wearing inappropriate clothing, the relevant Line Manager is responsible for coaching the employee accordingly.
- 4.4. Line Managers are responsible for ensuring that employees allocated a uniform wear the uniform for work purposes.

- 4.5. Unit Managers are responsible for ensuring that sufficient budget is available to fund uniforms and replacements.
- 4.6. Department Managers and Line Managers are responsible for ensuring that their team members are aware of and understand this policy and for monitoring the implementation of the policy amongst their team.
- 4.7. The Manager, Organisational Development & HR is responsible for ensuring that variations due to religious or cultural reasons are approved.

## 5. **Definitions**

**Permanent** - A position which is offered with no end date and regular hours.

**Fixed Term** - A position which is offered for a specified period of time with regular hours.

**Casual** - A position which is offered with no end date and irregular hours and has no expectation of ongoing employment.

**Full Time** – An employee employed to work 30 hours or more per week.

**Part Time** – An employee employed to work less than 30 hours, per week.

**Contractor** – A person or firm that undertakes a contract to provide materials or labour to perform a service or do a job.

**Consultant** – A person who provides expert advice professionally.

**Casual Business Attire** - A style of clothing that is less formal than traditional business wear, but is still intended to give a professional and businesslike impression. While it is expected there will be some positions within Council that require appropriate clothing, ie protective equipment (PPE), however for most teams business attire should be to an acceptable level.

**Front of Office** – Staff who work with or interact with customers and/or the public in their role, i.e. Water Unit, Planning Unit, Environmental Services Unit.

**Branded** – Uniforms are to align with the current Waimakariri District Council Brand and Style Guidelines.

**Discretion** - The freedom and ability to decide what should be done in a particular situation.

**Casual Friday** – When more casual clothing is acceptable to be worn. Items not to be worn are: singlets, shorts (boardies/cargos), track-pants, gym-wear, jandals/sandals (beach wear), revealing clothing.

## 6. **Questions**

Any questions regarding this policy should be directed to the Manager, Organisational Development & HR in the first instance.

## 7. **Relevant documents and legislation**

- Code of Conduct (QP-C507)
- Sensitive Expenditure Policy (QD MGT Policy 001)
- Waimakariri District Council Brand and Style Guidelines

## 8. **Effective date**

1 July 2020

**9. Review date**

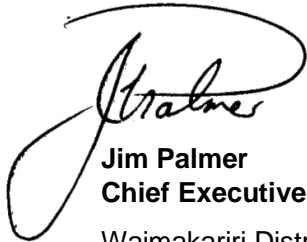
1 July 2026

**10. Policy owned by**

Manager, Organisational Development & HR

**11. Approval**

Approved:



**Jim Palmer**  
**Chief Executive**  
Waimakariri District Council

# Department Specific Uniform Conditions

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## 1. Aquatics

Aquatic Facilities staff shall be supplied with a uniform specific to the role.

Council will contribute a footwear allowance, as stated in the current Aquatic Facilities Collective Agreement.

Sunscreen and a wide-brimmed hat will be supplied for outdoor Aquatic Facilities staff.

## 2. Customer Services

All Customer Services staff are expected to follow the presentation requirements captured below:

- Other items of clothing are not to be combined with the corporate uniform.
- Jewellery that is simple (small and neutral in colour and design) and in keeping with the style of the uniform may be worn.
- Only ties, scarves and belts that are provided as part of the uniform may be worn.
- Black shoes, dress sandals or dress boots that reflect the nature of the uniform must be worn. No jandals or sports shoes to be worn.
- Black or natural hosiery if required, to complement the uniform and footwear.
- Nail polish, if worn, should be well maintained and not chipped.
- Make-up should be tasteful and business like.

All Customer Services staff (permanent full time or part time and casual) will receive:

- 1x cardigan or sleeveless jacket (female staff)
- 1x vest or jersey (male staff)
- 1x jacket \*
- 1x belt
- 1x scarf.

*\*If an employee chooses to opt out of the jacket option, this can be substituted for an additional cardigan or sleeveless jacket for female staff or an additional vest or jersey for male staff.*

The following additional items will be provided to full time female staff:

Either:

- 1x dress
- 4x shirts
- 2x (total) skirts or trousers.

Or:

- 5x shirts
- 4x (total) skirts or trousers.

The following additional items will be provided to part time or casual female staff:

Either:

- 1x dress
- 2x shirts
- 2x (total) skirts or trousers.

Or:

- 3x shirts
- 3x (total) skirts or trousers.

The following additional items will be provided to full time male staff:

- 5x shirts
- 3x trousers.

The following additional items will be provided to part time or casual male staff:

- 3x shirts
- 2x trousers.

### **3. Team Uniforms**

It is expected for staff who are either 'Front of Office' or who have direct interaction with the public that they will be supplied with a WDC branded Team Uniform.

It is generally accepted that Team Uniforms consist of:

- WDC branded jackets, and/or
- WDC branded polo shirt (either long or short sleeve).

All Team Uniforms are to be at the applicable Unit Manager's (L3) discretion and must be managed within budgets.



# Catering Hospitality and Entertainment Policy

## 1. Purpose

- 1.1. The purpose of this policy is to provide clear expectations for when the Council will and won't fund the purchase of catering for staff.
- 1.2. Staff catering, hospitality and entertainment fall under the Office of the Auditor General's umbrella of sensitive expenditure and it is important that the Council has a policy and guidance to let staff know what Council's expectations are in relation to these types of spending and events.
- 1.3. Catering, hospitality and entertainment expenditure can be subjective, and as such, needs to be incurred in a manner that is able to withstand public scrutiny.
- 1.4. Catering, hospitality and entertainment expenditure should only be incurred for Council business purposes.
- 1.5. This policy also provides guidance to staff about their duties as responsible hosts and attendees for work related gatherings. The Council and its staff must provide a safe working environment for staff and this extends to staff events.

## 2. Scope

- 2.1. This policy applies to all staff and consultants / contractors that are employed to represent the Waimakariri District Council that may be required to purchase food, beverages and/or entertainment paid for by the Council, excluding:
  - a) Meals and non-alcoholic beverages when staff are travelling for business (refer to the Travel and Accommodation Policy, QD MGT Policy 007).
  - b) Catering where an employee leaves the Council (refer to the Discretionary Expenditure Policy, QD MGT Policy 008).
  - c) End of year function, Christmas Function, Easter and other celebrations (refer to the Discretionary Expenditure Policy, QD MGT Policy 009).
- 2.2. Any breaches of this policy may be considered under our Code of Conduct and may result in disciplinary action.

## 3. Statement

- 3.1. On occasions, Management Team personnel may conduct entertainment of business associates. Where circumstances justify business entertainment by Elected Members or employees other than Management, prior approval must be obtained from the Chief Executive.

Entertainment expenses will be reimbursed only for business meals or where these are related to a justified business purpose. The principles of moderate and conservative

expenditure and appropriateness are particularly relevant and, accordingly, Council shall reimburse entertainment expenses incurred, including for the provision of alcohol, only where these principles and the integrity of the organisation remain uncompromised.

Expenses for entertainment of a personal nature are ineligible for reimbursement.

All Council staff have the responsibility for ensuring that:

- a) All individuals are mindful of public and stakeholder perception when judging the appropriateness of catering, hospitality and entertainment expenditure.
- b) All staff are responsible hosts.

The health, safety and wellbeing of staff and visitors is maintained during all work related events.

Expenditure is to be modest and appropriate for the purpose for which it is provided.

Expenditure must be contained within budgeted levels (refer to the Guidance Policy below) and must follow the current procurement and automatic payment processes.

The Council is committed to providing a healthy and safe environment for staff and visitors. When entertaining, staff and visitors' health & safety must be considered, especially when alcohol is consumed. The Council does not tolerate driving under the influence of alcohol.

### **3.2. Alcohol**

Alcohol may be served at Council functions provided that:

- a) The expenditure is conservative and approved in advance by the Chief Executive.
- b) Due consideration is given to the Council's host responsibilities.

Expenditure on alcohol on occasions where it is consumed without a meal must be considered a rarity and must be done in moderation.

When buying alcohol, staff should purchase moderately priced alcohol.

Spirits should not be purchased.

For further information, refer to the Council's Drug and Alcohol Policy.

### **3.3. Catering**

Catering, hospitality and entertainment expenditure is only to be incurred for Council business purposes, with approval of the Department Manager (L2). Business purposes may include:

- a) Hosting visitors (manuhiri) from out of the district and/or local Runanga, dignitaries and special guests.
- b) Meetings or training sessions in excess of two hours (to be at Department Manager (L2) discretion).
- c) Encouraging members of the public to attend meetings where this is of benefit to the Council.
- d) Recognition of a significant external and/or cultural contribution.
- e) Recognition of a significant staff business achievement.
- f) Tea and coffee beverages are not considered catering when supplied from staff tea rooms, therefore it can be provided for meetings from these sources.

### 3.4. *Meetings*

Wherever possible, meetings should be convened on Council premises. Where it may be deemed necessary for meetings to be held in cafes, these are to be at the relevant Level 2 Managers' discretion and are not classified as catering expenses, i.e. expenses are unable to be reimbursed. The exception to this rule may be where meetings are held outside the Waimakariri District or fall within the Travel and Accommodation Policy (QD MGT Policy 007).

Meetings should be scheduled, before or after lunch breaks. If short meetings / workshops / talks span the lunch break, allowance should be made for staff to eat during those meetings.

On occasions it may be necessary for staff to meet with external contacts, i.e. recruitment process, business partners, at a mutually agreed venue. In such cases, prior approval of the applicable Line Manager would be required and reimbursement process to be followed.

### 3.5. *Functions or Events*

Catering may be provided for functions or special events hosted by Council with prior approval from the relevant Department Manager (L2) or Chief Executive.

Where possible it is preferred to utilise local businesses for meetings hosted by WDC at a Council venue.

The Executive Assistant Team will have a register of preferred suppliers list and order forms that can be used.

## 4. *Responsibilities*

- 4.1. It is the responsibility of the meeting organiser to ensure that the Council's policies and procedures are followed and any catering or related costs are carried out according to policy.
- 4.2. It is the responsibility of the individual to rsvp to confirm or decline the invitation, especially for catered events.
- 4.3. It is the responsibility of all Line Managers to ensure staff are aware of this policy and make applicable arrangements for the meeting, training or event being held.
- 4.4. It is the responsibility of the Department Managers to provide the relevant approvals and documentation within the limits of Council policies and their delegated authority.
- 4.5. It is the responsibility of the Executive Assistants to maintain the Preferred Suppliers (Catering) Register.
- 4.6. It is the responsibility of the individual to read and adhere to this and other relevant Council policies.

## 5. *Definitions*

**Catering** - Catering is defined as any food item or consumable.

**Guests** - Guests would be considered to be non-WDC staff or contractors, visitors from outside of the Waimakariri District, esteemed dignataries, kaumatua.

**Meetings** - Workplace meetings are typically defined as three or more individuals coming together to discuss a work-related matter.

**Functions/Events** - Workplace functions and/or events relates to occasions such as staff farewells / retirements; Christmas / End of Year / Easter; Team celebrations.

**Modest (expenditure)** - Can be described as something i.e, an amount, which is fairly small and well within budget.

**Conservative** - Optimising long term economic output through good decision making.

**Discretion** - The freedom and ability to decide what should be done in a particular situation.

## 6. **Questions**

Any questions regarding this policy should be directed to the Manager, Finance and Business Support.

## 7. **Relevant Guidelines and Policies**

This Policy should be read in conjunction with the following guidelines and policies:

- Discretionary Expenditure Policy (QD MGT Policy 008)
- Travel and Accommodation Policy (QD MGT Policy 007)
- Code of Conduct Policy (QP-C507)
- Vehicle Use and Monitoring Policy (QP-C590)
- Gifts and Koha Policy (QD MGT Policy 009)
- Purchasing Procedures – Selection of Suppliers (QP-C387)
- Procurement and Contract Management Policy (S-CP4160)

## 8. **Effective Date**

01 July 2020

## 9. **Review Date**

01 July 2026

## 10. **Policy owned by**

Management Team Operations

## 11. **Approval**

Approved:



**Jim Palmer**  
**Chief Executive**

Waimakariri District Council

# Catering , Hospitality and Entertainment Guidance

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## 1. Council Supplied Beverages

- 1.1. The Council provides staff with tea, coffee, hot chocolate, fresh milk and sugar in staff tea rooms.
- 1.2. The Council does not provide for speciality milks, speciality teas, speciality coffee, speciality beverages, or any alternatives e.g. fruit juice or herbal tea. Staff may provide their own speciality teas, coffee, beverages, or any alternatives at their own expense.
- 1.3. Staff who choose to arrange meetings in 'Cafés' within the Waimakariri district, are done so at their own expense and should not be classed as Catering. The Waimakariri District Council has service centres in Rangiora, Kaiapoi and Oxford and their meeting rooms should be used where possible.
- 1.4. This policy applies to all food, beverage and entertainment expenditure incurred or paid for by the Council, excluding:
  - Meals and non-alcoholic beverages when staff are travelling as this is covered by the Travel and Accommodation Policy (QD MGT Policy 007).
  - Catering for when an employee leaves the Council as this is covered by the Discretionary Expenditure Policy (QD MGT Policy 008).
  - End of year function, Christmas function, Easter and Celebrations as these are covered by the Discretionary Expenditure Policy (QD MGT Policy 008).

## 2. Special dietary requirements

- 2.1. A number of people now suffer with food intolerances / allergies. Please do not assume your dietary requirement will be automatically catered for. Please ensure you contact the meeting organiser to let them know of your specific requirements.
- 2.2. If you are providing catering at your meeting, always ask that anyone with a special dietary requirement make contact with you and let you know.
- 2.3. It should be noted that not all catering providers supply a full range of gluten, dairy free etc products.

## 3. Catering provided indirectly or for public functions

- 3.1. All purchases, including those made indirectly, should consider:
  - What is appropriate and reasonable
  - The size and importance of the event or the function in relation to community, Council or public attendance
  - How the amount spent would appear to the ratepayer, public or media.

It may be appropriate to cater for:

- a) Council staff meetings or workshops with external parties: Appropriate catering can be provided for Council hosted meetings or workshops. (Alcohol should not be provided

during, or as part of a meeting or workshop). Approval from your Manager (L2) is required prior to the event.

- b) External public facing special events: Appropriate catering including alcohol can be provided for Council hosted events or where the Council are entertaining external parties. Approval from your Manager (L2) is required prior to the event and from the Chief Executive where alcohol is being served.

Examples of these special events may include:

- An event
- Exhibition
- Public function
- Cultural opening event.

#### **4. *Staff training, meetings or workshops (Half Day and All Day) – internal or external***

- 4.1. Where possible staff should schedule half day training and workshops to finish at lunch time or commence after lunch. This would enable staff / attendees to eat before or after the meeting.
- 4.2. Appropriate catering can be provided for all day meetings or workshops. Every effort should be made to limit the cost of catering. Approval from your Manager (L2) is required prior to the event.

#### **5. *Catering numbers***

- 5.1. Catering shall be ordered for those staff / meeting attendees who have accepted an invitation for an event where catering is being provided, so please ensure you accept or decline any meeting requests so that the correct catering can be arranged.

# Corporate Credit Card Policy

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## 1. Purpose

1.1. The purpose of this policy is to:

- Set out clearly the principles and decision guidelines for expenditure on credit cards
- Set out clearly defined parameters for expenditure on credit cards
- Ensure that credit card expenditure is assessed, authorised and reviewed consistently for all staff and elected members.

## 2. Scope

This policy relates to all staff and elected members issued with corporate credit cards.

## 3. Statement

### 3.1. Credit Limits

3.1.1. Current credit limits are detailed in the Delegations Manual S-DM1066.

3.1.2. The expenditure limit on any credit card shall not exceed \$15,000. Credit card limits are to be set at the minimum necessary to enable the card holder to undertake their duties for the Council.

3.1.3. Any alterations to the Chief Executive's credit limits (temporary or long term) must be approved by the Mayor. Alterations of the Mayor's credit limits shall be approved by the Council.

3.1.4. For other credit card holders, any alteration must be approved by the Chief Executive.

### 3.2. Credit Card Reconciliation

3.2.1. Credit card statements are distributed to card holders as soon as practical once received. All credit card expenditure is to be completed using the organisations accounts payable system (TechOne) and should be completed within five working days of the card holder receiving their statement.

3.2.2. Approvals for all credit card expenses and statements are by the card holder's Manager.

3.2.3. The Mayor will approve the Chief Executive's corporate credit card expenses and statement; and the Councillor with portfolio responsibilities for Finance will act as approver for the Mayor's corporate credit card expenses and statement.

3.2.4. Valid GST compliant receipts and other supporting documentation, must be obtained and attached to payments processed for approval.

### 3.3. Credit Card Payments using the Internet

3.3.1. Internet payments are permitted where it is advantageous to the Council (e.g. will result in discounts) and the party operating the web site is well known and of good repute.

- 3.3.2. Internet payments are permitted where other payment methods are not available (e.g. registration for conferences, courses).

#### 3.4. **Restrictions**

- 3.4.1. Credit cards may not be used to obtain cash from cash machines or any other source.
- 3.4.2. Credit cards must not be used for private use.
- 3.4.3. Unauthorised use of credit cards constitutes a breach of the code of conduct and may result in disciplinary action.

#### 4. **Responsibilities**

- 4.1. It is the responsibility of the Credit card holder to ensure their corporate credit card is managed and used in a responsible manner, abiding by all terms and conditions of this policy and any related policies.
- 4.2. It is the responsibility of the Manager Finance and Business Support, to ensure all Credit Cards are issued in accordance with the authorities specified in the Delegations Manual S-DM1066.
- 4.3. It is the responsibility of the Credit card holder to ensure their credit card is used according to the expectations set in this policy.
- 4.4. It is the responsibility of the Credit card holder to process monthly expenses within five working days of receiving their credit card statement.
- 4.5. It is the responsibility of the Credit card holder's Manager to approve the monthly expenses and statement.
- 4.6. It is the responsibility of the Mayor to approve the monthly expenses and statement of the Chief Executive.
- 4.7. It is the responsibility of the Council Portfolio Holder - Finance to approve the monthly expenses and statement of the Mayor.
- 4.8. It is the responsibility of the Finance Department for managing the acquisition and replacement of cards and for monitoring use. Any identified breaches of this policy shall be reported to the Manager Finance and Business Support and/or the Chief Executive.
- 4.9. It is the responsibility of the Credit card holder to report a credit card that has been lost or stolen to the Finance Department as soon as possible. It is the responsibility of the Finance Department to arrange cancellation of the credit card. In the event that the loss is identified on a non-working day, the staff member shall advise the bank directly.
- 4.10. It is the responsibility of the Credit card holder to return their credit card to Council on or before their last day of work. It is the responsibility of the Finance Department for ensuring that such credit cards are cancelled and destroyed.

#### 5. **Definitions**

**Credit card** - has the normal meaning, but should also be read as applying to vehicle fleet cards, purchase cards, and equivalent cards used to obtain goods and services before payment is made.

**Proper and prudent behaviour** - in relation to expenditure, includes identifying and managing conflicts of interest (or situations with the potential to be perceived as conflicts of interest); being fair, honest, transparent, circumspect, and careful to avoid undesirable consequences; and being accountable for complying with council controls over expenditure.

**Controls** - are the means to promote, direct, restrain, govern and check on various activities.



**6. Questions**

Any questions regarding this policy should be directed to your immediate Manager or the Manager, Finance & Business Support in the first instance.

**7. Effective date**

29 October 2019

**8. Review date**

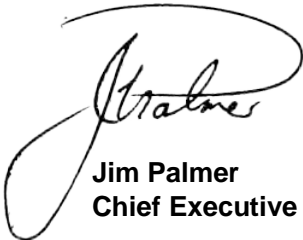
29 October 2021

**9. Policy owned by**

Manager, Finance and Business Support

**10. Approval**

Approved:



**Jim Palmer**  
**Chief Executive**  
Waimakariri District Council

# Warrant of Appointment Policy

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## 1. Purpose

The purpose of this policy is to provide guidance on the use of the Warrant of Appointment (WOA) Certificate and Warrant of Appointment ID card.

Warrants of Appointment are issued to staff and/or contractors, who are likely to enter private property, impound dogs or undertake enforcement on behalf of the Waimakariri District Council.

A Warrant of Appointment Certificate and ID ensures staff and contractors have the authorised delegation to carry out functions, under the correct legislation, on behalf of the Waimakariri District Council.

## 2. Scope

This policy applies to all staff who have been delegated, by the Chief Executive (CE), and are required to undertake inspection and enforcement functions on behalf of Waimakariri District Council (WDC).

Breaches of this policy may be considered under our Code of Conduct and result in disciplinary action.

## 3. Statement

### 3.1. General

- 3.1.1. The Warrant of Appointment holder must be able to produce, on request, the Warrant of Appointment Certificate at all times when representing Council.
- 3.1.2. Warrant of Appointment Certificates and ID Cards must only be used when undertaking Council business, and during times of a Civil Defence Emergency.
- 3.1.3. Warrant of Appointments need to be used in a manner that is able to withstand public scrutiny.

### 3.2. Delegated Authority

- 3.2.1. The Waimakariri District Council believes that it is essential, in the interest of good management and effective administration, to encourage the delegation of decision making.
- 3.2.2. Staff and/or contractors with delegated authority are acting on behalf of Waimakariri District Council, however, Council and Management retain ultimate accountability for the affairs of this Council.

### 3.3. Enforcement Officers

- 3.3.1. For enforcement officers, the Local Government Act 2002 says that the WOA will specify "the responsibilities and powers delegated to the enforcement officer and the infringement offences in relation to which they are appointed".

### 3.4. **Warrant of Appointment cards and certificates**

- 3.4.1. The Promapp process 'Request a Warrant of Appointment (WOA) ID Card and Certificate' should be followed for staff requiring a WOA Certificate and ID card.
- 3.4.2. The Warrant of Appointment Certificate details (in full) the delegations and legal powers of the staff member.
- 3.4.3. The Warrant of Appointment ID card identifies the card-holder's:
  - Name
  - Photo ID
  - Legal power/s (abbreviated)
  - WDC contact phone number
  - CE Signature

## 4. **Responsibilities**

- 4.1. It is the responsibility of the individual to read and adhere to this and other relevant Council policies.
- 4.2. It is the responsibility of the Warrant of Appointment holder to ensure their WOA Certificate and ID card are kept safe and are used in respect to this policy.
- 4.3. It is the responsibility of the Warrant of Appointment holder to monitor and advise when their Certificate and ID card need to be renewed, or report as lost/stolen.
- 4.4. It is the responsibility of the Executive Assistants to manage and maintain the Warrant of Appointment process.
- 4.5. It is the responsibility of the Executive Assistants to maintain and update the Warrant of Appointment register.
- 4.6. It is the responsibility of all Line Managers to follow the approved Promapp process, and to provide the relevant approvals and documentation within the limits of Council policies and their delegated authority.
- 4.7. It is the responsibility of the Chief Executive to ensure the Warrant of Appointment is approved and signed off appropriately.

## 5. **Definitions**

**Warrant of Appointment** - Local Government Act 2002, Administration of enforcement functions.

177 Appointment of enforcement officer.

- (1) A local authority may appoint persons to be enforcement officers in the district or region of the local authority in relation to any offence under this Act, including, without limitation, -
  - a) Offences against bylaws made under this Act
  - b) Infringement offences provided for by regulations made under section 259.
- (2) A Local authority must issue warrants in writing to enforcement officers appointed under this section, specifying, -
  - a) The responsibilities and powers delegated to them; and
  - b) The infringement offences in relation to which they are appointed.

- (3) An enforcement officer must produce his or her warrant and evidence of identity whenever reasonably required to do so by any person.
- (4) Enforcement officers may exercise the power to seize an object under section 164.

## 6. **Questions**

Any questions regarding this policy should be directed to the applicable Department Manager (L2) in the first instance.

Any questions regarding the process for Warrant of Appointment cards should be directed to the Executive Assistants Team.

## 7. **Relevant documents and legislation**

- Code of Conduct (QP-C507)
- Delegated Authority of the Chief Executive
- Delegations Manual: Section 5 Warrant of Appointments
- Local Government Act 2002 (Sections 39, 174 and 177)
- Request a Warrant of Appointment (WOA) ID Card and Certificate Process.

## 8. **Effective date**

17 August 2020

## 9. **Review date**

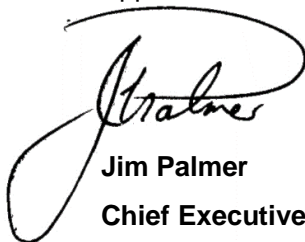
17 August 2026

## 10. **Policy owned by**

Chief Executive

## 11. **Approval**

Approved:



**Jim Palmer**  
**Chief Executive**

Waimakariri District Council

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION**

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


**REPORT TO:** Solid & Hazardous Waste Working Party

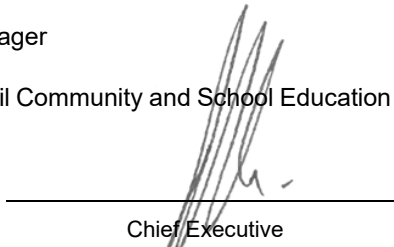
**DATE OF MEETING:** 12 May 2021

**FROM:** Kitty Waghorn, Solid Waste Asset Manager

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

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

  
Department Manager

  
Chief Executive

**1. SUMMARY**

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

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

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

Attachments:

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

**2. RECOMMENDATION**

**THAT** the Solid & Hazardous Waste Working Party recommends:

**THAT** the Audit and Risk Committee:

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

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

### 3. **BACKGROUND**

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

#### **Community safety programmes**

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



### Community literacy

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

### Environmental sustainability

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

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

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

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

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

##### **Community Safety Programmes**

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

##### **Literacy Programmes**

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

## Environmental Sustainability Programmes

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

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

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

#### **Final Options considered**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4.22. Staff therefore recommend that the Council:

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

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

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

## 5. **COMMUNITY VIEWS**

### 5.1. **Groups and Organisations**

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

### 5.2. **Wider Community**

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

## 6. **IMPLICATIONS AND RISKS**

### 6.1. **Financial Implications**

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

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

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

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

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

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

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

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

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

## 6.2. Community Implication

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

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



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

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

### 6.3. **Risk Management**

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

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

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

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

### 6.4. **Health and Safety**

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

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

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

## 7. **CONTEXT**

### 7.1. **Policy**

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

### 7.2. **Legislation**

7.2.1. Local Government Act S17A Delivery of Services states:

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

7.2.2. Waste Minimisation Act Part 4

S42 A territorial authority must promote effective and efficient waste management and minimisation within its district.

S43(2) A waste management and minimisation plan must provide for the following:...

- (b) methods for achieving effective and efficient waste management and minimisation within the territorial authority's district... (iii) any waste management and minimisation activities, including any educational or public awareness activities, provided, or to be provided, by the territorial authority
- (c) how implementing the plan is to be funded

### 7.3. **Community Outcomes**

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

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

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

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

#### 7.4. **Delegations**

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

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

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

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

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION**

**FILE NO and TRIM NO:** POL-08-72 / 210325049648

**REPORT TO:** Community and Recreation Committee


**DATE OF MEETING:** 18 May 2021

**FROM:** Councillors R Brine (Chair), W Doody and P Redmond

**SUBJECT:** Adoption of the Cemetery Policy  
Recommendation of the Hearing Panel

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

\_\_\_\_\_  
Department Manager

  
\_\_\_\_\_  
Chief Executive

**1. SUMMARY**

- 1.1 This report presents the recommendations of the Hearing Panel that considered submissions to the draft Cemetery Policy. This is a new policy giving effect to the Cemetery Strategy adopted by Council in October 2020.
- 1.2 The Hearing Panel recommends the adoption of the draft Cemetery Policy with the adjustments as described in Section 4.3 of this report.
- 1.3 The public consultation resulted in ten submissions being received, representing 20 points of submission. Two submitters elected to present their views to the Hearing Panel in person.
- 1.4 A number of submitters discussed the level of service provided at the cemeteries particularly around maintenance of gardens and trees and head stones.

**Attachments:**

- i. draft Cemetery Policy (Trim: 200916122776)
- ii. Minutes of the Hearing (Trim: 210302034893)

**2. RECOMMENDATION**

**THAT** the Community and Recreation Committee:

- (a) **Adopts** Clause 7.2.5 (iv) Option 2

"One plot may be pre-purchased by an individual for their exclusive use."

- (b) **Notes** Option 1 requires re-validation of the purchase of a plot every 10 years. This proposal was not part of the original draft policy presented for public consultation.

**THAT** the Community and Recreation Committee recommends:

**THAT** the Council:

- (c) **Receives** report No. 210325049648.
- (d) **Adopts** the draft Cemetery Policy (Trim: 200916122776), incorporating the changes made by the Hearing Panel and the Community and Recreation Committee as attached, to take effect on adoption.
- (e) **Notes** a copy of this report will be sent to the Community Boards for their information.

### 3. **BACKGROUND**

- 3.1 Development of the Council's Cemetery Strategy (adopted in October 2020) identified the need for a policy to ensure effective and consistent management of the day to day operation of Council-managed cemeteries in the District.
- 3.2 The policy ensures that our cemeteries are a safe way to care for deceased people, with standards that protect public health and the environment.
- 3.3 This Cemetery Policy gives effect to Objective 4 of the strategy "*Clear direction to Council staff and the community regarding the use and management of cemeteries is provided*".
- 3.4 It is acknowledged that Central Government is undertaking a review of the Burial and Cremation Act 1964 and this could impact the policy once the legislation is in place. There will be an opportunity for Council to contribute further to the review through the Select Committee phase.

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

- 4.1. The elements of the draft policy reflect current practice and formalise areas of cemetery management such as the ceding of cemeteries to Council and the recognition of religious/cultural requirements.
- 4.2. This was not a statutory consultation but it was considered important to seek community views as cemeteries play an important role in our society. Ten submitters took the opportunity to participate in the consultation with two presenting their views to the Hearing Panel in person.
- 4.3. After consideration of the submissions and receiving further information from staff the following adjustments were made to elements of the policy:

| <b>Draft clause</b> | <b>Update as a result of submissions</b>   | <b>Reasons</b>   |
|---------------------|--|--|
| 4. Definitions      | Where the term 'Funeral Director' is used in conjunction with functions that could be carried out by members of the general public, the term will be changed to 'Applicant'.<br>The term 'Funeral Director' will continue to be used in conjunction with responsibilities assigned to a person employed in that professional occupation. | To ensure the definitions provide clarity throughout the policy. |

| Draft clause  | Update as a result of submissions   | Reasons   |
|---|---|---|
|   | The definitions of: Applicant, Contractor, Council Contractor and Community Greenspace Manager will be updated in the policy and the content of the policy will be updated to reflect these changes.  |   |
| 7.2.5 (ii) Pre-purchase of plots: Pre-purchasing of plots is permitted at the time of an interment if the spouse of the deceased or parents of a deceased child wish to reserve a plot. | <p>The following is added:<br/>“or, where a person requests to purchase a vacant plot adjacent to a close relative”.</p> <p>Add: Option 1<br/>(iv) Notwithstanding the above, any person may pre-purchase one single plot for a term of ten years which, upon payment of a further administration fee, may be extended for a further period of ten years.</p> <p>Or: Option 2 (iv) (preferred) One plot may be pre-purchased by an individual for their exclusive use.</p> <p>Add:<br/>(v) The Customer Services Manager, Greenspace Manager and Greenspace Portfolio holder have the discretion to meet and discuss any concerns over the availability of plots and if necessary temporarily suspend the pre-purchase of cemetery plots.</p> | <p>(ii) The scenario described by the submitter had not been anticipated when drafting the policy. It is considered a reasonable request.</p> <p>(iv) Option 1: To allow single plots to be reserved for ten years with re-validation before expiry of that time. An administration fee is to be considered as part of the annual Plan 2022/23.</p> <p>This was raised during the deliberations. Further consideration needs to be made of:</p> <ul style="list-style-type: none"> <li>- The impact on fees and charges</li> <li>- The practicality of administration</li> <li>- Consideration as to whether this aligns with the Act which gives 60 years of exclusive use S10(4).</li> </ul> <p>A change of this nature would need consultation with the community. This proposal was not part of the draft policy presented for consultation.</p> <p>Option 2: (preferred) allows a pre-purchase option with the additional controls in clause (v).</p> <p>Clause (v) gives the Council the ability to suspend the pre-purchase of plots in circumstances, such as a pandemic, when demand may be extraordinary.</p> |
| <b>8.2 Right to Erect a Memorial</b>  | <p><i>New clause (iii)</i><br/>Where an additional burial is approved, not anticipated at the time of the original memorialisation, a small</p>   | Ensures memorialisation can be achieved without changing the original headstone, particularly when space has not been allowed for in the first instance.  |

| Draft clause   | Update as a result of submissions   | Reasons   |
|--|---|---|
|  | supplementary plaque may be approved (see Appendix 2)   |   |
| <b>8.3 Allowable specification</b><br>iii. No stainless steel, schist, sandstone, limestone, wood...   | iii. A monument must not be made of: stainless steel, schist, sandstone, limestone, wood...   | Clarification of this clause.   |
| <p>Appendix A Monuments</p> <p><b>Single grave headstone (maximum dimensions)</b></p> <p>Level base at ground level covers the width of the plot (up to 1200mm single plot). This may be extended marginally to fill a gap between two plots.</p> <p>Maximum of two steps on the level base:</p> <p>1. Up to 100mm high (width generally 100-200mm shorter than the level base)</p> <p>2. Up to 75mm high (width generally 100-200mm shorter than the lower step)</p> <p>Headstone maximum 750 mm high x 700 mm wide.</p> <p><b>Double grave headstone (maximum dimensions)</b></p> <p>Level base at ground level covers the width of the plot (up to 2400mm double plot). This may be extended marginally to fill a gap between two plots.</p> <p>Maximum of two steps on the level base:</p> <p>1. Up to 100mm high (width generally 100-200mm shorter than the level base)</p> <p>2. Up to 75mm high (width generally 100-200mm shorter than the lower step)</p> <p>Headstone maximum 750mm high x 800mm wide</p> | <p>i. Single headstone - to have a total height of 1000mm (including headstone and any steps), width 900mm and depth of 150mm</p> <p>ii. Double headstone – to have a total height of 1000mm (including headstone and any steps), width 1000mm and depth of 150mm.</p> <p>iii. The inclusion of feature stones or rocks as the monument will be considered on a case by case basis.</p> <p>iv. Stainless steel and ceramic will not be permitted as materials in the construction of a headstone. Minor fixtures in these materials e.g. photo images, will continue to be allowed</p> <p>v. Supplementary plaques must complement the original headstone design and be of a size and position approved by the Council. As a guide, supplementary plaques should be 250-320 (wide) x 100-140 (high).</p> <p>vi. Ashes memorials Standard dimensions</p> | <p>Members discussed the suggested dimensions for single and double headstones and agreed with having a total height, rather than separate heights for first and second steps and the headstone. This allows for more flexibility in the design of memorials.</p> |

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



## 5. **COMMUNITY VIEWS**

### 5.1. **Groups and Organisations**

5.1.1. The Funeral Directors, Monumental Masons and contractors working in the District cemeteries have been consulted as the draft policy was developed. They were advised of the consultation and the final draft sent to them for comment. Additionally, feedback provided during consultation on the Cemetery Strategy has been considered.

### 5.2. **Wider Community**

5.2.1. Community consultation was undertaken from 15 January to 15 February 2021. People who submitted to the Cemetery Strategy were advised of the consultation and invited to participate.

## 6. **IMPLICATIONS AND RISKS**

### 6.1. **Financial Implications**

6.1.1. The development of this policy consists mainly of staff time and is managed through current budgets.

6.1.2. The implementation of the policy will not incur additional cost unless S7.2.5 (Option 1) is adopted creating an increased level of service with contact being made with all persons who have pre-purchased plots, every 10 years. Although there is an administrative fee to be collected, the costs associated with this could be significant.

6.1.3. S7.2.5 (Option 2) represents the status quo and can be managed through current budgets.

### 6.2. **Community Implication**

6.2.1. The policy formalises the day to day operation of Council-managed cemeteries in the District. This gives clear and consistent information to the community while acknowledging the important role cemeteries play.

6.2.2. Some elements of the policy are more restrictive than has been the case in the past, such as the opportunity to reserve plots and consideration around memorabilia, tributes and adornment.

### 6.3. **Risk Management**

6.3.1. The community had the opportunity to comment on the draft policy and present their views formally to the Hearing Panel. The Hearing Panel has taken these views into account before committing the policy for adoption to Council.

### 6.4. **Health and Safety**

6.4.1. Health and safety considerations are an integral part of the policy. Cemetery management has potential for health and safety issues to arise. These are mitigated through elements of the policy and workplace health and safety plans of the contractors, Funeral Directors and Monumental Masons.

## 7. **CONTEXT**

### 7.1. **Policy**

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

## 7.2. Legislation

- 7.2.1. *Burial and Cremation Act 1964 (Part 1, Establishment, maintenance and regulation of cemeteries)*  
*Reserves Act 1977 (S23)*  
*Health Act 1956 (S25)*  
*Local Government Act 2002 (S125)*  
*Resource Management Act 1991 (S31)*  
 Burial and Cremation (Removal of Monuments and Tablets) Regulations 1967  
 Cremation Regulations 1973  
 Health (Burial) Regulations 1946

## 7.3. Community Outcomes

### Governance

- Effect is given to the principles of the Treaty of Waitangi
- There are wide ranging opportunities for people to contribute to the decision making that effects our District.

### Environment

- There is a safe environment for all
- There is a healthy and sustainable environment for all.

### Places and spaces

- The community's cultures, art and heritage are conserved and celebrated
- Public spaces and facilities are plentiful, accessible and high quality
- People are friendly and caring, creating a strong sense of community in our District.

## 7.4. Delegations

- 7.4.1. Section 13, S-DM 1023 Community and Recreation Committee: Authority to initial a Special Consultative Process or otherwise consult the community within this committee's fields of activities and where the proposed consultation is not contrary to an established Council position.

# Draft Cemetery Policy

## 1. Introduction

Cemeteries play an important role in our society supporting our sense of community and reflecting not only the history of local people and cultures that founded and influenced our District but also the different cultures of today's residents.

Council has a statutory role in providing cemeteries via the *Burial and Cremation Act 1964*.

The Waimakariri District Council manages seven cemeteries. They are well maintained, are peaceful places for family and friends and are open to visitors 365 days a year during daylight hours.

Council cemeteries are available to all persons, not just residents of the District. The Kaiapoi Public Cemetery and Rangiora Lawn Cemetery include Services Cemeteries providing for service personnel

## 2. Policy context

Council manages seven cemeteries in the District, five of which are open for burial and/or ashes interment. The Sefton Cemetery Reserve is undeveloped and the Kaiapoi Anglican Cemetery accepts burial and ashes interments in reserved plots only.

The population of Waimakariri District has been growing steadily and associated with this are the changing demographics and increasing cultural diversity.

The management of cemeteries needs to meet changes in community expectations and enhance sustainable use of cemetery reserve land.

## 3. Policy objective

This policy guides the operational procedures for day-to-day cemetery management. This ensures our cemeteries are a safe way to care for our deceased, with standards that protect public health and the environment.

## 4. Definitions

|                   |   |
|-------------------|---|
| (the) Act         | Means the <i>Burial and Cremation Act 1964</i> or any superseding legislation.  |
| Applicant         | A person who is not employed as a Funeral Director, and is carrying out functions associated with a funeral.  |
| Authorised person | A person for whom the burial warrant has been issued.   |
| Cemetery          | Any land that is purchased or vested in Council, or under control of the Council and held, taken, acquired, set apart, dedicated or reserved, under the provisions of any Act or before the commencement of the |

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|   |   |
|---|---|
|   | <i>Burial and Cremation Act 1964</i> , exclusively for the burial of the dead generally, and where the context so permits, includes a closed cemetery within the meaning of the <i>Burial and Cremation Act 1964</i> or any other act. This excludes identified Urupa.  |
| Close relative                            | Grandparent, parent, sibling, child, spouse, civil union partner, de facto partner of the deceased.   |
| Community Greenspace Manager              | The Waimakariri District Council staff member employed as the Community Greenspace Manager,   |
| Contractor                                | Any other authorised contractor working in the cemetery.  |
| Council contractor                        | The company that has the Greenspace contract for cemetery maintenance.  |
| Council representative                    | Any individual or Council approved contractor who the Council delegates the authority to act in a specified area.   |
| Disinter or disinterment                  | The removal of a human body or ash remains from the earth or any vault.   |
| Exclusive right of burial or burial right | A purchased burial plot for the exclusive right to the owner to inter human remains in a burial space. There is no ownership of “real estate” as such.  |
| Funeral Director                          | A person, who in the course of their business, carries out burials and related matters. This includes a person who holds themselves out as prepared to carry out body preparation for burial or cremation.  |
| Headstone permit                          | A permit to allow the erection of a headstone, received from Waimakariri District Council, following application on the prescribed form and receipt of the correct fee.   |
| Inter or interment                        | The placement of a human body or ash remains in a grave or any vault.   |
| Lawn Cemetery                             | A cemetery which presents a park-like appearance and is laid out in grass with concrete headstone berms.  |
| Manager (Council)                         | Includes the Waimakariri District Council Manager of Customer Services and/or Manager of Community Greenspace.  |
| Monument                                  | Includes a headstone, plaque, panel or other memorial to a deceased person.   |
| Next of Kin                               | Close relative, whanau and hapu members, guardian(s), representative or the person named on the Application for Warrant to Inter as the Next of Kin.  |
| Service cemetery                          | Means any cemetery or part of a cemetery that has been set aside permanently by a local authority for the burial of bodies of persons who have been on operational service in Her Majesty’s Forces and the wives or husbands of, or persons who have lived in a relationship in the nature of marriage with, a person who has been on operational service in Her Majesty’s Forces pursuant to |

|                |   |
|----------------|---|
|                | Section 15(a) of the <i>Burial and Cremation Act 1964</i> .   |
| Service person | A person who has been on operational service in Her Majesty's Forces pursuant to Section 15(a)(i) of the <i>Burial and Cremation Act 1964</i> . |
| Sexton         | Any person approved by Council to manage day to day activities of any cemetery and includes his/her assistants.                                 |
| Urupa          | Maori burial ground or cemetery.  |

## 5. Policy statement

### 5.1. Hours of operation

- i. Cemeteries are open to visitors all year round
- ii. Burials are carried out between the hours:  
Monday to Friday - 9.00 am to 3.30 pm (extended to 4.00 pm during daylight saving), excluding public holidays or days that they are observed.  
Saturday – 9.00 am to 12.00 pm
- iii. Services outside these hours may be undertaken by special arrangement with the Manager. Consideration will be given to the reason for the request and approval will depend on the Council Contractor's availability to prepare the grave and complete the burial safely.
- iv. An additional fee may be charged to cover extra costs associated with burials outside the standard hours.

### 5.2. Safety

- i. Vehicles driven in a cemetery must observe the 20 km/h maximum speed limit and comply with all usual public roadway traffic road rules. Vehicles must stay on the roadway or within areas designated for vehicles and give-way to a hearse and funeral procession.
- ii. Visitors to the cemeteries must follow any safety instructions of the Council Contractor's representative or Council staff.
- iii. Any contractor or person working in the cemeteries must have the permission of Council and an approved Health and Safety Plan.
- iv. Prior to a burial the open grave shall be covered over by boards and taped off with security tape. The boards and tape will remain in place until such time as the funeral director is in attendance and takes over responsibility for the security of the open grave.
- v. During the burial the Funeral Director is responsible for the safety of the members of the public at the gravesite until the funeral director formally hands the site back to the control of the Council Contractor.
- vi. If there is no Funeral Director controlling a burial then the site safety remains in the care of the Council Contractor.
- vii. Any persons in attendance or involved in a burial or interment procedure in a Council cemetery must adhere to all directions given by the Council Contractor at all times.

### 5.3. Fees

- i. Fees for plot purchases and interments are set by resolution of the Council and reviewed annually.

- ii. There is no additional fee for the interment of non-Waimakariri District residents.
- iii. Where application is made to Council for a 'free of charge' burial of any deceased poor person, the application will be accompanied by a certificate signed by a Justice of the Peace in accordance with the *Burial and Cremation Act 1964*. This will certify that the deceased has not left sufficient means to pay the current charge of interment fixed by Council, the cost of burial is not covered by an ACC or WINZ entitlement and that their relatives and friends are unable to meet the cost. Burial will take place in a plot as determined by Council and no headstone will be erected until all fees have been paid.

## **6. Recognition of religious/cultural requirements**

Waimakariri District Council recognises the diversity of the District's community and in particular differing requirements of rites of burial. In recognising these requirements and those prescribed within the *Burial and Cremation Act 1964*, there is scope where requested, to permanently set aside sections of a cemetery for the use of different recognised religious denominations. To help achieve this:

- i. Following an official approach from the governing body of a recognised religious denomination (not an individual) and space permitting, the Council may set aside a designated area of a cemetery for the use of a particular religious denomination and establish guidelines for the use of the area.
- ii. The religious denomination may (at their own expense, in line with the Act and with express permission from the Waimakariri District Council) fence off the area and introduce signage which conforms with section 11.3 of this policy.
- iii. Council will allow the area set aside to be consecrated by the religious denomination according to the rites of that denomination.
- iv. These areas will be placed within the existing design of the cemetery.

## **7. Interments**

### **7.1. Compliance with regulations**

Provisions of the *Burial and Cremation Act 1964* and any amendments must be complied with.

#### **7.1.1. Burial bookings**

- i. Burial applications must be made by completing an "Application for Warrant to Inter" in the name of the rights holder or a person authorised by the rights holder.
- ii. Application for a Warrant to Inter should be received at least 2 working days before the intended burial. The minimum notice period may be reduced by agreement with the Customer Services Manager (in consultation with the Council Contractor).
- iii. Burials are booked when a confirmation email is sent by the Council to the Funeral Director or applicant.

### **7.2. Exclusive right to burial**

#### **7.2.1. Sale of a Plot**

- i. When the Council sells a plot it sells an exclusive right of interment in perpetuity.
- ii. The person named as the applicant on the Application to Purchase a Cemetery Plot form is considered to be the rights holder. The rights holder has the right to determine what parties may be interred in the plot and to place a headstone on the plot.

- iii. No burial or headstone placement can take place in a plot that is already used or allocated without the authority of the rights holder. If the burial rights holder is deceased, the immediate next of kin may give authority, or a person acting on behalf of the deceased's estate can make the application.
- iv. Where there is doubt regarding the allocation of a plot, Council may require confirmation that the burial is authorised by the rights holder.
- v. Plots are allocated by the Customer Services staff. Where a request is made for a particular plot, agreement to such a request is at the sole discretion of the Customer Services Manager who will endeavour to accommodate such a request providing this does not conflict with effective operational management of the cemetery.

#### 7.2.2. Transfer of an exclusive right of interment to another party

- i. The rights holder may transfer the right of interment to another person by completing an 'Application to Vary an Existing Cemetery Deed'.
- ii. Where the exclusive right of interment is held jointly and one party dies, the right transfers to the surviving holder.
- iii. The holder of an exclusive right of interment may bequeath the Exclusive Right as if it were the holder's personal estate. Evidence in writing of a bequeath is required to be provided to Council prior to amendment of the burial register.
- iv. If a person other than a party having the exclusive right of interment seeks interment in the plot the Customer Services Manager may refuse to allow the interment in the plot if there is a doubt about that person's entitlement to burial in that plot.

#### 7.2.3. Surrender of an exclusive right of burial to Council

- i. A holder of the Exclusive Right of Interment in any plot in which no burial has taken place, may transfer the plot back to the Council by submitting an Application to Vary Cemetery Deed.
- ii. Where the plot is transferred back to the Council a payment will be made to the current rights holder of the amount currently listed in the fees and charges schedule.

#### 7.2.4. Lapse of Right of Interment

- i. In accordance with subsection 10(4) of the Act, if no burial has taken place after 60 years from the date of the sale of the exclusive right of interment in a plot, the right lapses and the plot returns to ownership of the Council. The Council shall not be liable for refund of any fees paid where the right of interment has lapsed.
- ii. One year prior to a right to interment lapsing the Council will attempt to contact the rights holder regarding renewal of the right of interment.

#### 7.2.5. Pre-Purchasing Plots

- i. The allocation of plots is carefully managed to ensure the best use of available cemetery space and resources.
- ii. Pre-purchasing plots is permitted at the time of an interment if the spouse of the deceased or parents of a deceased child wish to reserve a plot adjacent to the burial. Or, where a person requests to purchase a vacant plot adjacent to a close relative.
- iii. Plot purchase and record fees must be paid at the time of reservation.
- iv. Either: (Option 1) Notwithstanding the above, any person may pre-purchase one

single plot for a term of ten years which, upon payment of a further administration fee, may be extended for a further period of ten years.

Or: (Option 2) One plot may be pre-purchased by an individual for their exclusive use.

- v. The Customer Services Manager, Greenspace Manager and Greenspace Portfolio holder have the discretion to meet and discuss any concerns over the availability of plots and if necessary temporarily suspend the pre-purchase of cemetery plots.

#### 7.2.6. Ashes Plots

- i. Clauses 7.2.1 to 7.2.5 also apply to ashes plots.
- ii. In the older section of the Oxford Public Cemetery a maximum of four ashes burials is permitted in a plot (Rows OOX010A and OOXLAAA) in all other areas a maximum of two ashes burials is permitted per plot.
- iii. Ashes may not be interred in a burial plot unless there has already been a burial in that plot, or a future burial is reserved for that plot. A maximum of two ashes burials is permitted in a burial plot.
- iv. Prior to ashes being interred in a plot where the deceased does not hold an Exclusive Right of Interment, the written permission of the owner of the plot must be provided to the Council.
- v. Due to space constraints it is not permitted to purchase a new burial plot for the sole purpose of ashes burials.
- vi. The burial of pet animals either as ashes or as a body is not permitted in a Council cemetery unless placed in a sealed casket with the deceased.
- vii. The scattering of ashes is not permitted in any of the Council's cemeteries, parks or reserves due to health and safety reasons.

#### 7.2.7. Services Cemeteries

- i. Services Cemeteries are available at the Rangiora Lawn Cemetery and the Kaiapoi Public Cemetery.
- ii. Interment in the Services Cemetery is limited to veterans who have had "Operational Service" under the *Burial and Cremation Act 1964*. Details of the Operational Service must be included on the Application for Warrant to Inter.
- iii. The spouse of a qualifying veteran may be interred in the Services Cemetery after the interment of the qualifying veteran providing the first interment is at double depth.
- iv. The Council will on application consider the interment of the spouse prior to the death of the qualifying veteran. Approval is at the discretion of the Manager.
- v. Children cannot be interred in a Services Cemetery unless they are eligible for interment in the Service area in their own right.

#### 7.2.8. Grave Preparation

- i. Only properly qualified staff of the Council's contractor are permitted to dig a grave for a full burial or ashes interment in any part of the cemetery.
- ii. Family members of the deceased may fill in an ashes grave.
- iii. Requests for family members of the deceased to partially fill in a grave (to the level of the casket lid) after a full burial may be made at the time of booking if time will allow completion of this within the operating hours of the cemetery.
- iv. Acceptance of special arrangements, including filling of the grave, is at the discretion of the Manager in consultation with the Council Contractor.



- v. The following specialty equipment is not provided by the Council:
- Grave mats
  - Tapes or lowering device
  - Lowering device stand
  - Boards and bearers
  - Dirt box and trowel
  - Special items to meet cultural requirements.

#### 7.2.9. Burial Attendant

- i. The Council Contractor will provide a representative on site for the duration of the burial.
- ii. The role of the Council Contractor's representative is to
- Meet the funeral director and funeral party
  - Brief the funeral director about technical site issues
  - Assist with loading and lowering of the casket by prior arrangement
  - Responsibility for safety of the grave site before the service and burial, and again when the ceremony is complete.
- iii. The Funeral Director is responsible for moving the mourners away from the grave site after the burial to allow access for the contractor's machinery to fill in the grave.

#### 7.2.10. Grave Maintenance

- i. **Grave reinstatement**  
Graves are reinstated as soon as practicable after the burial has taken place. This involves back filling the grave, compacting and re-sowing. In some sites the grave may need to be back-filled up to a year after the burial.  
Planting or placement of other items is not permitted on any of the grass areas of the cemetery as the area is established as mown grass turf following an interment.
- ii. **Maintenance of Graves**  
The Council Contractor maintains all plots at the cemeteries. Maintenance of any memorial is the responsibility of the next of kin or family of the deceased, however a permit must be obtained prior to any work, other than simple cleaning, being carried out.
- iii. **Grave re-use**  
Double depth interments are permitted in some Council cemeteries. Information on where double depth interments may occur is available at [waimakariri.govt.nz](http://waimakariri.govt.nz)  
Where a second or subsequent interment takes place, only properly qualified staff employed by the Council's contractor or a monumental mason (with a permit) can break any concrete on graves with a concrete covering. The Community Greenspace Manager retains the right to refuse to allow the breaking of such concrete. It is the sole responsibility of the owner or their representative to reinstate the concrete covering of the grave after the burial and the reinstated cover must comply in all respects with the cemetery monumental specifications.
- iv. **Grave testing (probe)**  
Where there is doubt about whether an original burial was at double depth, the Council may agree to test graves in order to ascertain whether there is room for a subsequent interment. A charge may apply for this service.

Testing by probe is not always conclusive, particularly in stony ground. An alternative burial site must be nominated where there is any doubt regarding the depth of a previous burial.

The Manager may refuse to allow a second burial in any plot where there is doubt about the depth of the first burial.

7.2.11. Burials not managed by a funeral director

- i. Where a burial is being arranged by a person other than a professional funeral director, the Council will require additional information prior to approving a Warrant to Inter.  
This will include –
  - details of the person who will be responsible for the grave site during the burial
  - evidence of death certified by a Registered Medical Practitioner
  - any special services required for the burial.
- ii. Payment of the interment fee is required at the time of the application for the burial warrant and additional costs may apply if the Council Contractor is required to engage extra staff to manage the burial.

## **8. *Erection and maintenance of monuments, headstones, structures etc***

### **8.1. *Temporary Grave Markers***

The Council does not provide temporary grave markers. Funeral directors may provide temporary markers in the form of a cross (up to 500mm height) for a period of up to one year prior to a permanent memorial being placed.

### **8.2. *Right to Erect a Memorial***

- i. The owner of the exclusive right of interment, or if the owner is deceased, the next of kin or executor of the Deceased's Estate can authorise the erection of a memorial plaque or headstone or an additional inscription to be added to an existing monument.
- ii. One headstone or memorial per plot is permitted, to be placed on the grave in a position approved by Council. If subsequent burials are anticipated in the plot, allowance should be made on the memorial for their details.
- iii. Where an additional burial is approved, not anticipated at the time of the original memorialisation, a small supplementary plaque may be approved. See Appendix 2.
- iv. A Veterans Affairs plaque may be installed next to a headstone of a qualifying veteran interred in areas of the cemetery outside the services cemetery area if space allows.
- v. In the Services areas a standard memorial plaque or headstone, depending on the cemetery, is available at a subsidised rate through Veterans Affairs. These memorials are uniform in style with no provision for personal messages or photographs.

### **8.3. *Allowable Specification***

#### **8.3.1. New Zealand Standard**

Headstones and memorials will meet the minimum structure design criteria and requirements of the NZ Standard for Headstones and cemetery monuments NZS 4242:2018.

#### **8.3.2. Memorial size and type**

- i. Permitted maximum dimensions for headstones in the full burial sections of the cemetery are set out in Appendix 2. The dimensions for memorials in the ashes sections may vary due to the cemetery location. Information is available from Customer Services
- ii. A monument must be made of a natural, durable material that is non-absorbant and does not require a rigorous cleaning regime to maintain its appearance, or be subject to breakage, cracking or shattering (granite, bronze or other non-ferrous metal or similar suitable material). Council approval prior to the installation of the monument is required.
- iii. A monument must not be made of: stainless steel, schist, sandstone, limestone, wood, fibreglass, ceramic, plastic, glass or other unsuitable material.
- iv. No concrete work is to be painted or colour tinted.

#### **8.3.3. Placement of memorials**

- i. Where appropriate, the Council will provide concrete beams for headstones to be installed on. The placement of memorials must not encroach on the concrete mowing strip.

- ii. Memorials will be centred on the plot and in line with other memorials in the same row. A shared memorial may be centred over two plots.

#### 8.3.4. Memorial details

- i. Messages on a memorial that could be offensive to other cemetery users will not be approved.
- ii. No inscription (including photographs, images or text) is permitted on the reverse side of the memorial.

#### 8.4. *Permit Required*

- 8.4.1. No memorial plaque or headstone may be erected, placed or removed from a cemetery without first applying for and obtaining a Memorial Permit from the Council. Applications are to be made on form QS-M301-AG with all sections of the form, including accurate measurements and the full inscription fully completed.
- 8.4.2. Council may request the removal of any memorial or plaque installed without a permit or that does not meet the permitted dimensions.

#### 8.5. *Installation of Memorial*

Memorials or headstones must be installed by an approved Monumental Mason or Stone Mason. Installation by other qualified persons is at the discretion of the Community Greenspace Manager.

#### 8.6. *Removal of Memorial*

No person shall without the prior written authority of the Council remove any Memorial from any grave, plot or other area of a cemetery.

#### 8.7. *Responsibility for Maintenance*

The holder of the Exclusive Right of Interment, or if the holder is deceased, the immediate next of kin, is responsible for maintaining the memorial plaque or headstone in good order and condition.

#### 8.8. *Responsibility for Damage*

The Council does not accept any responsibility for damage or vandalism to monuments unless such damage is the direct result of proven negligence by the Council's contractor.

#### 8.9. *Memorial Seats*

- i. Requests for the erection of a memorial seat in any cemetery must be made in writing to the Council. Written approval from Council will be required before a memorial seat is erected in any cemetery.
- ii. All memorial seats are gifted to the Council and form part of the Council's assets and will be maintained to the Council's specification. Seats may be removed or moved as required to meet the future needs of the cemetery.

#### 8.10. *Memorabilia, Tributes and Adornments*

- i. Wreaths and other floral tributes or ornaments not permanently fixed to the monument may be placed on the plot for a period of ten days following the interment. After ten days items must be removed or relocated to the concrete beam or area directly in front of the headstone.
- ii. Memorabilia may be left within the area of the monument directly in front of the headstone.
- iii. Any adornments that encroach on the mowing strip and obstruct or impede

- burials, grass maintenance or other cemetery operations will be removed.
- iv. To maintain a cemetery environment for the benefit of all users, grave memorabilia that does not comply with cemetery standards will be removed by the Manager or their representative.
- v. If there is an approved concrete kerb around the grave the inner area may contain tributes providing they do not cause hazards, safety or maintenance issues and are not considered offensive to visitors or families of neighbouring graves.

#### 8.10.1. Full adornment of plots

- i. Full adornment of plots such as grave gardens or other structures on the lawn area of a plot, either of a permanent or temporary nature are not allowed in any cemetery as they obstruct and impede the operation and maintenance of the cemetery. The Council will remove any such adornments without notice if necessary to facilitate a burial or if they are deemed a health and safety risk.
- ii. Where possible prior to removal, the Council will attempt to contact the plot owner and request the owner remove such adornments. If the Council is unable to contact the plot owner or after making contact the owner has not complied with the request, the Council will remove the adornments and hold them for a period of 30 days, after which they will be disposed of. The owner of the plot will be charged for any removal costs, disposal fees and any plot remediation costs incurred by Council.
- iii. Additional information on suitable memorabilia is included in Appendix 1

## 9. *Disinterment*

### 9.1. *Disinterment of graves*

- i. Disinterments shall be conducted according to Sections 51 and 55 of the Burial and Cremations Act 1964.
- ii. A disinterment licence issued by the Ministry of Health, via the Canterbury District Health Board must accompany an application for disinterment. A minimum of 10 working days is required for the processing of an application for disinterment.
- iii. Disinterments are controlled by the Community Greenspace Manager who will arrange a suitable time for the exhumation in liaison with the Ministry of Health's Health Protection Officer.
- iv. Requests for a representative of the family of the deceased to attend the disinterment must be made at the time of application. The name of the representative and relationship to the deceased must be provided.
- v. All decisions relating to the conduct of the disinterment are at the absolute discretion of the Manager who must be mindful of the impact of any requests on other users of the cemetery and on staff.
- vi. The full costs associated with the Disinterment are met by the applicant.

### 9.2. *Disinterment of Ashes*

- i. An application is required to disinter ashes from a Council cemetery.
- ii. Applications for the disinterment of ashes must be on the form "Application to Remove Ashes from a Waimakariri Cemetery" signed by surviving close family members.
- iii. Disinterment of Ashes is carried out by the Council's Contractor.

## 10. *Cemetery records*

### 10.1. *Information integrity*

- i. Information is sourced from Council records, including historic records. Every effort has been made to ensure the accuracy of records although there may be errors and omissions present.
- ii. Corrections provided to the Council will be verified and amended.

### 10.2. *Information access*

- i. Cemetery records for Waimakariri District Council owned and managed cemeteries are available online at [waimakariri.govt.nz](http://waimakariri.govt.nz).
- ii. Assistance to locate graves is available from Customer Services Staff.

## 11. *Cemetery maintenance*

### 11.1. *Shrubs and trees*

- i. Maintenance of lawn areas, trees and vegetation, roadways and paths adjacent to and within the monumental sections is the responsibility of the Council. All shrubs, plants etc in the cemetery and gardens are planted and cared for by Council. Council may remove any trees, shrubs or other vegetation from the cemetery.
- ii. The public are not permitted to plant flowers, shrubs, or trees in any area within the cemetery boundary without Council's written consent. Council may remove any trees, shrubs, or other vegetation that have been planted on a burial site or within the Cemetery without first having obtained the prior permission of Council.

### 11.2. *Monuments and structures*

- i. Council is not responsible for the erection, upkeep, maintenance, repair, restoration or cleaning of any monument or structure at a burial site.
- ii. Council will endeavour to contact any known family member if damage is caused to a grave monument.
- iii. Council may remove any structure in a cemetery that has become dilapidated, unsightly, is crumbling, or deemed to be unsafe in a risk assessment carried out by Council. Council's actions will be limited to making unsafe structures safe to ensure public and employee safety.

### 11.3. *Signage*

Installation and maintenance of signage is the responsibility of the Council.

## 12. *Ceding of cemeteries to Council*

A cemetery manager/organisation may approach the Council to take over ownership/management of a cemetery. Agreement should be met by both parties with regard to:

- Future use of the cemetery, should it continue or be closed. This could depend on the proximity of other Council managed cemeteries
- Future of any (private) land set aside for cemetery but not yet used for burials
- Level of future maintenance of the cemetery
- Future of any unstable/unsafe memorials
- Number of reserved plots, and records of purchaser and right of burial
- Condition of records and transferring records to Council
- The amount of any financial contribution to be transferred to the Council to meet

the cost of taking over the cemetery.

*We consider a financial contribution, for ongoing maintenance and/or repairs, is warranted to ensure the cost of taking over cemeteries is not a burden on the District's ratepayers. The contribution is set to meet some of the future maintenance costs, the cost of making safe or documenting and removing unstable memorials and the cost of transferring records into the current format of Council cemetery records.*

*Transferring control of a cemetery to Council does not mean the future of the cemetery is guaranteed. Council reserves the right to review the needs of their community and the ability to close cemeteries that are no longer required.*

### 13. **Links to legislation, other policies and community outcomes**

*Burial and Cremation Act 1964*

*Reserves Act 1977*

*Health Act 1956*

*Local Government Act 2002*

*Resource Management Act 1991*

Burial and Cremation (Removal of Monuments and Tablets) Regulations 1967

Cremation Regulations 1973

Health (Burial) Regulations 1946

Waimakariri Cemetery Strategy 2020

Waimakariri District Council Corporate Sustainability Strategy 2019

### 14. **Community Outcomes**

#### **Governance**

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

#### **Environment**

- b. There is a safe environment for all
- c. There is a healthy and sustainable environment for all.

#### **Places and spaces**

- d. The community's cultures, art and heritage are conserved and celebrated
- e. Public spaces and facilities are plentiful, accessible and high quality
- f. People are friendly and caring, creating a strong sense of community in our District.

### 15. **Adopted by**

Council on Day/Month/Year

### 16. **Review**

Review every six years or sooner on request.





## APPENDIX

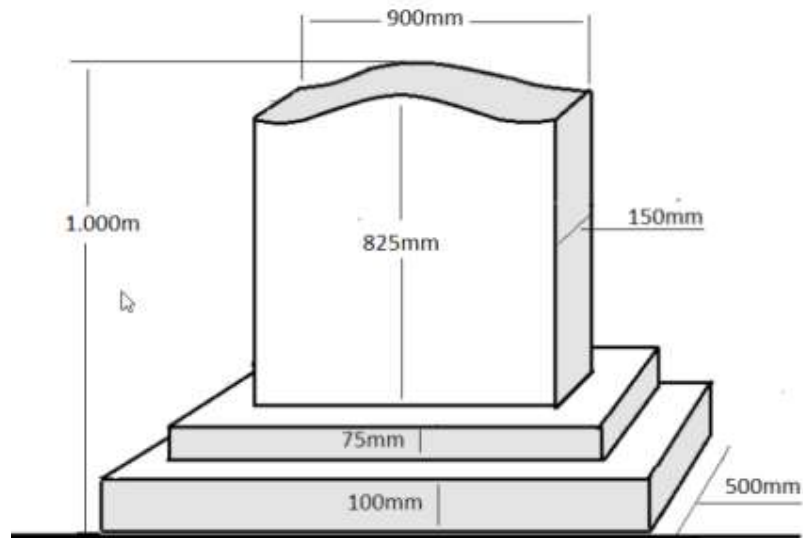
### 1. Memorabilia

To maintain peaceful and reflective spaces that are sustainable and sensitive to all cemetery users, the Council encourages visitors to limit the use of plastic and select tributes made of natural materials.

- Plastic flowers should be secured in a container so they are not blown onto the grass areas by the wind.
- Removable shiny objects that may be harmful to birdlife should not be left at the cemetery.
- Vegetation of any kind should not be planted on the plot areas of the cemetery. Limited planting in the ashes gardens may be permitted.
- Glass, crockery or other breakable ornaments including solar lights are not permitted.
- Alcohol, alcohol containers or illegal drugs or paraphernalia should not be left at the cemetery.
- Toys or tributes that have perished or become shabby in appearance should be removed.

## APPENDIX

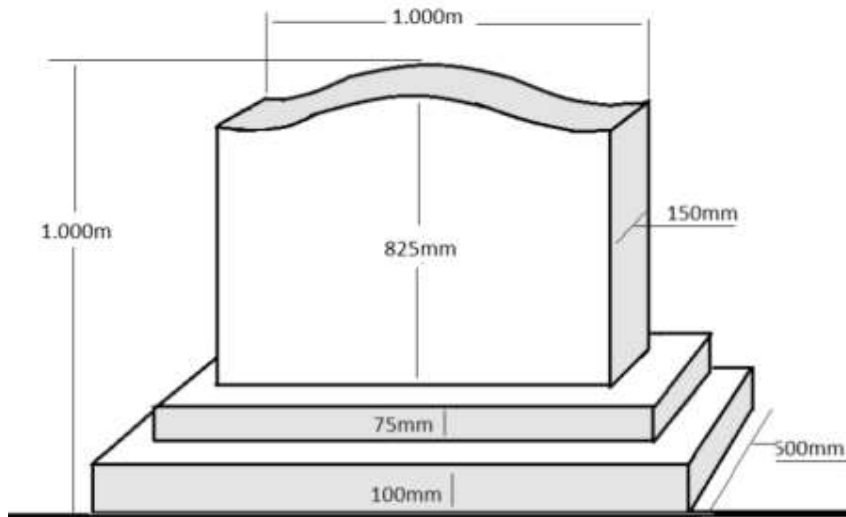
### 2. Maximum permitted dimensions for burial headstones



Single Standard Headstone

Example of a single grave headstone

- i. Single headstone – to have a total height of 1,000 mm (including headstone and any



Double Standard Headstone

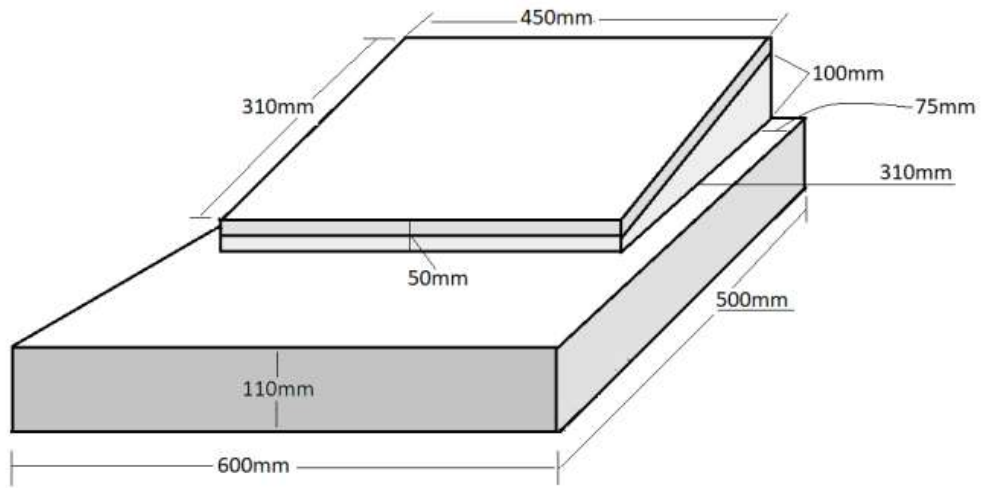
- steps), width 900 mm and depth of 150 mm.
- ii. Double headstone – to have a total height of 1,000 mm (, including headstone and any steps), width 1,000 mm and depth of 150 mm.
- iii. The inclusion of feature stones or rocks as the monument will be considered on a case by case basis.
- iv. Stainless steel and ceramic will not be permitted as materials in the construction of a headstone. Minor fixtures in these materials, e.g. photographic images, will continue to be allowed.

#### Supplimentary Plaques

Supplimentary plaques must complement the original headstone design and be of a size and position approved by the Council. As a guide, supplimentary plaques should be 250-320 (wide) x 100-140 (high).

#### Ashes memorials

#### Standard dimensions



**WAIMAKARIRI DISTRICT COUNCIL**

**MINUTES OF THE HEARING AND DELIBERATIONS OF THE DRAFT CEMETERY POLICY HELD IN THE WOODEND COMMUNITY CENTRE, SCHOOL ROAD, WOODEND ON WEDNESDAY 3 MARCH 2021 WHICH COMMENCED AT 9.00AM AND RECONVENED FOR FURTHER DELIBERATIONS ON THURSDAY 18 MARCH 2021 COMMENCING AT 11.30AM IN THE UPSTAIRS MEETING ROOM, RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI**

**PRESENT (both 3 March and 18 March 2021)**

Councillors R Brine, W Doody and P Redmond

**IN ATTENDANCE**

L Beckingsale (Policy Analyst) (present on Wednesday 3 March only), M Harris (Customer Service Manager), G MacLeod (Community Greenspace Manager), G Reburn (Parks and Recreation Operations Team Leader), K Johnson (Customer Services Officer) A Smith (Governance Coordinator)

**1. APPOINT A HEARING PANEL CHAIRPERSON**

A Smith opened the hearing and called for nominations for a Chairperson for the Hearing Panel.

Moved Councillor Doody

Seconded Councillor Redmond

**THAT** Councillor Brine be appointed as Chairperson of the Draft Cemetery Policy Hearing Panel.

**CARRIED**

**2. APOLOGIES**

There were no apologies

**3. CONFLICTS OF INTEREST**

There were no conflicts of interest recorded.

**4. HEARING OF SUBMISSIONS**

**9:10am Decra Art Ltd (Adam Julian)**

A Julian tabled, and spoke to, a copy of additional information to his original submission, which included several photos of memorials. Decra Art Ltd is a member of the NZ Master Monumental Association and Mr Julian is currently on the executive and is past President. Decra Art Ltd manufacture, retail and install monuments in Canterbury but are also New Zealand's only manufacturing wholesaler and supply monuments to almost every retailer in New Zealand. Mr Julian commented on the changing and diverse demographics of the population in Waimakariri and suggested that if the Council tightened up people's choices and enforced conformity, it will not be meeting the needs of its residents. The way memorials look now is moving away from traditional looks – Decra Art supply 95% of New Zealand monumental masons with their memorials and have a good understanding of the needs of most international communities and varying religious based needs. This submission supports the Council's Cemetery Policy with

some small changes suggested, relating to memorials and how they are constructed, and meeting the different needs of families and help to meet the needs of this growing community. Reference was made to photos included in the tabled information of different types of monuments, some with more than one structure where there is further ashes interred in the plot. In Waimakariri it is allowed to have two additional ashes interred in a plot – making a total of three. It was noted that in other cemeteries (different districts, private cemeteries?) allow four additional ashes.

Referring to the installation of monuments (Section 8.5 of the Policy), the Master Monumental Stonemasons Association guarantees all installations of all its members, who must follow very stringent installation rules and the Association has standards that have to be met. Mr Julian suggested this section could allow for people to install monuments who do not have the expertise to do so or the necessary information to do so safely. The question was raised if the Council's Community Greenspace Manager had discretion for other qualified persons to undertake installations, how would the Manager know they were "qualified".

The main concern of this submission was the size of headstones, A Julian noted that some people buy headstones on line. Some people may not realise that they need to apply for a consent from the Council first to install a headstone. A Julian questioned having tight restrictions on the headstone sizes for double plots noting that families have paid for two plots. If a headstone is only 900cm wide there is a lot of space left blank. There is space for another plaque to be added for any ashes internments and this is reasonable.

A Julian suggested having a standard set in place for Waimakariri that fits with the rest of the country. Regarding using boulders as headstones, any boulders that are used in place of headstones are inspected by Decra Art before installation. Safety is the intention here, the wider they are, the safer they are, as long as they are structurally sound. It was pointed out that people have different expectations of what they would like to have as a headstone, but A Julian supports having standard regulations for the whole district, without too many restrictions. Some private cemeteries have no restrictions on the size of headstone.

A Julian would like to assist the Council with headstone sizing and to make sure that the majority of needs of the community are met without too many restrictions.

#### Questions

Councillor Doody – where are the boulders imported from – A Julian advised they are granite boulders imported and it is expected that they would last 200 – 300 years or longer. Provided explanation one how the headstones are fixed to the base. These are fixed very safely with the dowels that are used, noting that these survived the Canterbury earthquakes.

Council Redmond – referred to comment that one size doesn't fit all. A Julian responded that most monuments are upright standing, though this may have originally been a Lawn Cemetery. There is a height restriction of 800mm. Families need to use the services of Monumental Masons to install headstones and know that they will adhere to the size requirements. Noted that there are no double headstones allowed at Rangiora Lawn Cemetery and would support this changing, as some families will prefer to use another cemetery because of this restriction.

Councillor Redmond noted one of the photos tabled was of a stainless steel headstone. These were not recommended by A Julian as these would not have long lifespan before corroding.

On the height restriction, A Julian does not believe there needs to be a limit set on the height of a base.

How does this draft Policy compare with other regions? – A Julian said this is very good, but would like a few small changes. Cemeteries need to be safe and beautiful, without too many restrictions. This is an opportunity to come up with an answer for this Policy.

Following a question from Councillor Redmond on the wording that is put on a headstone,

M Harris (Customer Service Manager) said the Council asks for the wording that is going to be on the headstone as part of the permit application.

### **Kaiapoi RSA (Neill Price)**

N Price spoke to his submission, noting that the Council's Policy is required to align with the Governments Burial and Cremations Act. Noted that there are different regulations on where members of the services can be buried and unless members of the services have been on active duty overseas, they cannot be buried in the RSA section of a cemetery. This is the same situation nationally. The Kaiapoi RSA submission asks that the Council gives consideration to members of the defence force being allowed to be buried in the Services section of Waimakariri cemeteries, whether they have served in New Zealand, or overseas on active duty, operational or on peace keeping duties. Their time in the force needs to be taken into consideration and many New Zealand servicemen and women are involved in overseas peace keeping duties. As an alternative, N Price asked if consideration could be given to having a wall built to take the names of people, so that the veteran and the family can feel part of that RSA section. Mention was made of the wall in the Kaiapoi Memorial Park that the RSA has plaques on this of the different eras of the Kaiapoi RSA. N Price acknowledged the good relationship that the Kaiapoi RSA has with the Council and the support given to the Club.

Councillor Doody sought clarification on peace keeping mission and operational time. N Price noted that there is a fine line between the two, but any time a defence force member is deployed overseas on duty, whether it be on peace keeping, or operational, there is the same standards of behaviour required. N Price suggests this is where the difficulty lies with having to separate out between the different form of service that is undertaken and the eligibility of those to be buried in the Services sections of cemeteries.

Councillor Redmond sought clarification from N Price that the sections separate in cemeteries are Services sections, not RSA sections. N Price responded that there is an RSA section, but there is an arrangement with the RSA, Police and Fire where these services are often combined together. Councillor Redmond sought confirmation and this was confirmed by staff, that the Council cemeteries are required to be operated within the legislation of the Burials and Cremations Act. The Government is still working on the recent review of this Act. N Price would like to see any member of the armed forces to get the same honour bestowed on them and would like to see the same respect shown to all.

The hearing was adjourned at 10am and reconvened at 10.20am.

## **5. STAFF MEMO**

### **5.1. Draft Cemetery Policy – Hearing and Deliberations – Lynley Beckingsale (Policy Analyst)**

L Beckingsale's memo provided an overview of the consultation process undertaken and the submission received. Ten submissions were received, with two submitters electing to speak to their submission at the hearing today.

## **6. HEARING PANEL DELIBERATIONS**

### **6.1. Summary of submissions and officer recommendations**

#### **DEFINITIONS**

**Discussion.** There was discussion on use of the term Funeral Director being included in the Policy. M Harris commented that there are definite functions that a Funeral Director can perform and if somebody who is not a trained professional is managing a burial that the Council staff and contractor would need to do additional work.

**Submission by Mr Paul Starling**  
**Submission by Mr Harold Burson**

**Officer Recommendations:**

Reasons: The term Funeral Director used in the Policy refers to the trained professional. There are responsibilities in the Policy, particularly where the safety of visitors to the cemetery are concerned, that will not be allocated to members of the public.

Where functions may be carried out either by a trained professional or a member of the public, the term Applicant will be used.

The definitions for Contractor, Council Contractor, and Community Greenspace Manager will be added. The definition of Council representative will be updated to exclude the Council Contractor. Staff Recommendation to Hearing Panel: Where the term Funeral Director is used in conjunction with functions that could be carried out by members of the general public, the term will be changed to Applicant.

The term Funeral Director will continue to be used in conjunction with responsibilities assigned to a person employed in that professional occupation.

The definitions of Applicant, Contractor, Council Contractor and Community Greenspace Manager will be updated in the Policy, and the content of the Policy will be updated to reflect these changes.

**RECOGNITION OF RELIGIOUS/CULTURAL REQUIREMENTS**

**Submission by Ms Pamela Dwyer**

**Discussion.** It was noted that there has not been a lot of enquiries or demand for eco-funerals in the past in Waimakariri. G MacLeod advised that further information is being sourced on eco-funerals and cultural sensitivity needs to be taken into account with this form of burials, and relating to what the water table is close by, because the bodies are buried quite shallow. There would need to be education provided to the public on this and there has not been a lot of demand for this to date, either through the Council's Customer Service team or the Greenspace team. An eco burial generally would be a shallow burial with a tree planting and a much more naturalised area. There would need to be some enquiries made on these burials and how bodies are treated. There is generally no headstone in an eco-burial, with people leaving as little footprint as possible. There needs to be consideration given to what happens when the tree is no longer there.

**Officer Recommendations:**

Reasons: Greenspace staff need to link in with fellow parks teams at Christchurch City Council and Nelson City Council to understand how they are operating the eco burials and also what requirements these have. At the present time we do not know enough to designate an area within our cemetery network for this, however linking in with those Council's will enable staff to properly report back on this and look at this for when the policy is updated or reviewed.

Staff Recommendation to Hearing Panel: Council Officers to continue talking with the operational teams at CCC and also open talks with Nelson City Council.

Gain feedback on how they are managing eco burials and what requirements there are for this operation.

Utilise this information to guide updates to the policy, noting we need to investigate this further prior to introducing into our district.

Staff will need to work with the Christchurch City Council and Nelson City Council to understand how the eco-burial sites work and how we can integrate this into our cemetery policy in the future.

**PRE-PURCHASING PLOTS**

**Submission by Miss Claire Ward**

**Discussion:** The moratorium on pre-purchasing plots was introduced during the Covid-19 Level 4 Lockdown during 2020 and is retained currently by the Council Staff recommend that this be



continued until consideration of fees as part of the Long Term Plan. There would then need to be a decision made on reserving plots in the future.

Councillor Brine asked how many queries on reserving plots had been received and staff advised that there had not been many enquiries. Staff advised that people are aware that there is a hold on reserving plots. The Council will need to decide if the rules will be changed on this matter, or whether the situation returned to opening up for pre-purchasing of plots.

Regarding this submission, the staff recommendation is that pre-purchasing is permitted where the request is to purchase a plot adjacent to a close relative (including parents) which is considered reasonable.

The Hearing Panel agreed with the response to this submission and the broadening of the definitions so the submitter is included but the Policy is whether people can pre-purchase or not which a second issue to be addressed. Staff noted that pre-purchasing does take up a lot of space. G MacLeod spoke on the matter of the pre-purchase is the selling of a piece of real estate and the Council needs to ensure that it has the land and asset available going into the future. There is also the matter of further funding required for berm maintenance and development money. Regarding neighbouring Councils, G MacLeod advised that in Christchurch City, demand has got close to outstripping supply because people are reserving plots, but information is not known at this time from Hurunui or Selwyn District Council. This information will be sourced from these councils.

There was discussion on the issue of people who pre-purchasing a plot then move away from the district and ultimately don't use the plot. After 60 years, ownership of the pre-purchased plots that are unused, reverts back to the Council. Council would need to be quite thorough in contacting people before taking ownership back of any plots. There would need to be proof that the Council had undertaken all available sources of information to locate the purchaser of the plot or family members.

Councillor Redmond said he would find it helpful to know what the situation is with pre purchasing plots in Christchurch City Council, Selwyn District Council and Hurunui District Council. It was confirmed that this information will be sourced and made available to the hearing panel.

The hearing panel agreed with the staff recommendation for C Ward.

#### **Officer Recommendations:**

Reasons: Reservation of plots results in capacity being taken up before it is needed. This impacts on budgets when additional berms and ashes gardens are required to be funded to meet the demand of reserved plots The Council has a number of reserved plots that have not been used. In some cases people will have left the district and made other burial arrangements. These plots will return to Council ownership after 60 years.

The moratorium on plot purchase started in response to the Level 4 lock-down. At the time it was not known what the impact of the pandemic would be on Council's cemetery capacity. The moratorium was continued by Council resolution prior to consideration of the Cemetery Strategy and Policy to avoid any rapid increase in plot purchases due to the new policy and strategy. The Council could consider extending the moratorium in light of the proposed fee increases in the draft Long Term Plan.

The Policy allows for pre-purchasing a plot by the spouse of a deceased person or parents of a deceased child at the time of the burial. This could be extended to allow the reservation of a vacant plot next to a close relative.

Close relative is defined in the draft Policy as a grandparent, parent, sibling, child, spouse, civil union partner, de-facto partner of the deceased.

Staff Recommendation to Hearing Panel: Restrictions on pre-purchasing plots remain. Clause 7.2.5 ii is amended to read:

ii Pre-purchasing plots is permitted at the time of an interment if the spouse of the deceased or parents of a deceased child wish to reserve a plot adjacent to the burial; or where a person requests to purchase a vacant plot adjacent to a close relative.

## **SERVICES CEMETERIES**

It was noted that the Council is governed by Veterans Affairs on this matter through national legislation. It was noted that the area in Kaiapoi Cemetery is a Services Section, not an RSA Section. If a Wall of Memories was introduced into the Kaiapoi Cemetery there would need to be some form of agreement reached as to how the wall was managed. It was agreed that the Kaiapoi RSA submit to the Councils Long Term Plan on this matter.

It was agreed that there needs clarification whether the Wall of Memories would be the plaques on the wall or would include interment of ashes as well.

### **Submission by Kaiapoi RSA**

#### **Officer Recommendations:**

Reasons: The qualification for interment in a Services Cemetery is set in legislation and the Council has no discretion to make exceptions. Services cemeteries are sometimes referred to as RSA cemeteries or RSA plots which can lead to confusion regarding eligibility.

The RSA could make a submission to the Draft Long Term Plan regarding provision of a Wall of Memories if it thought the idea had merit. Eligibility would need to be clearly defined to avoid a similar situation to that described in the submission.

Greater clarification and understanding of the qualification criteria for interment in a services cemetery may reduce the disappointment of grieving families.

Staff Recommendation to Hearing Panel: That Council staff work with the RSA to ensure the qualification for interment in a Services Cemetery is more widely understood among their membership to avoid disappointment to grieving families.

That the Kaiapoi RSA be invited to make a submission to the Long Term Plan regarding the provision of a Wall of Memories, outlining their thoughts on who would qualify for inclusion, and what they would see as the level of demand for such a facility.

It was confirmed that the Kaiapoi RSA Club has made a submission to the review of the Burial and Cremation Act on the matter of who can be buried in a services section of a cemetery. It was noted that there is some inconsistencies which this Council cannot resolve.

## **RIGHT TO ERECT A MEMORIAL**

### **Submission by Decra Art Ltd**

#### **Officer Recommendations:**

Reasons: The submissions suggests a mirrored design for monuments in regards to offering a definition for what constitutes one memorial. We may be able to add further wording into this section that details what a monument can be from a shared perspective.

Staff Recommendation to Hearing Panel: 8.3.3 states that a shared memorial may be centred over two plots. This may allow for a mirrored design as described in the submission. So long as any design meets the requirements as set out in section 8.3 then the monument design will be allowable.

## **ALLOWABLE SPECIFICATION (MEMORIALS)**

### **Submission by Decra Art Ltd**

#### **Officer Recommendations:**

Reasons: Defining permitted memorial dimensions will make it easier for customers to understand the type and size memorial they can install. Some flexibility is allowed with the number and size of steps provided the total height does not exceed the maximum permitted.

More work could be done on Appendix 2 so that it is clearer to customers what is permitted. Once the memorial types and sizes are agreed, these will be publicised and made available to Monumental Masons.

Staff Recommendation to Hearing Panel: Appendix 2 Maximum permitted dimensions for burial headstones be held over to allow staff to do more investigation on standard burial sizes with a view to compiling a more comprehensive guide to memorials for the various areas in Council cemeteries.

### **NEW ZEALAND STANDARD**

**Discussion;** M Harris noted that the real benefit of having this Policy will allow guidance for staff which is something that has been missing up until now. By putting more time into this matter, will allow time to look at different parts of cemeteries that might require different measurements and having more specific information for these different sites. M Harris commented that it would be beneficial to have some brochures available for the public which would advise what was available to be handed out and also on the website. Applications also take into account the respect of other users of the cemeteries. For applications received now, staff are looking at the overall height. There is information on the Christchurch City Council on this matter. The New Zealand Standard deals mostly with structural matters.

L Beckingsale advised that there can be a clause in the Policy that appendixes can be edited or small changes made, by a resolution of Council rather than going through another special consultative procedure. The Policy itself will go to Council where any adjustments can be made.

### **Submission by Decra Art Ltd**

#### **Officer Recommendations:**

Reasons: Maximum monument dimensions are required to be fair to all cemetery users. It can be upsetting for those who select a smaller memorial to find something much larger is subsequently installed on the plot beside or directly behind.

There are also varying memorial types in different cemeteries and different parts of a cemetery. More work can be done in defining memorial sizes and types, and publicising what is permitted.

Staff Recommendation to Hearing Panel: Appendix 2 Maximum permitted dimensions for burial headstones be held over to allow staff to do more investigation on standard burial sizes with a view to compiling a more comprehensive guide to memorials for the various areas in Council cemeteries.

### **MEMORIAL SIZE AND TYPE**

#### **Submission by Canterbury Monuments**

#### **Officer Recommendations:**

Pending: Cemetery.8.1

### **MEMORIAL DETAILS**

#### **Submission by Canterbury Monuments**

#### **Officer Recommendations:**

Reasons: Feature stones have been installed at the cemeteries as memorials in the past and it is intended that these continue to be allowed as long as the stone is durable, has no signs of cracking and meets the size dimensions.

Stones sourced by family members do not always meet these criteria and there can be disappointment when these are not approved.

Once memorial standards are approved, customer information material will be reviewed and updated.

Staff Recommendation to Hearing Panel: Appendix 2 Maximum permitted dimensions for burial headstones be held over to allow staff to do more investigation on standard memorial sizes with a view to compiling a more comprehensive guide to memorials for the various areas in Council cemeteries.

## **MEMORABILIA, TRIBUTES AND ADORNMENTS**

### **Submission by Ms Roz Winter**

#### **Officer Recommendations:**

Reasons: The draft Policy meets the requirements of the submitter.

Section 8.10 and Appendix 1 require tributes and memorabilia to be left on the area of the monument directly in front of the headstone. Plastic materials are also discouraged.

Staff Recommendation to Hearing Panel: No changes are required to the draft Policy to address the concern raised by Ms Winter.

## **CEMETERY MAINTENANCE**

**Discussion:** G MacLeod said this is something that could be commented on as part of the LTP submission. Amenities notes for cemeteries, and making sure there is places for people to reflect and appropriate pathways.

### **Submission by Miss Claire Ward**

#### **Officer Recommendations:**

Reasons: The submission is mostly in relation to the installation of amenity assets such as seating and pathway. As the cemetery in question is not named, staff will need to make contact with Miss Ward to find out more on this request. The submission itself does not change or propose change to the policy.

Staff Recommendation to Hearing Panel: Notes that this is for development within the cemetery rather than on the policy itself.

Staff will make contact with the submitter to find out more in regards to which cemetery that the request for seating and pathway relates to.

## **SHRUBS AND TREES**

**Discussion:** The parks contractors have been advised of this work required to reduce the shading, and with the new planting this is a much lower growing shrub. Councillor Doody noted the extra planting that some relatives do around plots. M Harris responded that the Policy does give staff something to use, and regarding the concern with excessive planting around plots. M Harris advised the people will be sensitively approached regarding this and asking them to cut them back. There is the opportunity for people to plant a rose in the garden site and people need to get the approval of the Green space team for this.

### **Submission by Mrs Mary Stephens**

### **Submission by Mr Harold Burson**

#### **Officer Recommendations:**

Reasons: The content of the submissions is based on what we would consider a service request rather than change to the policy as it is proposed. So I am going to forward these as RFS to our operations team for them to respond directly with the submitters.

Mr Burson submission is standard procedure for our team and contractor within the contract, so this needs to be addressed as should not have to be pulled into this policy. Our operations team will audit this and work with the contractor to ensure compliance.

Staff Recommendation to Hearing Panel: Staff will work directly with the submitters through our request for service process as these are standard operating procedures within our contract. That we audit regularly.

## **MONUMENTS AND STRUCTURES**

**Discussion:** G MacLeod advised that this is based on what other Councils are doing around the country. Individual headstones are what families choose and for remembrance.

Following question from Councillor Doody about headstones that are damaged by the earthquakes, and families are unable to be found, G MacLeod said this is a difficult situation for staff, as some families have already gone about repairing their family members headstones and some haven't been done. Does this set a precedent that the Council is then going to look after these headstones. It is difficult to locate some families of damaged sites and some headstones are just laid down for safety reasons. Cemeteries in New Zealand are relatively young and for some headstones these are starting to fall into disrepair and there is no descendants to look after these. The Council has recently taken over two private cemeteries in the district and there is potential for more of these, and some of these are retired and have no lineage. M Harris added that the records from some private cemeteries are not thorough and it would be very difficult to locate family members of sites.

Councillor Redmond asked what is the position of a headstone is damaged by a Council contractor. Staff advised if a situation as such does arise, the contractor would pay the cost of repairs.

**Submission by Mr Paul Starling**  
**Submission by Ms Roz Winter**  
**Submission by Mr Harold Burson**

### **Officer Recommendations:**

Reasons: It is currently common practise among Council's to not maintain headstones due to them being privately owned. In many situations where they are damaged they are either laid down or put into a safe position, which is what the cemetery policy proposes WDC does.

If Councillors wish for staff to review this practise it would be worth a price investigation into how this might work and also looking from a national perspective if this has been done anywhere.

Headstones are generally well kept for a short period of time after they are installed but it is reliant on family members remaining in a district or living loved ones to continue the upkeep. This obviously has a finite period for every headstone or monument that is erected within a cemetery.

More work is required should this practice be altered in any way.

Staff Recommendation to Hearing Panel: Staff to review the practises of other Council's to see if any organisation is currently taken ownership or responsibility back for headstones. These assets are not currently owned by Council's therefore are not renewed or replaced, rather they are made safe.

## **CEDING OF CEMETERIES TO COUNCIL**

**Submission by Mr Paul Starling**

### **Officer Recommendations:**

Reasons: The draft policy provides for a range of situations and circumstances for ceding a cemetery to Council. The details of the arrangement will depend on what is agreed between the parties at the time.

Staff Recommendation to Hearing Panel: No change is required to the draft Policy on this point.

## **GENERAL - PARKING**

**Submission by Mrs Bev Tomkies**

### **Officer Recommendations:**

Reasons: Communication with the sport clubs is key in ensuring that members do not park in the cemetery and access the sports fields. This can also be communicated to Mainland Football for any visiting team, a similar message has been delivered on other cemeteries throughout the Canterbury region.

Staff Recommendation to Hearing Panel: There is work proposed for the car park at Maria Andrews in the coming year which would assist with parking in the area. Note that there is work happening at the Coldstream Road development that will allow for a greater capacity of car parking throughout the Coldstream sporting area. Staff will communicate to local sports clubs that parking in the cemetery is not appropriate for sports park users.

*Following this deliberation, it was agreed that the hearing deliberation adjourn to allow time for further information to be investigated on*

- *Eco burials,*
- *Reserving plots*
- *Headstone dimensions*

*The Chairperson thanked staff for the information provided for this hearing.*

*The deliberations were adjourned at 11.10am and were reconvened at 11.30am on Thursday 18 March 2021.*

**Reconvened Hearing –at 11.30am on Thursday 18 March 2021 in Meeting Room 1, Ruataniwha Kaiapoi Civic Centre, Kaiapoi**

Chairperson Brine welcomed everyone to the reconvening of this hearing and staff spoke to the information that had been previously circulated to the Hearing Panel (Memo 210310040499)

**Eco Burials**

G MacLeod provided some background information on eco burials. Christchurch City Council reports that they have 12 plots that are purchased on requirement and only for Diamond Harbour residents. There are to be no plaques in the area of eco burials, but any tree planted would be replaced. The requirements for a person being buried in an eco-plot were highlighted, and also any site constraints – soil types that are most suitable, flat land that is free draining and not a high water table. Council could look at alternatives to plaques (seats?). Christchurch City Council is planning a new cemetery in the Templeton area and suggest that it would be a better option to have eco burials in a new cemetery location, rather than introducing them into an existing location. It could be an option for people from Waimakariri District, who wish to, to use an eco-burial site in Christchurch City Council area

Selwyn District Council currently doesn't have this service available.

The Hearing Panel agreed that this matter could be reconsidered when a new development is created – Cr Doody suggested that there could be a suitable area in the current Oxford Cemetery.

**Reserving Plots**

K Johnson provided some background information from other Councils around the country and their current approach to reserving plots, noting that there was mixed responses received.

M Harris recommended that there not be pre-purchase option available, except where there is a plot available and requested beside a close family member.

Councillor Redmond asked about the former policy, which stated that plots could be reserved with no restrictions. The moratorium was put in place during the Covid-19 lockdown in 2020.

Moved Councillor Brine

Seconded Councillor Doody

**THAT** the Draft Cemetery Policy Hearing Panel recommend

- (a) **Approval** to allow single plots to be reserved for 10 years and this can be re-validated before expiry of that time, with the inclusion of an administrative fee. This fee will be considered as part of the Annual Plan 2022/23.

- (b) **Approve** the addition of the following clause to the Cemetery Policy

*Section 7.2.5*

- (iv) *Notwithstanding the above any person may pre-purchase one single plot for a term of ten years which upon payment of a further administration fee may be extended for a further period of ten years.*

**CARRIED**

Moved Councillor Brine                      Seconded Councillor Doody

**THAT** the Draft Cemetery Policy Hearing Panel recommend

- (c) **THAT** the Manager Customer Services, Community Green Space Manager and Greenspace Portfolio holder have the discretion to meet and discuss any concerns over the availability of plots and if necessary temporarily suspend the pre-purchase of cemetery plots.

**CARRIED**

### **Headstone Dimensions**

Members discussed the suggested dimensions for single and double headstones and agreed with having a total height, rather than separate heights for first and second steps and the headstone. This allows for more flexibility in the size of headstones.

Moved Councillor Brine                      Seconded Councillor Doody

**THAT** the Draft Cemetery Policy Hearing Panel

- (a) Recommend that the following monument sizes and permitted construction information be included in the Cemetery Policy:
- i. Single headstone - to have a height of 1000mm, width 900mm and depth of 150mm
  - ii. Double headstone – to have a height of 1000mm, width 1000mm and depth of 150mm.
  - iii. The inclusion of feature stones or rocks as the monument will be considered on a case by case basis.
  - iv. Stainless steel and ceramic will not be permitted as materials in the construction of a headstone. Minor fixtures in these materials e.g. photo images, will continue to be allowed.

**CARRIED**

There being no further business, the hearing closed at 12.26pm.

CONFIRMED

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Chairperson  
Councillor R Brine

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Date



**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR INFORMATION**

**FILE NO and TRIM NO:** EXC-34-20/210519079901

**REPORT TO:** Council

**DATE OF MEETING:** 01 June 2021

**FROM:** Jim Harland, Chief Executive

**SUBJECT:** Health and Safety Report to Council May 2021

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

\_\_\_\_\_  
Department Manager

  
\_\_\_\_\_  
Chief Executive

**1. SUMMARY**

- 1.1. The purpose of this report is to update the Council on Health and Safety matters for the month of May 2021. This report is trending from May 2020 to May 2021.
- 1.2. The overall safety management of the Refurbishment Project is going well. No incidents to report this month. Final stages of the project have been entered.
- 1.3. Two workplace related incidents occurred during this reporting period, which have been investigated or currently being managed through investigation. Learnings and report to be shared on completion of investigation.

**Attachments:**

- i. Discharging Officer Health and Safety Duties
- ii. May 2021 Health and Safety SiteWise Dashboard Report

**2. RECOMMENDATION**

**THAT** the Council:

- (a) **Receives** report No 210519079901
- (b) **Notes** that there was one notifiable event this month. WDC is, so far as is reasonably practicable, compliant with the Person Conducting a Business or Undertaking (PCBU) duties of the Health and Safety at Work Act 2015.
- (c) **Notes** that phase three of the Rangiora Service Centre Refurbishment Project is underway and on track.

**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. Discharging Officer Health and Safety Duties for WDC is outlined in Appendix 1.
- 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 Chief Executive are considered to be the Officers of WDC.

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

- 4.1. There were 2 new work-related incidents during April.
- 4.2. The incident investigation being carried out on the distribution chamber is underway. The work on the distribution chamber was being undertaken in order to restore the water level in Pond 1A and Pond 2 back to their normal operating levels. The water levels in these ponds had previously been lowered, approximately 2 months prior, in order to facilitate wave band repair works on Pond 2 (work undertaken by Ongrade). As part of lowering the water levels the weirs in the distribution chamber adjusted by the Water Unit to reduce the flow to Pond 1A. Following the completion of the wave band repair works, the Water Unit were advised to readjust the weirs in the distribution chamber to return flow to Pond 1A. The weir to Pond 1A had been adjusted and the work was underway on raising the weir to Pond 1A when the incident occurred. Three Waters are working on a memo that covers a review of the design, construction and commissioning of the distribution chamber.

| <b>Date</b> | <b>Occurrence</b> | <b>Event description</b>   | <b>Response</b>   |
|-------------|-------------------|--|---|
| 27/04/2021  | NOTIFIABLE EVENT  | A floor plate weighing approximately 50kg and was leant up against a railing, so two staff members could reach in to a chamber to adjust flow in a weir. While lying on the floor, reaching in to the chamber and working on the bolts to adjust the weir, the removed floor plate fell down and hit both staff members on the back of the head, pinning them forward into the floor and bars that hold the floor plates in place. Various injuries sustained by both employees. Hospital treatment was required, but no admission to stay in. | Currently under investigation. Both staff members are recovering well. Mitigations have been put in place to ensure the task is safe until further engineering and procedures are adopted. Worksafe have not made contact to investigate further. Final report to be submitted to MTO upon completion. A full ICAM investigation is being conducted with an investigation team from Waimakariri District Council. |
| 7/05/2021   | INJURY            | Whiteboard fell over knocked acetone bottle which splashed into employees left eye. Caused mild burning sensation in eye.  | Initial first aid by staff. No further medical attention needed. No further investigation required.   |

### Further Updates

#### 4.3. Corporate Accommodation project

We have entered the final stages of the project. 80 staff were recently relocated in to their permanent locations and some in to temporary location whilst the refurbishment of the East Wing is undertaken. The latest move involved the Building Unit coming back to the Rangiora Service Centre from Lam House. Please see below table for current locations of teams.

| Team                               | Location                      | Permanent/temporary |
|------------------------------------|-------------------------------|---------------------|
| Building Unit                      | RSC ground floor office space | Permanent           |
| Customers Services                 | RSC ground floor office space | Permanent           |
| Rates Team                         | RSC ground floor office space | Permanent           |
| LIMs Team                          | RSC ground floor office space | Permanent           |
| Governance Team                    | RSC ground floor office space | Permanent           |
| Communications Team                | RSC upstairs                  | Temporary           |
| Manager Finance & Business Support | RSC upstairs                  | Temporary           |
| Mayor                              | RSC Rakahuri Room             | Temporary           |

### COMMUNITY VIEWS

#### 4.4. Groups and Organisations

4.4.1. The above reporting is shared with Management Team and the Health and Safety Committee in particular, for their review and comment.

#### 4.5. Wider Community

4.5.1. The community has not been consulted with in regard to this matter, as this is internal compliance reporting relating to Health and Safety at Work.

## **5. IMPLICATIONS AND RISKS**

### **5.1. Financial Implications**

5.1.1. All financial implications for the upcoming year's health and safety activities have been accounted for within approved project costs, or via departmental budgets already allocated to health and safety.

### **5.2. Community Implications**

5.2.1. Community implications have not been included in this report as this is internal compliance reporting, relating to Health and Safety at Work.

### **5.3. Risk Management**

5.3.1. Risk Management is one of the key performance requirements of a functioning Health and Safety system, therefore an updated version of the Health and Safety Register is submitted to Management Team and the Audit and Risk Committee on a 6-monthly basis.

### **5.4. Health and Safety**

5.4.1. Continuous improvement, monitoring, and reporting of Health and Safety activities are a key focus of the health and safety management system. Attachment 2 indicates the health and safety monitoring and improvement activities that are in progress at WDC.

## **6. CONTEXT**

### **6.1. Policy**

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

### **6.2. Legislation**

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

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

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

### **6.3. Community Outcomes**

6.3.1. There is a safe environment for all

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: ta mātou mauri.

### **6.4. Delegations**

6.4.1. 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.

## Discharging Officer Health and Safety Duties

| OFFICER DUTIES  | EXAMPLES OF ACTIVITIES TO SUPPORT DISCHARGE OF DUTIES  | FREQUENCY   |
|---|--|---|
| <p style="text-align: center;"><b>KNOW</b></p> <p>(To acquire, and keep up to date, knowledge of work health and safety matters)</p>  | <ul style="list-style-type: none"> <li>• Updates on new activities/major contracts</li> <li>• Council reports to include Health and Safety advice as relevant</li> <li>• Audit Committee to receive minutes of Health and Safety Committee meetings</li> <li>• Update on legislation and best practice changes to Audit Committee</li> </ul> | <p>Various Committee reports<br/>Monthly, as required</p> <p>Quarterly</p> <p>As required</p>   |
| <p style="text-align: center;"><b>UNDERSTAND</b></p> <p>(To gain an understanding of the nature of the operations of the business or undertaking of the PCBU and generally of the hazards and risks associated with those operations)</p>   | <ul style="list-style-type: none"> <li>• Induction of new Council through tour of District and ongoing site visits.</li> <li>• H&amp;S Risk register to Audit Committee</li> <li>• Training on H&amp;S legislation and best practices updates</li> <li>• CCO activities reported to the Audit Committee</li> </ul>                           | <p>Start of each new term and as required</p> <p>Six monthly, or where major change</p> <p>At least annually</p> <p>At least annually</p> |
| <p style="text-align: center;"><b>RESOURCES</b></p> <p>(To ensure that the PCBU has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking)</p> | <ul style="list-style-type: none"> <li>• LTP or Annual Plan to have a specific report on H&amp;S resources</li> <li>• Reports to Committees will outline H&amp;S issues and resourcing, as appropriate</li> </ul>  | <p>Annually</p> <p>As required</p>  |
| <p style="text-align: center;"><b>MONITOR</b></p> <p>(To ensure that the PCBU has appropriate processes for receiving and considering information regarding incidents, hazards, and risks and for responding in a timely way to that information)</p>                                     | <ul style="list-style-type: none"> <li>• Report to every Council meeting – standing agenda item to include Dashboard Update and any major developments</li> <li>• Risk register review by Audit Committee</li> </ul>   | <p>Monthly</p> <p>Six monthly, or where major change</p>  |
| <p style="text-align: center;"><b>COMPLY</b></p> <p>(To ensure that the PCBU has, and implements, processes for complying with any duty or obligation of the PCBU under this Act)</p>   | <ul style="list-style-type: none"> <li>• Programme of H&amp;S internal work received by Audit Committee</li> <li>• Internal Audit reports to Audit Committee</li> <li>• Incident Investigations reported Audit Committee</li> <li>• Worksafe review of incidents/ accidents reported to Audit Committee</li> </ul>                           | <p>Annually</p> <p>As completed</p> <p>As required</p> <p>As required</p>   |
| <p style="text-align: center;"><b>VERIFY</b></p> <p>(To verify the provision and use of the resources and processes)</p>  | <ul style="list-style-type: none"> <li>• Receive any external audit results and remedial actions (if any) reported to Audit Committee</li> <li>• Worksafe audits, if undertaken</li> <li>• Self-assessment against Canterbury Safety Charter and/or SafePlus reported to the Audit Committee</li> </ul>                                      | <p>Two yearly</p> <p>As completed</p> <p>As completed</p>   |

| Progress against 2020/21 Workplan (*as at 20 May 2021 2021)   |   |                  |  |
|---|---|------------------|--|
| Objectives  | 2020/21 Projects  | Current Progress | Comment  |
| <p><b>Objective 1:</b> To ensure that health and safety risks are identified and evaluated at least annually (if not more frequently, depending upon the nature of the risk) and implement suitable control measures to prevent work-related injury or illness.</p> | <p><b>Action 1:</b> Embed the use of the Promapp Risk and Compliance Module for the identification, assessment and monitoring of health and safety risks.</p> <p><b>Action 2:</b> Review of Top 10 Health and Safety risks to determine gaps in current control measures, and prioritise actions going forward.</p>   |                  | The Risk Register review has been completed.   |
|   | <p><b>Action 3:</b> H&amp;S participation, advice and guidance in Corporate Accommodation working group and/or project team to ensure that the following are considered throughout the project:</p> <ul style="list-style-type: none"> <li>- Worker wellbeing</li> <li>- Safety in Design</li> <li>- Site security considerations</li> <li>- Risk management</li> <li>- Contractor health and safety management</li> <li>- Site health and safety management</li> </ul> |                  | <p>Meetings continue to be held to monitor the Corporate Accommodation project and address safety and wellbeing issues when they are raised as teams relocate seating areas.</p> <p>Refurb Workspace Guidelines and team feedback has been approved by the Refurb Working Group and will be sent out to all relocated teams at the end of phase 3.</p>   |
| <p><b>Objective 2:</b> To ensure that health and safety policies, processes and systems of work are developed, and review them to ensure their on-going effectiveness.</p> <p><b>Objective 3:</b> To ensure that Workers have clear understanding and</p>           | <p><b>Action 4:</b> Provide Health and Safety support and guidance to field workers, to increase the health and safety capability through the organisation, and review the effectiveness of current contract management and field work processes.</p>   |                  | <p>Project has commenced. The Health and Safety Advisor has completed an audit of field worker protocols to initiate the project. Results of the audit were presented to Audit and Risk in September 20. Results have also been presented and circulated to the associated Unit Managers for completion of actions and consideration of recommendations. Unit Managers have commenced site visits for increased visibility and to review safety processes within the field work areas.</p> |

|   |   |  |   |
|---|---|--|---|
| awareness of health and safety requirements (including policies, processes and safe systems of work) that are relevant to their role.   |   |  |   |
| <b>Objective 4:</b> To develop and implement effective methods to consult and engage with Workers (and where appropriate, the relevant Unions) regarding health and safety matters in the workplace.  | <b>Action 5:</b> Develop a programme of Health, Safety and Wellbeing leadership initiatives for Managers, to improve the visibility and proactivity of Health, Safety and Wellbeing leadership throughout the organisation.<br><b>Action 6:</b> Monitor and analyse progress against Wellbeing Strategy and determine future actions. |  | Wellbeing activity has been focused on Covid impacts and Line Managers have been encouraged to work with individuals to support them through these times.<br><br>Not yet commenced. This is scheduled for June 2021   |
| <b>Objective 5:</b> To ensure that incidents (including workplace injuries, illness, property damage, and near misses) are reported, investigated and analysed, and that appropriate measures are put in place to prevent recurrence of harm.<br><br><b>Objective 6:</b> To facilitate the safe return to work of Workers who have been injured in the workplace. | <b>Action 7:</b> Develop and implement CiAnywhere hazard and incident management software systems to improve corrective action workflows, corporate reporting and staff communication of health and safety hazards and incidents.   |  | After 12 months of reviewing the capabilities of the CIA software it has been identified that CIA is not a sufficient system. A business case is being developed to propose an external Health and Safety System. A business case has been developed and sent to MTO to initiate investigation. |
| <b>Objective 7:</b> To put in place methods to assess and continually improve the systems for implementing all of the above.  | <b>Action 8:</b> Complete an internal Health and Safety Management System gap analysis against ISO 45001:2018 Standard, to understand what actions are required to achieve compliance with international best-practice standards.   |  | Not yet commenced. Postponed.   |

Legend



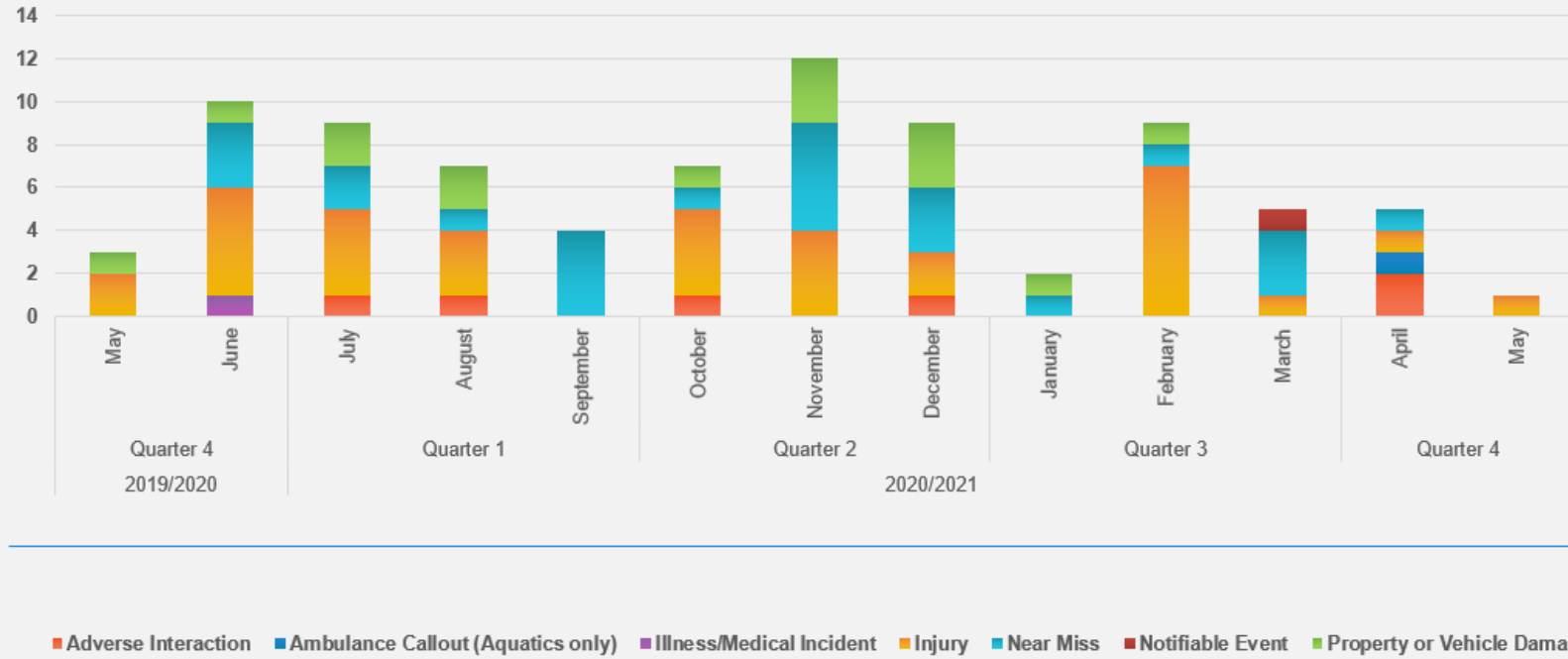
On track

Slightly behind schedule (less than one month)

Behind schedule (greater than one month)

## Worker/Volunteer Incident Reporting

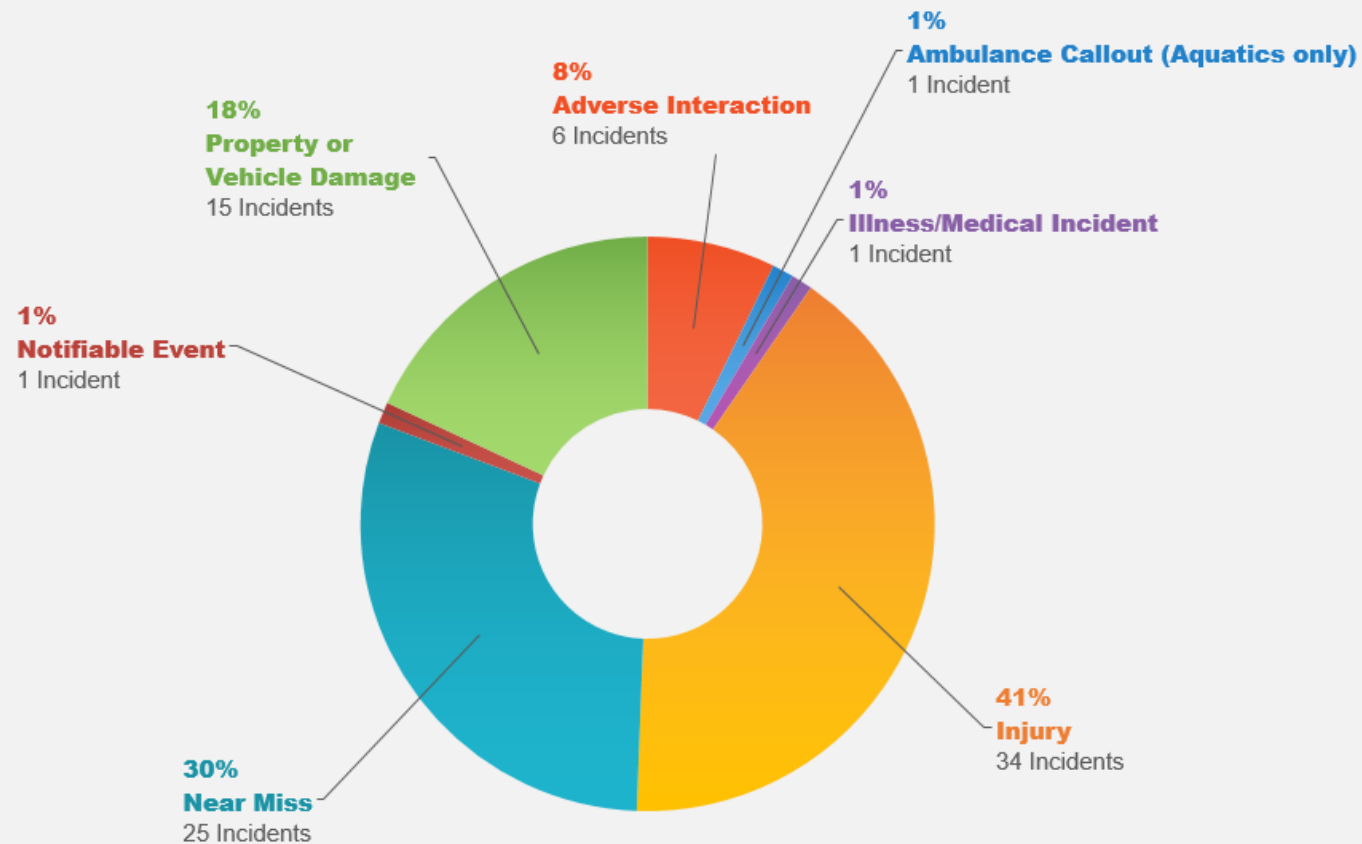
April 2020 to Current:





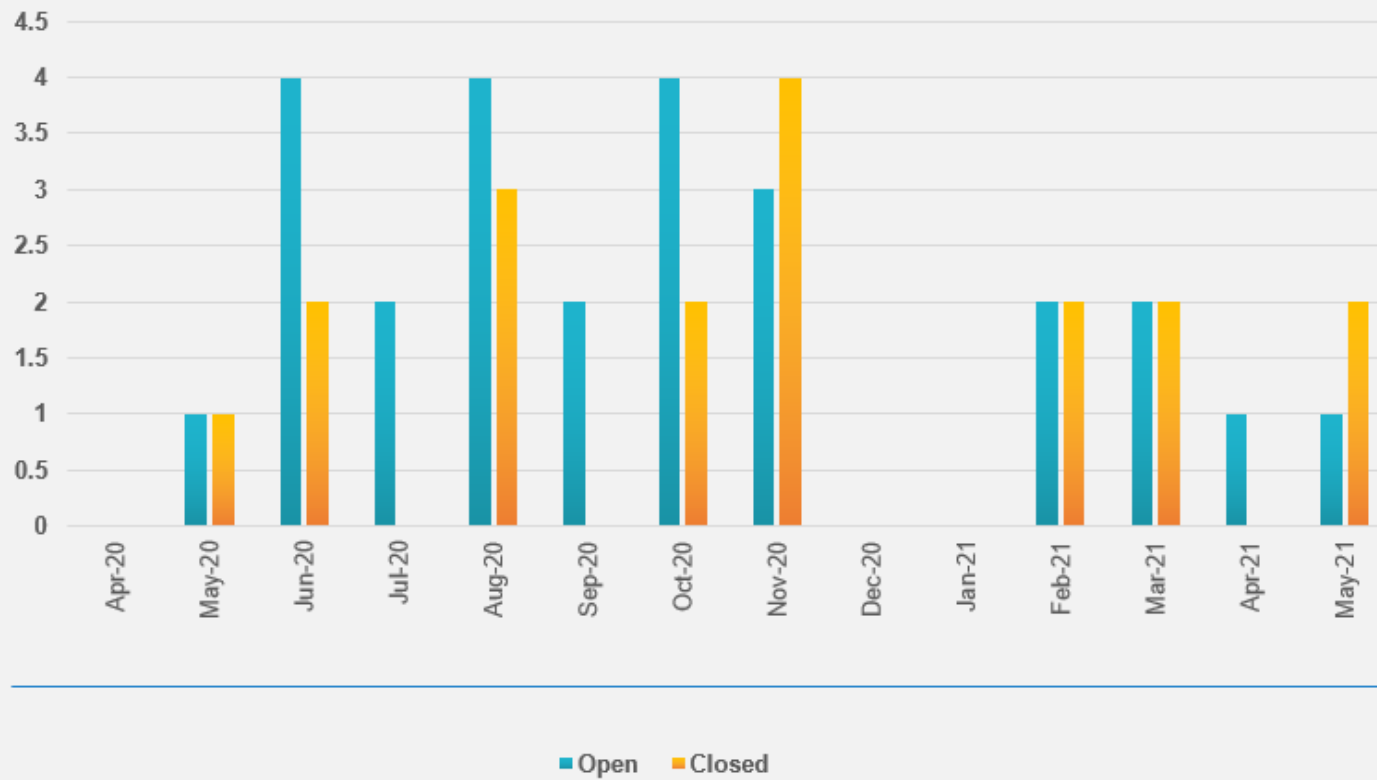
## Worker/Volunteer Incident Reporting

April 20 to Current:



## Hazards Reported

April 2020 to Current:



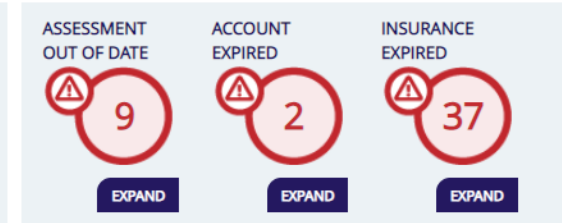
Contractor Database (drawn from SiteWise Database)

CONTRACTOR PIPELINE

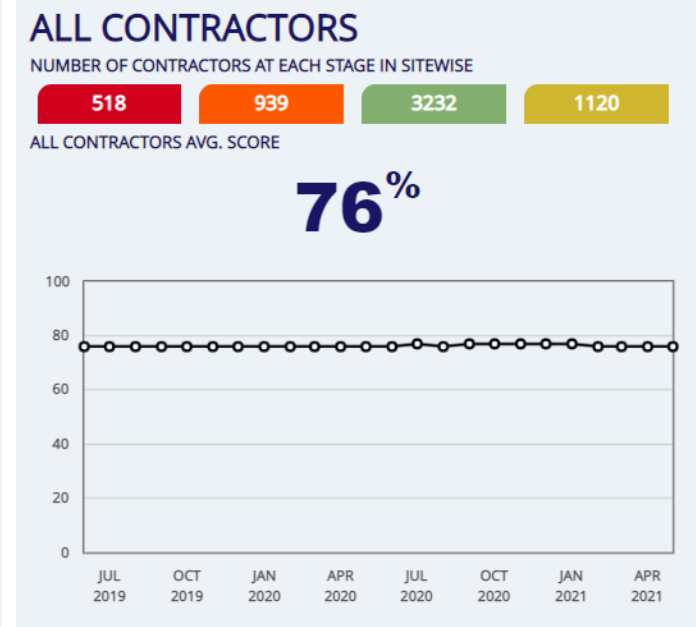
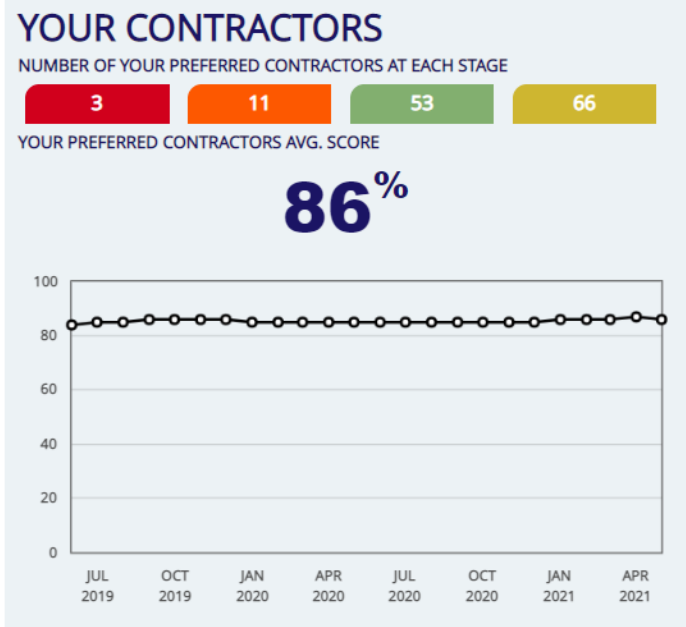
Health and Safety ▾



ALERTS



CONTRACTOR ASSESSMENT SCORES



VIEW ALL CONTRACTORS

INVITE NEW CONTRACTORS

VIEW STATUS OF INVITED CONTRACTORS

|                                       |                |   |
|---------------------------------------|----------------|---|
| <b>Lost Time Injuries - Aquatics:</b> | 2019/2020/2021 | <p>3 Injuries: Total of 4836 hrs to date.</p> <p><b>Injury one:</b><br/>Date of injury – 10 June 2019<br/>Weekly contracted hours = 17.5<br/>1694 hrs lost to date</p> <p><b>Injury two:</b><br/>Date of injury - 29<sup>th</sup> Nov 2020<br/>Weekly contracted hours = 39.25<br/>942 hrs lost to date</p> <p><b>Injury three:</b><br/>Date of injury 28 June 2019<br/>Weekly contracted hours = 30<br/>2200hrs lost to date</p> |
| <b>Lost Time Injuries other:</b>      | 2020/21        | <p>2 Injuries – total of 256 hours to date.</p> <p><b>Injury one:</b><br/>Date of injury – 27 April 2021<br/>Weekly contracted hours = 40<br/>128 hrs lost to date</p> <p><b>Injury two:</b><br/>Date of injury – 27 April 2021<br/>Weekly contracted hours = 40<br/>128 hrs lost to date</p>   |

|                        |
|------------------------|
| <b>LEAD INDICATORS</b> |
|------------------------|

|   |         |   |
|---|---------|---|
| <b>Safety Inspections Completed (Workplace Walkarounds)</b> | Q4 2021 | 12 out of 14 Workplace Walkarounds Completed. |
| <b>Training Delivered</b>                                   | 2020/21 | People Trained: 18 (first aid)                |

**WAIMAKARIRI DISTRICT COUNCIL**

**MINUTES OF THE MEETING OF THE LAND AND WATER COMMITTEE HELD IN THE  
FUNCTION ROOM AT THE RANGIORA TOWN HALL, 303 HIGH STREET, RANGIORA ON  
TUESDAY 20 APRIL 2021 COMMENCING AT 1PM.**

**PRESENT**

Councillors S Stewart (Chairperson), N Atkinson, A Blackie, N Mealings, P Williams, P Redmond, J Ward and Mayor D Gordon.

**IN ATTENDANCE**

K Simpson (3 Waters Manager), G MacLeod (Community Greenspace Manager), S Allen (Water Environment Officer), K Steel (Ecologist – Biodiversity), and T Künkel (Governance Team Leader).

**1 APOLOGIES**

Moved: Councillor Stewart                      Seconded: Councillor Atkinson

**THAT** apologies for absence be received and sustained from Councillor K Barnet.

**CARRIED**

**2 CONFLICTS OF INTEREST**

There were no conflicts of interest declared.

**3 CONFIRMATION OF MINUTES**

**3.1 Minutes of a meeting of the Land and Water Committee held on Thursday  
16 February 2021**

Moved: Councillor Atkinson                      Seconded: Councillor Blackie

**THAT** the Land and Water Committee:

- (a) **Confirms**, as a true and correct record, the circulated Minutes of the meeting of the Land and Water Committee held on 16 February 2021.

**CARRIED**

**4 MATTERS ARISING**

Nil.

**5 DEPUTATION/PRESENTATIONS**

Nil.

## 6 REPORTS

### 6.1 Results of the 2020 private wells study for nitrate – Cust and Eyreton – S Allen (Water Environment Advisor)

S Allen summarised the findings of the Council's private well study done in 2020. She noted that the same 19 wells in Cust and Eyreton were again sampled for nitrate and other chemical parameters as in the 2019 study. She highlighted the following:

- There had been a decrease in the nitrate mean and median from 2019 to 2020 in both Cust and Eyreton samples. This could be due to higher rainfall prior to the 2019 study than for the 2020 study. Increased precipitation tended to lead to the increased leaching of nitrate into the groundwater. It was however too early to confirm any seasonal variations.
- Similar to 2019, one well in the Cust area measured 17.5 mg/L nitrate-nitrogen, which was above the Maximum Acceptable Value (MAV) set for nitrate in the New Zealand Drinking-water Standards for New Zealand (DWSNZ 2005, amended 2018). The owner of the private well was again notified that the water from the well did not meet DWSNZ.
- None of the other chemical parameters analysed in this pilot study were over any MAVs. Microbiological testing was not carried out due to the risk of contaminating the samples.
- It was the intention of the Council to repeat the nitrate pilot study in spring 2022 with the same wells being tested again. However, provision had been made in the 2021/31 Long Term Plan to add an additional 20 wells from two other groundwater areas in the District to the study, with the purpose of allowing for assessment of trends over time.
- The Council had produced a pamphlet on the management of private well water supply, which could be distributed to potential property owners.

Councillor Williams questioned if the MAV for nitrates were changed for the Drinking Water Safety Plans that the Council had to submit to the Ministry of Health. K Simpson confirmed that the MAV for nitrates had not been altered. However, the Ministry was still examining the results of international studies that connected the increase in bowel cancer to high nitrate levels in drinking water.

Councillor Mealings sought clarity on what type of properties had been included in the study. S Allen advised that there was a range of properties, however, all the properties had to be for domestic use. Staff had tried to include properties from various geographical areas and also wells of various depths.

Councillor Mealings also enquired what the criteria would be for choosing the additional 20 wells from the other two groundwater areas. S Allen noted that the criteria had not yet been set and was still open for discussion.

Councillor Redmond asked if it was known why the well found to be over the MAV did not comply. S Allen explained that it had been established that there was a correlation between increasing well depth and decreasing nitrate level. The well in question was only 6.7 meters deep, hence the high nitrate levels.

Councillor Stewart noted that private wells did not need to comply with the DWSNZ. S Allen confirmed that this was correct, however, it was expected that the requirement would change once the proposed Water Services Act came into effect. K Simpson advised that as part of the current consent use process for private wells applicants had to provide proof that there was access to potable water on the property at the time of the application. Ongoing compliance was, however, the responsibility of the property owner.

In response to a question from Councillor Atkinson, S Allen advised that it was expected that the \$10,000 allocation in the 2021/22 budget would be sufficient to extend the current study to include the 20 wells in the other two groundwater areas.

Councillor Ward noted that in the Ashburton area additional water had been added to water supplies with high nitrate levels to dilute the nitrate. S Allen confirmed that trials were being done as part of the Hinds/Hekeao Managed Aquifer Recharge Project. It should however be noted that large volumes of water were required to dilute the nitrate.

Councillor Mealings asked which water treatment specialists had the Council advised the well owners to contact if their wells were over a MAV. S Allen advised that the Council deliberately did not specify a specific specialist to be contact as there were numerous water treatment specialists that could assist.

Councillor Mealings commented that the Council knew that once the Water Services Act came into effect the Council would be expected to take on the responsibility of supporting private well owners with supplies that were shared between households to be compliant with the DWSNZ. She enquired if the Council had identified how many private wells it would be taking responsibility for. K Simpson advised that the information was not yet available. He elaborated on the anticipated risk based approach that the Council would be taking and noted that a report on this matter would be submitted to the Council for consideration. A report on the proposed costs would be considered during the Council's 2021/31 Long Term Plan considerations.

Moved: Councillor P Williams      Seconded: Councillor S Stewart

**THAT** the Land and Water Committee:

- (a) **Receives** report No. 210316043773.
- (b) **Notes** the findings of the 2020 study, with one well was above the nitrate Maximum Acceptable Value (MAV) (DWSNZ 2005, amended 2018). The majority (63%) of the 18 wells in Eyreton and Cust were above half of the MAV (5.65 mg/L).
- (c) **Notes** that the landowners of the one well that was found to be over the nitrate Maximum Acceptable Value (MAV) (DWSNZ 2005, amended 2018) had been advised and was no longer using the well.
- (d) **Notes** that the median nitrate concentration for Cust, as sampled in the 2020 study, would not meet the proposed limit of a median of 5.65 mg/L nitrate-nitrogen in Plan Change 7 of the Land and Water Regional Plan for private water supply wells.
- (e) **Notes** that Waimakariri District Council and Environment Canterbury staff would continue to raise awareness of the health impacts of high nitrates, and to encourage private well owners to test water regularly, including with the publication of a 'managing a private well supply' pamphlet for the District.
- (f) **Notes** that in the draft Long Term Plan, WDC proposes to repeat this study in spring 2021 (with 10 wells in Eyreton, 10 wells in Cust, and 20 wells in areas yet to be determined). Well owners from the 2019 and 2020 sample rounds would be approached for repeat annual sampling, to allow for assessment of trends over time.
- (g) **Notes** that trends for nitrate concentration over time were not able to be concluded from data for only two years.
- (h) **Circulates** this report to the Council, Community Boards and the Waimakariri Water Zone Committee for information.

**CARRIED**

Councillor Williams noted that it was important that the public were made aware that the landowners of the well found to be over the MAV for nitrates have been advised and was no longer using the well.

Councillor Stewart supported the comments made by Councillor Williams. She commented that it was important for the public to know that there was a problem with some water supplies that did not comply with DWSNZ. The study conducted by the University of Otago that found a correlation between bowel cancer and high nitrate levels in drinking water was very worrisome. Especially in light of the lack of information regarding the water quality of private wells.

## **7 MATTERS FOR INFORMATION**

### **7.1 Canterbury Biodiversity Champions Meeting 9 April Agenda and Presentation**

Moved: Councillor N Atkinson                      Seconded: Councillor P Williams

**THAT** the Land and Water Committee:

- (a) **Receives** and notes the information contained Item 7.1.

## **8 PORTFOLIO UPDATES**

### **8.1 Biodiversity – Councillor S Stewart**

- Arohata te Awa was progressing well, and it was anticipated that the first planting would be done along the stop bank at Revells Road in Kaiapoi in autumn.
- Waimakariri Biodiversity Trust was calling for Trustees and if members were interested they could contact Judith Roper-Lindsay.
- She encouraged members to attend the upcoming Honda Forest planting days. It was noted that the General Manager of Honda would be unveiling signage at the Honda Forest on 8 May 2021.

### **8.2 Land based Indigenous Reserves (Including River Margins) – Councillor A Blackie**

- The Mahi Tahi Joint Development Committee was discussing the Te Kōhaka o Tūhaitara Trust taking over the “on the ground” management of the proposed Heritage and Mahinga Kai Area in Kaiapoi.

## **9 QUESTIONS**

Nil.

## **10 URGENT GENERAL BUSINESS**

Nil.

## **NEXT MEETING**

The next meeting of the Land and Water Committee was scheduled to be held at 1:00pm, Tuesday 18 May 2021 in the Function Room, Rangiora Town Hall.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 1.43PM.



\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

**BRIEFING**

*Review of Cam River Enhancement Fund projects – S Allen (Water Environment Advisor)*

Unconfirmed

**WAIMAKARIRI DISTRICT COUNCIL**

**MINUTES OF THE MEETING OF THE UTILITIES AND ROADING COMMITTEE HELD IN THE FUNCTION ROOM, RANGIORA TOWN HALL, 303 HIGH STREET, RANGIORA ON 20 APRIL 2021 COMMENCING AT 3.30PM**

**PRESENT**

Councillor P Williams (Chairperson), Mayor D Gordon, Councillors A Blackie, R Brine, S Stewart and J Ward

**IN ATTENDANCE**

Councillors

J Harland (Chief Executive), G Cleary (Manager Utilities and Roding), K Simpson (3 Waters Manager), K Waghorn (Solid Waste Asset Manager), V Thompson (Business and Centres Advisor), and A Smith (Governance Coordinator)

Briefing following the meeting: K Simpson and D Lewis (Land Drainage Engineer)

**1 APOLOGIES**

There were no apologies.

**2 CONFLICTS OF INTEREST**

There were no conflicts of interest recorded.

**3 CONFIRMATION OF MINUTES**

**3.1 Minutes of a meeting of the Utilities and Roding Committee held on Tuesday 16 March 2021**

Moved Councillor Brine

Seconded Councillor Blackie

**THAT** the Utilities and Roding Committee:

- (a) **Confirms** the circulated minutes of a meeting of the Utilities and Roding Committee held on 16 March 2021, as a true and accurate record.

**CARRIED**

**3.2 Matters arising**

Councillor Stewart sought an update on Camwell Park consent. K Simpson advised that staff have been in contact with Environment Canterbury and Marco Cantiloni has been in contact with the landowners regarding this matter. WDC staff had previously understood that a group of landowners were lodging a consent for the water take, but this has not progressed. Marco Cantiloni is now speaking individually with the landowners advising them they need to formalise the water take into a consent.

**4 DEPUTATION/PRESENTATIONS**

There was no deputation or presentations.

## 5 **REPORTS**

### 5.1 **Update on Electric Vehicle Charging Station Implementation for Kaiapoi – Vanessa Thompson (Business and Centres Advisor)**

V Thompson presented this report seeking approval of the committee to repurpose the current “no parking” zone in the 70 Hilton Street car park, Kaiapoi to a p120 working EV car park. This is to appoint two EV parking stations in this car park. This site is an alternative to the original site chosen which was found to not be in Council ownership and the process of acquiring this site may take up to six months. Council has approved this Figure 2 site in December 2020 for the EV charging stations.

There were no questions.

Moved Councillor Blackie

Seconded Mayor Gordon

**THAT** the Utilities and Roading Committee:

- (a) **Receives** report No. 210318045321
- (b) **Notes** the use of the alternative land parcel at Figure 2 for the installation of two 22kw EV charging stations in Kaiapoi;
- (c) **Approves** the repurposing of the current ‘no parking’ zone at Figure 2 to an operational EV charging carpark;
- (d) **Notes** the reasons for the move to the alternative land parcel as outlined in sections 4.1 to 4.3 of this report;
- (e) **Notes** that the existing project budget of \$17,424 will be overspent to close off the current pedestrian access way through the ‘no parking’ zone and to extend the garden area. Any overspend will be absorbed by the remaining 2021-22 Town Area Developments budget, which has \$50,000 and no specific designated purpose at this time;
- (f) **Notes** that the current executed Meridian Energy Access Licence for Kaiapoi will be updated with an addendum changing the land parcels from Figure 1 to Figure 2.

**CARRIED**

Councillor Blackie in support of this recommendation, advised that this was approved by the Kaiapoi-Tuahiwi Community Board meeting at the Board meeting last night.

Mayor Gordon acknowledged the work that has been undertaken by staff in getting these charging stations in place and believes the community will be grateful of these.

## 6 **MATTER REFERRED FROM THE RANGIORA-ASHLEY COMMUNITY BOARD MEETING 14 APRIL 2021**

### 6.1 **Ashley Street Stormwater Upgrade – Claudia Button (Graduate Engineer) and Kalley Simpson (3 Waters Manager).**

The Rangiora-Ashley Community Board considered this item at their meeting on Wednesday 14 April and supported the recommendation as per Item 5.2 from the Utilities and Roading Committee meeting of 16 March 2021.

## 7 **PORTFOLIO UPDATES**

### 7.1 **Roading – Councillor Paul Williams**

Woodend cycling improvements are progressing and contractors are now working on School Road and this contract will be completed in mid-June.

Coldstream Road urbanisation is almost complete, with road marking being done early this week. The road will be open early next week to two-way traffic.

Flaxton Road project is progressing well and Flaxton roundabout is also nearing completion and the Flaxton Road Roundabout is progressing well.

The Resealing programme is complete for this year.

### 7.2 **Drainage and Stockwater – Councillor Sandra Stewart**

Councillor Stewart wrote a letter to ECan Chair Jenny Hughey on the lack of progress on the discharge from Lineside Road into the upper Kaiapoi and lower Cam Rivers. This was raised with her and the then acting Chief Executive S Rixicker in 2020, and the Chair was unaware that this matter had not progressed since then. This council has been waiting for a report back on what happens to this land shown as a wetland and the farming of it. Councillor Stewart is hopeful there will be a response shortly.

The Rural Drainage Groups have all been advised that the Council is reviewing the Water Races and Rural Drainage Advisory Groups Policy and have been invited to provide feedback. This will be the topic for a workshop coming up.

### 7.3 **Utilities (Water Supplies and Sewer) – Councillor Paul Williams**

P Williams advised that the contractors have moved onto the Cust site to commence the Cust water upgrade yesterday. The Poyntz Road and Loburn Lea upgrades are both progressing well. A briefing will be provided soon to the Council on what the requirements are under the new water regulations that have been released.

### 7.4 **Solid Waste– Councillor Robbie Brine**

At a recent meeting of the Joint Landfill Committee meeting held in Christchurch, Gil Cox has been appointed as Chairperson for a further two year period. There are a number of changes coming up on the Transwaste Board, due to retirements. The other big item on the agenda was presentation of the draft Statement of Intent, which did not produce any surprises.

There is an issue of non-compliance at the Transfer Station, relating to an area of sealing in the north east corner and in the area of the hazardous waste which will require some piping. A report will come through to the Council regarding this.

Councillor Brine spoke on the fire at the transfer station last week, which was notified by a person who had seen it while travelling in a bus on Lineside Road. There have been discussions with staff on mitigation measures that are in place.

There is \$150,000 set aside for stop bank repairs by the old Rangiora dump and there has been no indication from Environment Canterbury on if or when this work is to go ahead. WDC staff will be bringing a report to Council requesting approval to use \$66,000 of these funds for the upgrade of the compaction area.

Councillor Brine noted an issue at Oxford regarding the bin audits and an unpleasant situation developed. A report will come back to the Council on this matter.

## 7.5 Transport – Mayor Dan Gordon

Mayor Gordon commended staff with the work that has been undertaken by staff with the courtesy crossing signage in th. The Percival Street crossing has been highlighted. Mayor Gordon said it is also pleased to see the Brass lettering being reinstated on the corners in the town centre.

Continually hearing the Park and Ride is going well and looks forward to hearing the statistics on this.

Following feedback from a community board, Mayor Gordon and Councillor Williams had met with the Roading department staff and are seeking the Council's endorsement on the creation of a smaller group to look at the Southbrook traffic situation and for the installation of traffic lights in Southbrook area and continue conversation with NZTA. With 26,000 vehicle movements per day, this is an important part of the district.

Has been with the new Chief Executive around some of the "hot spots" in the district and noted frustration with the situation in Woodend. Acknowledged that the lights have been installed, which is positive progressive, but there is remaining safety improvements around the school that still need to happen.

Positive progress throughout the district.

## 8 QUESTIONS UNDER STANDING ORDERS

There were no questions.

## 9 URGENT GENERAL BUSINESS

There was no urgent general business.

## 9 MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED

Section 48, Local Government Official Information and Meetings Act 1987

Moved Councillor Williams Seconded Councillor Brine

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

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

| Item N° | Report for Information:  | General subject of each matter to be considered | Reason for passing this resolution in relation to each matter | Ground(s) under section 48(1) for the passing of this resolution |
|---------|--|---|---|--|
| 9.1     | Minutes of the public excluded portion of a meeting of the Utilities and Roading Committee 16 March 2021 | Confirmation of Minutes                         | Good reason to withhold exists under Section 7                | Section 48(1)(a)   |

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

| Item N° | Reason for protection of interests   | Ref NZS 9202:2003<br>Appendix A |
|---------|--|---------------------------------|
| 9.1     | Protection of privacy of natural persons<br>To carry out commercial activities without prejudice | A2(a)<br>A2(b)ii                |

**CARRIED**

**Closed meeting**

**Recommendation to resume open meeting**

Moved Councillor Brine                      Seconded Councillor Blackie

**THAT** the open meeting resume and the business discussed with the public excluded remains public excluded.

**CARRIED**

**NEXT MEETING**

The next meeting of the Utilities and Roading Committee is scheduled for 4pm, on Tuesday 18 May 2021, to be held in the Function Room, Rangiora Town Hall.

There being no further business, the meeting closed at 3.51pm.

CONFIRMED




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Chairperson  
Councillor Paul Williams

18 May 2021  
Date

**MINUTES OF THE MEETING OF THE CANTERBURY WATER MANAGEMENT STRATEGY  
WAIMAKARIRI ZONE COMMITTEE HELD IN MEETING ROOM 1, RUATANIWHA KAIAPOI  
CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI ON MONDAY 3 MAY 2021 AT 3:30PM.**

**PRESENT**

Michael Blackwell (Chairperson), Erin Harvie, Judith Roper-Lindsay, Wendy Main, John Cooke (Te Ngāi Tūāhuriri Rūnanga representative), Councillor Sandra Stewart (WDC Councillor) and Councillor Megan Hands (ECan Councillor).

**IN ATTENDANCE**

Mayor D Gordon, J Ensor (Mandeville Residents Association), S McCullum (Resident), R Whyte (Farmer), M Mckeown (WGA Environmental Consultants), F Smith (WGA Environmental Consultants) G McKenzie (Real Communications), J Benn (Department of Conservation) and B Walton (Waimakariri Irrigation Limited).

S Allen (WDC Water Environment Advisor), K Steel (WDC Ecologist-Biodiversity), T Davie (ECan Director: Science), A Arps (ECan Zone Manager), A Meredith (ECan Principal Water Quality and Ecology Scientist), A Kreleger (ECan Senior Groundwater Scientist) Z Ploeg (ECan Biodiversity Officer), J Grant (ECan CWMS Facilitator), M Griffin (ECan CWMS Team Leader) and T Kunkel (WDC Governance Team Leader).

**KARAKIA**

J Grant provided the karakia to open the meeting.

**1 BUSINESS**

**1.1 Apologies**

Moved: J Roper-Lindsay

Seconded: Councillor M Hands

Apologies were received and sustained from Cameron Henderson, Carlyne Latham, Arapata Reuben and David Ashby for absence.

**CARRIED**

**1.2 Welcome and Introductions**

The Chairperson welcomed all the members present. He requested the CWMS Waimakariri Zone Committee members and attendees to introduce themselves to the members of the public in attendance.

**1.3 Register of Interests**

E Harvie advised that she was appointed as a trustee to the Land Care Trust. She therefore requested that the Register of Interests be updated accordingly.

**2. OPPORTUNITY FOR THE PUBLIC TO SPEAK**

**2.1 B Walton - Waimakariri Irrigation Limited (WIL)**

B Walton provide a brief overview of the consenting process that the Wrights Road Storage Ponds had been subjected to. The Environment Court had granted consent for the construction and operation of the storage ponds at the corner of Wrights and Dickson Roads in Burnt Hill, which WIL purchased 14 years ago. There had been concerns from a large number of residents downstream that the Environment Court had tried to address.

B Walton noted that the proposed storage ponds would allow for the storage of excess water diverted from the Waimakariri River during high river flow or low scheme demand.

Stored water would be used to supplement irrigation supply when water from the Waimakariri River was restricted through the intake. He stressed that WIL would not be taking more water from the Waimakariri River than its current allocation. It was envisaged that the storage ponds would provide a permanent solution to reducing the number of days shareholders were subject to water supply restrictions.

B Walton explained that the WIL's shareholders would not be able to achieve the requirements set out in proposed Plan Change 7 to the Canterbury Land and Water Regional Plan without the proposed storage pond system. Storage gave individual farmers the opportunity to improve farm practices with the comfort of more reliable water. The proposed storage scheme would not undermine existing on-farm storage, rather it would provide an even higher level of reliability to shareholders.

B Walton elaborated on the proposed design and layout of the storage pond system. It was proposed to develop a two pond system with a smaller pond located higher than the larger pond, in a bid to make use of natural flow. He noted that the concerns from the residents downstream was understandable taking into consideration that the embankment on Wrights Road would be approximately 12-meters high.

B Walton highlighted the following environmental initiatives and updates:

- 1,300 m<sup>2</sup> of native filtration planting and 500-meters of riparian planting at strategic points along on-farm waterways.
- Approximately one hectare wetland and riparian restoration planting.
- Three natural waterways and four springs identified for future native planting.
- 14.4 hectares of hillside country earmarked for indigenous forest planting.
- 1.2 Hectares of riparian planting to enhance a waterway corridor.
- "Offline" pond fed by race water to create alternative habitat for indigenous freshwater species at times of low-flow in the race network.
- On-farm indigenous wetland and riparian planting on a mixture of springs and natural waterways in the headwaters of the Hunters Stream

Councillor S Stewart enquired if the storage pond system had been approved by WIL's Shareholders. B Walton advised that all the documentation on the storage pond system would be made available to shareholders before the end of the week, where after a series of meeting on the project would be held at the end of May 2021. It was anticipated that the Annual General meeting would be held on 14 June 2021 where shareholders would vote on the continuation of the project. He confirmed that 75 percent of the shareholders had to approve for the storage pond system project to continue.

In response to questions, B Walton advised that it was envisaged that, if approved by WIL shareholders, construction would commence in November 2021 and would take approximately two years. Irrigation from the storage pond system would commence in 2024. It was an inter-generational project as the pay back on the loan funding would be an estimated 40 years.

Councillor S Stewart asked if the Ecology Reports would also be made available to shareholders before the end of the week. B Walton noted that the Ecology Reports would be made public as and when they become available. WIL would work with ECan and the Council on ecological monitoring.

## 2.2 **J Ensor - Mandeville Residents Association**

J Ensor expressed his concerned about the unexpectedly large increase in ECan's proposed rates. He noted that the 24.5 percent increase in rates in the first year of ECan's Long Term Plan 2021-2031 (LTP) was far too high for the average rural household to absorb at any one time. He believed that the proposed large increase was not justifiable, particularly given the financial burdens already prevalent in vulnerable rural communities. He requested ECan to reconsider its proposed rates increase.



Councillor M Hands advised that the ECan Council would be holding LTP hearings during the next two weeks, where after the ECan Council would deliberate on the proposed LTP on 20 May 2021 and subsequently adopted the Plan on 17 June 2021.

### 3. **RESOLUTION TO INCLUDE AN ADDITIONAL AGENDA ITEM**

Moved: M Blackwell      Seconded: J Cooke

**That** the CWMS Waimakariri Zone Committee:

- (a) Agrees to consider the following additional report (as previously circulated to members) being:
- Item 4.3 - Immediate Steps Biodiversity – Update – Z Ploeg (Ecan Biodiversity Officer)

**CARRIED**

### 4. **REPORTS**

#### 4.1 **ZIPA Implementation – Second Quarterly Update 2020/21 – S Allen (WDC, Water Environment Advisor) and M Griffin (CWMS Facilitator, Ecan)**

M Griffin and S Allen presented the update on the implementation of the 2020/21 Zone Implementation Programme Addendum (ZIPA) recommendations during the second quarter (1 October 2020 to 31 December 2020). They took the report as read and called for questions.

J Roper-Lindsay questioned what the conditions were for work to be included as part of the Council's 'maintenance and minor works in waterways' consent. S Allen advised that the Council was still in discussion with ECan on the criteria for minor works. J Roper-Lindsay noted that the challenge was that a minor physical structure could have a major environmental effect. S Allen agreed and advised that the environmental impact of all physical structures were being evaluated prior to construction.

Councillor S Stewart enquired if the results of the ongoing monthly baseline nitrate concentration monitoring in the Silverstream area would be made available to the CWMS Waimakariri Zone Committee. She also requested if a report on the Infiltration Trench Trial project in South Eyre could be submitted to the Committee. A Kreleger undertook to make the information available to the Committee at the workshop to be held in August 2021.

J Roper-Lindsay requested an update on the state of Lake Pegasus. A Meredith advised that ECan and the Council met with the owners of Lake Pegasus, the Templeton Group last week to discuss the way forward. ECan was waiting for the Templeton Group to provide feedback on proposed actions and timelines. He confirmed that from a compliance perspective action was expected before 1 September 2021.

J Roper-Lindsay sought an update on the liaison and recommendations on ecological and river health considerations for the Ashley River. A Arp confirm that the project to open upriver fairway between Okuku River confluence and Ashley Gorge would form part of the Braided River Revival project. He undertook to provide an update of the Braided River Revival project at a subsequent CWMS Waimakariri Zone Committee meeting. He confirmed that, to his knowledge, no work was currently being undertaken in the Ashley River.

Moved: Councillor S Stewart

Seconded: Councillor M Hands

**THAT** the CWMS Waimakariri Zone Committee:

- (a) **Receives** the information and priority setting contained in this report.

**CARRIED**

4.2 **ZIPA implementation – Third Quarterly Update 2020/21 – M Griffin (CWMS Facilitator, Ecan) and S Allen (Water Environment Advisor, WDC)**

M Griffin and S Allen presented the update on the implementation of the 2020/21 ZIPA recommendations during the third quarter (1 January 2021 to 31 March 2021). They took the report as read and called for questions.

J Roper-Lindsay noted that ECan's Science Teams were planning working programs in the next few months, and requested if the Biodiversity Working Group could be consulted during the planning of biodiversity working programs. A Arp explained that ECan was currently working on integrating external groups and organisations into the planning of their working programs. M Griffin advised that working programs associated with the LTP would be discussed during workshops in June 2021, this would include biodiversity working programs.

Councillor S Stewart enquired if the data pertaining the Waimakariri District on the Land Air Water Aotearoa (LAWA) Website had now been updated. A Meredith advised that the LAWA Website was upgraded every 12 months, so it was currently displaying data as at 31 December 2019. The data for the LAWA website was being sourced from the National Institute of Water and Atmospheric Research (NIWA). However, ECan would be taking ownership of the NIWA data, and the information would therefore be displayed on the LAWA Website. T Davie confirmed that the data collected at the old Highway Bridge in Kaiapoi was on the LAWA Website.

Councillor S Stewart questioned the steps being taken to stop the blocking of the floodgate at Taranaki Stream. A Meredith explained that when the fish passage at the floodgate was opened it was found that it gets clogged up and blocked by weeds at both sides. A Meredith was in discussions with ECan's Area Engineer for North Canterbury, Fred Brooks, regarding the regular cleaning of the fish passage.

Councillor S Stewart noted that she was pleased to note that an agreement had been reached with local landowners, and ECan had therefore been able to commence ground survey work in the Lineside Road area. There seemed to be a large volume of sediment in the Upper Kaiapoi and Lower Cam Rivers. A Arp acknowledged that there was large volume of sediment in the drains, however, it still needed to be established if the wetlands in Lineside Road area contributed to this problem.

Moved: Councillor S Stewart

Seconded: Councillor M Hands

**THAT** the CWMS Waimakariri Zone Committee:

- (a) **Receives** the information and priority setting contained in this report.

**CARRIED**

4.3 **Immediate Steps Biodiversity – Update – Z Ploeg (Ecan Biodiversity Officer)**

Z Ploeg elaborated on the proposed Miles Bush and Wetland Project in the Oxford area. The project involved weed control, stock fencing and targeted planting to protect and restore a remnant forest block, turf wetland and stream with a mudfish

habitat. It was anticipated that the project would cost of \$35,400 and the applicant had requested Immediate Steps Funding of \$23,600.

Moved: J Roper-Lindsay

Seconded: J Cook

**THAT** the CWMS Waimakariri Zone Committee:

- (a) **Approves** an allocation of \$23,600 of IMS funding for the Miles Bush and Wetland project
- (b) **Approves** an allocation of \$6,400 of IMS funding for the Mt Lawry Covenant from this financial year's budget for Stage 2 of the project (scheduled for 2021/22).

**CARRIED**

**6. CONSTRUCTED WETLANDS AND ECOLOGICALLY REANIMATING THE LANDSCAPE PRESENTATION – M MCKEOWN (WGA ENVIRONMENTAL CONSULTANTS)**

M Mckeown from WGA Environmental Consultants, provided an overview on Integrated Constructed Wetland (ICW) Concept as implemented in Ireland. She highlighted the following:

- The factors that influence wetland and what defined wetlands.
- Ecologically restoration of wetlands.
- Ecological reanimation through facilitating the natural biogeochemical processes through engineered wetland systems.
- Free surface-flow wetlands
- Integrated Constructed Wetlands (ICW)
  - ICW multi-cell hydraulic model.
  - Free Surface Flow Wetlands
  - Horizontal Sub-Surface Flow Wetlands
  - Scalability of ICWs
  - Integration people into ICWs
  - Motivation for implementing ICWs

J Roper-Lindsay enquired if integrated constructed wetlands could be used to treat effluent from towns. M Mckeown confirmed that integrated wetlands could be constructed to various scales to deal with effluent from towns, industries or farming.

Z Ploeg noted that especially constructed wetlands were very effective in dealing with effluent, and effluent should therefore not be released into natural wetlands, as they were already over stressed.

In response to questions, M Mckeown advised that it was difficult to alter the design of integrated wetlands once they had been developed. She explained what happened to the constructed wetlands once they reached their end of life after 80 to 100 years.

Moved: J Roper-Lindsay

Seconded: E Harvie

**THAT** the CWMS Waimakariri Zone Committee:

- (a) **Receives** the information and priority setting contained in this report.

**CARRIED**

## 7. **COMMITTEE UPDATES – M GRIFFIN (ECAN)**

### 7.1 **Essential Freshwater Package.**

M Blackwell suggested that a workshop needed to be held to discuss the CWMS Waimakariri Zone Committee 'generational' vision for freshwater for the Waimakariri Zone.

### 7.2 **Proposed Plan Change 7 (Waimakariri)**

T Davie confirmed that the intension was to create a new Canterbury Land and Water Regional Plan, however, the new plan would build on the current plan and would therefore not be totally rewritten.

### 7.3 **CWMS Regional Committee**

No discussion emanated from this point.

### 7.4 **CWMS Committee Refresh Schedule 2021.**

No discussion emanated from this point.

### 7.5 **CWMS Regional Committee Review.**

No discussion emanated from this point.

### 7.6 **Zone Committee Working Groups**

- **Landcare Working Group**

E Harvey noted that the website would go live soon and the link would be provided to members. As part of the Next Generation Farming Project a Pod Group Workshop would be held on Thursday 6 May 2021 on fertigation on farms

- **Biodiversity Working Group**

J Roper-Lindsay advised that the Working Group was focused on sourcing trustees for the proposed Waimakariri Biodiversity Trust. The expressions of interests had been advertised in local newspapers with a closing date of 18 May 2021.

C Latham reported that the Group was still in the process of ascertaining the need for a Waimakariri Biodiversity Trust. Next they would be focusing on finding potential trustees and investigating funding options for the proposed Trust.

- **Coastal Catchments Working Group**

No discussion emanated from this point.

### 7.7 **WDC Land and Water Committee.**

M Blackwell noted that C Latham requested that the following be noticed in her absence:

- The one well in the Cust area which measured 17.5 mg/L nitrate-nitrogen, which was above the Maximum Acceptable Value (MAV) set for nitrate in the New Zealand Drinking-water Standards for New Zealand (DWSNZ 2005, amended 2018)
- The pamphlet on the management of private well water supply produced by Council was very informative.

W Main asked if it was known why the well found to be over the MAV did not comply. It was agreed that S Allen would be requested to provide an explanation to the CWMS Waimakariri Zone Committee at a subsequent meeting.

#### 7.8 **Communications and Engagement.**

G McKenzie highlighted the work that had been done from February 2021 to April 2021 with regards to communication and engagements.

J Roper-Lindsay raised a concern that The Press newspaper would no longer have a dedicated North Canterbury reporter. G McKenzie agreed and noted that the district had lost a lot of local knowledge with the resignation of the dedicated North Canterbury reporter.

G McKenzie advised that the Waimakariri Dryland Ecosystems Fact Sheet had been completed and the Wetland Ecosystems Fact Sheet was in the process of being completed.

#### 7.9 **NIWA Advice – Aquatic Macrophyte loss in lowland waterways**

A Meredith advised that, to date, no response had been forthcoming from NIWA. He had however been liaising with various other experts on this matter and there seemed to be many opinions on the reasons for Aquatic Macrophyte loss in waterways. ECan was still investigating the possibility of using passive samplers to collect information on possible diquat toxin in the waterways. It should be noted that NIWA scientist had previously indicated that it was highly unlikely that the loss of Aquatic Macrophyte was being caused by toxins.

J Roper-Lindsay suggested that the CWMS Waimakariri Zone Committee should formally engage NIWA to investigate the matter and provide possible solutions. M Blackwell suggested if NIWA could not assist ECan may need to engage another organisation.

#### 7.10 **Action Points from previous CWMS Waimakariri Zone Committee meetings**

- Action point from the 7 December 2020 meeting:

T Davie advised that ECan was working on a new database monitoring site that would monitor freshwater quality set against specific regulatory benchmarks. It was anticipated that the system would be ready to go live in a few weeks.

Subsequent to discussion it was agreed that T Davies would present the new monitoring system to the CWMS Waimakariri Zone Committee at the workshop to be held in August 2021.

- Action points from the 1 February 2021 meeting:

M Griffin confirmed that Michael Bate's presentation to the Selwyn Waihora Zone Committee was very well received.

- Action points from the 1 March 2021 meeting:

With regard to the investigation of the effluent that Christchurch Ready Mix Concrete was releasing into the Waimakariri River, M Cataloni followed up on this matter, however, it was difficult to resolve such matter after the fact. M Griffin therefore highlighted the importance of calling the Pollution Hotline at the time that the infringement occurring, or call ECan or use the Snap Send Solve app.

T Davie provided a summary on the funding being spent on the monitoring of water quality in the Waimakariri Zone, which equated to approximately \$500,000. He noted that it was anticipated that there would be changes to the monitoring that ECan would have to do to ensure compliance with Plan Change 7. He further noted that the increase in motoring included in ECan's LTP related no new projects such as fish monitoring etc.

E Harvey requested if the CWMS Waimakariri Zone Committee could be provided with a list of the monitoring sites and what was being monitored at each of the monitoring sites.

Moved: J Roper-Lindsay

Seconded: E Harvey

**THAT** the CWMS Waimakariri Zone Committee:

- (a) **Receives** these updates for its information, and with reference to the Committee's 2021 Work Programme and Community Engagement priorities.

**CARRIED**

## **8 CONFIRMATION OF MINUTES**

### **8.1 Minutes of the Canterbury Water Management Strategy Waimakariri Zone Committee meeting – 1 March 2021**

Moved: Councillor S Stewart

Seconded: Councillor M Hands

**THAT** the CWMS Waimakariri Zone Committee:

- (a) **Confirms** the amended Minutes of the Canterbury Water Management Strategy Waimakariri Zone Committee meeting, held on 1 March 2021, as a true and accurate record.

**CARRIED**

### **8.2 Matters Arising**

None

## **9 GENERAL BUSINESS**

No discussion emanated from this point.

### **KARAKIA**

J Grant provided the karakia to close the meeting.

### **NEXT MEETING**

The next meeting of the CWMS Waimakariri Water Zone Committee was scheduled for the 2 August 2021 at 3:30pm.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 6.10 PM.

CONFIRMED

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

Unconfirmed

**MINUTES FOR A MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD HELD IN MEETING ROOM 1 (UPSTAIRS), RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI ON MONDAY 19 APRIL 2021 AT 5PM.**

**PRESENT**

C Greengrass (Chairperson), J Watson (Deputy Chairperson), N Atkinson, A Blackie, M Pinkham and B Cairns.

**IN ATTENDANCE**

Mayor D Gordon, S Stewart (Kaiapoi-Woodend Ward Councillor), P Redmond (Kaiapoi-Woodend Ward Councillor), J Harland (Chief Executive), J Milward (Manager Finance and Business), G MacLeod (Community Greenspace Manager), S Hart (Business and Centre's Manager), M Harris (Customer Services Manager), D Roxborough (Implementation Project Manager – District Regeneration), V Thompson (Business and Centre's Advisor), S Redman (Youth Development Facilitator), R Thornton (Community Development Facilitator), A Mace-Cochrane (Graduate Engineer), T Kunkel (Governance Team Leader) and C Fowler-Jenkins (Governance Support Officer).

Two members of the public attended the meeting.

**1 APOLOGIES**

Moved: C Greengrass                      Seconded: A Blackie

That an apology for absence be received and sustained from J Meyer and an apology for lateness be received and sustained for P Redmond who arrived at 5:08pm.

**CARRIED**

**2 CONFLICTS OF INTEREST**

Item 7.6 – C Greengrass declared a conflict of interest as she was a member of the Pines Kairaki Beach Association.

**3 ACKNOWLEDGMENTS**

**3.1 Passing of Bob Currie – Developer in Kaiapoi.**

The Board acknowledged the passing of Bob Currie on 28 March 2021. B Currie was a highly regarded developer in Kaiapoi.

**3.2 Passing of Prince Philip, Duke of Edinburgh**

The Board also acknowledged the passing of Prince Philip, Duke of Edinburgh on 9 April 2021.

**4 CONFIRMATION OF MINUTES**

**4.1 Minutes of the Kaiapoi-Tuahiwi Community Board – 15 March 2021**

Moved: C Greengrass                      Seconded: J Watson

**THAT** the Kaiapoi-Tuahiwi Community Board:



- (a) **Confirms** the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 15 March 2021, as a true and accurate record.

**CARRIED**

4.2 **Matters Arising**

Nil.

**5 DEPUTATIONS AND PRESENTATIONS**

5.1 **Introduction of the new Chief Executive – J Harland**

J Harland, the new Chief Executive of the Waimakariri District Council, introduced himself and gave a brief synopsis of his working career. He noted that there were a number of challenges ahead for Local Government in the next few years, such as the Three Waters Reform, the Resource Management Act review and the role for Community Board's going forward. The Council therefore needed local input on important decisions. He had been impressed with the commitment from staff and with the good relationship between the Councillors and the Community Boards. He requested the Board to reach out to him if there were any issues facing the Board.

C Greengrass welcomed J Harland on behalf of the Board and thanked him for taking the time to come and introduce himself to the Board.

5.2 **Service Request Update – M Harris (Customer Services Manager)**

M Harris tabled a memorandum (Trim Ref: 210419063202) which gave a quarterly snap shot of service requests received in the Board's area. She advised that Snap, Send, Solve had become more popular over the last year. It was now the second preferred method of reporting problems with calling still being the most popular. Snap, Send, Solve now also had the ability to lodge a request for issues with Mainpower and Chorus. Recently an option for the reporting of abandoned supermarket trolleys was added to better enable trolleys to be returned to the supermarkets concerned.

M Pinkham commented that he used Snap, Send, Solve on many occasions, but it was frustrating when dealing with Environment Canterbury (ECan), as they did not seem to be on board with the programme. M Harris explained that ECan definitely supported the application, in fact it was Ecan that had facilitated the use of Snap, Send, Solve across all of Canterbury. However, a challenge was that the requests tended to go to the local Councils rather than to ECan directly, and Councils probably needed to do more work on cutting out the areas that fell under the auspice of Ecan.

B Cairns questioned what percentage of the Snap, Send, Solve requests were resolved and what the response rate was. M Harris advised that all requests should get solved and the time frame varied according to the work required. If it was not an issue that the Council dealt with, then the customer would be advised accordingly.

N Atkinson asked if staff knew what demographic were using Snap, Send, Solve to report issues. M Harris explained that the Council did not gather that information as it was not needed to resolve the issues being reported. Also the regulations of the Privacy Act, 2020 prohibited agencies to collect information that they do not really require.

M Harris noted that the most common issue reported in the Board's area seemed to be dumped rubbish in riverbeds and on road sides followed by overgrown vegetation, road signs and damaged pavement.

A Blackie enquired why requests about water were down. M Harris commented that it was hard to determine, as there was no identifiable incident that would have made it higher in the previous year.

5.3 **Pocket Forest Development, Moore Street Kaiapoi – M MacWilliams.**

M MacWilliams advised that the Kaiapoi East Residents Association (KERA) had engaged with the Council to find ways in which it could be involved in increasing the biodiversity within the area between Moore Street and Feldwick Drive in Kaiapoi. A group of local residents intend to plant an area and create an ecological pocket forest that would form a buffer, between the residential area and any future development of the adjacent regeneration land. It was envisaged that the area to be planted would be 10 square meters.

M MacWilliams noted that there was already an established tree line in this area which could act as the canopy for all the under plantings. The pocket forest would bring more birdlife, wildlife and insects to the area and thus regenerate the whole area. It was envisaged that the public would be able to wonder through the pocket forest which could be created if there were a few more sections available for similar plantings. She noted that Ryman Health Care were on board with this proposal as part of their community engagement project. Ryman Health Care saw it as an opportunity to get their residents involved in assisting with planting and to also encourage their residents' families to become involved so it would become a family intergenerational project.

C Greengrass enquired if trees would be planted close to the fence with adjacent properties. She raised a concern that adjacent property owners would, in future, want the trees removed once they were bigger. M MacWilliams explained that, trees would not be planted near residential properties, as the plan was to plant flaxes and low growing plants on the boundary with residential properties.

B Cairns asked if there would be open space between the 10 square meter pocket forests, and would these spaces be filled up by other amenities. M MacWilliams advised that they were sourcing seating, walkways and other features to fill the spaces with, this would however, be done over a period of time and in consultation with the Greenspace Team.

N Atkinson enquired what planting advice they had received. M MacWilliams noted that KERA had been working with Greenspace Team.

6 **ADJOURNED BUSINESS**

Nil.

7 **REPORTS**

*With permission from the Board Item 7.3 was considered first.*

7.3 **Pocket Forest Development Moore Street – G MacLeod (Greenspace Manager)**

G MacLeod advised that, in future, when the trees were established the Council would be involved in the maintenance. However, currently the support that the Council would need to provide was minimal. It was envisaged that the trees that were going to grow in the pocket forest would be relatively hardy, ten square metres would provide a good amount of canopy support and protection so the Council did not anticipate that the pocket forest would become a large financial burden or cost in the future.

J Watson questioned if the “ongoing responsibility once established” was to become the Council’s responsibility due to the specialist nature of maintenance to established native forest.’ G MacLeod noted that the Council did not believe that a community group, such as KERA, should be burdened with ensuring the health and safety of the community with regards to large trees.

Moved: A Blackie

Seconded: B Cairns

**THAT** the Kaiapoi-Tuahiwi Community Board:

(a) **Receives** report No. 210414059998.

**THAT** the Council:

(b) **Approves** the planning by the Kaiapoi East Residents Association of a 20 metre strip of native revegetation as shown in the attached plan (Trim 210414059998).

(c) **Notes** that staff are in the process of discussing the proposal with WHoW and would provide an update regarding their position at a subsequent Board meeting.

(d) **Notes** that the costs/labour associated with watering, weeding and planting would be the responsibility of the Kaiapoi East Residents Association. The ongoing responsibility once established was likely fall to the Council due to the specialist nature of maintenance to establish a native forest.

**CARRIED**

A Blackie commented that this was a proven concept that had been done in Silverstream for many years and was an excellent initiative.

B Cairns concurred with A Blackie and advised that trees had been donated to the Food Forrest, which were planted around the perimeter of the Food Forest, however, there were some surplus trees which could be donated to this project.

S Stewart congratulated KERA for embracing the concept that she had suggested to them. The secret to a Pocket Forrest was that the density of the planting created its own micro climate and the trees therefore grew faster.

N Atkinson commented that this was a proven concept used by the Te Kōhaka o Tūhaitara Trust, and there was already a bird corridor in the area which was very important and the Pocket Forrest would hopefully add to that.

7.1 **District Regeneration Update on Norman Kirk Parks Projects Budgets and Dredging Ponds Decommissioning – D Roxborough (Implementation project Manager – District Regeneration)**

D Roxborough spoke to the report and noted that the only work that needed to be completed at the Norman Kirk Park was the provision of the power supply at the community events space and the ongoing planting at the Honda Forest. On a net cost basis the programme was currently forecast to come in below budget, so staff were proposing that a portion of the unspent budget be used to reinstate some of the works that were previously removed for the project. Staff had also proposed that the surplus funds be used to finish decommissioning the dredging dewatering ponds which included the earthworks down the far end of Charles Street.

N Atkinson commented that spectator embankments at the softball diamonds may not be the best option as the Kaiapoi Softball Club had indicated that they would

prefer grandstands similar to those at the Bulldogs Rugby League Club. D Roxborough noted that the Council could investigate the possibility, as there were still funds available in the budget for such projects.

A Blackie noted on page 29 items 4.19 and 4.20 mentioned about the commercial opportunity proposed to the Council. He asked if anything had developed from the matter as 4.20 noted that staff would leave this as an option but there was no mention of it in the recommendations.

A Blackie sought clarity on the private commercial proposal that expressed an interest in utilising the ponds for a commercial recreation venture. D Roxborough noted the Council had not received any additional information on the private commercial proposal. He confirmed that if 'in principle' approval could be obtained from the Council and Community Board of decommissioning the ponds the work could be deferred to later in the year.

B Cairns enquired if there was a Council policy with regard to the number of public benches that were installed around a walking area. Living in the area he was finding that people were using the track but they were certainly not using the seating, would it not therefore be better to use that budget for the grandstand seating at the softball diamonds. D Roxborough explained that the proposed seats would be situated outside the changing rooms, as there was no seating there at present.

Moved: A Blackie

Seconded: N Atkinson

**THAT** the Kaiapoi-Tuahiwi Community Board:

(a) **Receives** report No. 210319046740.

**THAT** the Council:

- (b) **Approves** staff undertaking further works in Norman Kirk Park as generally identified in sections of this report, to a total of \$66,925, utilising some of the remaining net budget to deliver the originally intended levels of service.
- (c) **Approves** staff utilising a further \$30,000 of the remaining net budget in the current year's programme to undertake further decommissioning works of the dredging dewatering ponds and interim reinstatement of the eastern end of Corcoran Reserve.
- (d) **Notes** that the development works in the Norman Kirk Park in Kaiapoi East Regeneration area are now substantially complete, and that this element of the Regeneration programme is forecast to come in under budget on a net Council expenditure basis.
- (e) **Notes** that adoption of recommendation (c) has no significant impact to proposed rates in the current year (very slight / indiscernible reduction compared to what has been adopted in the 2020/21 Annual Plan) or those signalled under the draft 2021/22 Long Term Plan.
- (f) **Notes** that adoption of recommendation (e) results in the programme still being delivered under budget, has no further impact to proposed rates in the current year (compared to what has been adopted in the 2021/21 Annual Plan), and also obviates the need for the \$30,000 budget included in the first year of the draft Long Term Plan (2021/22) for these same works.

CARRIED

7.2 **Kaiapoi Community Hub – February/March 2021 Consultation Outcomes – D Roxborough (Implementation project Manager – District Regeneration) and R Thornton (Community Development Officer)**

D Roxborough explained that the report summarises the feedback from the residents meeting and workshops and included the written feedback received from residents regarding the Kaiapoi Community Hub proposed for the Kaiapoi South Regeneration Area. However, the report did not include commentary on any submissions to the Long Term Plan as the consultation period had not closed at the time of writing the report.

N Atkinson noted that the number of submissions to the Long Term Plan on the proposed Kaiapoi Community Hub was known, so why could they not be tabled at the meeting. J Milward explained that there had not been sufficient time for staff to collate the submissions prior to the deadline for the submission of reports.

In response to questions, D Roxborough confirmed that the Board was not requested to approve the location of the Kaiapoi Community Hub, but only to note the feedback received from residents. He advised that staff would report to the Board at a subsequent meeting on the submissions to the Long Term Plan, and would present various options to the Board and the Council for consideration.

M Pinkham asked if there was any reason that the proposed Community Hub was seven times the size of the current Rangiora Northbrook Studios area which was a similar concept. D Roxborough noted that the Community Hub in Kaiapoi had been deliberately spaced out on the site to try and maintain a feeling of open space in the area. Some of the earlier feedback from the community was that they were concerned that it would look like an industrial area and the Council therefore deliberately chose an open space layout. The layout also made provision for the development of four croquet greens.

N Atkinson suggested that, as there was more information to come, consideration of the report should be tabled.

Moved N Atkinson                      Seconded: A Blackie

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Lay** report No. 210329051319 on the table, pending additional information on the submissions received from residents regarding the Kaiapoi Community Hub proposed for the Kaiapoi South Regeneration Area.

CARRIED

7.4 **Update on Electric Vehicle Charging Station Implementation for Kaiapoi – V Thompson (Business and Centres Advisor)**

V Thompson highlighted the alternative land parcel in Kaiapoi that would be utilised to support the installation of two 22kw Alternative Current (AC) Electric Vehicle charging stations. She explained that some installation challenges had come to light with the original land parcel and the Council therefore had had to look at the alternative location.

V Thompson noted that although the original site that the Council had considered had been used as a public carpark for the last 30 years. It came to light that the site was not actually owned by the Council. The Council was therefore currently undertaking a compulsory acquisition process to acquire ownership of the land to resolve the underlying status and provide some certainty to the Council when

undertaking future developments in this area. However, the legal process was likely to take a minimum six months.

B Cairns sought clarity on whether the ratepayers would be paying for the purchase of this land from which a private entity would be earning an income. If so, would ratepayers be receiving some form of compensation? V Thompson explained that the alternative site was already owned by the Council, so there was no costs involved. In terms of the closing of the garden it was an estimated additional \$2,000 expense which the Council would endeavour to recoup from Meridian.

Moved: J Watson

Seconded: M Pinkham

**THAT** the Kaiapoi-Tuahiwi Community Board:

(a) **Receives** report No. 210311041581.

**THAT** the Utilities and Roding Committee:

(b) **Approves** the use of the alternative land parcel at Figure 2 (Trim 210311041581) for the installation of two 22kw EV charging stations in Kaiapoi and the repurposing of the current 'no parking' zone to an operational EV charging carpark.

(c) **Notes** that the alternative land parcel provides secure land tenure upon which to base the agreement with Meridian Energy to deliver the charging facilities in a time frame that maintains Meridian's co-funding with the Energy Efficiency and Conservation Authority.

(d) **Notes** that the existing project budget of \$17,424 will be overspent to close off the current pedestrian access way through the 'no parking' zone and to extend the garden area. Any overspend will be absorbed by the remaining 2021-22 Town Area Developments budget, which has \$50,000 and no specific designated purpose at this time.

(e) **Notes** that the current executed Meridian Energy Access Licence for Kaiapoi will be updated with an addendum changing the land parcels from Figure 1 to Figure 2 (Trim 210311041581).

**CARRIED**

N Atkinson noted that he previously objected to the installation of Electric Vehicle Charging Station in Kaiapoi, however, he was not going to vote against the motion it because people seemed to use Charging Stations. He however shared the concern raised by B Cairns that the Council was supplying land to a private company that would make a profit from it, which Council did not do for other organisations.

7.5 **Road Naming – The Sterling Retirement Village – T Künkel (Governance Team Leader)**

T Künkel took the report as read.

Moved: C Greengrass

Seconded: A Blackie

**THAT** the Kaiapoi-Tuahiwi Community Board:

(a) **Receives** report No. 210407055861.

(b) **Revokes** its decision of 15 April 2021 regarding "Road Naming – The Sterling Retirement Village" (Item 7.6) pertaining to the name Lime Tree Lane.

- (c) **Approves** the proposed private road name of Carnation Lane for Road 5 as shown on the attached plan (Trim 210302035470).

**CARRIED**

C Greengrass advised that at the Board meeting held on 15 March 2021, she suggested that the Board substituted the name Lime Tree Lane for the originally requested Carnation Lane, in honour of "Lime Development". This was however not well received by the developer.

7.6 **Application to the Kaiapoi-Tuahiwi Community Board's Discretionary Grant Fund 2020/21 – T Künkel (Governance Team Leader)**

*Having declared a conflict of interest C Greengrass sat back from the table and did not take part in the discussion.*

T Kunkel explained that the Pines Kairaki Beach Association wanted to host a barbeque and provide entertainment for the firefighters and community, to express appreciation for the many hours of extremely difficult work they had been doing in the community.

N Atkinson questioned if the Board could approval grants retrospectively under the policy. J Milward noted that the policy should be read as guidelines only, and it was for the Board to decide if the grant warrant approval.

Moved: J Watson                      Seconded: B Cairns

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (d) **Receives** report No. 210407055730.
- (e) **Approves** a grant of \$500 to the Pines Kairaki Beach Association towards the cost of hosting a barbeque for the firefighters and community.

**CARRIED**

7.7 **Retrospective Approval of the Kaiapoi-Tuahiwi Community Board's Submission to the Waimakariri District Council's 2021/31 Draft Long Term Plan – T Künkel (Governance Team Leader)**

T Künkel took the report as read.

Moved: C Greengrass                      Seconded: A Blackie

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 210406054872.
- (b) **Retrospectively Approves** its submission to the Waimakariri District Council 2021/31 Draft Long Term Plan (Trim Ref: 210330052605), noting the submission was submitted to the Council on 9 April 2021.
- (c) **Notes** the Board has submitted to Environment Canterbury on their draft Long Term Plan.

**CARRIED**

N Atkinson abstained

7.8 **Retrospective Approval of the Kaiapoi-Tuahiwi Community Board's Submission to the Environment Canterbury's 2021/31 Draft Long Term Plan – T Kunkel (Governance Team Leader)**

T Kunkel took the report as read.

Moved: C Greengrass

Seconded: J Watson

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 210406054874.
- (b) **Retrospectively Approves** its submission to the Environmental Canterbury's 2021/31 Draft Long Term Plan (Trim Ref: 210330052935).

**CARRIED**

8 **CORRESPONDENCE**

Moved: J Watson

Seconded: B Cairns

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the memorandum on the Detailed Design Stage Road Safety Audit for the Kaiapoi Town Cycleway project (Trim. 210325049682).

**CARRIED**

9 **CHAIRPERSON'S REPORT**

9.1 **Chairpersons Report for March 2021**

- Attended two Pines Kairaki Beach Association meetings, one of which was the AGM.
- Attended two public Community Hub meetings – well attended by staff and elected members.
- Attended the Baker Park Community Barbeque.

Moved: C Greengrass

Seconded: A Blackie

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the verbal report from the Kaiapoi-Tuahiwi Community Board Chairperson for March 2021.

**CARRIED**

10 **MATTERS REFERRED FOR INFORMATION**

- 10.1 Oxford-Ohoka Community Board Meeting Minutes 3 March 2021 (Trim 210302035051)
- 10.2 Woodend-Sefton Community Board Meeting Minutes 8 March 2021 (Trim 210312042377)
- 10.3 Rangiora-Ashley Community Board Meeting Minutes 10 March 2021 (Trim 210303035850)
- 10.4 Waimakariri Water Zone Committee Terms of Reference and Letter of Shared Priorities – Report to Council meeting 2 March 2021 – Circulates to all Boards.
- 10.5 Kerbside Recycling Bin Audits: Update and Extension of Audit Variation – Report to the Solid and Hazardous Waste Working Party Meeting of 23 February 2021 – Circulates to all Boards.



Moved: C Greengrass

Seconded: J Watson

**THAT** the Kaiapoi-Tuahiwi Community Board receives the information in Items 10.1 to 10.5.

**CARRIED**

## **11 MEMBERS' INFORMATION EXCHANGE**

### N Atkinson

- Attended
  - Passchendaele Trust Meeting
    - Looking at the installation of information signs on either end of the pathway. There was a planting plan presented as well.
  - Annual Hui – best Hui he had attended.
  - Resource Management Act Training.
  - Greater Christchurch Partnership Workshops.
  - District Licensing Committee Hearing – decision pending.
  - Three Waters Workshop by the Department of Internal Affairs.
  - Joint Council meeting with Environment Canterbury.

### A Blackie

- Attended
  - Sustainability Strategy meeting.
  - Honda Forest Planting – Three more scheduled.
  - Joint Council meeting with Environment Canterbury.
  - Arohatia Te Awa meeting.
  - Annual Hui.

### P Redmond

- Attended
  - Long Term Plan consultations – very well received.
  - Cemetery Policy hearing.
  - Joint Council meeting with Environment Canterbury.
  - Greater Christchurch Partnership Meeting.
  - Annual Hui.
  - Creative Communities Assessment meeting.
  - Jim Palmers Farewell.

### S Stewart

- Presented on Arohatia Te Awa at the Joint Environment Canterbury Meeting.
- Biodiversity Trust – being formed as an offshoot of the CWMS Waimakariri Water Zone Committee.
- Waimakariri Land Care Trust – merged with the disbanded New Generation Farmers.
- Attended
  - The Forest and Bird workshop on future of freshwater
    - Not what it was set out to be, however, some good issues were discussed.

### J Watson

- Attended
  - A networking meeting – live in such a caring community.
  - Creative Communities – good to see the number of groups that were applying.

### B Cairns

- St John Station Closing

- End of an era, the building was opened in 1982, erected through a Government's Winter Employment Scheme administered by the Kaiapoi Borough Council. St John have had a presence in Kaiapoi since 18 May 1932.
- Food Forest – Update
  - Multiple groups have visited, from all over Canterbury. The presentation on pre European role of Kaiapoi was very well received.
  - B Cairns was invited to speak in Hanmer Springs to present to residents that wanted to start a food forest in their town.
  - A group from Ashburton also approach the Food Forrest regarding the establishment of a food forest.
  - Held edible Weeds Workshop, which was well attended by people from all over Canterbury.
  - Walk for Wellbeing happening on Saturday 24 April 2021. The Harvest Festival also happening on Saturday 24 April 2021.
- “Love Your Home” new shop opened 6 April 2021.
- Attended
  - Baker Park community BBQ
    - Really good turnout for this one.
  - Food Secure North Canterbury
    - Met at Satisfy Food Rescue new premises, which was impressive and well run.
  - Community hub meeting
    - Well run by staff, which resulted with some great ideas coming from the local residents.
  - Neighbourhood Support North Canterbury
    - Attended three Neighbourhood Support meetings, there were now seven groups have been set up in Beachgrove this area. The residents seemed to enjoy the meetings. At one meeting, the residents raised a few issues regarding to contractor doing neighboring groundworks, roading and parking issues. B Cairns met with contractors and passed on all concerns and wrote too developer regarding other concerns.
  - Kaiapoi East Residents Association
    - Attended a meeting, which gave info on the Council's shovel ready drainage plans and the pocket forests.
  - Back to Basics Expo
    - First event that had many people sharing skills. A great idea that should be developed in an annual event.
  - Waimakariri Health Advisory Group
    - Training for vaccines was being undertaken, bowel testing was being offered to those over 60's, and Kaiapoi would potentially have a dedicated location for vaccinations.

## 12 **CONSULTATION PROJECTS**

### 12.1 **Good Street Improvements**

<https://letstalk.waimakariri.govt.nz/good-street-upgrade1>

Consultation closes Sunday 9 May 2021.

The Board noted the consultation projects.

## 13 **REGENERATION PROJECTS**

13.1 **Town Centre, Kaiapoi**

Updates on the Kaiapoi Town Centre projects were emailed regularly to Board members. These updates could be accessed using the link below:

<http://www.waimakariri.govt.nz/your-council/district-development/kaiapoi-town-centre>

The Board noted the Kaiapoi Town Centre projects.

14 **BOARD FUNDING UPDATE**

14.1 **Board Discretionary Grant**

Balance as at 31 March 2021: \$2,120.

14.2 **General Landscaping Budget**

Balance as at 31 March 2021: \$31,380.

The Board noted the funding balances.

15 **MEDIA ITEMS**

The approval of the Pocket Forest and new EV Charging Stations.

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 would be held at the Ruataniwha Kaiapoi Civic Centre on Monday 17 May 2021 at 5pm.

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 6.33pm.

CONFIRMED

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

**Workshop (6.35pm to 7.10pm)**

- *Woodend to Kaiapoi Cycle Routes – D Young (Senior Engineering Advisor)*
- *Members Forum*

**Briefing (7.10pm to 7.35pm)**

- *Kaiapoi River Youth Consultation – S Redman (Youth Development Facilitator)*

Unconfirmed

**MINUTES FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD HELD AT THE OXFORD TOWN HALL, MAIN STREET, OXFORD ON WEDNESDAY 5 MAY 2021 AT 7PM.**

**PRESENT**

D Nicholl (Chairperson), T Robson (Deputy Chairperson), S Barkle, M Brown, S Farrell, W Doody, R Harpur and N Mealings.

**IN ATTENDANCE**

T Tierney (Manager, Planning and Regulation), S Maxwell (Road Compliance Officer), K Graham (Road Safety Co-ordinator), T Künkel (Governance Team Leader), and E Stubbs (Governance Support Officer).

There were nine members of the public in attendance for the public forum.

**1 APOLOGIES**

No apologies were received.

**2 PUBLIC FORUM**

**2.1 Maria Lowe - Oxford Resident**

M Lowe raised various concerns around the speed of the trucks using Main Street in Oxford. A large volume of trucks travelled through Oxford on a daily basis, and she believed that it was only a matter of time before a child walking to school would be injured. She also knew elderly Oxford residents who were too fearful to cross Main Street and had observed a few near misses herself.

M Lowe suggested that the current pedestrian crossings on Main Street be raised and that the speed limit be reduced in a bid to slow down the trucks. She would also like to see the New Zealand Police have a greater presence in the town.

T Robson thanked M Lowe, and advised that her concerns had been brought to the Board attention on a number of previous occasions. Near misses had also been brought to his attention through his role at the Chairperson of the Oxford Community Trust. The residents' concerns were also regularly discussed on Facebook. He noted that the Board could lobby the Council on the residents' behalf.

D Nicholl commented on the role of the New Zealand Transport Agency in the setting of speed limits. Mayor Gordon confirmed that the Council could make a determination on the speed limit on Main Street. However, the speed set had to be matched by the environment. Mayor Gordon commented that a decision could not be made this evening, however, the concerns would be brought to the attention of the Council and followed up.

**2.2 Fiona Harman - Oxford Resident**

F Harman agreed with the comments made by M Lowe. She noted that previous speed surveys conducted by the Council showed the mean speed along Main Street at 46km/h. She did not believe that this was accurate due to where the speed surveys were conducted. In her opinion the speed limit along Main Street should be reduced to 40km/h.

F Harman raised a concern that there was not designated truck parking in Oxford. Trucks therefore parked along Main Street, thereby blocking driveways and obscuring the view of oncoming traffic.

S Farrell thanked F Harman for speaking to the Board and enquired what effect she believed a Pace Car Initiative would have on traffic speed along Main Street. F Harman did not support a Pace Car Initiative as she did not consider it as a long term solution to the problem.

N Mealings questioned if F Harman would prefer trucks to be re-routed so they did not pass through Oxford. F Harman agreed that this may be the best solution. She was aware of a proposed re-routing plan developed by local residents and would be happy to forward that to the Council.

In conclusion, F Harman stressed that she was opposed to chlorination of the Oxford water supply and asked that UV treatment rather be considered as an alternative.

S Barkle commented on her experience with the Woodend School Pace Car Initiative that was launch in partnership the New Zealand Trucking Association. There was a great relationship between the New Zealand Trucking Association and the school and the initiative had been very successful as a means of slowing traffic down trough Woodend.

### 2.3 **Chas Livermore - Oxford Resident**

C Livermore concurred that it was dangerous for pedestrians to walk along Main Street with trucks speeding past. He was particularly concerned for children and the elderly. He raised questions about the absence of zebra crossing signs warning motorist of an upcoming pedestrian crossing. T Tierney undertook to follow up regarding the zebra crossing signs.

### 2.4 **Cassandra Walker - Oxford Resident**

C Walker reiterated the previous comments and commented that people parked on yellow lines next to the pedestrian crossings further reducing visibility. When the electronic speed indicator signs were present in Oxford she had witnessed vehicles travelling at 80 km/hr through the township.

M Brown thanked C Walker for attending and asked the residents where they wished to see the pedestrian crossings located to improve visibility. The residents agreed the crossing needed to be in the middle of a street block, not near an intersection. It was suggested that the pedestrian crossings near the Oxford Town Hall needed to be closer to the police station.

W Doody commented that the current locations of the pedestrian crossings were historical. F Harman agreed, however, the town had seen significant growth since the .installation of the pedestrian crossings.

M Brown enquired if the residents believed that more pedestrian crossings were required. The residents believed three was enough, however, they would like them raised and moved to improve visibility. The crossing near Bay Road was too close to an intersection and there was a high volume of school traffic that did not stop at the intersection.

D Nicholl thanked the residents for attending the public forum and sharing their concerns with the Board. He acknowledged that the speeding traffic on Main Street was an ongoing issue.

### 3 **CONFLICTS OF INTEREST**

No conflicts of interest were declared.

### 4 **CONFIRMATION OF MINUTES**

#### 4.1 **Minutes of the Oxford-Ohoka Community Board – 7 April 2021**

Moved: S Barkle

Seconded: S Farrell

**THAT** the Oxford-Ohoka Community Board:

- (a) **Confirms** the circulated Minutes of the Oxford-Ohoka Community Board meeting, held on 7 April 2021, as a true and accurate record.

**CARRIED**

#### 4.2 **Matters Arising**

Nil.

### 5 **DEPUTATIONS AND PRESENTATIONS**

Nil.

### 6 **ADJOURNED BUSINESS**

Nil.

### 7 **REPORTS**

#### 7.1 **Approval to Install Cattle Stops in Carleton Road, Between Harewood Road and Eyre River – J McBride (Roading and Transport Manager) and S Maxwell (Road Compliance Officer)**

S Maxwell advised that approval was being sought for two cattle-stops to be installed on Carleton Road between Harewood Road and Eyre River. An underpass was the ultimate option for moving cattle, however, due to the unsealed, low volume nature of the road this was not deemed necessary. The cost of the construction would sit with the applicant who had previously installed cattle-stops on Harewood Road.

S Barkle questioned what would happen if the land was sold. S Maxwell explained there was a Licence to Occupy Agreement and the new owner would therefore need to apply to have the licence transferred. If the crossing was no longer used, the cost of removal would be borne by the owner.

In response to a question by W Doody, S Maxwell advised that the applicant would be responsible for the maintenance and cleaning of the cattle-stops. In some cases mats were required to be placed across the road to protect the surface.

Moved: T Robson

Seconded: S Farrell

**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 210414059928.

- (b) **Approves** the construction of two cattle stops and associated fences and gates on Carleton Road at the location shown on the attached diagram (Trim. 210414059922 for the purpose of enabling the safe and efficient movement of cows across Carleton Road while at the same time keeping the road accessible and safe for road users.
- (c) **Approves** the attached Draft Licence to Occupy Agreement (Trim. 210414059937).
- (d) **Notes** that all costs associated with the construction and the maintenance of the cattle stops, fences and gates would be met by the property owner.
- (e) **Notes** that the property owner would be required to remove the cattle stops, fences and gates if and when they cease dairy farming operations or if they change their method of operation that does not require the regular movement of cows across Carleton Road;
- (f) **Circulates** this report to the Utilities & Roading Committee.

**CARRIED**

## **8 CORRESPONDENCE**

Moved: S Barkle

Seconded: M Brown

**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives** the memo regarding the North Eyre Road Tram Road Intersection earth mound (Trim 210505071583

**CARRIED**

M Brown was concerned that the Roading Team seemed to be unsure if the earth mound was planted. He requested that the Board be kept updated on this matter.

W Doody suggested that a “flashing” slow down traffic sign be installed on the top of Tram Road to get west bound traffic to slow down.

## **9 CHAIRPERSON'S REPORT**

### **9.1 Chairpersons Report for April 2021**

D Nicholl commented he had been approached at the Ohoka Farmers Market by a resident concerned about the culvert on McHughs Road who suggested there needed to be changes to its alignment. He had brought the matter to the Council's attention.

D Nicholl expressed a concern regarding the Council's stand at this year's Oxford A&P Show, he believed that the stand needed to be more accessible to the public. He recommended that the Council considered another location for the stand next year.

D Nicholl and S Farrell presented the Board's submission at the Council's Long Term Plan Hearing.



Moved: M Brown

Seconded: T Robson

**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives** report No 210329052091.

**CARRIED**

## **10 MATTERS FOR INFORMATION**

- 10.1 Woodend-Sefton Community Board Meeting Minutes 12 April 2021 (Trim 210419062607)
- 10.2 Rangiora-Ashley Community Board Meeting Minutes 14 April 2021 (Trim 210408056666)
- 10.3 Kaipoi-Tuahiwi Community Board Meeting Minutes 19 April 2021 (Trim 210427066471)
- 10.4 Waimakariri Water Zone Committee Annual Report for 2020 – report to Council Meeting 6 April 2021 – Circulates to All Boards.
- 10.5 Library Update to March 11 2021 – Report to Council Meeting 6 April 2021 – Circulates to All Boards.
- 10.6 ANZAC Day Services 2021 – Report to Council Meeting 6 April 2021 – Circulates to All Boards.
- 10.7 Results of the 2020 Private Wells Study for Nitrate – Cust and West Eyreton – Report to Land and Water Committee Meeting 20 April 2021 – 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 10.7.

**CARRIED**

## **11 MEMBERS' INFORMATION EXCHANGE**

S Barkle

- Noted the petition started by a Swannanoa resident for an extension to the footpath. She had encouraged the resident to submit to the Long Term Plan and advised that there would be consultation on the cycle network later in the year.
- There seemed to be progress with the five cross-roads improvements with changes now marked out.
- Expressed a concern regarding a Resource Consent submissions to Environment Canterbury (ECan) to use land to excavate material and to deposit material over an aquifer in Woodstock. This included contaminated /demolition materials and around 15 to 20 trucks were expected to visit the proposed landfill daily.
- Attended:
  - Ohoka Farmers Market Long Term Plan community engagement.

M Brown

- Expressed concern regarding excessive stock excrement being left while moving livestock and some farmers not meeting conditions of their consent.
- Requested an update on the Horrellville Church. T Tierney explained it was a difficult situation and staff were working through the issues with the owner.

- Attended:
  - The Council Sustainability Steering Group
    - Work had been completed to determine the dollar value of staff member energy use. There were likely to be changes come out of that work and would result in a saving for ratepayers.
  - Mandeville Sports Club (MSC) Board meeting
    - A number of funding applications had been submitted for projects. The Strategic Plan was progressing well.

#### S Farrell

- Noted that the Keep Oxford Beautiful Group requested that a dog poop station be installed at the West Oxford Reserve. T Kunkel undertook to follow-up with the Greenspace Team.
- Questioned when work would start at The Oaks Reserve in Oxford.

The Mayor noted that the work at The Oaks Reserve needed to commence as soon as possible and the Greenspace Team needed to ensure that the reserve was maintained. T Kunkel undertook to follow-up with the Greenspace Team.

- Attended:
  - Waimakariri Access Group Meeting
    - Barrier free pamphlet was nearly complete, concern raised around vehicle crossings not being sealed.

#### R Harpur

- Noted concerns around prevalence of drones. They appeared to cross into the Waimakariri district from Christchurch. The New Zealand Police had been informed.
- Attended:
  - Hui at Tuahiwi Marae
    - It was a positive discussion.
  - Local Government Conference in Gore and commented it was an invaluable experience for a first time board member.
  - Mandeville Sports Club meeting
    - Submission made to LTP for capital items.
  - Greypower meeting
    - Number one issue in the Waimakariri area was health services.

#### T Robson

- Also expressed concern regarding a Resource Consent submitted to ECan in Woodstock. There seemed to be a potential for the landfill to contain asbestos and medical waste. The aquifer was only approximately six meters below surface in that location.  
The Board shared S Barkle's concern and requested that the Council or ECan be requested to brief the Board on the Resource Consent pertaining to 513 Trig Road, Woodstock.
- Received a number of phone calls from concerned residents regarding the condition of the High Street work site. Gates and a large trench had been in place for a long time. After concern was raised with the Council the site seemed to have improved.
- He also received phone calls regarding the condition of repairs to the roads in Lees Valley.
- Attended:
  - Ashley Gorge Advisory Group meeting
    - Trees on northern side of Ashley Gorge Bridge needed to be trimmed to improve visibility. Track project was progressing well, Stage 2 was the waterfall track. A significant number of volunteer hours had been put into the project. A moderate 5-6 hour skyline route was in planning. A track counter

had been in place 113 days and had recorded 5827 people walking the track. They had received a conservation award for biodiversity.

- ANZAC Day Service, was well attended.
- Oxford A&P Show – suggested that more time be put into planning the engagement prior.

#### N Mealings

- Tabled Information Exchange (Trim 210505071773).
- Attended:
  - Annual Hui with WDC and Te Ngai Tuahuriri Runanga.
  - Greater Christchurch Partnership meeting.
  - Christchurch City Council's Coastal Hazards Working Group.
  - Honda Forest Planting Day.
  - Chaired elected member's Sustainability Steering Group.
  - Prevention of Alcohol and Drug Harm Community Forum
    - Commented on benefits of networking for those in the sector.
  - Joint meeting between ECan and the Waimakariri District Council's Councils
    - Raised need for a Tram Road Bus service.
  - Land and Water Committee meeting
    - Results of the Council's study on nitrate levels in private wells were provided, booklet available regarding managing a private water supply was available online and important to share widely.
  - ANZAC services.
  - Waimakariri Youth Council meeting – Six new Youth Councillors.
  - Council meeting – Cust Rural Recycling facility approved to continue.
  - The Council's Long Term Plan submission hearings.

#### W Doody

- Attended:
  - Chairperson and Deputy Chairperson's training.
  - District Licencing Hearing.
  - Road Safety meeting commented that the Trucking Association were willing to support initiatives to slow traffic through built up areas.
  - Multi-Use Stadium Steering Group – going well, fit out in mid-July 2021.

## **12 CONSULTATION PROJECTS**

Nil

## **13 BOARD FUNDING UPDATE**

13.1 **Board Discretionary Grant**  
Balance as at 30 April 2021: \$5,426.

13.2 **General Landscaping Fund**  
Balance as at 30 April 2021: \$3,403.

The Board noted the funding balances.

**14 MEDIA ITEMS**

Nil

**15 QUESTIONS UNDER STANDING ORDERS**

Nil

**16 URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

Nil

**Workshop**

- *Members Forum – The Mayor updated the Board on the progress made with the development of the Heath Hub in Rangiora.*

**NEXT MEETING**

The next meeting of the Oxford-Ohoka Community Board was scheduled for Wednesday 2 June 2021 commencing at 7.00pm at the Oxford Town Hall.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 8:56pm.

CONFIRMED

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

**MINUTES FOR THE MEETING OF THE WOODEND-SEFTON COMMUNITY BOARD HELD IN MEETING ROOM A, WOODEND COMMUNITY CENTRE, SCHOOL ROAD, WOODEND ON MONDAY 10 MAY 2021 AT 6.00PM.**

**PRESENT**

S Powell (Chairperson), A Thompson (Deputy Chairperson), J Archer, M Paterson, S Stewart and P Redmond.

**IN ATTENDANCE**

S Markham (Manager Strategic Projects), D Young (Senior Engineering Advisor), A Mace-Cochrane (Graduate Engineer), K Rabe (Governance Advisor) and C Fowler-Jenkins (Assistant Governance Officer).

One member of the public was present.

**1 APOLOGIES**

Moved: J Archer                      Seconded: A Thompson

An apology for absence was received and sustained from A Allen.

**CARRIED**

**2 CONFLICTS OF INTEREST**

No conflicts of interest were declared.

**3 CONFIRMATION MINUTES**

**3.1 Minutes of the Woodend-Sefton Community Board – 12 April 2021**

Moved: M Paterson                      Seconded: J Archer

**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 12 April 2021.

**CARRIED**

**3.2 Matters Arising**

Nil.

**4 DEPUTATIONS AND PRESENTATIONS**

**4.1 Carville Stewart – Sefton Traffic Issues**

C Stewart, a resident of Sefton, was in attendance and spoke to the Board regarding the speed of traffic in Sefton. He noted that vehicles were traveling too fast along Pembertons Road before reaching the village. He therefore suggested that the 50km/h sign should be relocated closer to the intersection of Criglington and Pembertons Roads which would give motorists more time to slow down before reaching the Railway/Vaughan Street intersection. The repositioning of the sign would also assist vehicles exiting Criglington Road. He also suggested the 'Extreme Care' sign along with the visual symbols for cyclists, horse and walkers may be better located on Pembertons Road.

C Stewart believed that motorists were coming over the brow of the hill at high speed and were not slowing down in time, and conversely leaving Sefton were speeding up to get up the hill before the speed limit actually changed. With children crossing Pembertons Road to get to the Sefton Domain and playground, safety was a real concern. He felt that relocating the signage would allow motorists time to react in a timely manner. He also believed that painting the speed limit on the road surface would assist in slowing traffic.

C Stewart also raised a concern regarding the current speed limit on Upper Sefton Road outside the Sefton School and the business district. In his opinion a 70km/h was too high in that environment and a reduction to 50km/h, as was in most business/residential areas, would be more appropriate. C Stewart tabled copies of his presentation (Trim Ref: 210512075312).

P Redmond enquired if, instead of moving the current sign, a change of speed limit warning sign would not be more appropriate. C Stewart explained, that if that was the option chosen, then he would suggest that the sign should also warn of children crossing as depicted in his presentation, and that the signage should appear on both sides of Pembertons Road for maximum visibility.

In the matter of Upper Sefton Road, P Redmond noted that 60km/h would be the preferred limit as set out by New Zealand Transport Agency Regulations. He enquired if C Stewart would agree to that reduction. C Stewart agreed that any reduction in the speed limit near Sefton School would be better than the current speed limit, and compared it to Waikuku where the speed limit had recently been reduced.

The Chairperson thanked C Stewart for his clear, concise presentation as well as the offered solutions to the problems that the Sefton community seemed to be facing.

The Board requested staff to investigate the suggested options for reducing speed limits in Sefton and present a report on the matter to the Board at a subsequent meeting.

#### 4.2 **Anna Heasley – Northshore Boardriders Club**

A Heasley requested that her deputation be postponed to a future Board meeting.

### 5 **ADJOURNED BUSINESS**

Nil.

### 6 **REPORTS**

#### 6.1 **Approval to Consult on Speed Limit Reviews Undertaken for Town Entrances and Other Specified Locations – D Young (Senior Engineering Advisor) and A Mace-Cochrane (Graduate Engineer)**

The Board held a general discussion regarding the proposed speed limits for Petries and Gladstone Roads in Woodend. They noted that Copper Beech Road was a link between two popular cycling/walking paths, Gladstone Road, which lead to Gladstone Park and Pegasus, and the Jill Creamer Trail. The road was therefore used by cyclists and walkers to move between the cycling/walking paths. The Board felt that the current 60km/h speed limit was too high in this environment and requested the Council to approach NZTA with a special case for this road to be classified as 50km/h as there was no cycle/walkway along it.

J Archer noted that there was no mention of Sefton in the report and A Mace-Cochrane advised that the current area under review was already large and complex. To avoid it becoming more cumbersome a decision had been made to conduct a separate review on speed limits in Sefton, Ashley and Loburn later in the year.

S Powell questioned the reason for pre-consultation as this may cause confusion for the public, being asked twice for feedback, and was informed that pre-consultation was more for public information and advertising of the upcoming consultation. It was confirmed that no feedback would be sought during pre-consultation.

J Archer requested that the area outside Kendall Park in Kaiapoi be considered for a reduction in speed limit as it was dangerous when trying to turn into the reserve. A Mace-Cochrane replied that the section of road outside Kendall Park did not meet the current criteria for a speed reduction as the reserve was mostly used during the evenings and weekends for sports, but otherwise seldom accessed.

Moved: S Powell

Seconded: M Paterson

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** report No. 210429068269.

**THAT** the Council:

- (b) **Approves** consultation being carried out on the proposed speed limit changes shown in Table 1 and Table 2 below:

Table 1. Proposed Speed Limits for Ashley Roads.

| Location                                | Current (km/h) | Proposed (km/h) |
|---|----------------|-----------------|
| <b>Stokes Road</b> , entire length.     | 100            | 60              |
| <b>Kaiapoi Pa Road</b> , entire length. | 100            | 60              |
| <b>Preeces Road</b> , entire length.    | 100            | 60              |
| <b>Wards Road</b> , entire length.      | 100            | 60              |

Table 2. Proposed Speed Limits for Woodend Roads.

| Location  | Current (km/h) | Proposed (km/h) |
|---|----------------|-----------------|
| <b>Gladstone Road</b> , east of Petries Road to end of road.  | 70             | 60              |
| <b>Gladstone Road</b> , 50 km/h sign to east of Petries Road. | 70             | 50              |
| <b>Petries Road</b> , Gladstone Road to Copper Beach Road.    | 60             | 50              |

- (c) **Recommends** that Copper Beech Road be included in the current Speed Limit Review.
- (d) **Notes** that this would be carried out as part of a wider consultation process for roads around the district.
- (e) **Notes** that pre-engagement would be carried out in August, with consultation occurring from September to October.
- (f) **Notes** that the results of the public consultation and the final speed limit proposals would be presented to the Community Boards and then Council for approval.
- (g) **Notes** that any submission on the new proposed speed limits, including those from the New Zealand Police, Waka Kotahi, Te Ngāi Tuāhuriri Rūnanga, New Zealand Automobile Association, and New Zealand Road Transport Association, would be considered prior to presenting the final speed limit proposals.

- (h) **Notes** that Sefton would be included in the next round of speed reviews later in the year.

**CARRIED**

6.2 **Proposed Rooding Capital Works Programme for 2021/22 and Indicative Three Years – D Young (Senior Engineering Advisor)**

The report was taken as read.

A Thompson noted that the cost of threshold signage in Waikuku seemed high and was advised that this would include kerb and channelling work to narrow the road to assist in reducing speed. A Thompson queried where this work would be sited, at the reduction from 80km/h to 50km/h or at the reduction of 50km/h to 30km/h. D Young was unsure but thought that the work would be carried out at the 80km/h to 50km/h reduction. He undertook to discuss the matter with the Rooding and Transport Manager and update the Board accordingly.

S Powell noted that she and the Rooding and Transport Manager had discussed safety concerns with vehicles veering onto the Rangiora-Woodend cycle path when overtaking a stationary vehicle waiting to turn into Chinnerys Road, Woodend but it was not included in this report. She wanted to ensure that this safety issue would not be overlooked as there would be more traffic turning into Chinnerys Road due to the continuing Ravenswood development. D Young agreed to discuss this with the Rooding and Transport Manager, and report back to the Board.

S Powell also noted that safety works needed to be considered for Tulls Road, Waikuku which was also noted for the Rooding and Transport Manager's attention.

Moved: A Thompson                      Seconded: P Redmond

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** report No. 210429068500.
- (b) **Notes** that there was a call for resolution at the meeting and that feedback could be provided on the Draft Programme to the Rooding and Transport Manager at the Board meeting.

**CARRIED**

6.3 **Change to the appointment of the Board Representative to the Pegasus Residents Group – K Rabe (Governance Advisor)**

K Rabe reminded the Board that this matter had been discussed at the April 2021 meeting and took the report as read.

Moved: J Archer                              Seconded: M Paterson

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** report No. 210419062609.
- (b) **Revokes** the appointment of S Powell as the Board's representative and liaison person to the Pegasus Residents' Group.
- (c) **Approves** the appointment of Board Member Andrea Allen as the Board representative and liaison person to the Pegasus Residents Group.
- (d) **Thanked** S Powell for her work over the past 14 months as the Board's representative to the Pegasus Residents' Group.

**CARRIED**



6.4 **Retrospective Approval of the Woodend-Sefton Community Board's Submission to the Environmental Canterbury's 2021/31 Draft Long Term Plan – K Rabe (Governance Advisor)**

Moved: S Powell

Seconded: P Redmond

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** report No. 210420063608.
- (b) **Retrospectively Approves** its submission to the Environmental Canterbury's 2021/31 Draft Long Term Plan (Trim Ref: 210412058151).

**CARRIED**

Moved: S Powell

Seconded: S Stewart

**THAT** the Woodend-Sefton Community Board

- (a) **Adjourn** to go into a workshop to discuss the Woodend to Kaiapoi Cycle Routes.

**CARRIED**

*The Woodend-Sefton Community Board when into workshop from 6.44pm to 7.36pm.*

Moved: S Powell

Seconded: J Archer

- (a) **THAT** the Woodend-Sefton Community Board reconvene its meeting.

**CARRIED**

**7 CORRESPONDENCE**

Moved: S Powell

Seconded: A Thompson

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** the memorandum (Trim Ref: 210510074040) from Greg Barnard, Parks Community Assets Officer, regarding replacement trees in Pegasus was tabled.

**CARRIED**

**8 CHAIRPERSON'S REPORT**

8.1 **Chairperson's Report for May 2021**

Moved: S Powell

Seconded: S Stewart

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** report No. 210504070599.

**CARRIED**

**9 MATTERS FOR INFORMATION**

- 9.1 Oxford-Ohoka Community Board Meeting Minutes 7 April 2021 (Trim 210406055037)
- 9.2 Rangiora-Ashley Community Board Meeting Minutes 14 April 2021 (Trim 210408056666)
- 9.3 Kaiapoi-Tuahiwi Community Board Meeting Minutes 19 April 2021 (Trim 210427066471)
- 9.4 Waimakariri Water Zone Committee Annual Report for 2020 – report to Council Meeting 6 April 2021 – Circulates to All Boards.

- 9.5 Library Update to March 11 2021 – Report to Council Meeting 6 April 2021 – Circulates to All Boards.
- 9.6 ANZAC Day Services 2021 – Report to Council Meeting 6 April 2021 – Circulates to All Boards.
- 9.7 Results of the 2020 Private Wells Study for Nitrate – Cust and West Eyreton – Report to Land and Water Committee Meeting 20 April 2021 – Circulates to All Boards.

Moved: M Paterson

Seconded: J Archer

**THAT** the Woodend-Sefton Community Board receives the information in Items 9.1 to 9.7.

**CARRIED**

## **10 MEMBERS' INFORMATION EXCHANGE**

### **S Stewart**

- LTP Hearings concluded Friday 7 May at Oxford. Staff would be reporting back for deliberations at the end of May 2021.
- Site visit on Friday 7 May to the Spark Farm – Discussion regarding a walkway/cycleway along the Northbrook stream.
- Waimakariri Biodiversity Trust – Off shoot from the CWMS Waimakariri Zone. The Trust would address biodiversity issues and hoped to raise funds for particular projects both on private and public land.
- Waimakariri Land Care Trust – Another off-shoot from the CWMS Waimakariri Zone Committee – combined in a land care trust including New Generation Farmers who had received \$250,000 from MPI.

### **M Paterson**

- Woodend Community Association Meeting – Lots of concerns around security and petty crime. Road Safety was also discussed including highlighting concerns regarding the signalized crossing in Woodend and the bottlenecking from The Pines intersection through to Pegasus.

### **P Redmond**

- ANZAC Concert organised by the Rangiora Brass Band was a sell-out – likely to be repeated in November 2021 for the Kaiapoi RSA and recommended members attend.
- Possible closure of the Westpac Branch in Kaiapoi – the Ward Councillors, Chairperson of the Kaiapoi-Tuahwi Community Board and the Mayor met with representatives of the bank.

### **A Thompson**

- Reminder about Tsunami Information evenings.

## **11 CONSULTATION PROJECTS**

Nil.

## **12 BOARD FUNDING UPDATE**

### **12.1 Board Discretionary Grant**

Balance as at 30 April 2021: \$2,293.

### **12.2 General Landscaping Fund**

|                                    |                       |
|------------------------------------|-----------------------|
| Balance as at 31 January 2020:     | \$13,327              |
| Amount allocated to date:          | <u>\$ 9,727</u>       |
| <b>Balance as at 30 April 2021</b> | <b><u>\$3,600</u></b> |

The Board noted the funding balances.

**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 Woodend-Sefton Community Board is scheduled for 6pm, Monday 14 June 2021 at the Pegasus Community Centre, 8 Tahuna Street, Pegasus.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 8.05PM.

**Workshop (6.44pm to 8.02pm)**

- *Woodend to Kaiapoi Cycle Routes – D Young (Senior Engineering Advisor) and A Mace-Cochrane (Graduate Engineer)*  
Various routes discussed and route 3 (red) was deemed as the best option with the Cam River (blue) as an alternative.
- *Members Forum*
  - Tsunami Flyers.
  - Pegasus Residents AGM reminder.
  - Update on Owen Stalker Park.
  - Update on Woodend Beach sign.

**MINUTES FOR THE MEETING OF THE RANGIORA-ASHLEY COMMUNITY BOARD HELD IN THE FUNCTION ROOM, RANGIORA TOWN HALL, 303 HIGH STREET, RANGIORA ON WEDNESDAY 12 MAY 2021 AT 7.00PM.**

**PRESENT**

J Gerard QSO (Chairman), D Lundy (Deputy Chairman), K Barnett, R Brine, M Clarke, M Fleming, J Goldsworthy, M Harris, S Lewis, J Ward, A Wells and P Williams.

**IN ATTENDANCE**

L Smith (Manager, People and Engagement), J McBride (Roading and Transport Manager), K Straw (Civil Projects Team Leader), A Mace-Cochrane (Graduate Engineer), K Rabe (Governance Adviser) and E Stubbs (Governance Support Officer).

**1 APOLOGIES**

There were no apologies.

**2 CONFLICTS OF INTEREST**

Item 6.3 - R Brine, Fernside Netball Club.

**3 CONFIRMATION OF MINUTES**

**3.1 Minutes of the Rangiora-Ashley Community Board – 14 April 2021**

Moved: J Goldsworthy

Seconded: D Lundy

**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 14 April 2021.

**CARRIED**

**3.2 Matters Arising**

J Gerard noted that he presented the Board's Long Term Plan submission to the Council on 6 May 2021.

J Gerard advised that he and M Harris had attended the Taggart's Quarry hearing held on 6 May 2021. One Commissioner had stood down due to a conflict of interest, and the hearing therefore proceeded with only two Commissioners. M Harris commented J Gerard's submission had received good support from those present.

**4 DEPUTATIONS AND PRESENTATIONS**

Nil.

**5 ADJOURNED BUSINESS**

Nil.

## 6 REPORTS

### 6.1 Approval to Consult on Speed Limit Reviews to be Undertaken for Town Entrances and Other Specified Locations – J McBride (Roading and Transport Manager) and A Mace-Cochrane (Graduate Engineer)

J McBride spoke to the report seeking approval to consult on the proposed reduced speed limits on various roads in the Board's area. The Speed Limit Review was primarily focused on town fringes where development had encroached in rural areas, resulting in unsuitable speed limits for residential areas, as well as reviewing speed limits on unsealed roads in Tuahiwi.

J McBride noted an amendment to the recommendation contained in the report under the Cust Roads table which specifies "Tippings Road" this should read "Tallotts Road".

J Gerard enquired if reducing the speed limits on Flaxton Road would further increase traffic pressure on Lineside Road. J McBride stated that, in her opinion, this would not occur as the Flaxton Road route was still an attractive alternative which allowed people to avoid Southbrook. She noted that the time delay would be minimal.

D Lundy commented on the elongated nature of Cust which would result in the need for the reduction of the speed limits on a long stretch of Oxford Road, and enquired if there was role for District Planning to balance the trade-off between the expansion of Cust along Oxford Road and commuting time. J McBride commented that district planning did play a part in terms of what areas were developed, however, this was difficult in the older areas such as Cust which had developed over time.

M Clarke questioned the criteria for decision making, when roads were residential on one side and rural the other. J McBride commented that appropriate speed limits were set for different environments and the psychology of driving was considered, to attempt to make the speed of a road relatively self-explanatory. The roads that had differing environments on either side could make for challenging decisions. Enforcement and education had a part to play to enable people to understand the impact of speed on the community.

K Barnett commented that the speed of vehicles through Cust was generally higher than 60km/hr and enquired what other road improvements which could be in the Cust area in an effort to reduce speed. J McBride provided examples of possible measures including road narrowing and flush medians. In response to K Barnett's query, J McBride did not believe there would be loss of parking if these measures were installed.

K Barnett noted that it seemed unusual that Earlys Road should be 80 km/hr for its entire length and enquired how Earlys Road was different to roads such as No.10 Road which would remain at 100 km/hr. J McBride advised that it was because Earlys Road was the link road to Tram Road.

J McBride advised that the Waka Kotahi Setting of Speed Limits Consultation was currently out. As part of the new legislation, the Council would be required to develop a Speed Management Plan for the district.

J Goldsworthy enquired if a Speed Management Plan, would provide the Council more autonomy in the setting of speed limits in future. J McBride explained that there were few roads in the district that could remain at 100 km/hr without further upgrades.

S Lewis commented on the effectiveness of the flashing speed signs and asked if they were moved around the district. J McBride advised that the signs were moved regularly because if they remained in the same location for too long they lost their effectiveness.

Moved: R Brine

Seconded: M Harris

**THAT** the Rangiora-Ashley Community Board recommends:

**THAT** the Council:

- (a) **Receives** report No. 210429068204.
- (b) **Approves** consultation being carried out on the proposed speed limit changes shown in Table 1 to Table 3 below:

Table 1. Proposed Speed Limits for Tuahiwi Roads.

| Location                                      | Current (km/h) | Proposed (km/h) |
|---|----------------|-----------------|
| <b>Camside Road</b> , sealed section (280 m). | 100            | 60              |
| <b>Camside Road</b> , unsealed section        | 100            | 60              |
| <b>Youngs Road</b> , entire length.           | 100            | 60              |
| <b>Marsh Road</b> , entire length.            | 100            | 60              |

Table 2. Proposed Speed Limits for Rangiora Roads.

| Location   | Current (km/h) | Proposed (km/h) |
|--|----------------|-----------------|
| <b>Todds Road</b> , 64 Todds Road (south western entrance) to Flaxton Road.  | 70/80          | 50              |
| <b>Todds Road</b> , Fernside Road to 64 Todds Road (south western entrance). | 70/80          | 60              |
| <b>Fernside Road</b> , Flaxton Road to Lineside Road.                        | 100            | 80              |
| <b>Fernside Road</b> , Flaxton Road to west of Todds Road.                   | 80             | 60              |
| <b>Fernside Road</b> , west of Todds Road to Plaskett Road.                  | 100            | 80              |
| <b>Flaxton Road</b> , urban limits to south of Fernside Road (east).         | 80             | 60              |
| <b>Flaxton Road</b> , south of Fernside Road (east) to Skewbridge Road.      | 100            | 80              |
| <b>Johns Road</b> , current 70 km/h zone.                                    | 70             | 50              |
| <b>Johns Road</b> , 100 km/h zone to Swannanoa Road.                         | 100            | 80              |

|  |     |    |
|--|-----|----|
| <b>Lehmans Road</b> , Oxford Road to north of Chatsworth Avenue.           | 80  | 50 |
| <b>Lehmans Road</b> , Oxford Road to Fernside Road.                        | 100 | 80 |
| <b>Plaskett Road</b> , Fernside Road to Oxford Road.                       | 100 | 80 |
| <b>Mt Thomas Road</b> , Johns Road to Oxford Road.                         | 100 | 80 |
| <b>Swannanoa Road</b> , Oxford Road to 500 m along Swannanoa Road.         | 100 | 60 |
| <b>Swannanoa Road</b> , 500 m along Swannanoa Road to south of Johns Road. | 100 | 80 |
| <b>Oxford Road</b> , Current 70 km/h zone.                                 | 70  | 50 |
| <b>Oxford Road</b> , 100 km/h zone to west of Swannanoa Road.              | 100 | 80 |

Table 3. Proposed Speed Limits for Cust Roads.

| Location   | Current (km/h) | Proposed (km/h) |
|--|----------------|-----------------|
| <b>Cust Road</b> , 60 km/h zone.   | 60             | 50              |
| <b>Cust Road</b> , 80 km/h zone (west).                                    | 80             | 60              |
| <b>Cust Road</b> , 80 km/h sign to east of Tallotts Road                   | 80/100         | 80              |
| <b>Earlys Road</b> , Cust Road to 100 km/h sign.                           | 60             | 50              |
| <b>Earlys Road</b> , 100 km/h sign to 80 km/h sign (West Eyreton)          | 100            | 80              |
| <b>Crysell Avenue</b> , entire length.                                     | 100            | 80              |
| <b>Swamp Road</b> , Cust Road to the northern side of the one-lane bridge. | 60             | 50              |
| <b>McKays Lane</b> , entire length.  | 60             | 50              |
| <b>Mill Road</b> , current 70 km/h zone.                                   | 60             | 50              |
| <b>Mill Road</b> , 100 km/h zone to Swannanoa Road.                        | 100            | 80              |

- (c) **Notes** that consultation on the proposed speed limit changes shown in Table 1 to Table 3 would be carried out as part of a wider consultation

process for roads throughout the district.

- (d) **Notes** that pre-engagement would be carried out in August, with consultation occurring from September to October.
- (e) **Notes** that the results of the public consultation and the final speed limit proposals would be presented to the Community Boards and then Council for approval.
- (f) **Notes** that any submission on the new proposed speed limits, including those from the New Zealand Police, Waka Kotahi, Te Ngāi Tuāhuriri Rūnanga, New Zealand Automobile Association, and New Zealand Road Transport Association, will be considered prior to presenting the final speed limit proposals.

#### **CARRIED**

R Brine commented a decrease in the speed limit decreased the consequences of a crash. The reality was that some people would always flaunt speed limits. He however believed that lowering the speed limits was a good move to increase the general safety of the population.

M Harris agreed with R Brine. He expressed concern at the number of motorists distracted by their phones. Lowering speed limits was a step in the right direction that would hopefully save lives.

P Williams supported the motion, however, he was concerned about the effect of reduced speed limits on Flaxton Road to Southbrook, and stated he would not like to see an increase in congestion on Southbrook Road. He acknowledged that residents of Flaxton Road were unanimous in support of the reduced speed limit.

K Barnett was delighted to see some of the improvements which had been requested by the community, particularly in the Cust area. She was hesitant regarding the reduced speed limit on Earlys Road as it appeared to be an anomaly. She believed that there would have to be understanding by motorists as to why Earlys Road was different to get their buy in to reducing their speed.

J Ward supported the reduction of speed limits. She believed that the speed limits on Gressons, Flaxton and Lineside Roads should all be 80 km/hr due to the increasing traffic volumes, and stated that, in her opinion, the roads were not wide enough to accommodate the 100 km/hr limit.

A Wells supported the motion, and agreed with K Barnett that there should be a logical approach when considering the psychology of driving. He stated that there was nothing more frustrating than the increasing and decreasing of speed limits when traveling.

R Brine commented he did not believe a speed limit reduction on Flaxton Road would increase traffic problems on Southbrook Road.

#### **6.2 Proposed Roding Capital Works Programme for 2021/22 and Indicative Three Years – J McBride (Roding and Transport Manager)**

J McBride invited feedback from the Board on the proposed Capital Works Roding Programme which included kerb and channel renewals, footpath renewals, new footpaths and minor improvements. The programme was determined through a condition assessment as well as road hierarchy and proximity of facilities such as schools.

J Gerard enquired when the Townsend Road culvert improvements would be achieved. J McBride explained that as this was a significant project and had therefore been included in the Long Term Plan for the following financial year.



K Barnett sought clarity on the West Belt improvements as the community was concerned about the condition of the pavement. J McBride advised that the work on West Belt was to be completed in three stages to fit within the resurfacing budget.

P Williams commented on the condition of the kerb and channel on Milton Avenue outside the Rangiora showgrounds. As a main entrance to town, and an area which hosted important events in the district, the area needed to be cleaned up and improved. J McBride advised that the Council did not currently have funding for new kerb and channel. However, if the Board wished they could apply to the Long Term Plan or Annual Plan for specific funding allocation for this area.

Moved: P Williams

Seconded: J Goldsworthy

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 210428067450.
- (b) **Notes** that there was a call for resolution at the meeting and that feedback was provided on the Draft Programme to the Roading and Transport Manager at the Board meeting.

**CARRIED**

P Williams thanked J McBride for an informative report.

### 6.3 Application to the Board's 2020/21 Discretionary Grant Fund – K Rabe (Governance Advisor)

Having declared a conflict of interest R Brine sat back from the table and did not take part in the discussion.

K Rabe advised that the Fernside Netball Club had applied to the Oxford-Ohoka Community Board, however, as the Club was located in the Rangiora-Ashley Community Board area and the majority of members were from the Ward the application was redirected to the Rangiora-Ashley Community Board. K Rabe had spoken to the applicant who was pleased to submit to the Rangiora-Ashley Community Board instead.

S Lewis asked if it were possible to grant more than \$500. J Gerard commented that the \$500 was only a guideline.

Moved: S Lewis

Seconded: M Fleming

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 210407055848.
- (b) **Approves** a grant of \$489 to the North Canterbury Basketball Association towards the purchase of a manual score bench.
- (c) **Approves** a grant of \$525 to the Fernside Netball Club towards the purchase of two large wheeled equipment bags.

**CARRIED**

S Lewis was pleased that the Board was able to support both sports clubs.

## 7 CORRESPONDENCE

Nil.



**10 MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED**

Moved: J Gerard

Seconded: K Barnett

**THAT** the Rangiora-Ashley Community Board:

- (b) **Resolves** that the public be excluded from the following parts of the proceedings of this meeting.

**CARRIED**

The general subject of each matter to be considered while the public was 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, were as follows:

| Item N° | Minutes/Report of:              | General subject of each matter to be considered          | Reason for passing this resolution in relation to each matter | Ground(s) under section 48(1) for the passing of this resolution |
|---------|---------------------------------|--|---|--|
| 10.1    | Receive Matters for Information | Public Excluded report – to Management Team 6 April 2021 | Good reason to withhold exists under Section 7                | Section 48(1)(a)   |

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

| Item N° | Reason for protection of interests   | Ref NZS 9202:2003 Appendix A |
|---------|--|------------------------------|
| 10.1    | Protection of privacy of natural persons<br>To carry out commercial activities without prejudice | A2(a)<br>A2(b)ii             |

**CLOSED MEETING**

The public excluded portion of the meeting occurred from 7.32 to 7.34.

**RESOLUTION TO RESUME IN OPEN MEETING**

Moved: J Gerard

Seconded: K Barnett

**THAT** the Rangiora-Ashley Community Board:

- (a) **Resolves** that the open meeting resumes.

**CARRIED****OPEN MEETING**

## 11 MEMBERS' INFORMATION EXCHANGE

### K Barnett

- The Council had heard submitters to the Long Term Plan including the Loburn Hall upgrade request from the Ashley Rugby Club. The Club believed a complete rebuild was the best option.
- A Council Housing Working Group had been approved to look at the future role of the Council in social housing.
- There was a Southbrook Transfer Station consent issued and funding had been approved for a temporary fix.
- The Cust Rural Recycling trial had been approved for continued funding.

### M Fleming

- Attended the Community Board's Conference in Gore. This was an interesting experience with a broad range of speakers presenting.
- Presented at the Back to Basics Timebank Workshop.

### P Williams

- It was interesting to hear the views of submitters to the proposed Long Term Plan spending.
- Attended a roading meeting with A Wells regarding issues of poor maintenance of gravel roads. Potential for use of soft rock from Oxford quarry to mitigate dust and improve roads. Trials would be commencing soon.

### J Ward

- Attended Long Term Plan submission hearings including submission from Waikuku Beach Surf Lifesaving Club who were planning a rebuild of clubrooms. Commented on importance and success of the club.
- Attended meeting with ECan where Three Waters Reform was discussed. Mutual concern about direction from Government.
- Reminder of the upcoming Rangiora Promotions AGM on 8 June and the Big Splash.
- Kaiapoi South Mixed Business area was progressing.
- Rangiora Council Chambers upgrade was progressing.

### M Harris

- Attended Rangiora Museum AGM.
- Attended ANZAC Day Service.
- Presented at Back to Basics Timebank Workshop.
- Attended Taggarts Quarry Hearing.

### A Wells

- Site visit with Roding Manager, Sicon representative and Councillor Williams regarding state of gravel roads. Conversation around new material to be trialed. Concern that there was not enough funding for the maintenance of the districts gravel roads. He noted that a grader did not fix the issues and noted there was no budget for equipment such as a roller.

R Brine

- Noted there had been two breaches of ECan resource consent at the Southbrook Transfer Station. One was minor, the other required a larger fix.
- Solid and Hazardous Waste Working Party meeting – still issues with yellow bin contamination. It was a worrying trend. Four people had lost their yellow bin. Auditing was a necessary but an expensive process.

J Goldsworthy

- Attended the wonderful Big Brothers Big Sisters breakfast and encouraged members to join.
- Attended Fire Brigade AGM – there was a new Chief. The number of house fires was lower indicating fire safety visits were working well.
- Attended Community Board Conference. It was enlightening to see difference between National and Local Government. Had some initiatives he would like to introduce to the Board in his upcoming report on the Conference.

S Lewis

- Attended Back to Basics Workshop which was inspiring.
- Commented on the amazing work the Hope Trust was doing in the community.
- Attended ANZAC Day Services.
- Attended Big Brothers Big Sisters breakfast.

M Clarke

- Attended ANZAC Day Service was a good turnout in Rangiora.
- Spoke at Charles Upham Village gathering.
- Commented on progress of COVID-19 Vaccine rollout.

D Lundy

- Attended Memorial Service for Gerry Stone.
- Attended ANZAC Day Services.
- Agreed that footpath links should be looked at in the Ashley Street Milton Avenue area which serviced a wide recreational area.

**12 CONSULTATION PROJECTS**

Nil.

**13 BOARD FUNDING UPDATE****13.1 Board Discretionary Grant**

Balance as at 30 April 2021: \$8,872.

**13.2 General Landscaping Fund**

|                             |          |
|-----------------------------|----------|
| Balance as at 1 July 2019   | \$63,680 |
| Allocations made            | \$57,319 |
| Balance as at 30 April 2021 | \$6,361  |

The Board noted the funding balances.

**14 MEDIA ITEMS**

Nil.

**15 QUESTIONS UNDER STANDING ORDERS**

Nil.

**16 URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

Nil.

**Workshop**  
(8.05pm to 8.43pm)

- *Southbrook Cycle Way – K Shaw (Civil Projects Team Leader) and A Mace-Cochrane (Graduate Engineer) Feedback given on the Board's preferred route.*

**NEXT MEETING**

The next meeting of the Rangiora-Ashley Community Board was scheduled for 7pm, Wednesday 9 June 2021 in the Function Room at the Rangiora Town Hall.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 8.05PM.

\_\_\_\_\_  
Chairperson

Date

**WAIMAKARIRI DISTRICT COUNCIL**

**REPORT FOR INFORMATION**

**FILE NO:** GOV-18 / 210525083394  
**REPORT TO:** Council  
**DATE OF MEETING:** 1 June 2021  
**FROM:** Dan Gordon, Mayor  
**SUBJECT:** Mayor's Diary Wednesday 28 April – Tuesday 25 May 2021

**1. SUMMARY**

Attend regular meetings with the Chief Executive, Management Team and staff.

|                    |  |
|--------------------|--|
| Wednesday 28 April | <p>Meetings: Waitaha Primary Health Board Finance and Risk Committee; with three local developers, along with Council's Chief Executive</p> <p>Spoke to: Council's submission on Environment Canterbury's Long Term Plan, with Council's Chief Executive</p> <p>Attended: Funeral of Mike Dormer<br/>Launch of Enterprise North Canterbury 2021 Business Awards; Rangiora RSA Club AGM</p> |
| Thursday 29 April  | <p>Meetings: Regional Road Safety Working Group; with Chief Executive and executive staff of Canterbury District Health Board, along with Gendie Woods of Friends of Rangiora Hospital and Councillor Philip Redmond; Unit Commander and Chair of No.88 Squadron</p>   |
| Friday 30 April    | <p>Meetings: Representatives of Rangiora Airfield Advisory Group; phone call with <i>Stuff</i> Reporter</p> <p>Attended: LGNZ Three Waters Service Delivery Reform workshop</p>  |
| Sunday 2 May       | <p>Attended: Official opening of the Selwyn Sports Centre</p>  |
| Monday 3 May       | <p>Meetings: With residents re 1) Funding opportunity, 2) Resource Consent conditions, 3) Skewbridge; Water Zone Committee; Pines &amp; Kairaki Beach Association</p>  |
| Tuesday 4 May      | <p>Interview: Compass FM</p> <p>Meeting: Council: 1) Informal re Three Water Reforms, 2) Monthly meeting</p>   |
| Wednesday 5 May    | <p>Meetings: Briefing to Council on the District Plan; Waitaha Primary Health Board; Oxford-Ohoka Community Board</p> <p>Hearings: Submissions to Council's Long Term Plan, at Kaiapoi</p> <p>Speech: to Combined Friendship Club</p>  |

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|------------------|---|
| Thursday 6 May   | Meeting: With resident re immigration matter<br>Hearings: Submissions to Council's Long Term Plan, at Rangiora  |
| Friday 7 May     | Meeting: With Elected Members and developers re Woodstock Quarry<br>Hearings: Submissions to Council's Long Term Plan, at Oxford<br>Hosted: Afternoon tea for the organising committee of the Cancer Society's 'Relay for Life'<br>Attended: Funeral of John Ashby  |
| Saturday 8 May   | Unveiled: Plaque at the entrance to the Honda Forest along with Honda NZ Managing Director and Cr Al Blackie, and participated in the Community Planting Day<br>Judged: Oxford Promotions Association school holiday colouring competition<br>Attended: and spoke at the St John North Canterbury District Awards |
| Sunday 9 May     | Attended: and spoke at the season closing of the Waimakariri Sailing Club   |
| Monday 10 May    | Meetings: With Chief Executive of Westpac NZ (via Zoom); Housing Working Group; Three Waters Reforms, with Papatipu Rūnanga Chairs and South Island Mayors / Council Chief Executives; Rangiora Volunteer Fire Brigade 146 <sup>th</sup> AGM  |
| Tuesday 11 May   | Interview: Compass FM<br>Meetings: Council re Local Government New Zealand (LGNZ) matters, with Mayor Sam Broughton; Council Briefing   |
| Wednesday 12 May | Attended: Big Brothers, Big Sisters fundraiser breakfast  |
| Thursday 13 May  | Meetings: With resident re housing concerns; LGNZ Three Waters (via Zoom)<br>Interviews: with District Plan Review Commissioners, assisted by Chief Executive and Cr Niki Mealings<br>Attended: Drainage Advisory Groups get-together; opening night of 'Joseph and the Amazing Technicolour Dreamcoat'           |
| Friday 14 May    | Meetings: Greater Christchurch Partnership Committee; with management of Countdown Kaiapoi re residents' traffic concerns; Residents of Charles Upham Retirement Village; with resident re neighbouring development   |
| Saturday 15 May  | Participated in the street collection for the Salvation Army<br>Attended: The 30 <sup>th</sup> birthday celebrations of the Darnley Club; Kaiapoi High School production of 'The Addams Family'<br>Presented: Awards at the Waikuku Beach Volunteer Fire Brigade Service Honours evening                          |
| Monday 17 May    | Hearings: and Deliberations on the Draft Regional Land Transport Plan   |
| Tuesday 18 May   | Interview: Compass FM<br>Meetings: With resident re neighbouring development; Audit and Risk Committee; Community and Recreation Committee; Utilities and Roading Committee<br>Attended: Site visit to Mainpower Stadium  |



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| Wednesday 19 May | Meetings: With the Editor of The Press; Enterprise North Canterbury Board<br>Attended: Careers Expo at Rangiora High School, along with Council Chief Executive  |
| Thursday 20 May  | Meetings: Te Rūnanga o Ngāi Tūāhuriri re District Plan Review; with professionals re youth mental health concerns<br>Interview: with District Plan Review Commissioner, assisted by Chief Executive and Cr Niki Mealings<br>Attended: Canterbury District Police Awards<br>Conducted: Citizenship Ceremony<br>Welcomed: attendees to a Community Safety Forum and participated in the workshop discussions             |
| Friday 21 May    | Meetings: With Ashgrove School Principal and Deputy; Te Rūnanga o Ngāi Tūāhuriri and Heritage NZ re restoration of St Stephen's, Tuahiwi; with residents re: 1) Three Waters reforms; 2) proposed fundraising concert<br>Interview: with District Plan Review Commissioner, assisted by Chief Executive and Cr Niki Mealings<br>Attended: Reunion dinner with Deputy Mayor and members of the 2018 delegation to China |
| Saturday 22 May  | Meetings: With residents re Coopers Creek concerns;<br>Attended: Workshop ahead of meeting with Minister of Transport  |
| Sunday 23 May    | Attended: Campbell Aero Classics open day  |
| Monday 24 May    | Meetings: Joint WDC/Rūnanga; Greater Christchurch Partner Council Briefing<br>Guest Speaker at Rangiora Rotary   |
| Tuesday 25 May   | Interview: Compass FM<br>Meetings: Council Long Term Plan deliberations; Pegasus Residents' Association AGM  |

**THAT** the Council:

- a) **Receives** report N°. 210525083394

Dan Gordon  
**MAYOR**