

Waimakariri District Council

Agenda

Tuesday 2 May 2023

1.00pm

Kaikanui Room (Upstairs)
Ruataniwha Kaiapoi Civic Centre
176 Williams Street
Kaiapoi

Members:

Mayor Dan Gordon

Cr Neville Atkinson

Cr Al Blackie

Cr Robbie Brine

Cr Brent Cairns

Cr Tim Fulton

Cr Jason Goldsworthy

Cr Niki Mealings

Cr Philip Redmond

Cr Joan Ward

Cr Paul Williams

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The Mayor and Councillors

WAIMAKARIRI DISTRICT COUNCIL

A meeting of the **WAIMAKARIRI DISTRICT COUNCIL** will be held in THE KAIKANUI MEETING ROOM (UPSTAIRS), RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI, on **TUESDAY 2 MAY 2023 commencing at 1pm.**

Sarah Nichols
GOVERNANCE MANAGER

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

BUSINESS

Page No

1. **APOLOGIES**

2. **CONFLICTS OF INTEREST**

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

3. **ACKNOWLEDGEMENTS**

4. **CONFIRMATION OF MINUTES**

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

RECOMMENDATION

11 – 26

THAT the Council:

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

MATTERS ARISING (FROM MINUTES)

5. **DEPUTATIONS AND PRESENTATIONS**

6. **ADJOURNED BUSINESS**

Nil.

7. REPORTS

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

RECOMMENDATION

27 – 73

THAT the Council:

- (a) **Receives** Report No. 230411049443.
- (b) **Receives** TRIM 230411049445 (Attachment i).
- (c) **Receives** TRIM 221117200125 (Attachment ii) and TRIM 230217021817 (Attachment iii).
- (d) **Adopts** the Northern Pegasus Bay Bylaw 2016 (amended 2023), Trim No 230217021817.
- (e) **Forwards** the adopted Amended Northern Pegasus Bay Bylaw 2016 to the Minister of Transport for his approval as required by Section 22 AB (4) of the Land Transport Act 1998.

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

RECOMMENDATION

74 – 119

THAT the Council:

- (a) **Receives** Report No. 230321038647.
- (b) **Adopts** the Waimakariri District Council Wastewater Policy (TRIM 221214216590).
- (c) **Adopts** the Waimakariri District Council Advisory Groups Policy (TRIM 221214216299).
- (d) **Adopts** the Waimakariri District Council Application for Connection to Water Supply or Wastewater Schemes Policy (TRIM 221221220283).
- (e) **Adopts** the Waimakariri District Council Underground Service Locating Policy (TRIM 221221220812).
- (f) **Adopts** the Waimakariri District Council Naming Policy (TRIM 230321039443).
- (g) **Approves** the Waimakariri District Council Subdivisions Policy for targeted public consultation with developers (TRIM 221220219765).
- (h) **Revokes** the Fire Control Bylaw (TRIM 140917100993).
- (i) **Revokes** the following Council policies which are no longer required:
 - i) Aquatic Facilities Customer Safety and Security Policy (TRIM 180525057831).
 - ii) Temporary Residential Accommodation Policy (TRIM 120808051207).
 - iii) Bylaw Policy (TRIM 210921151596).
 - iv) Council's Role in the Provision of Community Facilities (TRIM 120622038970).
 - v) Council's Role in Economic Development (TRIM 131112104759).

- vi) Sale of Council Owned Land in Town Centre Development Areas (TRIM 120814052808).
 - vii) Public Refuse Bins Policy (TRIM 130402022973).
 - viii) Private Individual Water Supplies Policy (TRIM 221214216013).
 - ix) Water Supplies – Residential 4A – 4B Zones (TRIM 121120081965).
 - x) Transfer Surplus Water Units on Restricted Water Supplies (TRIM 121114080354).
 - xi) Servicing of Urban Infill Developments and Infill Subdivisions (TRIM 161010104086).
 - xii) Geotechnical Investigations and Subdivisions Assessment Policy (TRIM 230124008890).
- (j) **Notes** the 3 Water's Policies and Development / Subdivision policies have all been reviewed and the proposals in this report complete the policy review process for these departments.
 - (k) **Circulates** this report to the Community Boards for their information.

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

RECOMMENDATION

120 – 347

THAT the Council:

- (a) **Receives** Report No. 230420056169.
- (b) **Supports** the proposed concept plan/master plan that includes input from Daniel Smith Industries (DSI). Notes that DSI would be using this as the basis for a Plan Change to the Council.
- (c) **Notes** this concept plan/master plan has been discussed and prepared with the Rangiora Airfield Advisory Group.
- (d) **Approves** the CE and General Manager Community and Recreation to create a cost share agreement with Daniel Smith Industries in relation to implementation of the plan change process associated with the airfield development. The cost share agreement would be brought back to the Council for approval.
- (e) **Notes** this cost share agreement would only be given effect to, should the Council adopt a plan change through the planning process.
- (f) **Approves** staff progressing with certification of the airfield as a qualifying aerodrome under CAA Rule Part 139. Noting that there would be a cost to this of approximately \$55,000 which is currently identified in the draft Annual Plan.
- (g) **Approves** staff to work with the Rangiora Airfield Advisory Group to propose governance changes as outlined in option two of the aeronautical study. That the changes proposed be brought to the Council for ratification.
- (h) **Notes** that the Civil Aviation Authority have begun their own feedback process on the aeronautical study with users of the airfield.

- (i) **Notes** that the Civil Aviation Authority engagement process is unlikely to see a change in recommendation to become a certified aerodrome.
- (j) **Notes** staff have applied for \$150,000 in the draft Annual Plan to assist with certification requirements. It is expected that this would cover the compliance required within the aeronautical study including fencing improvements, taxi way improvements, *AWIB and **management system.

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

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

7.4 **Three Waters Transition: Scope of Property Transfer** – R Kerr (Delivery Manager – Stimulus and Shovel Ready) and K Simpson (3 Waters Manager)

RECOMMENDATION

348 – 371

THAT the Council:

- (a) **Receives** Report No. 230418054328.
- (b) **Note** the schedule of properties submitted to the National Transition Unit which identifies land recommended to be transferred to the new Water Services Entity as well as land that is recommended to remain in Council ownership.
- (c) **Note** the schedule of 270 properties identify the following categories of properties:
 - (i) 74 are identified as solely used for Three Waters and the land should transfer to the Water Services Entity.
 - (ii) 112 are identified as multi-value and should remain in Waimakariri District Council ownership (these are generally stormwater basins) with access for the Water Services Entity is covered by a Relationship Agreement.
 - (iii) 18 are partly occupied by Three Waters assets and property ownership is proposed to remain in Council ownership with access for the Water Services Entity is covered by a Relationship Agreement.
 - (iv) A further 66 properties where assets are located on the road reserve, Crown, private or Environment Canterbury land.
- (d) **Circulates** the report to all Community Boards for their information.

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

RECOMMENDATION

372 – 383

THAT the Council:

- (a) **Receives** report No. 230421056342.
- (b) **Notes** Anthony Morton from Electionz.com as the Electoral Officer for the Council.
- (c) **Notes** Sarah Nichols from the Council as the Deputy Electoral Officer for the Council.
- (d) **Authorises** staff to advertise the intention of the First Past the Post (FPP) voting system for the 2025 local authority elections and report back to the Council before August 2023.
- (e) **Establishes** a Representation Review Working Party and approves the Terms of Reference. (Trim 230421056350), which once established, will meet regularly on Thursday mornings.
- (f) **Appoints** Mayor Gordon and Councillors , (being one councillor from each ward) to the Representation Review Working Party.
- (g) **Approves** one member (non-Councillor) from each of the Rangiora-Ashley, Kaiapoi-Tuahivi, Woodend-Sefton and Oxford-Ohoka Community Boards being appointed by their respective Boards to be members of the Representation Review Working Party.
- (h) **Notes** a report will come before Council for consideration on the Māori ward matter following consultation with Ngāi Tūāhuriri Rūnanga and consideration of amendments to the Local Government Electoral Act legislation.
- (i) **Circulates** a copy of this report to each Community Board.

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

RECOMMENDATION

384 – 393

THAT the Council:

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

8. **HEALTH, SAFETY AND WELLBEING**

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

RECOMMENDATION

394 – 404

THAT the Council:

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

9. **COMMITTEE MINUTES FOR INFORMATION**

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

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

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

RECOMMENDATION

405 – 433

THAT Items 9.1 to 9.3 be received information.

10. **COMMUNITY BOARD MINUTES FOR INFORMATION**

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

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

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

RECOMMENDATION

434 – 463

THAT Items 10.1 to 10.3 be received for information.

11. **MAYOR'S DIARY**

11.1 **Mayor's Diary 29 March to 26 April 2023**

RECOMMENDATION

464 – 466

THAT the Council:

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

12. **COUNCIL PORTFOLIO UPDATES**

- 12.1 **Iwi Relationships** – Mayor Dan Gordon
- 12.2 **Greater Christchurch Partnership Update** – Mayor Dan Gordon
- 12.3 **Government Reforms** – Mayor Dan Gordon
- 12.4 **Canterbury Water Management Strategy** – Councillor Tim Fulton
- 12.5 **Climate Change and Sustainability** – Councillor Niki Mealings
- 12.6 **International Relationships** – Deputy Mayor Neville Atkinson
- 12.7 **Property and Housing** – Deputy Mayor Neville Atkinson

13. **QUESTIONS**

(under Standing Orders)

14. **URGENT GENERAL BUSINESS**

(under Standing Orders)

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

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

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

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

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

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

15.5	Acquisition of Easement Waikuku Beach	Good reason to withhold exists under section 7	Protecting the privacy of natural persons and enabling the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial) negotiations and maintain legal professional privilege as per LGOIMA Section 7 (2)(a), (g) and (i).
15.6	Contract 23/05 On-Demand UV Disinfection Contract for supply of UV reactors	Good reason to withhold exists under section 7	To enable Council to continue with (commercial) negotiation without prejudice or disadvantage as per LGOIMA Section 7(2)(i).

CLOSED MEETING

Refer to Public Excluded Agenda (separate document)

OPEN MEETING

NEXT MEETING

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

MINUTES OF A MEETING OF THE WAIMAKARIRI DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBER, RANGIORA SERVICE CENTRE, 215 HIGH STREET, RANGIORA, ON TUESDAY, 4 APRIL 2023, COMMENCING AT 1PM.

PRESENT

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

IN ATTENDANCE

J Millward (Acting Chief Executive), G Cleary (General Manager Utilities and Roading), J McBride (Roading and Transport Manager), M Bacon (District Planning Manager), K Simpson (3 Waters Manager), T Allinson (Senior Policy Analyst), R Hawthorne (Property Manager), A Child (Property Acquisitions and Disposals Officer), K LaValley (Project Delivery Manager), D Young (Senior Engineering Advisor), T Kunkel (Governance Team Leader) and A Smith (Governance Coordinator).

1. APOLOGIES

Moved: Councillors Ward Seconded: Councillor Goldsworthy

THAT apologies for absence be received and sustained from Councillors A Blackie and T Fulton.

CARRIED

2. CONFLICTS OF INTEREST

Due to their roles as Hearing Panel members for the District Plan Review, Deputy Mayor Atkinson and Councillor Mealings declared conflicts of interest with the following items in the open agenda:

- Item 7.1 – Delegations to District Plan Review Hearings Panel and Independent Hearing Panel,
- Item 7.2 Private Plan Change 30 Ravenswood Development Ltd Resolution of Appeal and Approval of Plan Change
- Item 8.2 – Flood Mapping Freeboard and Floor Level Technical Practice Note

3. ACKNOWLEDGEMENTS

The recent passing of Mel Selwood who was a Rangiora Borough Councillor from 1983 – 1986 and Kerin Brown, Kaiapoi Park Trustee and a long-time member of the Kaiapoi Rugby Football Club was acknowledged by Mayor Gordon. These men had both made a significant contribution to the community in many ways. All those present stood and observed a moments silence.

4. CONFIRMATION OF MINUTES

4.1 Minutes of a meeting of the Waimakariri District Council held on Tuesday 7 March 2023

Moved: Councillor Brine

Seconded: Councillor Cairns

THAT the Council:

- (a) **Confirms**, as a true and correct record, the circulated Minutes of the meeting of the Waimakariri District Council meeting held on Tuesday 7 March 2023.

CARRIED

4.2 **Minutes of an extraordinary meeting of the Waimakariri District Council held on Tuesday 14 March 2023**

Moved: Councillor Mealings

Seconded: Councillor Redmond

THAT the Council:

- (b) **Confirms**, as a true and correct record, the circulated Minutes of the extraordinary meeting of the Waimakariri District Council meeting held on Tuesday 14 March 2023.

CARRIED

MATTERS ARISING (FROM MINUTES)

There were no matters arising.

5. DEPUTATIONS AND PRESENTATIONS

- 5.1 **Update from the North Canterbury Citizens Advice Bureau** -
Theresa Evans (Coordinator) and Jacque Wrigley (Chairperson).

Mayor Gordon noted that both his father and late mother were volunteers at the Citizens Advice Bureau and acknowledged that Councillor Williams wife was currently a volunteer at the Citizens Advice Bureau. The Mayor took the opportunity to thank the Citizens Advice Bureau for all the work it undertook to support the community.

Jacque Wrigley and Theresa Evans introduced themselves and extended thanks to the Council for its continued support of the Citizens Advice Bureau over many years, which had included providing office space and covering some of the utility costs. The Council was its principal funder for which they were grateful, and other funders included the Wright Foundation, COGS as well as a portion received from the Lotteries Board funding that went to the national body. The organisation would not be able to continue operating without the assistance of the Council and there was no Government funding available for Citizens Advice Bureaus. Each Bureau was independent and governed through its own Board, operating under the guidance of the Constitution.

The North Canterbury Bureau was contracted to the Ministry of Business, Immigration and Employment to support migrants, however this contract was up for negotiation and ongoing funding was uncertain. An active fundraising team had undertaken numerous fundraising activities over recent years. The Bureau had 33 volunteers and run two three-hour shifts per day from 9.30am to 3.30pm Monday to Friday with two volunteers on each shift. They had calculated that volunteers had contributed more than 4,000 hours to the community over the past 12 months to keep the office running and had assisted just under 3,000 clients to understand their rights and responsibilities and to connect with services and support. The enquiries came from a diverse range people, spanning age groups and ethnicities from all over the North Canterbury district, plus enquiries from outside the district on the 0800 number. Also included in the Bureau facility, was a roster of free clinics supported by seven legal firms, Budgeting Services North Canterbury, Ministry of Social Development and an independent immigration advisor.

The Bureau provided assistance to a wide range of matters, including housing tenancy, relationship issues, neighbour disputes, employment and small business matters, consumer protection, immigration, income support, access to food assistance as well as local issues such as rubbish and recycling services, rates, local body elections, parking, water sewerage, noise and nuisance to name a few.

Clients were able to quickly gain the advice they required to assist with resolving their issues and was seen as an essential service. The face-to-face service was often a better response for a lot of members of the community without digital access.

Having a national 0800 number meant the service could continue to be provided from home during the Covid-19 pandemic lockdowns. Volunteers had also provided support during the Kaikoura earthquake in 2016. In addition, and via the 0800 number, assistance had been provided recently to residences in the North Island affected by the severe weather, providing information on where clients could find access to emergency accommodation, food relief, civil defence support, payments, advice about damaged property, blocked drains, tenancy rights and insurance. The Bureau offered confidential advice and people could remain anonymous knowing their privacy would be respected. The Community Advisory Board had a key role to play in ensuring that people were connected to the information, advice, support and services that they needed.

In conclusion, thanks were reiterated to the Council for its financial support of the Bureau, which had been a part of the North Canterbury community for 45 years.

Mayor Gordon thanked J Wrigley and T Evans for providing the update to the Council and it was suggested that they may like to speak at the next combined Community Boards meeting, the All Boards Workshop. It was agreed that this would be arranged by staff.

6. **ADJOURNED BUSINESS**

There was no adjourned business.

7. **REPORTS**

Deputy Mayor Atkinson and Councillor Mealings left the meeting during consideration of Items 7.1 and 7.2.

7.1 **Delegations to District Plan Review Hearings Panel and Independent Hearing Panel** - M Bacon (Development Planning Manager)

M Bacon presented this report, which dealt with two matters. Firstly, for the Council to give full delegation of functions, powers and duties under the Resource Management Act 1991 in respect of the District Plan Review (DPR). These applied to the Commissioners for the DPR Hearings which would commence in mid-May 2023. The second matter allocated delegations to the Independent Hearings Panel to hear Variation 1 (Housing Intensification Plan Change). Council staff had sought advice on this matter and also taken advice from the Ministry for the Environment, which said Councillors could not be included on an Independent Hearing Panel, hence the two subtly different hearing panels. This would mean there would be two subtly different decision-making bodies on the District Plan Review. Councillors would still be able to sit in on all hearings but not be part of the decision making for any Housing Intensification matters. All decisions of both the Hearings Panel bodies would come back to the Council for its decision.

Councillor Williams asked if the Councillors who were on the Hearing Panel would still need to declare a conflict of interest when the decisions of the Hearing Panel come back to the Council to consider or would they be able to vote. Mayor Gordon advised that there had been discussion with the Government Minister on this matter, and he did not agree with the current situation. It was agreed that elected members should be part of the Hearings Panel, and this would be addressed as part of the RMA Reform. Mayor Gordon noted that if members of the District Plan Hearing Panel sat in on the hearings, but not make a decision, then they could be part of the Council discussions and decision making when this matter came back to Council for a decision.

Councillor Redmond referred to recommendation (d) and asked was there any reason why there needed to be four commissioners appointed to hear Variation 1 to the Waimakariri District Plan. M Bacon responded that the exact process for hearing of submissions relating to Variation 1 had not been established yet, and it was the intention that submitters be able to speak to all points of their submissions in one session, in front of all Commissioners, rather than having to return at some other time to speak on the Variation 1 (Housing Intensification).

M Bacon spoke on the hearing schedule commencing from May 2023 with hearings spread out over the following 12 months. There would be different locations for hearings depending on how many people wished to be heard. There would be one hearing stream a month, a total of 70 days of hearings through the 12-month period. Hearings would be open to the public. The hearings schedule had been worked around the commitments of all hearing panel members, including Council meetings and Greater Christchurch Partnership commitments as much as possible.

Moved: Mayor Gordon

Seconded: Councillor Williams

THAT the Council:

- (a) **Receives** Report No. 230317037446.
- (b) **Appoints** Commissioners Gina Sweetman (Chair), Gary Rae, Alan Cubitt and Megan McKay to an Independent Hearings Panel in respect of Variation 1 to the Waimakariri District Plan.
- (c) **Delegates** to the District Plan Review Panel Commissioners Gina Sweetman (Chair), Gary Rae, Alan Cubitt, Megan McKay and Crs Mealings and Atkinson all the functions, powers, and duties necessary to hear submissions and make recommendations to the Council on provisions of the proposed Waimakariri District Plan, including Variation 2 (Financial Contributions). This delegation includes retrospectively confirming the exercise of the District Plan Review Panel Commissioner's functions, powers and duties to confirm intended hearing procedures and issue Minute 1.
- (d) **Delegates** to the Independent Hearings Panel (IHP) (Gina Sweetman (Chair), Gary Rae, Alan Cubitt, Megan McKay) all the functions, powers and duties necessary to hear submissions and make recommendations to Council on Variation 1 (Housing Intensification).
- (e) **Notes** that in respect of delegation (c), the District Plan Review panel will make recommendations to the Council, who must make a decision on the provisions and matters raised in submissions.
- (f) **Notes** that in respect of delegation (d), the Council must decide whether to accept or reject each recommendation of the Independent Hearing Panel (IHP) and may provide an alternative recommendation for any recommendation that the Council rejects. Where the Council does not accept any of the IHP's recommendations, the matter must be referred to the Minister for the Environment for final decisions.

CARRIED

Mayor Gordon advised that he challenged the Government on the decision of having an Independent Hearing Panel. He reluctantly supported the motion but believed that elected members should be able to be part of Hearings Panels, particularly on District Plan matters. The Government made this decision with very little notice however Mayor Gordon noted that the Minister was supportive of the concern that he had expressed. This impacted on other councils as well. Matters that were important to the community should have elected representation as part of decision making.

Councillor Ward asked if there would be any compensation paid to the Council from the Government, for the cost of running these hearings as this was a significant cost to the ratepayers. Mayor Gordon and staff did not have an answer to this question. Councillor Ward noted the significant commitment for Councillors as Hearing Panel members, which took them away from their usual Council duties.

Councillor Redmond supported the motion with some reluctance. Councillor Redmond believed there should be some consistency with the Variation 1 across the Tier 1 Councils in the area.

In reply, Mayor Gordon, agreed with Councillor Ward's point regarding compensation reimbursed to Councils for the cost of running the hearing process and requested staff to follow up on this matter. Mayor Gordon noted that there were other Councils who had also raised their concerns regarding Variation 1, and had advocated for elected members to be part of all decision making regarding the District Plan Review. Mayor Gordon wished it to be recorded that in the recent conversation, the Minister praised the professionalism and work of this Council's staff. Mayor Gordon endorsed these comments noting the significant work that staff had undertaken to reconsider the District Plan in a short space of time.

7.2 **Private Plan Change 30 Ravenswood Development Ltd Resolution of Appeal and Approval of Plan Change** – M Bacon (Development Planning Manager)

M Bacon was present for consideration of this report, which informed the Council of the resolution of an appeal on private Plan Change 30 (PC30) to the Operative District Plan (Ravenswood Developments). This was a plan change lodged by Ravenswood Developments to create a business within the Ravenswood area. This was declined by Commissioners, had subsequently appealed, and which had now been resolved. The next step was for the Council to make these decisions operative and include the provisions of Proposed Plan Change PC30 within the Operative District Plan.

Following a question from Councillor Redmond on the integration of changes to the Operative District Plan with the Proposed District Plan, M Bacon advised that in this case, as well as being in the Operative District Plan, the plan change proponent had a submission to the Proposed District Plan process, which was a separate process. It was noted that putting the Plan Change into the Operative Plan did not necessarily mean that the same decision would be made with the Proposed District Plan process.

It was confirmed that the decision of the appeal limited the retail area to a gross floor area of 25,500 square metres. The original area sought was 35,000 square metres which had been declined.

Moved: Mayor Gordon

Seconded: Councillor Ward

THAT the Council:

- (a) **Receives** report No. 230323040892.
- (b) **Approves** Proposed Plan Change PC30 to the operative district plan as set out in Appendix 1 of the Environment Court consent order decision on the appeal from Ravenswood Developments Ltd.
- (c) **Directs** that staff amended the operative Waimakariri District Plan by inserting the provisions that form part of the Environment Court consent order decision on the appeal from Ravenswood Developments Ltd in respect of private plan change PC30.
- (d) **Circulates** this report to the Woodend-Sefton Community Board for its information.

CARRIED

Mayor Gordon was supportive of this motion, noting the level of business and retail that was being attracted to Ravenswood was a good outcome for this Private Plan Change and for people to have their shopping experience completed here in Waimakariri was important.

Deputy Mayor Atkinson and Councillor Mealings returned to the meeting at this time.

7.3 **Council Funding for Transport Choices Package of Projects** – J McBride (Roading and Transport Manager)

J McBride and D Young were present for consideration of this report which sought approval of expenditure for construction of walking and cycling connections through the Transport Choices funding package offered by the Ministry of Transport in late 2022. In November 2022 the Council was advised that its expressions of interest for funding had been successful and it was then confirmed that an allocation of \$7,186,400 anticipated funding would be available, subject to meeting funding criteria and receiving gateway signoff from Waka Kotahi. There was a very tight timeframe for delivery of these Transport Choices projects and work had been underway to ensure these timeframes and criteria could be met. Funding would be included in the 2023/24 Annual Plan but the recommendation requested expenditure on planning and design aspects of the projects in 2022/23 be carried forward into 2023/24.

Councillor Goldsworthy sought clarification of how much of this funding (the \$615,000) was to be paid by the Council, and it was confirmed that the Waka Kotahi co-funding share for the Transport Choices work would be 67%, with the Council share being the remaining 33%. This equated to \$202,950 local share. J McBride confirmed the amount would be “up to” that figure.

Councillor Cairns asked if the cycle stands mentioned in the report would accommodate e-bikes and would there be charging stations for the bikes, noting the significant increase in the number of e-bikes imported into New Zealand in recent years. J McBride advised that there was a separate fund available for charging stations, and also that the work programme had not been set up yet, determining where the cycle stands would be located but this would come back to the Council in a future report.

Moved: Councillor Cairns

Seconded: Councillor Goldsworthy

THAT the Council:

- (a) **Receives** Report No. 230322039620.
- (b) **Approves** expenditure on planning / design aspects of the Transport Choices Walking and Cycling projects of \$615,000 in 2022/23 to be carried forward into 2023/24; noting that the actual physical works would be carried out in 2023/24.
- (c) **Notes** that this balance requires the Transport Choices Funding requested in the draft 2023/24 Annual plan be approved.
- (d) **Notes** that Funding Criteria for Transport Choices had to be met and gateway signoff from Waka Kotahi was required to release the next stage of funding for these projects.
- (e) **Notes** that the expenditure would be carried into the 2023/24 when budget was allocated.

CARRIED

Councillor Redmond congratulated staff on securing this funding noting it was an achievement to secure the two thirds subsidy. For clarification, it was important to note that this funding did not extend to that required for roading maintenance and this was a totally different funding stream. The community should be aware that this funding for walking and cycleways was not at the expense of road maintenance funding.

Councillor Ward extended thanks to staff for their work in securing this funding and work undertaken to date to meet the tight timeframes and to meet the criteria.

Mayor Gordon also extended thanks to the staff for all the workshops with the community and being in the position of securing this funding. It was an ambitious timeframe with a significant amount of work to be undertaken.

7.4 **Waimakariri District Council Growth Projections for LTP 2024 - 34** – T Allinson (Senior Policy Analyst)

T Allinson presented this report which recommended that the Council adopted a growth project scenario to be used in the development of the Council's 2024/34 Long Term Plan and accompanying documents. Population growth impacted on demand for Council services and infrastructure and the ability to cover costs.

There were no questions.

Moved: Councillor Ward

Seconded: Deputy Mayor Atkinson

THAT the Council:

- (a) **Receives** Report No. 230321039006.
- (b) **Notes** the recommendation by the Council's consultant (Formative) to adopt a 'new high' growth projection scenario for the 2024 – 2034 Long Term Plan.
- (c) **Notes** the previously adopted scenario for LTP 2021-31 was medium-high growth rate, which was an estimated growth rate of 480 dwellings per year.
- (d) **Adopts** the high growth projection scenarios as the basis for LTP 2024 – 34, which represented an anticipated growth rate of 495 dwellings per year.
- (e) **Circulates** this report to the Community Boards for their information.

CARRIED

7.5 **ANZAC Day Services 2023** - T Kunkel (Governance Team Leader)

T Kunkel was present for consideration of this report to appoint elected members attendance at the various 2023 ANZAC day services throughout the district.

Councillor Williams noted that there was no service for Fernside included in the list. T Kunkel advised that it had not been confirmed if there would be a service held at Fernside and this was to be decided at a meeting on 11 April 2023.

Mayor Gordon suggested, and it was agreed, that as part of the recommendation today, there be a member appointed to attend a Fernside service if it did take place.

Mayor Gordon also noted that at services referred to in recommendations (i) and (k) there would be a representative from the Youth Council assisting with wreath laying.

The meeting adjourned to workshop at 1.55pm to discuss attendance at the ANZAC services. The meeting resumed at the 2.07pm.

Moved: Mayor Gordon

Seconded: Deputy Mayor Atkinson

THAT the Council:

- (a) **Receives** report No 230317037308.

- (b) **Appoints** Deputy Mayor Atkinson and Councillor Mealings to attend the Ohoka Anzac Day service to be held at 11am on Monday, 24 April 2023, at Ohoka Hall, Mill Road, and to lay a wreath. Noting that the wreath will be laid in conjunction with an Oxford-Ohoka Community Board member.
- (c) **Appoints** Mayor Gordon and Councillors Cairns, and Goldsworthy to attend the Woodend Anzac service to be held at 6pm on Monday, 24 April 2023, at the Woodend War Memorial, and to lay a wreath.
- (d) **Appoints** Councillors Redmond and Blackie to attend the Sefton Anzac service to be held at 6pm on Monday, 24 April 2023, at the Sefton Domain, and to lay a wreath. Noting that the wreath will be laid in conjunction with a Woodend-Sefton Community Board member.
- (e) **Appoints** Mayor Gordon and Councillor Cairns to attend the Pegasus Dawn Service (Sounding only) to be held at 6am on Tuesday, 25 April 2023, at Pegasus Lake.
- (f) **Appoints** Mayor Gordon and Councillors Atkinson and Redmond to attend the Kaiapoi Dawn Service to be held at 6.30am on Tuesday, 25 April 2023, at the War Memorial at Raven Quay, and to lay a wreath. Noting that the wreath will be laid in conjunction with a Kaiapoi-Tuahiwi Community Board member.
- (g) **Appoints** Councillor Mealings to attend the Oxford Anzac Day service to be held at 9am on Tuesday, 25 April 2023, at the Oxford Cenotaph, and to lay a wreath.
- (h) **Appoints** Councillor Brine to attend the RSA service at the Rangiora High School to be held at 9.30am on Tuesday, 25 April 2023, and to lay a wreath. Noting that the wreath will be laid in conjunction with a Rangiora-Ashley Community Board member.
- (i) **Appoints** Mayor Gordon and Councillor Redmond to attend the Kaiapoi Citizens' Anzac Day Service to be held at 10am on Tuesday, 25 April 2023, Kaiapoi Cenotaph (Trousselot Park), and to lay a wreath.
- (j) **Appoints** Councillor Fulton to attend the Cust and West Eyreton Anzac Day service to be held at the Cust Community Centre and the Cust Cenotaph at 10am on Tuesday, 25 April 2023, and to lay a wreath. Noting that the wreath will be laid in conjunction with an Oxford-Ohoka Community Board member.
- (k) **Appoints** Mayor Gordon and Councillor Ward to attend the Rangiora Anzac Day Service to be held at 11.30am on Tuesday, 25 April 2023, at the Rangiora Cenotaph, and to lay a wreath.
- (l) **Appoints** Councillor Fulton to attend the West Eyreton Anzac Day Wreath Laying service to be held at 12pm on Tuesday, 25 April 2023, at the West Eyreton Memorial Gates, and lay a wreath. Noting that the wreath will be laid in conjunction with an Oxford-Ohoka Community Board member.
- (m) **Appoints** Mayor Gordon and Councillors Cairns and Atkinson to attend the Tuahiwi Anzac Day service to be held at 2pm on Tuesday, 25 April 2023, at the Tuahiwi Urupa, and to lay a wreath. Noting that the wreath will be laid in conjunction with an Kaiapoi-Tuahiwi Community Board member.
- (n) **Appoints** Councillor Williams to attend the Fernside Anzac Day service, in the event that it was confirmed that a service was to be held on Tuesday, 25 April 2023, at the Fernside Hall and to lay a wreath.

- (o) **Appoints** Deputy Mayor Atkinson, Councillors Blackie and Cairns to lay a wreath on behalf of the people of Zonnebeke, Belgium at the Kaiapoi Citizens' Anzac Day Service to be held at 10am on Tuesday, 25 April 2023, at the Raven Quay Cenotaph.
- (p) **Appoints** Deputy Mayor Atkinson, Councillors Williams and Brine to lay a wreath on behalf of the people of Zonnebeke, Belgium at the Rangiora Anzac Day Service to be held at 11.30am on Tuesday, 25 April 2023, at the Rangiora Cenotaph.
- (q) **Notes** that the Community Boards will be represented and lay wreaths at the various local Royal New Zealand Returned and Services Association (RSA) ANZAC Services within the District.
- (r) **Circulates** a copy of this report to Community Boards for information.

CARRIED

Mayor Gordon confirmed that any members of the Council were welcome to attend any of the services listed above, not just those named. Mayor Gordon noted there was a significant amount of work that went into organising these Anzac Day services. The issues with sound and traffic noise at the 2022 services in Kaiapoi and Rangiora were acknowledged and it was confirmed that there would be appropriate traffic management in place, and also the adequacy of the sound systems.

8. MATTERS REFERRED FROM COMMITTEES AND COMMUNITY BOARDS

- 8.1 **Smith Street, Kaiapoi – Approval to reduce the Speed Limit on Smith Street to 50km/h** – J McBride (Roading and Transport Manager)
(Refer to Report 230302015254 to the Kaiapoi Tuahiwi Community Board meeting of 20 March 2023)

J McBride and S Binder were present for consideration of this report referred to the Council from the recent meeting of the Kaiapoi-Tuahiwi Community Board. The report sought approval to apply to the Director of Waka Kotahi to lower the speed limit on Smith Street SH1 motorway southbound onramp, 90 metres east of the Smith Street Bridge to 50km/h.

S Binder added that the Woodend-Sefton Community Board had supported this speed limit reduction which was consulted upon during November 2022.

Councillor Redmond questioned the choice of 50km/h speed limit, rather than 60km/h. J McBride highlighted the traffic lights being installed at Tunis Street and that having consistency in speed limits had been something the community had supported.

Moved: Councillor Redmond

Seconded: Councillor Ward

THAT the Council:

- (a) **Approves** a change to the speed limit on Smith Street, Kaiapoi, between SH1 motorway southbound ramp and the existing speed threshold 90 metres east of the Smith Street Bridge, noting that this would then be submitted to the Director at Waka Kotahi under section 2.6 of the *Setting of Speed Limits Rule 2022*, requesting approval to proceed with the implementation.
- (b) **Notes** that consultation on a 50km/h speed limit on Smith Street, Kaiapoi (between SH1 motorway southbound ramp and the Cam River Bridge) was undertaken in 2022 and this was supported by 52% of respondents, with the remaining 48% of respondents opposed to the change.

CARRIED

Deputy Mayor Atkinson Against

Councillor Redmond supported this motion with the 50km/h being in line with the surrounding streets speed limit, noting that this was a small stretch of road and in this case it was a good reason to reduce the speed.

Councillor Ward supported the motion which made this stretch of road safer, with the industrial area developing on Smith Street and increased traffic volumes.

Councillors Atkinson and Mealings left the meeting at this time.

8.2 **Flood Mapping Freeboard and Floor Level Technical Practice Note** – G Cleary (General Manager Utilities and Roading) and K LaValley (Project Delivery Manager) (Refer to Report 200108001550 to the Utilities and Roading Committee meeting of 21 March 2023)

K LaValley and G Cleary took the report as read. The report provided an update on the work staff had undertaken to ensure a consistent and robust process was followed when assessing the risk of flooding and setting minimum floor levels for new dwelling houses in the district.

Councillor Williams queried the accuracy of the mapping. G Cleary responded that the mapping was based on the latest LIDAR mapping information available, and the accuracy of the modelling was improving with every generation of modelling.

Following a question from Councillor Williams on the storm events that the mapping was based on, G Cleary said that the impact of climate change had been considered in the mapping as well as the possibility of different types of storm events happening at the same time. There were scenarios where a flooding river event happened at the same time as a high rain event on the plains.

Councillor Williams asked if the capacity and design of the flood pumps in Kaiapoi had been taken into consideration. G Cleary responded that the water infrastructure was not taken into account in a flood model however staff were conscious that it gave an additional conservative level of reporting.

Councillor Goldsworthy asked if neighbouring councils had been using the same mapping system. G Cleary said Waimakariri had been using this system for quite some time and was seen as a leader in flood mapping due to the significant amount of development in the district. Any modelling that the neighbouring councils did would not be relevant to Waimakariri due to different geographical area. Council staff worked with Environment Canterbury as both Councils used the same software. The modelling and programmes continued to evolve and develop over time.

Councillor Redmond questioned the scale used and queried if it was sufficiently accurate to allow the difference between lot sizes in urban areas. G Cleary said there was the ability to model accurate LIDAR information and individual lot levels could be engineered with specific information however this would incur further cost to follow up.

Moved: Councillor Redmond

Seconded: Councillor Williams

THAT the Council:

- (a) **Endorse** the Flood Mapping Freeboard and Floor Level Technical Practice Note and associated process (Record No. 200106000520 and 220323042890).
- (b) **Notes** that the processes and requirements in this Technical Practice Note would be used by staff when setting minimum floor levels in relation to building, subdivision and land development in the district.
- (c) **Notes** that the Technical Practice Note may need to be revised once the Proposed District Plan was adopted to reflect the proposed changes to the natural hazards chapter.

- (d) **Notes** that the Technical Practice Note was a living document and may be amended by the General Manager Utilities and Roading, 3 Waters Manager or Project Delivery Manager with any major changes brought to the Council for endorsement.

CARRIED

Councillor Redmond supported the process but did note concern with the accuracy of the flood mapping data. The discretion to address any anomalies addressed this concern and therefore Councillor Redmond supported the motion.

Councillor Williams supported the motion, noting the safety of residents was of the utmost importance, though he still had some concerns with the accuracy of the flood mapping. He raised concerns with additional costs for people building a new house and the possibility of new houses requiring additional height in foundations

Councillor Brine also had concerns with the accuracy of the models and recession plains.

Deputy Mayor Atkinson and Councillor Mealings returned to the meeting at 2.31pm.

The meeting adjourned at 2.31pm to allow time for informal discussion on a local roading matter.

The meeting resumed at 2.49pm.

9. **HEALTH, SAFETY AND WELLBEING**

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

J Millward presented this report, noting the incident at Kaiapoi Marina which had been referred to the Harbourmaster for an enquiry. An investigation would consider if there should be safety measures installed at the pontoon.

Councillor Williams suggested that all marinas throughout New Zealand were the same as the pontoon at Kaiapoi River and queried if this questioned the safety of all marinas throughout the country. J Millward did not believe this was the case, however it would be necessary for an investigation to be undertaken to look at any ways to improve safety in the vicinity of the Kaiapoi pontoon. This would include having discussions with some of the major marina operators and marina builders in New Zealand.

Councillor Cairns suggested that the Harbourmaster's investigation should also determine if the people involved in the incident had fallen into the water or were swimming, which was illegal in this part of the river.

Mayor Gordon requested that the findings of the enquiry be reported back to the Council and the Community Board.

Moved: Councillor Ward

Seconded: Councillor Williams

THAT the Council:

- (a) **Receives** Report No 230322040056.
- (b) **Notes** that there were no notifiable incidents this month. The organisation was, so far as was reasonably practicable, compliant with the duties of a person conducting a business or undertaking (PCBU) as required by the Health and Safety at work Act 2015.

- (c) **Circulates** this report to the Community Boards for their information.

CARRIED

10. COMMITTEE MINUTES FOR INFORMATION

10.1 Minutes of a meeting of the Community and Recreation Committee meeting of 21 February 2023

10.2 Minutes of a meeting of the Audit and Risk Committee meeting of 14 March 2023

Moved: Councillor Mealings

Seconded: Councillor Redmond

THAT Items 10.1 to 10.2 be received information.

CARRIED

11. COMMUNITY BOARD MINUTES FOR INFORMATION

11.1 Minutes of the Oxford-Ohoka Community Board meeting of 7 March 2023

11.2 Minutes of the Rangiora-Ashley Community Board meeting of 8 March 2023

11.3 Minutes of the Woodend-Sefton Community Board meeting of 13 March 2023

Moved: Councillor Ward

Seconded: Councillor Goldsworthy

THAT Items 11.1 to 11.3 be received for information.

CARRIED

12. MAYOR'S DIARY

12.1 **Mayor's Diary 1 March – 27 March 2023**

Moved: Councillor Ward

Seconded: Councillor Redmond

THAT the Council:

- (a) **Receives** report no. 230329044162.

CARRIED

13. COUNCIL PORTFOLIO UPDATES

13.1 **Iwi Relationships** – Mayor Dan Gordon

Mayor Gordon had two previous meetings arranged with Te Maire Tau, but on both occasions, he was unable to attend. It was hoped to have a meeting set up in the near future to resume healthy relations with the Council. Mayor Gordon spoke of a local initiative that was underway at Tuahiwi Marae, working with truant young people, to assist with getting them back on the right path and being productive members of the community. Mayor Gordon had seen this programme in operation and suggested colleagues may also like to see this at a future date.

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

Mayor Gordon had nothing further to update with the next meeting coming up after the Easter weekend at which T Tierney would be present in her new role as Partnership Manager.

13.3 **Government Reforms** – Mayor Dan Gordon

Met with the Minister two weeks ago and awaiting an announcement on funding or ownership aspects. Mayor Gordon believed the ownership aspect would not change, but there may be changes in the regional entities. There may be an opportunity where stormwater was separated out but that was still to be advised. The offer of partnership between the Government and Councils had not been taken up, which was disappointing. J Millward advised that the new Entity Chief Executive had been appointed, on a twelve-month contract.

The Council's Resource Management Act submission was presented to the Select Committee and acknowledged all involved from this Council. Positive feedback was received after the presentation of the submission, and the Select Committee asked to see copies of the Council's speaking points. The Minister also asked to view a copy of the Council's submission.

Mayor Gordon noted the two days given to provide a submission on emergency changes with Civil Defence and advised that a letter had been sent in response expressing disappointment with the short turn around. Consultation should be undertaken in a meaningful way, not expecting Councils to rush through the process.

Councillor Redmond asked if there could be some publicity on Three Waters and the National Unit, and the information that the Council was being asked to provide. Councillor Redmond suggested that the residents may not be aware that the Government were moving things at pace under the radar. Mayor Gordon said this would be followed up with the Council's Communications team. Regarding the Resource Management Act submission, there had been some information recently in the North Canterbury News regarding this.

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

Councillor Fulton was not present.

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

On local matters – Currently there was a stocktake being undertaken by each Council department to look at what each department was doing to mitigate impacts of climate change and progress being made. This was last undertaken in late 2019. Draft Three Waters Climate Risk Assessment Report was due now. Asset management information was being workshopped now to provide information for the Council's Climate Change Adaptation Strategy. The Council's page on the 'It's Time Canterbury Campaign' website had been updated.

Regional matters – Councillor Mealings had attended the Mayoral Forum Climate Change Action Planning Group meeting recently. The Chairperson of the Climate Change Commission, Dr Rod Carr, was the guest speaker.

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

A Meeting of the Waimakariri-Passchendaele Advisory Group took place on 27 March 2023. The meeting discussed commencing forward planning for another group tour to Passchendaele in November 2024 to coincide with Armistice Day. It was confirmed that this would be a self-funded trip for all and could include a contingent of RSA members and any individuals interested in joining the tour. A report would come back to the Council to advise further details.

Deputy Mayor Atkinson had met with Michelle McWilliam to discuss forming another sister-city with China, however a report would come back to the Council to consider if the current sister-city partnership with China was still relevant. The Council would support the Rewi Alley trail, attending any functions relating to this, and noted that Hurunui District Council and Christchurch City Council maintained sister-city relationships relating to this.

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

The first meeting of the Property Portfolio Housing Group was held recently, with a significant workload. There would be fortnightly meetings initially to catch up on the workload. There were a number of Council properties to be disposed of in the near future.

14. **QUESTIONS**

(under Standing Orders)

There were no questions.

15. **URGENT GENERAL BUSINESS**

(under Standing Orders)

There was no urgent general business.

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

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

Moved: Councillor Ward

Seconded: Councillor Goldsworthy

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

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

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

Item No.	Subject	Reason for excluding the public	Grounds for excluding the public-
16.1	Confirmation of Council public excluded minutes 7 March 2023 meeting	Good reason to withhold exists under section 7	To protect the privacy of natural persons, including that of deceased natural persons (s 7(2)(a) and to carry on without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (s 7(2)(i)).
16.2	Minutes for information of the Audit and Risk Public Excluded meeting of 14 March 2023	Good reason to withhold exists under section 7	To carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (s 7(2)(i)).
16.3	Report on Proposed sale of 91 Ohoka Road, Kaiapoi	Good reason to withhold exists under section 7	To protect the privacy of natural persons, including that of deceased natural persons (s 7(2)(a); To maintain the effective conduct of public affairs through the protection of such members, officers, employees, and persons from improper pressure or harassment (s 7(2)(g); To carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (s 7(2)(i)).

16.4	Report Kaiapoi Stormwater and Flooding Improvements Beach Grove Inlet – request for additional funding	Good reason to withhold exists under section 7	To carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (s 7(2)(j)).
16.5	Funding to finalise the Stormwater Connection through Kingsford Smith Drive	Good reason to withhold exists under section 7	To carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (s 7(2)(j)).

CARRIED

The meeting adjourned for refreshments at 3.19pm and resumed at 3.35pm.

CLOSED MEETING

Recommendation to Resume in Open meeting

Moved: Mayor Gordon

Seconded: Deputy Mayor Atkinson

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

CARRIED

OPEN MEETING

16.5 Funding to Finalise the stormwater connection through Kingsford-Smith Drive – K LaValley (Project Delivery Unit Manager) and D Young (Senior Engineering Advisor)

Moved: Councillor Ward

Seconded: Councillor Goldsworthy

THAT the Council

- (a) **Receives** Report No. 230309032989.
- (b) **Approves** this report remain Public Excluded but the recommendations be made public.
- (c) **Approves** unbudgeted expenditure of up to \$78,769.57 plus GST against the Rangiora Drainage account to pay the Council contribution towards providing sufficient stormwater capacity in Southbrook stormwater system, to be loan funded over 25 years at an expected effect on the Rangiora Drainage rate of \$0.73 per annum or 0.3%.
- (d) **Notes** that this was the Council's contribution towards a total cost of up to \$191,592.14 plus GST (including 10% contingency), and that there were also contributions from Daniel and Annette Smith Industries and Southbrook Holdings Ltd.
- (e) **Authorises** the Chief Executive to finalise an addendum to an existing Private Developer Agreement (PDA) with Southbrook Holdings Ltd to pay a contribution up to \$78,769.57 plus GST, and to finalise an agreement with DASI to fund \$34,053.00 plus GST.
- (f) **Notes** that the stormwater works are currently being installed by the developer's contractor and will be inspected and certified by the council's subdivisions team.

CARRIED

17. **NEXT MEETING**

The next meeting of the Council is scheduled to commence at 1pm on Tuesday 2 May 2023, to be held in the Kaikanui Meeting Room (Upstairs), **Ruataniwha Kaiapoi Civic Centre**, 176 Williams Street, Kaiapoi.

There being no further business, the meeting concluded at 4.36pm.

CONFIRMED

Chairperson
Mayor Dan Gordon

Date

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: BYL-69/230411049443

REPORT TO: COUNCIL

DATE OF MEETING: 2 May 2023

AUTHOR(S): Nadeesha Thenuwara, Policy Analyst

SUBJECT: Adoption of the Northern Pegasus Bay Bylaw 2016 (amended 2023)

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


General Manager


Acting Chief Executive

1. SUMMARY

- 1.1. This report is to obtain Council's adoption of the Northern Pegasus Bay Bylaw 2016 (amended 2023).
- 1.2. The Northern Pegasus Bay Bylaw 2016 is due to lapse on 5 July 2023. The bylaw review process was delayed due to several circumstances, including social gathering restrictions resulting from the Covid outbreak that prevented the Northern Pegasus Bay Advisory Group from meeting, as well as the lack of availability of staff resources in the Strategy and Business Unit and the considerable time spent by staff researching enforcement options to address identified issues in the Northern Pegasus Bay coastal strip. This means a full review, including a robust consultation process, is not able to be completed prior to 5 July 2023.
- 1.3. Staff have completed a Local Government Act 2002 Section 155 report and have concluded a bylaw is still the most effective tool for managing beach use.
- 1.4. Given the time constraints, the most feasible and recommended option available for the Council to prevent the bylaw from lapsing is to make minor administrative amendments to the NPBB 2016 that do not affect beach users' rights and activities and adopt the amended NPBB 2016 before 5 July 2023. Given the community interest in this bylaw it is proposed to proceed with the full review soon after completing the administrative review.

Attachments:

- i. Section 155 report (TRIM 230411049445)
- ii. 2016 Northern Pegasus Bay Bylaw Review - Summary of Evidence (TRIM 221117200125)
- iii. Draft Northern Pegasus Bay Bylaw 2016 (amended 2023) with track changes (TRIM 230217021817)

2. RECOMMENDATION

THAT the Council:

- (a) **Receives** Report No. TRIM 230411049445 (section 155 report).
- (b) **Receives** TRIM 221117200125 (Attachment ii) and TRIM 230217021817 (Attachment iii).
- (c) **Adopts** the Northern Pegasus Bay Bylaw 2016 (amended 2023), Trim No 230217021817.
- (d) **Forwards** the adopted Amended Northern Pegasus Bay Bylaw 2016 to the Minister of Transport for his approval as required by Section 22 AB (4) of the Land Transport Act 1998.

3. **BACKGROUND**

- 3.1. The first bylaw for the Northern Pegasus Bay was adopted by the Council and became operative on 5 July 2010 to address issues identified in the coastal strip in Waimakariri District. After an extensive review process, the Northern Pegasus Bay Bylaw (NPBB) 2016 came into force on 15 August 2016, replacing the NPBB 2010.
- 3.2. As required by the Section 158 of Local Government Act 2002 (LGA), the NPBB 2016 was due to be reviewed no later than 5 July 2021. The commencement of the review was planned to start mid-2020, however, due to the Covid outbreak as well as limited availability of staff, the review could not begin until November 2022, delaying not only the commencement of the project but also all subsequent activities.
- 3.3. Section 160A of the LGA states that “a bylaw that is not reviewed as required, if not earlier revoked by the local authority concerned, is revoked on the date that is 2 years after the last date on which the bylaw should have been reviewed”. This means that the current bylaw will lapse on 5 July 2023. Completion of the review and adoption of the most appropriate form of bylaw by the council before 5 July 2023 is therefore pivotal to prevent the NPBB 2016 from lapsing.
- 3.4. In order to inform this decision, staff conducted an effectiveness review of the NPBB 2016 and prepared the Section 155 report to identify the best possible and practical option available for the Council to proceed further. A number of primary and secondary information sources were used to inform the effectiveness analysis. They are as follows:
- **WDC Service Request Records - August 2016 to 22 March 2022**
 - **WDC Trim (correspondence records) - July 2016 to 9 August 2022**
 - **NPBBAG discussions/minutes**
 - **Environment Canterbury Patrol Records 2016 – 2021**
 - **The Impact of Vehicles on Northern Pegasus Bay Beaches**
Ben Kirk, Callum Snell, Grace Middleton, Mary Millett, Sarah Wilson
Canterbury University GEOG309 research paper - November 2020
 - **Characteristics of Commercial Horse Trainers at Woodend Beach, Canterbury**
Annabelle Osborne, Casey Carrass, Leitesha Pentelow, Krystal Paix
Canterbury University GEOG309 research paper - September 2019
 - **Management of Sand Beaches for the Protection of Shellfish resources**
Gareth Taylor – 2013, Canterbury University Geography thesis
 - **Traffic Counts – Ashley Rakahuri Estuary, Kairaki Beach Carpark**
Agfirst MetroCount Traffic Executive on behalf of WDC
2020, 2021, 2022

4. **TKOTT Ranger records (2016-2022) ISSUES AND OPTIONS**

- 4.1. Available data indicates that the NPBB 2016 is effective, despite the fact that some issues related to beach users’ health and safety and environment protection still persist. Snapshot data from the Beach User Surveys revealed that the number of respondents who enjoyed the beach as it was safe gradually increased from 87 (29%) in 2019 to 168 (56%) in 2021/22. The number of respondents who perceived environmental degradation as a major issue declined from 11 (4%) in the 2019 survey to 1 (2%) in the 2020 survey. In addition, a low number of service requests (133) and Trim records (58) were also received by the Council between 2016 and 2022.
- 4.2. Field observations by staff, as well as 2020 drone and aerial imagery, confirmed good revegetation of the foredunes in the Estuary, with minor improvements also visible at Kairaki. Growing vegetation, and abundance of tautua indicate that the bylaw is effective in conserving the beach environment, including its flora and fauna through regulating human activities.
- 4.3. Although the bylaw has been successful in making progress towards attaining its intended goals, several issues still exist in the coastal strip. Some of these relate to prohibited

activities such as motorbikes and dogs in the estuary, but most relate to noncompliance with vehicle rules.

- 4.4. Vehicles destroy dune flora, kill Tuatua, disturb birds, and pollute the environment with carbon and other pollutants. Vehicles traveling at high speeds endanger all beach users. More than 95% of Environment Canterbury (ECan) Ranger service report records relate to vehicles (585). They were also the most perceived concern in both the 2019 and 2021 User Surveys (33% and 44%).
- 4.5. Motorbikes, which were prohibited from the coastal strip in 2016 are still an issue reported in the ECan Ranger service report, with an annual average of 35 records recorded during the period of 2019 to 2021. However, evidence showed community concerns about motorbikes being ridden unsafely and damaging vegetation and sand dunes had dropped from 17% in 2019 User Survey to 8% in 2021. ECan rangers have also observed an improvement in compliance.
- 4.6. Horses were the third largest issue (12% participants had 15 complaints) in the 2021 User Survey. This increased from 8% in 2019. Horses can have an impact on the intertidal zone by disturbing birds, and there is the potential for their faeces to leach excess nitrates into the environment. Horses kill Tuatua especially when galloping. A reduction in bivalves reduces water quality and interrupts the food chain.
- 4.7. In the 2021 Beach User Survey, dogs accounted for the second highest number of bylaw related issues (27%) recorded. In addition, 65 complaints were also received as council service request from 2016 to 2022. Uncontrolled dogs, dogs in prohibited areas, and dog faeces left behind on the beach negatively impact on the enjoyment and safety of beach users. Beach fauna is also at risk when dogs are not under control. Dogs impacting on wildlife in the Ashley/Rakahuri Estuary is an ongoing issue that needs to be addressed.
- 4.8. Prior to the adoption of the NBPP 2016, staff considered both regulatory and non-regulatory options available for the Council to address issues in the district's coastal strip. Use of non-regulatory methods seemed to provide an advantage for the community through increased access to the beach. These methods require Council to focus on raising public awareness of the importance of beach user health and safety and beach ecosystems. However, there is a good chance that these non-regulatory approaches will not be successful in altering beach users' behaviour to the extent required to minimise any negative consequences arising from that behaviour and meet bylaw objectives.
- 4.9. A bylaw is one tool the Council has at its disposal to engage with the community to achieve shared objectives such as safeguarding beach users' health and safety and protecting beach environments, while maximising the wider social, recreational and environmental benefits gained from the district's coastal strip. Revoking the bylaw will restrict Council's capacity to protect the public from nuisance, and control or regulate beach activities. The evidence from the effectiveness review supports this view. Based on this data, staff have concluded that a bylaw is the most appropriate method to deal with issues in the Northern Pegasus Bay beach strip.

Implications for Community Wellbeing

The issues and options that are the subject matter of this report have implications for community wellbeing. Incompatible activities carried out by beach users, such as driving through a group of swimmers, can lead to accidents and conflict. The bylaw was first introduced in 2010 to address significant community concerns, particularly amongst those living in the beach settlements. Conflict between different user groups was still obvious during the 2016 review. The effectiveness review has identified a reduction in conflict and the Northern Pegasus Bay Advisory Group is of the opinion the bylaw has largely been effective by promoting and reinforcing socially acceptable behaviour.

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

5. **COMMUNITY VIEWS**

5.1. **Mana whenua**

Te Ngāi Tūāhuriri hapū have an interest in the subject matter of this report but they are not likely to be affected given that the proposed changes to the bylaw are administrative in nature. Te Ngāi Tūāhuriri Runanga will be fully consulted in the later quarter of 2023 during the full review of the bylaw.

5.2. **Groups and Organisations**

There are groups and organisations likely to be affected by, or to have an interest in the subject matter of this report. The Woodend Community Association and the Pegasus Residents Group have expressed an interest in the bylaw review and may have some concerns that progress is slower than originally planned. For this reason, it is important that work on the full review continues concurrently.

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 given that the proposed changes are administrative in nature. The wider community will be fully consulted during the full review.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

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

This budget is included in the Annual Plan/Long Term Plan.

6.2. **Sustainability and Climate Change Impacts**

The recommendations in this report do have sustainability and/or climate change impacts. The bylaw prohibits vehicles and motorbikes from riding on the dunes. The student vehicle research paper concluded that the higher the sand dunes were, the more they protected people from coastal hazards. Driving on dunes destroys vegetation that helps to bind the sand together and compacts the sand. This can lead to an unstable dune system that is more at risk from the climate change risks of extreme weather events and sea level rise.

The bylaw also controls activities in the Ashley/Rakahuri Estuary which is recognised by the International Union for the Conservation of Nature (IUCN) as a wetland of 'international significance'. Over 90 species of birds have been recorded at the Ashley Rakahuri/Saltwater Estuary alone and many of these such as the black-billed gull, black-fronted tern, banded dotterel, and wrybill are rare and endangered species.

For the above reasons it is important the bylaw is not allowed to lapse.

6.3. **Risk Management**

There are no risks arising from the adoption/implementation of the recommendations in this report. Not adopting the Northern Pegasus Bay Bylaw 2016 (amended 2023) and allowing the bylaw to lapse until a full review is carried out poses a greater risk to public health and safety and the environment as no enforcement would be able to be carried out during this period. The bylaw is also well supported by the advisory group and other community groups and allowing it to lapse could be controversial.

6.4. **Health and Safety**

There are no health and safety risks arising from the adoption/implementation of the recommendations in this report as a key objective of the bylaw is to promote public health and safety.

7. **CONTEXT**

7.1. **Consistency with Policy**

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

7.2. **Authorising Legislation**

Local Government Act 2002
 Resource Management Act 1991
 Ngāi Tahu Claims Settlement Act 1998
 Marine and Coastal Area (Tukutai Moana) Act 2011
 Land Transport Act 1998
 Reserves Act 1977
 Conservation Act 1987
 Wildlife Act 1953
 Marine Mammals Protection Act 1978
 Dog Control Act 1996
 Fire and Emergency NZ Act 2017
 Freedom Camping Act 2011

7.3. **Consistency with Community Outcomes**

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

- Harm to people from natural and manmade hazards is minimised and our district has the capacity and resilience to respond to natural disasters
- Harm to the environment from the spread of contaminants into ground and water is minimised
- Conservation of significant areas of vegetation and/or habitats is encouraged
- Different cultures are acknowledged and respected
- People enjoy clean water at our beaches and rivers
- There are wide ranging opportunities for people to enjoy the outdoors
- There are wide ranging opportunities for people of different ages to participate in community and recreational activities
- The particular recreational needs of children and young people are met

7.4. **Authorising Delegations**

The Community and Recreation Committee has delegated authority to administer bylaws for its activities. The most relevant of the listed activities is parks and reserves but only a small parcel of Council-owned reserve land at Kairaki Beach is located within the Northern Pegasus Bay Bylaw 2016 area.

The District Planning and Regulation Committee is responsible for the administration of bylaws other than those clearly under the jurisdiction of another standing committee, but the full Council rather than this Committee has traditionally been involved in the preparation of the 2010 and 2016 Northern Pegasus Bay Bylaws due to the significance of the coastal area.

SECTION 155 REPORT

1.0 Background to Northern Pegasus Bay Bylaw 2016

The first bylaw for the Northern Pegasus Bay was adopted by the council and became operative on 5 July 2010 to address issues identified in the coastal strip in Waimakariri District. After an extensive review process, the Northern Pegasus Bay Bylaw (NPBB) 2016 came into force on 15 August 2016, replacing the NPBB 2010.

As required by the Section 158 of Local Government Act 2002 (LGA), the NPBB 2016 is due to be reviewed no later than 5 July 2021. The commencement of the review was planned for mid-2020 but due to lack of staff availability, the review was not able to begin until November 2022. Furthermore, social gathering restrictions resulting from the Covid outbreak disrupted regular meetings of Northern Pegasus Bay Advisory Group (NPBAG) which were essential to make critical decisions on bylaw rules.

Section 160A of the LGA states that “a bylaw that is not reviewed as required, if not earlier revoked by the local authority concerned, is revoked on the date that is 2 years after the last date on which the bylaw should have been reviewed”. This means that the current bylaw will lapse on 5 July 2023. Completion of the review and adoption of most appropriate form of bylaw by the council before 5 July 2023 is therefore pivotal to prevent the NPBB 2016 from lapsing.

Bylaw reviews should be carried out according to the Section 160 of LGA. Section 160 requires council to follow section 155 of the LGA to determine whether the bylaw is the most appropriate way to address the identified problems. Once it is decided to have a bylaw, the terrestrial authority must determine whether the proposed bylaw is the most appropriate form of bylaw, and whether it gives rise to any implications under the New Zealand Bill of Rights Act 1990. The next sections of this report outline the data sources analysed in order to meet the requirements of Section 155 and, then the conclusions reached about the need for the Northern Pegasus Bay Bylaw.

2.0 Determination of whether the Bylaw is appropriate

Issues that the NPBB 2016 intended to address revolved around beach users’ health and safety as well as the protection and conservation of the beach eco-system. A variety of factors contributed to these issues, including, but not limited to, vehicles and motorbike, dogs, horse riding, fishing/whitebating and other recreational activities such as camping and light aircrafts. Effectiveness analysis of the bylaw is critical in determining whether the bylaw is still the most appropriate tool, as it provides information on how successful the NPBB 2016 was in addressing identified issues, and whether there are still issues that need to be addressed.

Despite the challenges encountered throughout the review process, staff completed the Beach User Survey 2021 and NPBAG workshop by end of December 2022 in order to gather primary data to assess the effectiveness of the bylaw. In addition, a number of secondary information sources were used to inform the effectiveness analysis. They are as follows:

- **WDC Service Request Records - August 2016 to 22 March 2022**
- **WDC Trim (correspondence records) - July 2016 to 9 August 2022**
- **NPBBAG discussions/minutes**
- **Environment Canterbury Patrol Records 2016 – 2021**
- **The Impact of Vehicles on Northern Pegasus Bay Beaches**
Ben Kirk, Callum Snell, Grace Middleton, Mary Millett, Sarah Wilson
Canterbury University GEOG309 research paper - November 2020

- **Characteristics of Commercial Horse Trainers at Woodend Beach, Canterbury**
Annabelle Osborne, Casey Carrass, Leitesha Pentelow, Krystal Paix
Canterbury University GEOG309 research paper - September 2019
- **Management of Sand Beaches for the Protection of Shellfish resources**
Gareth Taylor – 2013
Canterbury University Geography thesis
- **Traffic Counts – Ashley Rakahuri Estuary, Kairaki Beach Carpark**
Agfirst MetroCount Traffic Executive on behalf of WDC
2020, 2021, 2022
- **TKOTT Ranger records**

The Evidence report, attached as an appendix to this report, provides an in-depth summary of the bylaw issues identified in the above reports.

It is apparent that staff lack time series data to draw sound conclusions on the effectiveness of the NPBB 2016. However, available data indicates that the NPBB 2016 is effective, even though some issues related to beach users' health and safety and environment protection persist. Snapshot data from the Beach User Surveys revealed that the number of respondents who enjoyed the beach as it was safe gradually increased from 87 (29%) in 2019 to 168 (56%) in 2021/22. The number of respondents who perceived environmental degradation as a major issue declined from 11 (4%) in the 2019 survey to 1 (2%) in the 2020 survey. In addition, a low number of service requests (133) and Trim records (58) were also received between 2016 and 2022. Field observations by staff, as well as 2020 drone and aerial imagery, confirmed good revegetation of the foredunes in the Estuary, with minor improvements also visible at Kairaki. Growing vegetation, and abundance of tautua indicate that the bylaw is effective in conserving beach environment, including its flora and fauna through regulating human activities.

The beach environment is dynamic, with people constantly using it for a variety of activities including walking, water sports, and fishing/whitebaiting. Beach users have varying levels of awareness about the bylaw, and compliance with the bylaw rules. Although the bylaw has been successful in making progress towards attaining its intended goals, a number of issues still exist in the coastal strip relating to a range of areas such as vehicles, motorcycles, dogs, and horse riding. Some of the issues raised in the effectiveness review are regulated by the bylaw but require further enforcement options to ensure that the community follows the bylaw rules. These issues include:

Vehicles - Vehicles destroy dune flora, kill Tuatua, disturb birds, and pollute the environment with carbon and other pollutants. Vehicles traveling at high speeds endanger all beach users. More than 95% of Environment Canterbury (ECan) Ranger service report records relate to vehicles (585). They were also the most perceived concern in both the 2019 and 2021 User Surveys (33% and 44%). The average weekly total of vehicles in the coastal strip in spring and summer is high. For example, according to traffic counter statistics, the average weekly total for vehicles entering the beach from the Kairaki beach car park in spring 2020/21 was 1120. This reflects the general trend for this time of year.

Motorbikes – Motorbikes, which were prohibited from the coastal strip in 2016 are still an issue reported in the ECan Ranger service report, with annual average of 35 records recorded during the period of 2019 to 2021. Evidence showed community concerns about motorbikes being ridden unsafely and damaging vegetation and sand dunes had dropped from 17% in 2019 User Survey to 8% in 2021. ECan rangers have also observed an improvement in compliance.

Horses – Horses were the third largest issue (12% participants had 15 complaints) in 2021 User Survey. This increased from 8% in 2019. Horses can have an impact on the intertidal zone by disturbing birds, and there is the potential for their faeces to leach excess nitrates into the environment. Horses kill Tuatua especially when galloping. A reduction in bivalves reduces water quality and interrupts the food chain.

Dogs – In the 2021 Beach User Survey, dogs accounted for the second highest number of bylaw related issues (27%) recorded. In addition, 65 complaints were also received as council service request from 2016 to 2022. Uncontrolled dogs, dogs in prohibited areas, and dog faeces left behind on the beach negatively impact on the enjoyment and safety of beach users. Beach fauna is also at risk when dogs are not under control. Dogs in the Estuary impacting on wildlife is an ongoing issue that needs to be addressed.

Conclusions

Prior to the adoption of the NBPP 2016, staff considered both regulatory and non-regulatory options available for the council to address issues in the district's coastal strip. These possibilities included, but weren't limited to, use of voluntary compliance methods and limiting vehicle access to the beach by using physical barriers. Use of non-regulatory methods seemed to provide an advantage for the community through increased access to beach. These methods require council to focus on raising public awareness of the importance of beach user health and safety and beach eco-systems. However, there is a good chance that these non-regulatory approaches will not be successful in altering beach users' behaviour to the extent required to minimize any negative consequences arising from that behaviour and meet bylaw objectives.

A bylaw is a tool the council has at its disposal to engage with the community to achieve shared objectives such as safeguarding beach users' health and safety and protecting beach environments, while maximizing the wider social, recreational and environmental benefits gained from the district's coastal environment. Revoking the bylaw will restrict council's capacity to protect the public from nuisance, and control or regulate beach activities. The evidence from the efficiency review supports this view. Based on this data, council still believes that a bylaw is the most appropriate method to deal with issues in the Northern Pegasus Bay beach strip. The following are reasons why a bylaw is advantageous:

- The Bylaw allows activities impacting on public health and safety or that create a public nuisance to be controlled compared to the Resource Management Act 1991 which is limited to controlling activities that have an adverse impact on the foreshore or seabed and associated plants and animals and their habitat
- The Bylaw provides a co-ordinated approach by a number of agencies to controlling a wide range of activities carried out by different coastal user groups
- Use of bylaws is consistent with the approach taken for the control of vehicles on beaches by other Territorial Authorities
- Despite the need for a formal process, bylaws can be amended relatively easily to meet changing circumstances in the future.

3.0 Form of the Bylaw

Once the bylaw is identified as the most appropriate method to address the identified issues, Council should consider the different forms of bylaws that works best for the situation. Staff identified three options available for the council.

Option 1 – Retaining the status quo

Adopting the current bylaw without change is neither practicable nor advisable as it will not address all of the issues identified through the effectiveness review or satisfy community expectations. The Woodend Community Association and the Pegasus Residents Association have expressed interest in the bylaw review as there are some issues they would like to see addressed more effectively.

Option 2 – Amend the NPBB 2016 through a full consultative review

Theoretically, this is the best option as the effectiveness review has identified some issues that still to be addressed such as the amount of traffic driving on the beach, the inconsistencies in the rules between the north and south side of the mouth, the commercial horse trainers galloping past the entrance to Pegasus Beach and vehicles driving through the swimming area at Pines Beach. However, given that some of the amendments to address these issues may impact the beach users' activities, this option requires staff to conduct a public consultation process running over at least one month.

This option would likely result in the existing bylaw lapsing prior to a new bylaw being adopted. This means there would be no controls on beach usage between the two bylaws which would be likely to be unacceptable to the general public and other stakeholders.

Option 3 – Amend the NPBB 2016 through an administrative review and then proceed with consultative review

Section 156 (2) of the LGA permits local authorities to make minor changes to, or correct errors in a bylaw by public resolution, but only if the changes or corrections do not affect:

(i) an existing right, interest, title, immunity, or duty of any person to whom the bylaw applies; or

(ii) an existing status or capacity of any person to whom the bylaw applies:

This option allows Council to make minor administrative, changes to the NPBB 2016 without consultation as long as they do not affect beach users' rights and activities. The advantage of this option is that it allows the current intent and rules of the bylaw to be retained and ensures clarity of wording, consistency with new legislation, such as Fire and Emergency New Zealand Act 2017 (FENZA) rural fire management, and accuracy of maps in the schedules. Given the time constraints, this is the most practical and feasible alternative available for the council.

Given the community interest in this bylaw it is proposed to proceed with the full review in conjunction with the administrative review.

Summary of proposed administrative changes and rationale for doing so are presented in Table 1.

Table 1: Proposed non-consultative, administrative changes for NPBB 2016

Sub-section in the bylaw	Proposed changes	Rationale
Legislative context and links to other documents	Replace Forest and Rural Fires Act 1977 with Fire and Emergency NZ Act 2017	Keep the bylaw consistent with new legislation
Significance of Ashley River/Rakahuri and saltwater creek estuarine area	Wording changes	Make the bylaw clearer and understandable
Definitions and interpretations	Change the definition of freedom camping as per the Freedom Camping Act 2011	Make the bylaw rules easier to interpret and apply
	Add new definition for brazier	Reflect the changes made in the FENZA 2017 . Act
Application and purpose	Clause 3.3 – Aircrafts, including microlights and helicopters are prohibited from Ashely River/Rakahuri and Saltwater Creek Estuarine areas.	Make the bylaw rules easier to interpret and apply
Part 3 -Schedules	22 (e) – Clause was changed that referred to Department of Conservation defined dates of whitebaiting season	Align Council's whitebaiting season with new Department of Conservation whitebaiting season.
	All references to "commercial horse training" have been changed to "horse training"	Response to request made by Woodend Beach Commercial Horse Trainers User Agreement Group
	Schedule 3 – vehicle access route has been changed	To reflect current river mouth locations as shown on the new aerial overlay

4.0 New Zealand Bill of Rights Act 1990

The Council must determine whether the Bylaw gives rise to any implications under the New Zealand Bill of Rights Act 1990 (NZBoRA) and ensure it is not inconsistent with that Act. The Act establishes certain fundamental human rights as well as rights in relation to offences and other matters. Section 18 prohibits limiting freedom of movement and Section 19 prohibits discrimination unless there is adequate justification as provided for in Section 5 - justified limitations.

During the last bylaw review in 2016, Council affirmed that the Bylaw rules are reasonable and consistent with the NZBoRA. Given the fact that this review aims to make minor administrative changes to the NPBB 2016, it is considered that the amended bylaw places reasonable limits on the rights and freedom of beach users and do not give rise to any implications under the NZBoRA.



2016 Northern Pegasus Bay Bylaw Review Summary of Evidence



Issue	Sub Issue	2019 and 2021 User Surveys	2022 Ecan Ranger Report	TKOTT Ranger Records	Traffic Counters	WDC Service Request Records (8/2016 to 22/3/22)	WDC Trim Records (7/2016 to 9/8/22)	NPBBAG Minutes (issues raised by members not captured elsewhere)	Student vehicle research paper	Gareth Taylor 'Management of sand beaches for the protection of shellfish' report 2013
User characteristics		<p>300 intercept surveys were carried out between November 2021 to February 2022, with 50 carried out at each beach.</p> <p>58% of the 300 interviewed were from the District and 27% were from Christchurch. The 7% of international visitors in 2019 dropped to 1% in 2021 due to Covid restrictions.</p> <p>Use was reasonably evenly spread with between 16 to 20% in each age group, apart from 18 to 29 year olds at 13%.</p> <p>Activities ranged from walking/running (55%), watersports (53%), dog walking (26%), recreation with children (21%), fishing/whitebaiting (23%) to picnicking (11%).</p> <p>73% enjoyed the proximity and access to the coastal environment, 56% choose a beach because it was safe, 47% enjoyed the quiet, peaceful, uncrowded environment, 27% enjoyed the scenery and 21% enjoyed the activities available.</p>								
General		<p>In the 2021 survey 48% (145) of 300 respondents reported 198 issues. Of these 59% (116) were bylaw related and 41% (82) were non-bylaw related. This is a 12% reduction from the 179 respondents who identified 255 issues in 2021.</p>	<p>The proportion of records with bylaw breaches increased from 27% in 2016 to 36% in 2018 and 50% in 2019. In 2020 it decreased to 46% and in 2021 to 38%.</p> <p>Non-vehicle related incidents accounted for less than 5% of the patrol incident records.</p> <p>The sites that had the highest proportions of incidents between 2016 and 2021 were Kairaki, the Ocean Out-fall, Pines Beach and the AR Estuary.</p> <p>Changes in patrol schedules and Covid-19 restrictions may have influenced the data, and not all trips were recorded.</p>							

Issue	Sub Issue	2019 and 2021 User Surveys	2022 Ecan Ranger Report	TKOTT Ranger Records	Traffic Counters	WDC Service Request Records (8/2016 to 22/3/22)	WDC Trim Records (7/2016 to 9/8/22)	NPBBAG Minutes (issues raised by members not captured elsewhere)	Student vehicle research paper	Gareth Taylor 'Management of sand beaches for the protection of shellfish' report 2013
Dogs	Overall	In 2021 dogs accounted for the second highest proportion of bylaw related issues at 23% (27 participants raised 28 issues). This dropped from 35 in 2019. Of the 56 (19%) respondents who had observed conflict on the beach, 16% (10) of this was with dogs (ranked third).	Overall, the number of dog incidents is low with 43 recorded between 2016 and 2021. This represents 4% of the 1006 incidents reported during this time and ranks it fourth as an issue. The lowest number of incidents was 4 in 2016 and 2017 rising to a high of 10 in 2020 and 2021.			65 complaints.	7 complaints (5 of these are in the Estuary).			
	Not under control/threatening behaviour	10 of the 28 complaints (4 of these are in the Estuary).	11 incidents were recorded between 2016 and 2021, with a maximum of 4 in 2018 and 3 in 2021.			38 of the 65 complaints related to wandering dogs. 17 of the 65 were about dog attacks. 9 of the 65 were about dogs exhibiting threatening behaviour.	1 dog not under control. 1 dog attack.	June 2018 Additional patrols of beaches by Dog Control Officers required at busy times.		
	In prohibited areas		32 incidents were recorded between 2016 and 2021, reaching a high of 7 in 2020 and 2021.							
	Faeces	18 of the 28 complaints.				1 of the 65 complaints.				
Fires		1 complaint of a fire pit at Woodend Beach in 2021 and 2 had observed conflict. 3 complaints in 2019.	ECan patrols report and respond to any fires they come across. 3% (27) of all incidents between 2016 and 2021 related to fires with incident numbers decreasing over time to 2 in 2021.			3 complaints made for fires on/near beaches (1 of these is in the Estuary). 1 enquiry about whether a fire could be lit at Waikuku Beach.				
Litter/vandalism/anti-social behaviour/safety		81% of respondents to the 2021 survey had observed no conflict between users. Litter was the second biggest issue in both surveys dropping from 37% (41) in 2019 to 32% or 26 complaints in 2021. 5 complaints about vandalism/antisocial behaviour in 2019 and 6 in 2021. 4 people observed conflict in 2021.	15% (150) of all incident records fall within this category making public behaviour the third top issue. ECan patrols report and respond to any litter they come across with 76 incidents recorded between 2016 and 2021. A high of 26 incidents in 2019 dropped to 9 in 2021. There were 67 vandalism incidents between 2016 and 2021 with 25 of these being related to signage, 38 for fencing and 4 for lock damage. A high of 20 incidents in 2018 has reduced to 10 in 2021.	4 complaints about vandalism. 1 complaint about litter.		22 complaints about vandalism. 28 complaints about litter (2 of these are in the Estuary). 1 complaint about anti-social behaviour.	1 complaint about vandalism. 1 complaint about general safety.			

Issue	Sub Issue	2019 and 2021 User Surveys	2022 Ecan Ranger Report	TKOTT Ranger Records	Traffic Counters	WDC Service Request Records (8/2016 to 22/3/22)	WDC Trim Records (7/2016 to 9/8/22)	NPBBAG Minutes (issues raised by members not captured elsewhere)	Student vehicle research paper	Gareth Taylor 'Management of sand beaches for the protection of shellfish' report 2013
Awareness of rules		<p>71% of locals that participated in the 2021 Survey had some awareness of the rules and 29% had none.</p> <p>Lack of awareness of the rules was a main issue for 5 people in 2019.</p> <p>Combining local and non-local respondents 64% had some awareness of the rules and 36% had none.</p> <p>Non-local residents were less likely to be aware of the rules (43%) than non-locals (24%).</p> <p>Respondents became aware of the bylaw by signage (47%), word of mouth (33%) and newspaper (6%).</p>				1 complaint.	1 complaint that photography is a legitimate recreation activity to drive on the beach.	<p>Aug 2019 - Inconsistent rules. Ashworths signage, HDC/WDC boundary signage and Estuary signage.</p>	<p>Most of the 90 surveyed were unsure of or had incorrect knowledge of the rules.</p> <p>Only 22 % were able to identify the correct speed, and less than one-third knew where they were allowed to drive.</p> <p>Most people knew there were sections of the beach that were prohibited.</p> <p>Fishers and whitebaiters had the most awareness of rules.</p> <p>Recommendation: Introduce gate and permit system at Kairaki Beach to ensure awareness of rules and legitimate use.</p>	
Recreation	Camping	Camping was recorded as a main issue by 1 person in 2021.	11 incidents related to camping between 2016 and 2021 with 3 in 2021. At 1% of the total incidents received during this time, this is a minor issue.	1 complaint.		2 complaints.				
	White-baiting/fishing	<p>This was a main issue for 9 people in 2019 and 4 in 2021.</p> <p>Of the 19% who observed conflict on the beach in 2021, most (34%) of this was with whitebaiting/fishing (21)</p>					1 complaint in the Estuary.			
	Drones, microlights, kite surfers, jet skis	<p>3 jet skis were recorded as a main issue in 2019 and 1 in 2021.</p> <p>Conflict was also observed with a jet ski in 2021.</p>	9 complaints (located in Estuary).				9 complaints in the Estuary.	<p>November 2019 - To advise Microlight Club of CAA rules and highlight bird values and disturbance caused by Microlights.</p>		
Enforcement		5 complaints				1 complaint.	1 complaint in the Estuary.	<p>Aug 2019 - Additional \$20k available although Ecan does not have capacity to utilise.</p> <p>Sept 2020 - Joint incident response process involving WDC/Ecan/TKOTT required.</p>	<p>Recommendation: Carry out more enforcement to help uphold the bylaw.</p> <p>Drop box to report vehicles and financial penalty. Could also lead to loss of access privileges if gate in place.</p>	

Vehicles and Motorbikes

Issue	Sub Issue	2019 and 2021 User Surveys	2022 Ecan Ranger Report	TKOTT Ranger Records	Traffic Counters	WDC Service Request Records (8/2016 to 22/3/22)	WDC Trim Records (7/2016 to 9/8/22)	NPBBAG Minutes (issues raised by members not captured elsewhere)	Student vehicle research paper	Gareth Taylor 'Management of sand beaches for the protection of shellfish' report 2013
Motorbikes	Overall	In 2021 motorbikes were an issue for 8% of participants (9 complaints). This was down from 17% (24) in the 2019 survey, changing its rank from third to fourth biggest issue. 7 people observed conflict in 2021.	Motorbike incidents made up 16% (165) of the total recorded incidents between 2016 and 2021 making this the second biggest issue. Incidents levels have gone from a low of 10 in 2016 to a high of 44 in 2019, dropping back to 25 in 2021.	14 complaints.		3 complaints (none in the Estuary).	6 complaints (1 of these is in the Estuary).			
	Safety	7 of the 9 complaints related to safety.	3 incidents related to motorbike rider behaviour.	2 of the 14 complaints.		1 of the 3 complaints.	1 of the 6 complaints.			
	Location/in prohibited area/damage	2 complaints.	162 incidents were recorded between 2016 and 2021. 98% of all motorbike incidents related to being in a prohibited area.	12 of the 14 complaints.		2 of the 3 complaints.	4 of the 6 complaints.			
Vehicles	Overall	Vehicles on the beach was the number one issue in both the 2019 and 2021 surveys, increasing from 33% (48) to 44% (51). Of those who observed conflict on the beach in 2021, 19% (12) of this was with vehicles (ranked second).	Vehicles accounted for the highest proportion of bylaw breaches, with 58% (585) of all incidents between 2016 and 2021 related to vehicles. The number of incidents has dropped from a high of 161 in 2018 to 63 in 2021.	12 complaints.		7 complaints (none in the Estuary).	21 complaints (5 of these were in the Estuary).			
	Vehicle volumes - Kairaki Beach	Vehicles were more of an issue for Kairaki Beach (10) and Pines Beach (19) respondents.			<p>2020, 2021 and 2022 traffic counter data</p> <p>2020/21 average weekly total for Spring was 1120, Autumn 70, and Winter 37.</p> <p>In 2020 traffic counters showed 2239 vehicles drove onto the beach over a 2 week period. The week 1 total was 1146 and the week 2 total was 1093.</p> <p>On week days in 2020 the maximum number of cars was 224 and minimum was 79. On weekends it was 257 and 185.</p> <p>Between 24-30 September in 2022, 1132 cars entered Kairaki Beach.</p> <p>On average in 2020, 41% of carpark users accessed the beach. This was 39% in 2022.</p>			Traffic counters installed from 5/9/20 to 19/9/20 showed 1960 vehicles drove onto Kairaki Beach. There were 987 in week 1 and 973 in week 2. This was approximately 40% of the traffic volume of the car park.		

Issue	Sub Issue	2019 and 2021 User Surveys	2022 Ecan Ranger Report	TKOTT Ranger Records	Traffic Counters	WDC Service Request Records (8/2016 to 22/3/22)	WDC Trim Records (7/2016 to 9/8/22)	NPBBAG Minutes (issues raised by members not captured elsewhere)	Student vehicle research paper	Gareth Taylor 'Management of sand beaches for the protection of shellfish' report 2013
	Vehicles in prohibited areas	9 complaints. 1 complaint about driving north of the red post.	Vehicles in prohibited areas account for the highest number of reported incidents, although this has dropped from a high of 56% in 2017 to 40% in 2021. 90% (526) of the vehicle incidents between 2016 and 2021 related to vehicles being in prohibited areas with 28 of these involving dunes. Between 87 and 148 incidents have been recorded each year although this dropped to 54 in 2021, possibly due to Covid-19 restrictions. Between 2019 and 2021 the sites that recorded the highest proportion of vehicles in prohibited areas were the Ocean Outfall (26%), Pines Beach (18%), north of the Estuary (16%), and the AR Estuary (14%). Improvements from the 2016 to 2018 data were noted at Pines and Kairaki Beaches.	11 complaints (4 of these are north of the red flag).		3 complaints. 1 complaint about driving north of the red post. 1 complaint about the general public using the horse float gate when it was left open.	10 complaints (5 of these are in the Estuary). 2 complaints about driving north of the red post. 2 complaints about recreational driving.	Aug 2018 - 4WDs in dunes at Pines (ECAN).	The higher the sand dunes the more they protect people against coastal hazards and sand-binding vegetation helps prevent erosion. Driving on dunes destroys vegetation and compacts dunes. Damage to vegetation results in an unstable dune system promoting erosion and higher vulnerability to coastal hazards. Historical aerial imagery showed sparse and heavily eroded dunes by the Waimakariri rivermouth in 2010. Up the coast the dunes were in similar condition with little vegetation and vehicle tracks throughout. In 2020, four years after recreational drivers were excluded there is visible dune regeneration with pioneer plants allowing the development of intermediate species such as Pohuehue. Drone footage taken in 2020 showed there were small vegetated foredunes at Kairaki and the Estuary but they were thicker at the Estuary. Prominent vehicle tracks showed up at Kairaki. Only half of the 35 drivers observed were driving on the intertidal zone as required. Recommendation: <i>Promote dune health by fencing off the dunes south of Pines Beach.</i>	
	Vehicles endangering wildlife									Focusing activities in the intertidal zone such as vehicles and horse trainers disturbs foraging shore birds.

Issue	Sub Issue	2019 and 2021 User Surveys	2022 Ecan Ranger Report	TKOTT Ranger Records	Traffic Counters	WDC Service Request Records (8/2016 to 22/3/22)	WDC Trim Records (7/2016 to 9/8/22)	NPBBAG Minutes (issues raised by members not captured elsewhere)	Student vehicle research paper	Gareth Taylor 'Management of sand beaches for the protection of shellfish' report 2013
	Public safety/ driver behaviour	This was the main issue with 35 of the 50 complaints about safety.	Just under 10% (56) of all vehicle incidents between 2016 and 2021 related to driver behaviour. A high of 16 incidents in 2019 reduced to 9 in 2021.	1 complaint.		2 complaints.	6 complaints. 1 person drowned in a vehicle at Waimakariri Rivermouth.		<p>A large proportion of the 35 drivers observed did not adhere to the rules.</p> <p>Two-thirds of the 35 drivers observed slowed down near pedestrians.</p> <p>Of the 90 people surveyed, 32 people cited safety concerns as a reason for wanting restrictions or prohibition.</p> <p>International studies show vehicle use can be detrimental to both the enjoyment and safety of all beach users.</p> <p>People who drove on the beach to four-wheel drive drove much faster than other people who drove on beaches.</p> <p>This disrupted over 70% of the area the vehicles drove on.</p> <p>Recommendation: <i>Restrict vehicle access to south of Pines Beach to achieve a balance between regulation and desired use and minimise interactions between picnickers at Pines Beach and vehicles.</i></p>	
	Public opinion about vehicles on the beach	5 complaints around too many vehicles or the presence of vehicles on the beach.							<p>90 beach users were surveyed in Sept 2020. 81% (73) people thought vehicle use should be controlled rather than prohibited or unrestricted. An approx. equal number preferred either unrestricted (8) or prohibited (9).</p> <p>Most of the respondents preferring unrestricted access were from Christchurch and almost all of the respondents preferring some form of control were from the Waimakariri District.</p> <p>Maintaining accessibility for those with legitimate reasons for driving on the beach was given as a reason by 33 people for controlled or unrestricted vehicle access.</p> <p>Environmental and ecological concerns were mentioned by 19 (17%) people as a reason for controlled or prohibited access.</p>	

Main Issue	Sub Issue	2019 and 2021 User Surveys	2022 Ecan Ranger Report	WDC Trim Records (7/2016 to 9/8/22)	User Agreement (UA) Reviews	NPBBAG Minutes (issues raised by members)	GEOG 309 Student horse trainer research paper	Gareth Taylor 'Management of sand beaches for the protection of shellfish' report 2013
Horses	Overall	Horses were the third largest issue (12% of participants had 15 complaints) in 2021. This increased from 8 in 2019. 1 person observed conflict in 2021.	Horse incidents made up less than 1% (3) of the 1006 incidents recorded between 2016 and 2021. No incidents have been recorded in the last 4 years.	11 complaints.				Horses impact on the intertidal zone e.g. bird disturbance.
User Profiles		1% (3) of the 300 people surveyed said they used the beach for horse riding.					412 training trips were recorded over a four-week period from 16/8/20 - 12/9/20. Of these, 117 horses were observed over 8 days. Maximum number of horses observed over one day was 26 (10 September). Maximum number of horses recorded by camera on one day was 43 (31 August). There were no trips on Sundays. Average trip time was just under 15 minutes. Horses trained between 6am and 2pm with a peak time between 7 and 8am. Between 8am and 10 am was also a busy time. Approximately half trained in pairs, followed by single formation, and the largest grouping observed was 10.	
Recreational Riders	Not using horse tracks	2 of the 15 complaints.		1 of the 11 complaints.				
	Environment	2 of the 15 complaints were about damage to the beach. 3 of the 15 complaints related to horse faeces.					Horse faeces were found on the foreshore near the high tide line. This can have an unpleasant appearance and odour and leach excess nitrates into the environment. Source unknown but thought to be from recreational rather than commercial riders as it was located at high tide line where commercial horse trainers are restricted from training. Recreational riders are not restricted to a designated area and are known to cause impacts on the ecosystem. Recommendation: <i>Include recreational riders in any future study.</i>	
Commercial horse training	Environment		No distinction made between recreational riders and commercial horse trainers in ECan report (see horses overall).				The greatest density of hoof prints and widest tracks were found closest to the horse accessway causing disturbance to the sand surface. Horses led into the water after a training session possibly caused impacts to the intertidal biota.	
	Conflict with recreational riders			3 of the 11 complaints were from recreational riders.	Recreational riders were anxious about commercial horse trainers on beach and access track. Current NPBB rules re horse rider courtesy were considered to be sufficient. Option to consider slowing pace within x metres of other users.	November 2018 - A register of all horse trainers required. All trainers need to sign off on user agreement. November 2019 - Rename commercial horse trainers 'Harness Racers'. November 2019 - Letter from WCA to NPBBAG re concerns with horse training and racing at unsafe speed and in poor light conditions. Requested prohibiting racing, restrict to south of Woodend access trail and daylight hours only.		

Main Issue	Sub Issue	2019 and 2021 User Surveys	2022 Ecan Ranger Report	WDC Trim Records (7/2016 to 9/8/22)	User Agreement (UA) Reviews	NPBBAG Minutes (issues raised by members)	GEOG 309 Student horse trainer research paper	Gareth Taylor 'Management of sand beaches for the protection of shellfish' report 2013
	People - speed, safety	7 of the 15 complaints.		5 of the 11 complaints related to the safety of others on the beach including 2 regarding the safety of dogs.	Horse access track conflict with walkers. Existing NPBB rules considered to be sufficient. Walkers conflict in foggy conditions. UA altered to include no horse training when less than 50m visibility.		During 8 days of site visits no issues of user conflict were observed. 53 people were seen to be on the beach when horse trainers were present walking/running (32), with dogs (14), recreational riders (5) and other (2). Runners had the potential for the most conflict as they both preferred the hard sand. Horse trainers were observed taking a wider berth around these users. Interaction between walkers/horses was not common as walkers preferred the waterline or above the high tide mark by the dunes so both user groups had a wide area to carry out their activities. Recommendation: <i>Maintain the status quo. Keep the existing restrictions in place. The user agreement has been found to be effective in ensuring the commercial horse trainers use the beach safely without compromising other users.</i>	Recommendation: <i>Speed of horses could be restricted and reduced to a walk when within 50m of a person to ensure pedestrian safety.</i>
	Dogs	1 of the 15 complaints was a dog injury by a horse trainer.		2 of the 11 complaints related to 1 dog death and 1 dog injury.	2018 UA Review Existing rules OK. Option to consider applying vehicle speed restrictions to horse trainers i.e. 30km/h and 10km/h within 50m of person. UA not changed in response to dog injury incidents. Dog Control Bylaw now requires dogs to be on lead if not under effective voice control near horses. NPBB needs to reflect this change.	November 2018 - High viz vests to be worn by horse trainers for visibility to other users. UA revised to include this. May 2019 - UA changed to require horse riders to run in single file when training at pace excluding the final 400m of run.	During 8 days of site visits people were observed leashing their dogs when a horse trainer came into proximity. Those who did not could control their dog or kept a considerable distance from the horses. Recommendation: <i>Dogs to be kept on a lead unless well trained around horses to prevent potential conflict and risk of injury.</i>	
	Observation of bylaw rules				Requested prohibiting racing, restrict to south of Woodend access trail and daylight hours only.		Trainers are permitted to travel 3.2km in both directions. Most common trip was south of Woodend Beach for a distance of 2.7km to 2.9km. Only one observation was made of horses travelling north. Width of beach used was between 15m and 30m depending on the tide although this does not take into account horses enter the water before leaving. The width of the horse tracks did not extend to the high tide line. Study concluded horses were training within the restricted area. Average speed observed by drone observation was 44.6 km/h or 12.4m/s which is consistent with the average galloping speeds for thoroughbreds. Trips over 3700m from the south to the Woodend accessway north took 5 min, 15 seconds. The maximum number of horse trainers on one day coincided with an early sunrise and low tide providing greater visibility and more space to train below the high tide line. 2 horse trainers trained between 1 and 2pm. The user agreement requires them to finish by 1pm.	

Ashley-Rakahuri Estuary

Main Issue	2019 and 2021 User Surveys	2022 Ecan Ranger Report	WDC Service Request Records (8/2016 to 22/3/22)	WDC Trim Records (7/2016 to 9/8/22)	NPBBAG Minutes (issues raised by members)	Student vehicle research paper
General	39 complaints overall.	The number of patrol records for this site has decreased from 99 in the 2017 baseline year to 51 in 2021. The proportion of records with incidents increased from 23% (23) in 2017 to 57% (29) in 2021. The only other site with a significant increase like this was Kairaki. There were 144 incidences from 2016 to 2021.	7 complaints overall.	20 complaints overall.		
User characteristics	300 intercept surveys were carried out between November 2021 to February 2022, with 50 carried out at each beach. 54% of the 50 interviewed at the Ashley Estuary were from the WD, 16% were from Christchurch. 60% of respondents using this area were 40-69 year olds.					
Vegetation						Aerial imagery taken pre-bylaw in 2010 shows heavy erosion with vehicle tracks through the back dunes and little vegetation on the retreating foredunes. 2014 imagery shows significant development and revegetation of the foredunes. Embryo dunes have also developed, although erosion is still evident and there are patches where vegetation is sporadic. The 2020 imagery shows the dunes have improved steadily after the vehicle permit system was introduced. Drone footage taken in 2020 showed there were small vegetated foredunes at the Estuary which were more prominent than at Kairaki.
Jet skis/boats/microlights/drones	1 complaint in 2021.	7 complaints regarding watercraft, 2 complaints for microlight/drones.		7 complaints.	February 2019 - Jet skis speeding in Estuary. February 2020 - Response to jet ski breaches in Estuary by Ecan harbourmaster not practical. November 2019 - To advise Microlight Club of CAA rules and highlight bird values and disturbance caused by Microlights.	
Kite surfers - Bird disturbance				1 complaint.	September 2020 - No changes to UA.	
Dogs	6 complaints (3 not under control, 2 fouling and 1 prohibited location) in the 2021 survey, 7 in 2019.		4 complaints (3 prohibition, 1 fouling).	5 complaints.	June 2018 - Additional patrols of beaches by Dog Control Officers required. August 2019 - Dogs in Estuary. Prohibiting dogs from the beach north of Waikuku may help. November 2019 - Dogs in Estuary may be reduced if no dogs allowed to use beach track from Estuary car park.	

Main Issue	2019 and 2021 User Surveys	2022 Ecan Ranger Report	WDC Service Request Records (8/2016 to 22/3/22)	WDC Trim Records (7/2016 to 9/8/22)	NPBBAG Minutes (issues raised by members)	Student vehicle research paper
Whitebaiters	2 complaints in 2019.			1 complaint.	June 2018 - Lack of Fenton Reserve Code of Conduct and user agreement queried. November 2018 - An alternative method of managing Fenton rights through NPBB needs to be considered at the next NPBB review.	
Vehicles	4 complaints in 2021 and 7 in 2019.	Between 2016 and 2021 there were 59 vehicles in prohibited areas in the Estuary. This has increased from 9 in 2017 to 12 in 2021, despite there being a drop in the number of patrols.		5 complaints about vehicles in prohibited areas.	April 2018 - Ashworths Beach vehicle and horse trainer access issues. Resolved. June 2018 - Signage needed at Ashworths Beach. August 2018 - Motorbikes and dogs in Estuary (ECAN).	Traffic counters installed from 5/9/20 to 19/9/20 showed 1238 vehicles entered through the locked gate; 564 in week 1 and 674 in week 2. This was approximately two-thirds of the numbers entering at Kaiaraki Beach.
Motorbikes/ATV's	4 complaints in 2019.			1 complaint.	November 2018 - Vandalism to be reduced through CCTV, patrols, media releases, police support, prompt repair.	
Birdlife/Game shooting					August 2018 - Bird ID pamphlet suggested. Need for improved management of the Estuary through such options as an ECAN RMP, or project using Ngāi Tahu students. August 2019 - Issue of gameshooters disturbing birdlife in Estuary. Gameshooters generally have dogs too.	
Anti-social behaviour/litter	7 complaints in 2019 and 1 in 2021.		2 complaints.			
Fire			1 complaint.			
Unknown		76 incidents.				

Tuatua

Issue	GEOG 309 Student horse trainer research paper	Student vehicle research paper	Gareth Taylor 'Management of sand beaches for the protection of shellfish' report 2013	NPBBAG Minutes (issues raised by members)
Environment	<p>Storm erosion, high temperatures, low available oxygen, toxic algae blooms and freshwater inputs are leading causes of mortality among surf clams.</p>	<p>Tuatua play a key role in the food chain as they support higher consumers such as birds and fish and contribute to nutrient recycling on beaches.</p> <p>They are also culturally significant to Maori as a traditional source of kai moana.</p>	<p>Reduction in filtering bivalves reduces water quality and clarity.</p>	<p>November 2018 - Trawler impact on Tuatua numbers.</p> <p>February 2019 - Trawler impact on Tuatua. MPI to be contacted.</p> <p>May 2019 - Concern re reduction in Tuatua numbers.</p> <p>November 2019 - MPI research to be used in NPBB review.</p> <p>Stop harvesting of shellfish offshore by fishing boat.</p> <p>February 2021 - MPI research data into Tuatua populations needs to be provided and considered as part of NPBB review.</p>
Horses	<p>Tuatua are buried between the immediate surface of the sand up to a depth of 10m.</p> <p>Hoof imprint depths increased with speed. Average hoof imprints were galloping (2.54cm), trot (2.43cm), walk (1.81 cm).</p> <p>Hoof imprints for walking gait increased considerably in soft drier sand (5.73cm), hard sand (1.81cm).</p> <p>Crushed Tuatua were observed within the hoof imprints but it could not be confirmed whether these had been alive before being crushed. Some only had one shell and some were open with no flesh. Cause of death could be birds, horses, or other users.</p> <p>An abundance of Tuatua was observed within 1m of the horse tracks.</p> <p>The greatest density of hoof prints and widest tracks were found closest to the horse accessway causing disturbance to the sand surface.</p> <p>Recommendation: Possibly reduce training speed to a fast trot rather than a gallop to reduce hoof depth and therefore the risk of damaging or killing Tuatua immediately beneath the sand surface.</p>		<p>Study identified an average Tuatua mortality of 36.9% in hoofprint. Didn't distinguish between commercial and recreational riders.</p> <p>NPBB - no speed limit on horses. Concentrates use in intertidal zone.</p> <p>Tuatua recruit over summer when it is likely that there are more horses impacting on their numbers.</p> <p>Recommendations: <i>Prevent further damage by reducing horse numbers and areas used or have a designated section of beach for horse use (2016 NPBB review reduced area since report published).</i></p> <p><i>Consider seasonal restrictions and/or 48 hour period of no disturbance to enable Tuatua to recover.</i></p>	<p>June 2018 - Impact of horse hooves on Tuatua causing decline in numbers.</p> <p>November 2019 - Letter from WCA to NPBBAG expressing concern re impact of horses and trawling on Tuatua requesting limiting horse training area to south of Woodend Beach access trail. They also recommended that a permit system be introduced to limit days and number of horses, reduce speed of horses, and narrow the width of beach allowed for training.</p> <p>February 2020 - Horse trainer impact on Tuatua. Need for horse trainer names and numbers.</p>
Vehicles		<p>Tuatua live in the intertidal zone and are crushed when driven over by vehicles.</p>	<p>NPBB concentrates vehicles in intertidal zone.</p> <p>Whilst study dealt with vehicles (4 wheeled) similar impacts and controls apply to motorbikes.</p> <p>Formula for % Tuatua mortality rates per vehicle pass (single point): $y = 4.8 + 0.23x$. (x is the number of vehicle passes and y is the % mortality).</p> <p>Recommendations: <i>Restrictions could be placed on vehicle number, type, weight.</i></p> <p><i>Option to limit times of year for vehicles e.g. Whitebait season and/or Salmon season to end of April.</i></p> <p><i>Consider a defined vehicle route to intertidal zone.</i></p>	

Summary

All Coastal complaints/incidents by issue

Key Issues	2019 User Survey	2021 User Survey	2021 User Survey Conflict	2022 Ecan Ranger Report	TKOTT Ranger Records	Service Requests	Trim Records	Total
Awareness of rules/enforcement	5					1	1	7
Camping		1		11	1	2		15
Recreation (drones, watercraft, microlight, kite surfing)	3	1	1	9			9	23
Whitebaiting/fishing	9	4	21				1	35
Fires	3	1	2	27		4		37
Horses	8	15	1	3			11	38
Dogs	35	28	10	43		65	7	188
Motorbikes	24	9	7	165	14	3	6	228
Litter/vandalism/anti-social behaviour/safety	46	32	4	150	5	51	2	290
Vehicles	48	51	12	585	12	7	21	736
Other (includes non-bylaw related)	75	58	4	13				150
Total	256	200	62	1006	32	133	58	1747

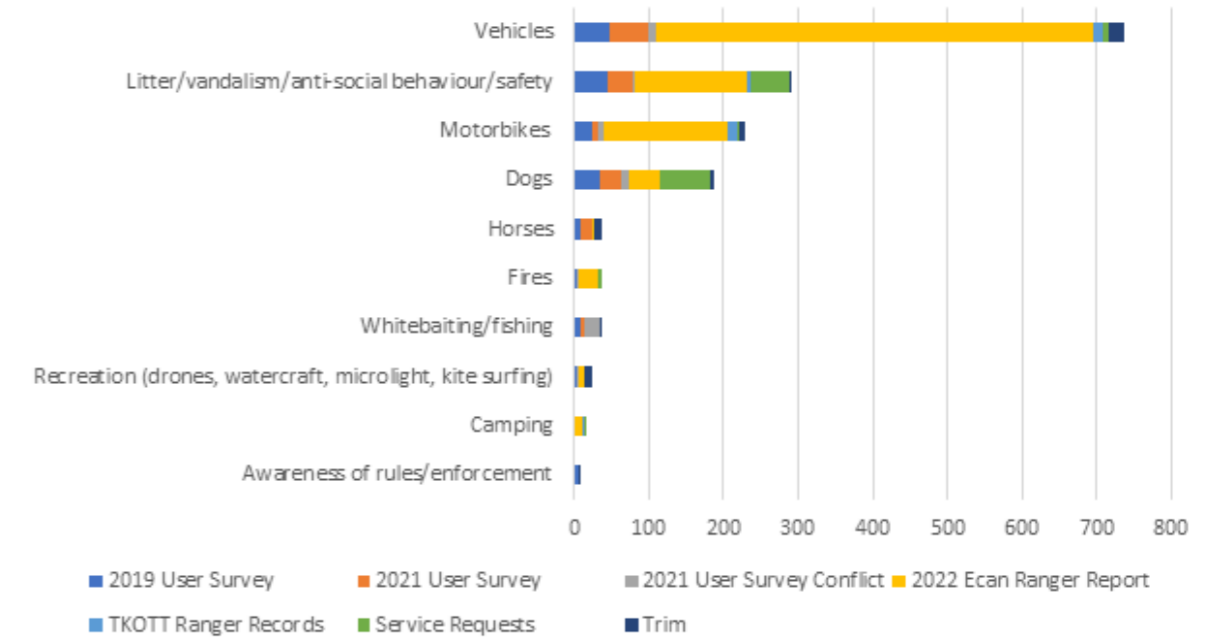
Ashley-Rakahuri Estuary complaints/incidents by issue

Key issues in Estuary	2019 User Survey	2021 User Survey	2022 Ecan Ranger Report	TKOTT Ranger Records	Service Requests	Trim Records	Total
Fires					1		1
Whitebaiters	2					1	3
Motorbikes	4					1	5
Litter/vandalism/anti-social behaviour/safety	7	1			2		10
Jet skis/boats/kite surfers/microlights/drones		1	9			8	18
Dogs	7	6			4	5	22
Vehicles	7	4	59			5	75
Unknown			76				76
Total	27	12	144	0	7	20	210

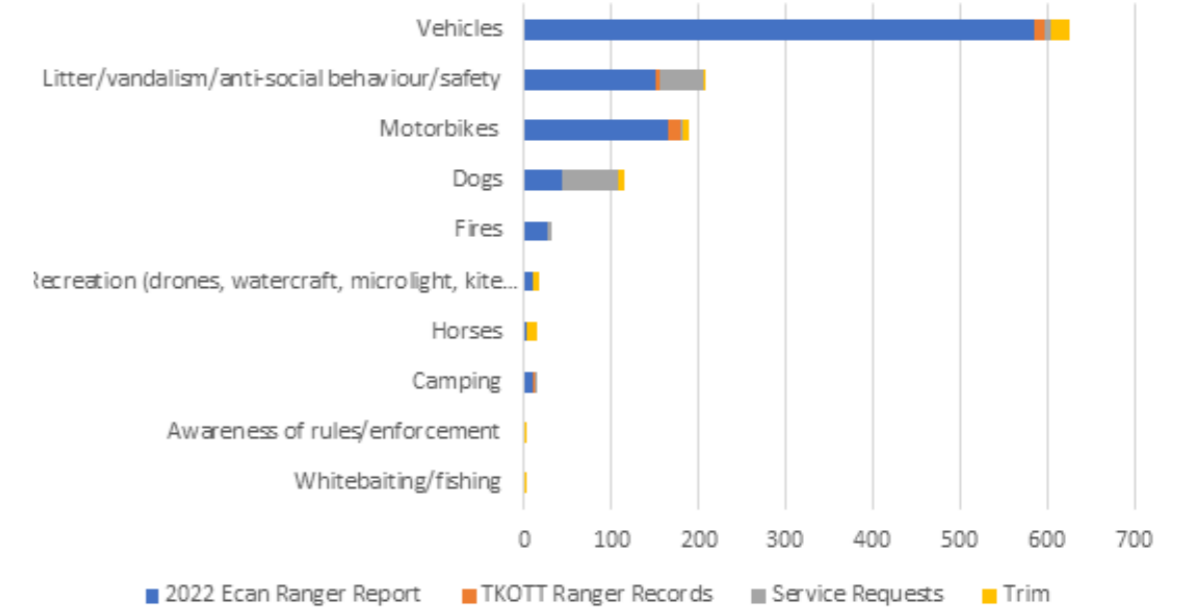
ECan Ranger Records - proportion of patrols by incident by location

Location of incident	2016	2017	2018	2019	2020	2021	Total
Kairaki	23% (14)	19% (20)	14% (63)	91% (31)	32% (23)	35% (18)	169
Pines Beach	86% (6)	75% (33)	75% (41)	73% (32)	69% (31)	76% (19)	162
Ocean Outfall	34% (12)	35% (23)	49% (55)	76% (47)	59% (32)	38% (20)	189
Woodend Beach	38% (17)	6% (4)	16% (12)	22% (10)	17% (9)	9% (4)	56
Pegasus Beach	0% (0)	8% (3)	12% (6)	10% (4)	9% (4)	3% (1)	18
Waikuku Beach	33% (5)	19% (10)	16% (12)	31% (18)	51% (35)	16% (7)	87
Ashley -Rakahuri Estuary	19% (13)	23% (23)	35% (29)	47% (22)	54% (28)	57% (29)	144
Other beaches north – mainly Ashworths Beach	8% (1)	35% (9)	19% (5)	90% (43)	83% (35)	72% (34)	127

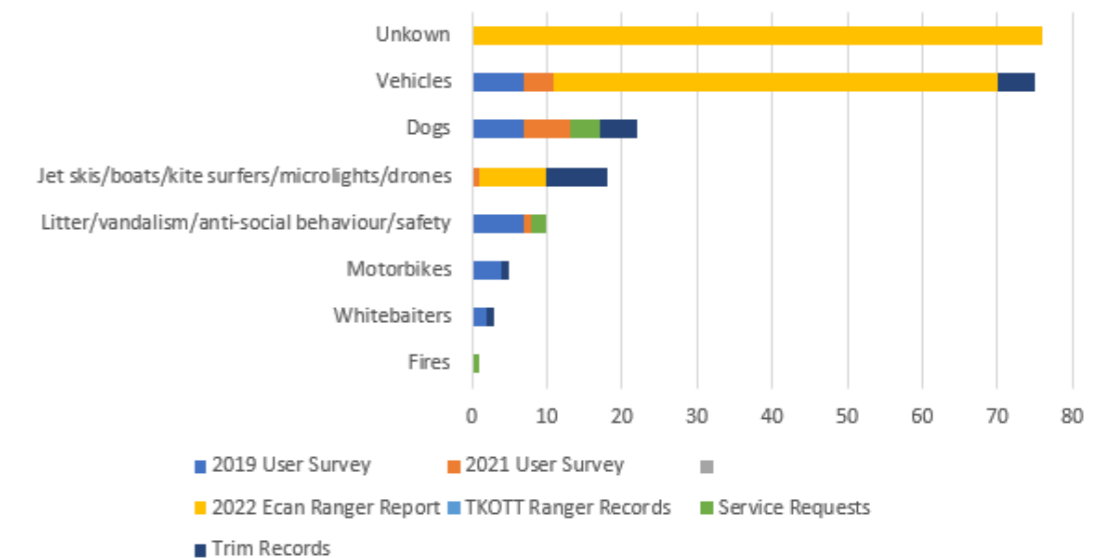
Number of total complaints/incidences by issue



Number of complaints/incidents by issue (excluding User Surveys)



Number of Estuary complaints/incidences by issue



WAIMAKARIRI DISTRICT COUNCIL

NORTHERN PEGASUS BAY BYLAW 2016

(amended 2023)

The Northern Pegasus Bay Bylaw 2016 (amended 2023) was adopted at a Council meeting held on 5 ~~x~~ July 2016 May 2023

Chief Executive

Governance Manager



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WAIMAKARIRI DISTRICT COUNCIL NORTHERN PEGASUS BAY BYLAW 2016 (amended 2023)

PREAMBLE

This preamble is intended to explain the bylaw's context and general intention.

A number of agencies own or manage land within or adjacent to the area covered by this bylaw. These are the Waimakariri District Council, Environment Canterbury, the Department of Conservation, Land Information NZ and Te Kōhaka o Tūhaitara Trust. ~~Most of these agencies have worked closely with the Council to develop the proposed bylaw.~~

The proposed bylaw seeks to address the following key issues:

- Health and safety of beach users;
- Conflicts between incompatible recreation activities;
- The impact of offensive behaviour on other beach users' enjoyment or use of the beach;
- Impacts of recreation use on the dune systems and on the wildlife and vegetation of the estuaries and lagoons;
- Disturbance and destruction of foreshore habitats.

Legislative Context and Links to other Documents

The management of the coastal environment is legislated by various Acts. These include, but are not limited to, the *Resource Management Act 1991*, *Ngāi Tahu Claims Settlement Act 1998*, *Marine and Coastal Area (Tukutai Moana) Act 2011*, *Local Government Act 2002*, *Land Transport Act 1998*, *Reserves Act 1977*, *Conservation Act 1987*, *Wildlife Act 1953*, *Marine Mammals Protection Act 1978*, *Dog Control Act 1996* ~~*Forest and Rural Fires Act 1977*~~ *Fire and Emergency NZ Act 2017* and *Freedom Camping Act 2011*.

Additional documents that have been taken into consideration in developing this bylaw include the following:

- Treaty of Waitangi;
- Kemp's Deed;
- Waimakariri District Council Memorandum of Understanding with Te Ngāi Tūāhuriri Rūnanga;
- Mahaanui Iwi Management Plan 2013;
- NZ Coastal Policy Statement 2010 (*Resource Management Act 1991*);
- Regional Coastal Environment Plan for the Canterbury Region (*Resource Management Act 1991*);
- Waimakariri District Council District Plan and proposed District Plan (*Resource Management Act 1991*);
- Waikuku Beach Reserve Management Plan (*Reserves Act 1977*);
- Canterbury Conservation Management Strategy 2016 (*Conservation Act 1987*);
- Environment Canterbury Navigation Safety Bylaws 2010-2016 (*Local Government Act 1974*);
- Estuarine Research Report 38 – impacts of vehicles on juvenile tuatua on Pegasus Bay surf beaches 2010;
- Estuarine Research Report 39 – assessment of intertidal tuatua 2009.

The legislative boundaries map at the end of this section shows the interface between the various rules and policies contained within the Regional Coastal Environment Plan (coastal marine area boundary), the Waimakariri District Council's District Plan (coastal marine area boundary), the Canterbury Conservation Management Strategy (conservation areas), the proposed Ashley/Rakahuriri Regional Park Management Plan, the Reserves Act 1977 (local purpose reserves) and the Ngai Tahu Claims Settlement Act 1998 (Fenton Reserves and Entitlements).

There are also other Council bylaws that apply to the coastal area. These include the ~~Waimakariri District Council Fire Control Bylaw 2014~~, Waimakariri District Council Dog Control Bylaw ~~2009~~ 2019 and the ~~Liquor Ban Bylaw 2007~~ Alcohol Control Bylaw 2018. Reference has been made in this bylaw to the relevant clauses in ~~the first two~~ bylaws listed, to prevent coastal users having to research other Council bylaws to find out what rules apply.

Significance of Ashley River/Rakahuri and Saltwater Creek Estuarine Areas

The Ashley River/Rakahuri and associated estuarine areas link up with the 550 hectare Tuhaitara Reserve which stretches 10.5 km from the estuary and contains many protected wetlands. This string of wetlands has important values for some special invertebrate and plant communities and combined creates a large area of significant attraction to birdlife, the majority of which are indigenous and regarded as taonga by local iwi. The estuary, with its large areas of tidal mudflats at the conjunction of the Ashley/Rakahuri River and Pacific Ocean, is recognised as one of the best shorebird feeding sites on the South Island's eastern coastline. It is the largest, least modified estuary in Canterbury with a variety of ecosystems and habitats and observations of up to sixty bird species at any visit are common.

The Ashley River/Rakahuri estuarine area is recognised by the International Union for the Conservation of Nature (IUCN) as a wetland of 'international significance'. The *Regional Coastal Environment Plan for the Canterbury Region* lists the Ashley River/Rakahuri and Saltwater Creek Estuary as an area of 'significant natural value with Maori cultural values; wetlands, estuaries, and coastal lagoons; marine mammals and birds; ecosystems, flora and fauna habitats; historic places; and coastal landforms and associated processes' occurring in the area. The Ashley River/Rakahuri Estuary and wider Pegasus Bay wetlands are designated 'Important Bird Areas' by Birdlife International (of which Forest and Bird is the NZ partner) and the threatened native braided river birds breeding on the river are a priority for protection in the *Biodiversity Strategy for the Canterbury Region*. The Department of Conservation rates the area as being of 'significant conservation value' and is the administering body for five Local Purpose Reserves under the *Reserves Act 1977* and two stewardship areas under the *Conservation Act 1987* located in the area. One of these stewardship areas, known as the Conservation Area Pacific Ocean Foreshore, is described by the Department as being a 'priority ecosystem'. The Banks Peninsula Marine Mammal Sanctuary runs up the coastline extending four nautical miles out to sea from the mean high water springs mark.

The estuarine wetlands are the feeding, roosting and breeding grounds of a large number of native birds, including some threatened and critically endangered species such as the black-billed gull (the world's most endangered gull), the black-fronted tern, banded dotterel and wrybill. Wrybill, the only bird in the world with a bill that bends sideways, feed in the estuary and breed upstream in the braided river. The wetlands are an important summer resting and feeding site for a large number of locally resident and migrant wader species. Wrybills, banded dotterels, pied stilts and pied oystercatchers start to pass through in late August with small numbers of other northern hemisphere wading birds arriving in September and staying into April. Godwits also arrive in September to feed and rest after an 11,000 km non-stop trip from Alaska, preparing for their return journey in later March. In

winter the Estuary is home to the white heron and very rare black stilt. The area is also an important breeding ground for fish such as flounder and whitebait.

~~As part of the consultation process, in 20XX~~ conservation-orientated organisations and bird specialists identified a number of activities that could have a negative impact on the important ecological and wildlife values of the Ashley River/Rakahuri and Saltwater Creek estuarine areas. The need to offer additional protection to this internationally significant area was well supported by submitters to the proposed 2015 Bylaw and the proposed 2016 Bylaw attempts to reduce the tension between environmental protection and recreational use by prohibiting activities that are able to be carried out elsewhere on the beach and restricting other site-specific activities. Examples of prohibited activities that can be carried out in other less ecologically sensitive coastal areas are horse riding, exercising dogs, land yachting, using model aircraft and drones, and taking off or landing microlights and helicopters.

Aerial activities can be seen as a threat to some birds who stay in the air while these are taking place. This interferes with their normal feeding, resting, nesting and roosting activities and puts chicks at risk of overheating or predation.

~~Although the estuary has been a leash control area since~~ since the bylaw was introduced in 2010, dogs ~~were~~ are still frequently observed chasing birds and disturbing their nests. ~~In the 2016 review~~ Dogs ~~have now been~~ were prohibited from the estuary, apart from permitted gamebird dogs during the gamebird hunting season, in order to offer greater protection to critically endangered or threatened bird species.

The estuary is the only safe training and self-landing area for kite surfing within the district and this is now a restricted activity, subject to an ~~annual~~ agreement between the Council, kite surfing community and bird conservation groups.

The bylaw also recognises the significance of the area as a regional sport fishery and provides limited vehicle access via a permit system from mid-August to the end of November each year.

Protection of Foreshore Habitats

The intertidal coastal area is a very important feeding area for birds. Vehicles disturb birds feeding, resting and nesting in built-up areas of driftwood. They also disrupt their food sources by killing or stressing species such as tuatua that live in the sand.

A study of tuatua found that juvenile tuatua were largely found just adjacent to and beneath the high tide line along the beach whilst adult tuatuas were found closer to the low tide line along the beach. Another study found a relationship between the number of vehicle passes and tuatua damage with juvenile tuatua being more at risk from crushing than the larger more mature adults. The compactness of wet sand was also found to favour tuatua survival.

The bylaw offers some protection to tuatua by providing vehicle free areas and attempting to reduce the number of vehicles driving on the rest of the beach. Vehicles are also required to be driven below the high tide mark, apart from at the Waimakariri River Mouth where this is unsafe because of changes in levels along the side of the river. While vehicles driving on wet sand will damage adult tuatua, the more vulnerable juvenile tuatua living higher up the beach will be better protected. The impact of horse hooves on tuatua has been found to be similar to that of vehicles and the equestrian free area at Waikuku offers some protection.

Protection of Dune System

Vehicles and motorcycles in the dunes continue to be a problem, particularly at Waikuku, Pines and Kairaki Beaches, and a number of submitters to the proposed 2015 Bylaw provided the hearing panel with photographic evidence of the damage done to the coastal environment by vehicles and motorcycles. The dunes provide beach settlements with some protection against coastal hazards and damage to the vegetation accelerates coastal erosion. Vehicles have been prohibited from the dunes and motorcycles have been prohibited from the beach altogether to try and address this problem as well as other safety concerns.

Safety Concerns of Beach Users, Conflicts between Different Types of Recreational Activity and Public Nuisance

A number of submitters to the proposed 2015 Bylaw expressed safety concerns about the use of the beach for low key recreation activities such as walking, running, swimming and picnicking at the same time as horse riding, ~~commercial~~ horse training, land yachting, driving and motorcycle riding. The lack of control of some dogs on the beach around other users, particularly children and horses, was also a concern for some people. In one instance, the hearing panel was shown photographic evidence of a vehicle and motorcycle passing through a busy flagged surf patrol area close to a toddler sitting on the beach. Vehicles had been prohibited from the area in question since the bylaw was introduced in 2010. Other submitters had incidences of accidents, near misses and verbal abuse to report.

The bylaw attempts to resolve identified public health, safety and nuisance issues in a way that is no more than reasonably necessary by:

- Giving priority to the most vulnerable beach users, such as children and other people on foot and bathers;
- Designating zones away from the most popular swimming beach (Waikuku Beach) for activities such as recreational horse riding, ~~commercial~~ horse training, land yachting and driving;
- Prohibiting vehicles and ~~commercial~~ horses trainers from passing through flagged surf patrol areas and requiring recreational horse riders to take due care and land yacht operators to dismount if passing through on a return trip is unavoidable;
- Reducing the number of vehicles on the beach by prohibiting recreational driving and motorcycles;
- Clearly setting out personal responsibilities around the use of a vehicle on the beach (the same as on a road) and dog control;
- Requiring the use of the beach for ~~commercial~~ horse training to be in accordance with a user agreement;
- Requiring all beach users to be aware of each other and not impact on another's use or enjoyment of the beach.

Te Ngāi Tūāhuriri Values

Ngāi Tūāhuriri concepts involving land, water and resources are determined by a very complex system of inter-relations and while free to utilise the resources, Ngāi Tūāhuriri are also restrained by a system of controls.

In an economic sense, the resources of an area determined the welfare of the people. The abundance, or lack of, directly affected the mana (prestige) of every tribal group. Traditionally the acquisition and maintenance of the exclusive right to those resources was central to the core of Maori society. The seasonal collection of these resources and the resulting community effort therefore also formed a very important part of the community's strength.

These seasonal activities were a time for Whanaungatanga – renewing contacts with distant relations, Whakatinana o ngā uara – of reinforcing traditional and cultural values, and Tikanga – of maintaining controls; thus providing a tangible link with the past. Another important example of cultural resource values is that of Manaakitanga – hospitality, towards guests. Tradition dictates that as hosts, Tūāhuriri whānau of this area must prepare the best local foods for manuhiri.

Mahinga kai was specifically recognised and protected in Kemp's Deed in 1848 and advanced within Te Kerēme, the Ngāi Tahu Claims Settlement Act 1998. It describes the natural resources gathered by Maori and the places and practices used in doing so. Mahinga kai is an important value and activity that will be acknowledged and provided for within the bylaw process and through ongoing partnership.

The Rakahuri Awa/Ashley River and Northern Pegasus Bay coastal area was a significant area for mahinga kai. Fenton Reserves and Fenton Entitlements were set aside for occupation and access to mahinga kai and some of these are located in or close to the estuary. Fenton Reserve owners and holders of Fenton Entitlements have a legal right to access waterways associated with these reserves and entitlements for mahinga kai purposes. The Ngāi Tahu Claims Settlement Act 1998 makes provision for Fenton Reserve owners and holders of Fenton Entitlements to have access up to 210 days per year for the above purposes, including the erection of temporary camping shelters. In the preparation of this bylaw these rights have been considered and applied.

Traditional values and controls regarding water are included in the Tribe's spiritual beliefs and practices. This recognises and reinforces the absolute importance of water quality and quantity to both mahinga kai and hygiene. Water is held in the highest esteem because the welfare of all life that it contains determines the welfare of the people reliant on those resources.

Traditionally water was the centre of all activity within Maori society. It provided the preferred transport medium, supported fish and shellfish populations and was used in religious ceremonies, including burials, and also for recreational activities. For these reasons and like most other cultures, settlements were centred beside, or in close proximity to major waterways.

This dependence on kai-moana, kai-awa and kai-roto is a subject that has remained constant throughout Ngāi Tūāhuriri history. Over time Ngāi Tūāhuriri accumulated an extensive amount of knowledge about the resources within its' rohe, particularly water-sourced foods. Harvesting methods reflect a sophisticated understanding of the breeding cycles, migration times and feeding habits of all the important fresh and salt-water species, with different names being used for the same fish at different parts of its life-cycle.

Connected to the concept of water guardianship is the matter of tapu. Water was declared tapu for several reasons. The best examples of Wai-Tapu are those waterways that act as burial places. Because of their primary use, food is not taken from these places. One such incident associated with this bylaw area is along the South bank of the Rakahuri, where Te Rauparaha dug up the remains of an elderly Ngai Tuahuriri woman. Subsequently those Tūāhuriri whānau knowledgeable in this history do not gather kai awa from that particular stream and surrounding area.

The Council acknowledges the sensitivity around the scattering of human ashes within the area covered by this bylaw and the concern Te Ngāi Tūāhuriri Runanga has for the impact on cultural values and customs and advises avoiding using mahinga kai areas and associated waterways for this purpose.

1. TITLE

- 1.1 This bylaw is made pursuant to sections 145, 146 (b)(vi) and 153 (3) of the *Local Government Act 2002* and sections 22AB(1)(b), 22AB(1)(c), 22AB(1)(f) and 22AB(1)(zk) of the *Land Transport Act 1998*.
- 1.2 This bylaw is the Waimakariri District Council *Northern Pegasus Bay Bylaw 2016 (amended 2023)*.

2. DATE OF COMMENCEMENT

- 2.1 This bylaw ~~replaces~~ amends the Waimakariri District Council *Northern Pegasus Bay Bylaw 2010-2016* and comes into force on ~~15 August~~ 2 May 2016 2023.

3. APPLICATION AND PURPOSE

- 3.1 The purpose of this bylaw is to control activities on the beaches, including the foreshore and adjacent land areas of Northern Pegasus Bay, in order to:
- (a) Manage recreational uses for the benefit and enjoyment of all users;
 - (b) Minimise environmental impacts arising from this recreation activity;
 - (c) Protect, promote and maintain public health and safety;
 - (d) Protect the public from nuisance;
 - (e) Minimise the potential for offensive behaviour in public places.
- 3.2 Activities that are ~~generally~~ prohibited from the whole of the bylaw area include recreational driving, all motorcycles and unregistered and unlicensed vehicles. ~~F~~freedom camping, ~~recreational driving~~, interfering with wildlife, erecting or interfering with buildings and permanent structures without permission and introducing substances that could harm other people, animals or plants. ~~Unregistered and unlicensed vehicles and all motorcycles~~ are also prohibited.
- 3.3 Activities that are ~~generally~~ prohibited from the Ashley River/Rakahuri and Saltwater Creek estuarine areas include equestrian and dog-related activities, ~~and~~ operating land yachts, drones and model aircraft, and taking off or landing of aircraft including microlights and helicopters. Driving vehicles without a permit or exemption is also prohibited in this area.
- 3.4 Vehicles are also generally prohibited from between the Ocean Outfall and the Ashley/Rakahuri River Mouth. Land yachts are prohibited from the area between the beach entrance to the Waikuku Beach Horsefloat Car Park and Access Trail and the district's northern boundary.
- 3.5 Restricted activities (activities that have conditions attached) include driving vehicles between the Kairaki Beach Car Park and the Ocean Outfall, within the Ashley River/Rakahuri and Saltwater Creek estuarine areas and from the northern boundary of the district to the north of the Ashley/Rakahuri River Mouth, lighting fires, commercial horse training, dog-related activities, kite surfing in the Ashley River/Rakahuri and Saltwater Creek estuarine area and using a land yacht between the Kairaki Beach Car Park and the beach entrance to the Waikuku Beach Horsefloat Car Park and Access Trail.

- 3.6 This bylaw applies to all of the beach, including the foreshore and adjacent land and water areas of Pegasus Bay between the southern boundary of the Waimakariri District, located at the Waimakariri River Mouth, and the northern boundary with Hurunui District, as described and set out in schedules 2, 3, 4, 5 and 6. Some of this land is under the control of the Waimakariri District Council and some is under the control of Environment Canterbury, Department of Conservation, Land Information NZ and Te Kōhaka o Tūhaitara Trust.

4. DEFINITIONS AND INTERPRETATION

In this bylaw, unless the context requires otherwise:

Absolutely protected or partially protected wildlife means all wildlife throughout New Zealand and New Zealand fisheries waters except for those specified in Schedules 1, 2, 3, 4 and 5 of the *Wildlife Act 1953*.

Access Route means an unformed track through sand that provides vehicle access, including that from the Ashley/Rakahuri River Mouth Car Park to the Ashley/Rakahuri River Mouth and foreshore, as shown in schedules 2 and 3.

Access Trail means a cleared defined pathway providing access to the beach for horses, as shown in schedule 4.

Authorised Officer means any person appointed by the Council to perform duties required under this bylaw, irrespective of the designation given to that person.

Beach means any land in the Waimakariri District adjacent to any seacoast which is part of the foreshore, as defined in this bylaw, or is land contiguous to and used in connection with the foreshore and including dunes, and to which the public has a right of access. For the purposes of this bylaw, the beach therefore includes the foreshore and coastal land on both sides of the level of mean high water spring. The coastal marine areas diagram included in this section depicts the location of mean high water spring.

Bed means in relation to the sea, the submarine land areas covered by the sea. The coastal marine areas diagram depicts the location of the bed.

Brazier means— free standing or hanging “bowl” of coals or charcoal and are an approved fire type in open and restricted seasons.

Building means a temporary or permanent movable or immovable structure (including a structure intended for occupation by people, animals, machinery or chattels) as defined in section 8 (1)(a) of the *Building Act 2004*. This does not include any structure erected by beach users for shade or shelter for less than one day’s duration.

Coastal Environment means the environment in which the coast is a significant part or element. It includes the coastal marine area and, the water, plants and animals associated with that area, and the atmosphere above it, and dunes, beaches, areas of coastal vegetation and fauna, areas subject to coastal erosion or flooding, salt marshes, coastal wetlands and estuaries, and coastal landscapes. The coastal marine areas diagram included in this section depicts the location of the coastal environment.

Coastal Marine Area means the foreshore, seabed, and coastal water, and the air space above the water –

- (a) of which the seaward boundary is the outer limits of the territorial sea;
- (b) of which the landward boundary is the line of mean high water springs, except that where that line crosses a river, the landward boundary at that point shall be whichever is the lesser of –
- (c) one kilometer upstream from the mouth of the river; or
- (d) the point upstream that is calculated by multiplying the width of the river mouth by 5.

Commercial horse training/commercial horse trainers/commercial horses means an equestrian activity that is carried out in relation to an involvement with the horse racing industry.

Council means the Waimakariri District Council or any Officer authorised to exercise the authority of the Council.

Council/s means the Waimakariri District Council and/or the Canterbury Regional Council (Ecan) or any Officer authorised to exercise the authority of one of these Councils.

Detritus means a build-up of organic matter such as driftwood, shells and seaweed on the foreshore due to wave or tide action.

District means the district within the jurisdiction, and under the control of the Waimakariri District Council.

Enforcement Officer means an officer or other person appointed by the Council/s to enforce the provisions contained in this bylaw and includes:

- (a) any person warranted by the Council/s in accordance with section 177 of the *Local Government Act 2002* as an enforcement officer;
- (b) any ranger appointed by the Council/s under the *Reserves Act 1977*;
- (c) any dog ranger or dog control officer appointed by the Council under the *Dog Control Act 1996*;
- (d) any parking warden appointed by the Council under the *Land Transport Act 1988*;
- (e) any enforcement officer defined as an enforcement officer under the *Land Transport Act 1998*.

Fenton Entitlement means an entitlement granted in favour of the holder (in this instance, particular people within Ngāi Tahu Whānui and their descendants) to occupy temporarily and exclusively the entitlement land for up to 210 days in any calendar year (excluding days on and from 1 May to 15 August). The entitlement is granted for the purposes of permitting the holders to have access to the waterway for lawful fishing and gathering of other natural resources on the terms and conditions set out in the Entitlement and allows holders to erect camping shelters or similar temporary dwellings.

Fenton Reserve means a Fenton Reserve established by Judge Fenton in 1868 in accordance with Kemp's Deed to ensure on-going access by the beneficial owners to the associated waterways and their mahinga kai.

Foreshore means any land covered and uncovered by the flow and ebb of the tide at mean spring tides and, in relation to any such land that forms part of the bed of a river, does not include any area that is not part of the coastal marine area. The coastal marine areas diagram depicts the location of the foreshore.

~~**Freedom Camp** means to camp overnight using a tent or other temporary structure, a caravan, car, trailer, campervan, house truck or other motor vehicle. It does not include temporary and short-term parking of a motor vehicle or recreational activities commonly known as day-trip excursions.~~

Freedom Camp means to camp (other than at a camping ground) within 200 m of a motor vehicle accessible area or the mean low-water springs line of any sea or harbour, or on or within 200 m of a formed road or a Great Walks Track, using 1 or more of the following:

(a) a tent or other temporary structure:

(b) a caravan:

(c) a car, campervan, housetruck, or other motor vehicle.

Freedom camping does not include the following activities:

(a) temporary and short-term parking of a motor vehicle:

(b) recreational activities commonly known as day-trip excursions:

(c) resting or sleeping at the roadside in a caravan or motor vehicle to avoid driver fatigue. It does not include temporary and short-term parking of a motor vehicle or recreational activities commonly known as day-trip excursions.

Kite Surfing means being propelled over water by means of a kite on a board or similar craft.

Land Yacht means a wind-driven recreation vehicle, usually consisting of three wheels supporting a bare-frame structure, mast and sail. In this context the term also refers to recreation vehicles known as blokarts and sand yachts. Land yachts are used especially on beaches and other sandy areas.

Last High Tide means the last time after a low tide (there is approximately a 12 hour cycle from high tide to high tide) that the tide has been at its fullest so that the sea water reaches its highest level on the foreshore. The last high tide mark is generally able to be identified by a band of wet sand and detritus.

Mean High Water Spring means the highest level to which spring tides reach on average. This level is generally close to being the 'high water mark' where detritus accumulates on the shore annually. The coastal marine areas diagram depicts the location of mean high water spring.

Mean Low Water Spring means the lowest level to which spring tides retreat on average. The coastal marine areas diagram depicts the location of mean low water spring.

Motorcycle means a motor vehicle, running on 2 wheels, or not more than 3 wheels when fitted with a sidecar, as defined in section 2 (1) of the *Land Transport Act 1998* and any amending or replacement legislation. It includes a vehicle with motorcycle controls that is approved as a motorcycle by the Transport Agency but does not include a moped.

Motor Vehicle means a vehicle drawn or propelled by mechanical power, including a trailer, as defined in section 2 (1) of the *Land Transport Act 1998* and any amending or replacement legislation. It does not include a mobility device.

Permission shall include a permit or exemption under this bylaw.

Recreational Driving means driving on the beach as an activity in itself and/or primarily for the pleasure of driving.

Recreational Horse Riders means the leading/riding/driving of horses along trails and the foreshore for pleasure/leisure, and for the enjoyment of the natural environment. This includes ~~commercial~~ horse ~~trainers/operators~~ delivering organised equestrian activities that fall outside of the horse racing industry such as riding lessons and treks.

Regional Council means the Canterbury Regional Council (Ecan) or any officer authorised to exercise the authority of the Council.

Shall indicates a mandatory requirement while the use of **should** indicates a recommendation.

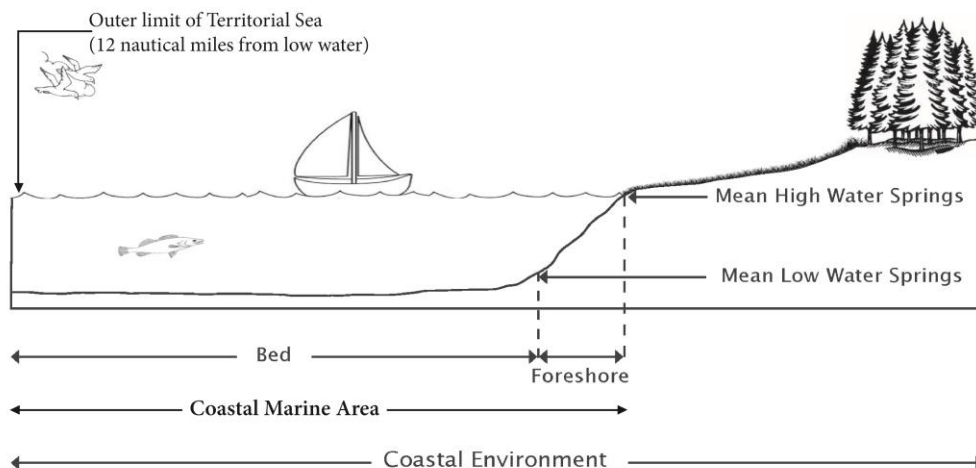
Sign includes a notice, label, inscription, billboard, plaque or placard.

Te Rūnanga o Ngāi Tahu means Te Rūnanga o Ngāi Tahu established by Section 6 of *Te Rūnanga o Ngāi Tahu Act 1996*.

Under Control means that the dog is not causing a nuisance or danger and that the person in charge of the dog is able to obtain an immediate and desired response from the dog by use of a leash, voice commands, hand signals, whistles or other effective means.

COASTAL MARINE AREAS DIAGRAM

The following diagram shows where the various marine terms referred to in this bylaw are located within the coastal environment.



PART 1 – PROHIBITED AND RESTRICTED ACTIVITIES IN BEACH AND ADJACENT LAND AREAS

5. PROHIBITED VEHICLE ACCESS

5.1 No person shall drive a motor vehicle to, from or on a beach, including the dunes, if prohibited from doing so by any clause within this bylaw.

5.2 No person shall ride a motorcycle on the beach, including the dunes.

- 5.3 No person shall drive a motor vehicle on the beach except in the areas outlined in Section 6 - Restricted Vehicle Access and described and set out in schedules 2 and 3 of this bylaw.
- 5.4 No person shall drive a motor vehicle on the beach for any purpose other than those specified in clauses 6.2, 6.3, 6.4 and 6.5 of this bylaw.
- 5.5 Recreational driving on the beach, as defined in section 4 is prohibited.

6 RESTRICTED VEHICLE ACCESS

- 6.1 Clauses 6 and 7, and the sub-clauses thereto, set out restrictions that apply to driving on any Council beaches that are authorised by this bylaw, notwithstanding the provisions of clauses 5.1 to 5.5.
- 6.2 A person may drive a motor vehicle from the Kairaki Beach Car Park, located at the Waimakariri River Mouth, to the Ocean Outfall, as shown and set out in schedule 2, only for the purposes of boat launching or retrieval, taking machinery and equipment used for legitimate recreational purposes (this may include, but is not limited to jet skis, wind surfing boards and land yachts) to and from the water's edge, fishing, whitebaiting, mahinga kai gathering, or to enable disability access for holders of mobility parking permits.
- 6.3 A person may drive a motor vehicle in the restricted vehicle area, as described and set out in schedule 2, from the Waimakariri District's northern boundary to the north of the Ashley/Rakahuri River Mouth, only for the purposes of boat launching or retrieval, fishing, whitebaiting and mahinga kai gathering.
- 6.4 A person, upon obtaining a permit, may drive a motor vehicle through the locked gate at the Ashley/Rakahuri River Mouth Car Park and along the access route, as described and set out in schedules 2 and 3, to gain access to the Ashley/Rakahuri River Mouth. Permits may be issued for the purposes of boat launching or retrieval, fishing, whitebaiting and mahinga kai gathering, and are subject to the terms and conditions described and set out in schedule 1 of this bylaw.
- 6.5 A person holding a permit in accordance with clause 6.4 of the bylaw shall remain on the access route marked by the Council, from the Ashley/Rakahuri River Mouth Car Park to the beach and then remain below the last high tide mark, as described and set out in schedules 2 and 3.
- 6.6 The access route marked by the Council from the Ashley/Rakahuri River Mouth Car Park to the River Mouth, as described in schedules 2 and 3, may be physically relocated from time to time by the Council, following receipt of river management engineering and ecological advice. Signage will be used to advise users of any changes to the location of the route.
- 6.7 People driving permitted or exempted motor vehicles shall stay clear of areas of driftwood and other detritus likely to be used for bird habitats in the Ashley River/Rakahuri and Saltwater Creek estuarine areas or on beach areas adjacent to the estuary.

7. USE OF VEHICLES - GENERAL CONDITIONS

- 7.1 The *Land Transport Act 1998* defines the beach as a road and therefore all motor vehicles driven on the beach are required to be registered and licensed, and all drivers are required to be licensed, where they are required to be registered and licensed under the Act.
- 7.2 No person shall drive a motor vehicle on a beach other than below the last high tide mark, unless it is unsafe to do otherwise, except when using an access route specified in this bylaw, or when at the Waimakariri River Mouth.
- 7.3 No person shall drive a motor vehicle through a beach area that is flagged for surf life saving patrols, except as provided for by approval under clause 16, and subject to the conditions set out in any such approval.
- 7.4 No person shall drive a motor vehicle on a beach area that has been reserved, by the Council from time to time and for periods set by the Council, for events from which vehicular activities are excluded.
- 7.5 No person shall drive a motor vehicle on any beach, adjacent land area or access track at a speed in excess of 30 kilometres per hour or at a speed in excess of 10 kilometres per hour within 50 metres of any other person not in the motor vehicle.
- 7.6 No person shall drive or ride a vehicle on any part of the beach where vehicles are allowed, in a manner, which having regard to all the circumstances of the case, is or might be dangerous to the public or to any person.
- 7.7 All persons operating a motor vehicle on a beach shall give way and show due consideration to all persons on foot, and to bathers, horses and other animals at all times.- Birds and their nests must be avoided. and birds at all times.
- 7.8 Any person who obtains a permit, permission or exemption under this bylaw to take a motor vehicle onto any beach shall strictly comply with any terms and conditions included within that permit or permission.

8. PROHIBITED HORSE ACCESS

- 8.1 No person shall drive, ride, lead, let wander or otherwise use any horse or horses within the prohibited area extending from immediately north of the beach entrance to the Waikuku Beach Horse Float Car Park and Access Trail to the north of the Ashley /Rakahuri River Mouth, as described and set out in schedule 4 of this bylaw.
- 8.2 ~~Commercial-hH~~orse training is prohibited on the beach outside of the permitted northern and Woodend Beach areas, as described and set out in schedule 4 of this bylaw.
- 8.3 ~~Commercial-hH~~orses are prohibited from accessing the beach via the Pines Beach horse accessway at the end of Reid Memorial Avenue.

9. RESTRICTED HORSE ACCESS

- 9.1 Clauses 9 and 10, and the subclauses thereto, set out the restrictions on horse access that are authorised by this bylaw, notwithstanding the provisions of clauses 8.1 to 8.3.

- 9.2 Recreational horse riders and ~~commercial~~ horse trainers may drive, ride, lead or otherwise use a horse or horses in the restricted horse area, as described and set out in schedule 4, from the Waimakariri District's northern boundary to the north of the Ashley/Rakahuri River Mouth.
- 9.3 Recreational horse riders may drive, ride, lead or otherwise use a horse or horses in the restricted horse area, as described and set out in schedule 4, from Kairaki Beach to the south side of the beach entrance to the Waikuku Beach Horse Float Car Park and Access Trail.
- 9.4 ~~Commercial~~ Horse trainers may drive, ride, lead or otherwise use a horse or horses in the restricted ~~commercial~~ horse training area, as described and set out in schedule 4, which runs approximately 3.2 km's (2 mile training run) either side of the beach entrance to the Woodend Beach Horse Float Car Park and Access Trail.
- 9.5 Open access to the beach for recreational horse riders will be provided from the Kairaki Beach Car Park and at Pines Beach, via a horse step over bar located at the eastern end of Reid Memorial Avenue, as described and set out in schedule 4.
- 9.6 Open access to the beach for recreational horse riders and ~~commercial~~ horse trainers will be provided along a trail from the Woodend Beach Horse Float Car Park, via a horse step-over bar, as described and set out in schedule 4. Access via a gate is also available during day light hours at the discretion of Te Kōhaka o Tūhaitara Trust. That trail only, and not surrounding land, shall be used for horse access.
- 9.7 A permit shall be required by all people seeking to take a horse through the locked access gate at the Waikuku Beach Horse Float Car Park and then along a trail to the beach, as described and set out in schedule 4. That trail only, and not surrounding land, shall be used for horse access.
- 9.8 Recreational horse riders should not pass through flagged surf life saving patrol areas. In the event this is unavoidable on a return trip, riders must take all care to safely pass through the flagged area.
- 9.9 ~~Commercial~~ Horse trainers shall not drive, ride, lead or otherwise pass with a horse through a flagged surf ~~life saving~~ lifesaving patrol area.
- 9.10 No person shall drive, ride, lead, let wander or otherwise use any horse or horses, on a beach area that has been reserved by the Council from time to time and for periods set by the Council, for events from which those equine activities are excluded.

10. EQUINE ACTIVITIES – GENERAL CONDITIONS

- 10.1 Any person undertaking an equine-related activity on a beach area shall remain below the last high tide mark, except when on an access trail as described and set out in schedule 4, when moving from the access trail to the last high tide mark, when at the Waimakariri River Mouth, or to avoid a potentially unsafe situation.
- 10.2 Any person undertaking an equine-related activity on a beach area shall give way and show due consideration to pedestrians at all times.
- 10.3 Any person driving a horse and sulky shall stay well clear of pedestrians at all times and ensure their driving does not endanger any person, bird or other animal.

10.4 The use of the designated ~~commercial~~ horse training area at Woodend Beach will be in accordance with a user agreement between the Council and Woodend Beach ~~commercial~~ horse training representatives. This agreement is to be reviewed annually prior to the start of each summer season.

10.5 Any person in charge of a horse shall remove the faeces passed by their horse/s from the horse float car parks.

11. INTERFERENCE WITH BEACH AREAS AND OTHER BEACH USERS

11.1 Without the prior written permission of an authorised officer, no person shall on a beach, or adjacent land area:

- (a) remove, destroy, damage, displace, deface, or otherwise interfere with any sign, post, fence, barrier, warning device, structure or building erected by the Council, Canterbury Regional Council, Te Kōhaka o Tūhaitara Trust, Department of Conservation, Canterbury Surf Life Saving Association or an approved surf lifesaving club;
- (b) erect, construct, fix or place any sign, post, fence, barrier, warning device, structure or building except when the person is otherwise expressly authorised by the Council, Canterbury Regional Council, Te Kōhaka o Tūhaitara Trust, Department of Conservation, Canterbury Surf Life Saving Association or an approved surf lifesaving club to do so;
- (c) introduce any substance that may cause injury to another person, animal or plant life;
- (d) destroy, injure, disturb or otherwise interfere with or cause distress to any roosting, nesting, resting or feeding birds or remove or destroy any bird nest or the contents of a bird nest.

11.2 No person shall intentionally obstruct, disturb, or interfere with any other person's legitimate use or enjoyment of the beach or adjacent land areas.

11.3 No person shall, without lawful authority, hunt, kill, dispose of, or have in his or her possession, any part of any absolutely protected or partially protected wildlife or marine wildlife, or rob, disturb, destroy or have in his or her possession the nest of any such wildlife as per sections 3, 63 and 63A of the *Wildlife Act 1953*.

12. PROHIBITED FREEDOM CAMPING AREA

12.1 No person shall freedom camp within the bylaw area [\(See glossary for definition\)](#).

13. RESTRICTED AND PROHIBITED AREAS FOR SPECIFIED RECREATIONAL ACTIVITIES

13.1 No person shall use a drone or model aircraft or take off or land [an aircraft, including a](#) [microlight or helicopter](#), within the Ashley River/Rakahuri and Saltwater Creek estuarine areas, as described and set out in schedule 5. Civil Aviation Authority (CAA) rules apply to the use of the air space over the estuary.

- 13.2 The Ashley River/Rakahuri and Saltwater Creek estuarine area, as described and set out in schedule 5, is a restricted area for kite surfing in accordance with a user agreement between the Council, Department of Conservation, Environment Canterbury, Northern Pegasus Bay kite surfing community, Canterbury Windsports Association Inc, Birds NZ, the Ashley-Rakahuri Rivercare Group Inc and Braided River Aid Inc (BRaid). This user agreement is to be reviewed annually prior to the start of the kite surfing season, which runs from November to April, and whenever significant changes to the coastal environment during this period necessitate additional reviews.
- 13.3 Land yachts shall only be operated on the beach in the area between Kairaki Beach and the beach entrance to the Waikuku Beach Horse Float Car Park and Access Trail.
- 13.4 Land yacht operators shall not pass through flagged surf lifesaving patrol areas. In the event this is unavoidable on a return trip, operators must dismount and push their yacht through the flagged area.
- 13.5 Environment Canterbury's Navigation Safety Bylaw applies to the Ashley River/Rakahuri and estuary area. This bylaw requires powered watercraft to stay within a 5 knot speed limit when on the river or any of its tributaries, downstream of the State Highway 1 Bridge.

14. RESTRICTED FIRE CONTROL AREA

- 14.1 ~~No person shall light, or further fuel, a fire in the open air or allow a fire to continue burning within the bylaw area except in accordance with a fire permit issued by an officer authorised to perform duties under the Waimakariri District Council Fire Control Bylaw 2014.~~ Fires in the open air are permitted within the Bylaw area during an open season unless lit within an area managed by another agency such as TKTT, DOC or ECAN. Fire and Emergency NZ (FENZ) require a fire permit issued by FENZ for lighting a fire during a restricted season. No fires are permitted to be lit in the open in the Bylaw area during prohibited fire seasons. Please note the fire seasons are defined and prescribed by FENZ.
- 14.2 Braziers are an approved fire type in open and restricted fire seasons and do not require a FENZ permit.

15. DOG CONTROL

- 15.1 All dogs are prohibited from the Ashley River/Rakahuri and Saltwater Creek estuarine areas, as described and set out in schedule 5, but this requirement shall not apply to holders of Fish and Game Hunting Licenses who are permitted to use gamebird dogs during gamebird hunting season.
- 15.2 All dogs are prohibited from within the areas marked by surf lifesaving patrol flags and from an area extending 50 metres beyond the flags, in accordance with this bylaw and the Dog Control Bylaw ~~2009.~~ 2019.
- 15.3 All dogs on the beach shall be kept under continuous and effective control at all times in accordance with this bylaw and the Dog Control Bylaw ~~2009.~~ 2019
- 15.4 Dogs which are not able to be kept under effective voice control around horses shall be placed on a lead when in the vicinity of a horse.

- 15.5 Any dog found not under continuous and effective control on the beach may be seized and detained by any authorised officer, or a person employed by the Council, and be impounded in accordance with this bylaw and the Dog Control Bylaw ~~2019~~2009.
- 15.6 No person being the owner of, or having the control of any dog shall permit the dog to foul any part of the beach with droppings, provided that no offence shall be deemed to have been committed against this bylaw and the Dog Control Bylaw ~~2019~~2009 when the person having control of the dog removes the droppings immediately.
- 15.7 The owner or person in charge of any dog on the beach shall carry a suitable receptacle for the removal of any faeces defecated by that dog in accordance with this bylaw and the Dog Control Bylaw ~~2009~~2019.

PART 2 – OTHER MATTERS

16. EXEMPTIONS

- 16.1 This bylaw does not apply to any person who commits an act that is done:
- (a) in accordance with a valid and current contract for services with the Council; or
 - (b) on a voluntary basis in accordance with a valid and current agreement entered into with the Council; or
 - (c) by a member of the emergency services in the course of carrying out his or her duties as a member of the emergency services; or
 - (d) in accordance with any operative reserve management plan, or pursuant to any resource consent under the Resource Management Act 1991.
- 16.2 This bylaw does not apply to owners of Fenton Reserves and holders of Fenton Entitlements located within the bylaw area when exercising their legal rights to access waterways associated with these reserves and entitlements for mahinga kai purposes. This access is to be managed through an agreement with Fenton Reserves/Entitlements Trustees that sits alongside the bylaw and is consistent with the principles of kaitiakitanga, the underlying rights/purpose of the reserves and entitlements and the values expressed in the bylaw.
- 16.3 Notwithstanding any prohibition or restriction on driving a vehicle set out in this bylaw, a person may drive a vehicle on a beach in the following circumstances, providing permission is first obtained from an authorised officer:
- (a) by or on behalf of the Council, the Canterbury Regional Council, a government agency, or the Fish and Game Council, or an approved voluntary group, for the provision of enforcement services, for monitoring or ranger services, or for the rescue, protection, or disposal of marine animals or other wildlife or animals; or
 - (b) by or on behalf of the Council, the Canterbury Regional Council or a government agency for water quality sampling, flood protection, the control or cleanup of contaminants, or resource investigations or monitoring; or

- (c) by or on behalf of the Council, the Canterbury Regional Council or a government agency, the Canterbury Surf Lifesaving Association or a surf lifesaving club, Te Kōhaka o Tūhaitara Trust, an approved 4WD club, or an approved voluntary group, for track maintenance, beach and beach facility maintenance, pest control, or the removal of rubbish or beach cast material; or
- (d) by or on behalf of the Council, the Canterbury Regional Council, a government agency, the New Zealand Police, the New Zealand Fire Service, the New Zealand St. Johns Ambulance Service, the New Zealand Defence Force, the Canterbury Surf Lifesaving Association or a surf lifesaving club, the New Zealand Coastguard or an approved 4WD club, for the undertaking of civil defence, police, medical, rescue or firefighting training.

17. PERMISSION UNDER THIS BYLAW

- 17.1 A written permission granting exemption from a provision or provisions of this bylaw may be given on written request to the Council or an authorised officer of the Council who has been delegated this role by the Council.
 - 17.2 A permission given under this bylaw may relate to:
 - (a) an activity or event or a series of activities or events, as the case may be;
 - (b) one or more clauses under this bylaw as is appropriate in the circumstances.
 - 17.3 Any permission given under this bylaw may be subject to such terms and conditions as the Council or authorised officer giving the permission thinks fit.
 - 17.4 The permission shall set out:
 - (a) the activity or event or activities or events which is, or are permitted or exempted; and
 - (b) the duration of the permission or exemption; and
 - (c) the areas to which the permission or exemption relates; and
 - (d) any conditions to which the permission or exemption is subject.
 - 17.5 The Council may review and alter or cancel any permission or exemption given under this bylaw, and will provide reasonable notice of any alteration or cancellation to the affected party.
 - 17.6 Where this bylaw refers to written permission, that permission may be in electronic form.
- ## 18. FEES
- 18.1 For every application made for a permit, permission or exemption or other authority under this bylaw, the applicant shall pay to the Council such fee as the Council may prescribe in accordance with section 150 of the *Local Government Act 2002*.

- 18.2 The Council may, from time to time, by resolution that is publicly notified, specify the fees payable in respect of the issue of any permit, permission or exemption under this bylaw. The Council will consult on, and publicly notify its intended fees prior to making a resolution to fix such fees.

19. BREACHES AND PENALTIES

- 19.1 Every person commits a breach of this bylaw who:
- (a) commits, or causes to be committed, any act contrary to this bylaw; or
 - (b) omits, or knowingly permits to remain undone, any act required by this bylaw; or
 - (c) refuses or neglects to comply with any direction, permit, permission, exemption, notice or any condition in any such notice whether public or private, given pursuant to this bylaw; or
 - (d) obstructs or hinders any authorised or enforcement officer of the Council in the performance of any power, or duty conferred upon him or her by this bylaw or fails to comply with the instructions of an authorised or enforcement officer given pursuant to this bylaw; or
 - (e) fails to give their name and address to an enforcement officer when requested to do so if the officer considers this bylaw has been breached.
- 19.2 A breach of this bylaw is an offence and every person is liable on summary conviction to the applicable penalty provided for in the *Local Government Act 2002* and the *Land Transport Act 1998*, or such other penalty as may be prescribed in any other legislation in force at any applicable time.
- 19.3 In addition to summary conviction, a person may also be liable for an infringement fee as prescribed in the *Land Transport Act 1998*, *Resource Management Act 1991*, *Dog Control Act 1996* or in regulations made under the *Local Government Act 2002*.
- 19.4 The Council may apply to the District Court to grant an injunction restraining a person from committing a breach of this bylaw, notwithstanding that proceedings for any offence constituted by the breach have not been taken.
- 19.5 On being shown a current warrant of appointment by an enforcement officer, any person who is requested to do so shall provide their name and address and the name and address and whereabouts of any person connected in any way with the alleged breach, to the enforcement officer if that officer believes on reasonable grounds that a provision of the bylaw has been or is being breached.
- 19.6 Every person who breaches this bylaw, shall on request by an enforcement officer immediately stop the activity, and leave the beach or adjacent land area, including any prohibited area, if instructed to do so by the enforcement officer and may be prohibited from returning for such period as the enforcement officer deems fit.
- 19.7 Any person failing with all reasonable speed to comply with a request under clause 19.6 commits a further offence against this bylaw.
- 19.8 The Council reserves the right to cancel a vehicle or horse access permit or any written permission or exemption held by a person who is breaching or has breached this bylaw.

20. REVOCATIONS AND SAVINGS

- 20.1 The Waimakariri District Council *Northern Pegasus Bay Bylaw 2010-2016* is hereby ~~revoked~~amended.
- 20.2 Any approval, permission or authorisation under the Waimakariri District Council *Northern Pegasus Bay Bylaw 2010-2016* that is in effect at the commencement of this bylaw, continues to have full force and effect for the purposes of this bylaw, as long as it is consistent with any relevant clause in this bylaw.
- 20.3 The revocation of the Waimakariri District Council *Northern Pegasus Bay Bylaw 2010-2016* under clause 20.1 does not prevent any legal proceedings, criminal or civil, being taken to enforce that bylaw and such proceedings shall continue to be dealt with and completed as if the bylaw had not been revoked.

21. REVIEW OF BYLAW

- 21.1 A comprehensive review of this bylaw shall be carried out no later than 2021-2024 as required by the *Local Government Act 2002*.
- 21.2 ~~A bylaw implementation plan will be developed and reviewed after two years of operation.~~ The Council reserves the right to carry out an early review of any aspect of the bylaw that has not been found to have been effective in addressing identified user conflicts, health and safety concerns, matters of public nuisance and environmental issues.

PART 3 – SCHEDULES

22. SCHEDULE 1: ASHLEY/RAKAHURI RIVER MOUTH MOTOR VEHICLE ACCESS PERMIT SYSTEM

The schedule below specifies the terms and conditions, as determined by Council resolution from time to time, which apply to the permits required for vehicle use in the restricted areas described and set out in schedules 2 and 3, and is in addition to clauses 6 and 7 of the bylaw.

- (a) A permit is issued to a person, not a vehicle, and shall be carried by the holder at all times they seek to make use of it.
- (b) Permits are not transferable to any other person. They may be immediately revoked, and penalties and/or prosecution may be imposed for breaches of the conditions. They do not supersede any requirements under other legislation including by way of example only, but not limited to, the *Land Transport Act 1998*, *Resource Management Act 1991* and the *Wildlife Act 1953* and their amendments and replacements, etc.
- (c) A sticker issued to a permit holder shall be displayed on the vehicle in a prominent position to enable it to be easily identified by an enforcement officer.
- (d) Applicants shall be required to provide vehicle registration and license details and other vehicle description details, as well as the purpose the permit is being applied for, as part of their permit application for any vehicle that is intended for use on the beach.
- (e) Approved permit holders will be issued a key upon payment to the Council of a fee as specified by the Council by resolution from time to time. These permits are only available for use [during the whitebait season as defined by the Department of Conservation from the period 15 August to 30 November each year.](#)

23 SCHEDULE 2: VEHICLE ACCESS MAP

Schedule 2 is a map (see attached) showing approved vehicle access routes and prohibitions and restrictions on vehicle use on Waimakariri District beaches, as specified in clauses 5, 6 and 7 of this bylaw.

24 SCHEDULE 3: VEHICLE ACCESS MAP FOR ASHLEY RIVER/RAKAHURI AND SALTWATER CREEK ESTUARINE AREAS

Schedule 3 is a map (see attached) showing where vehicles are prohibited in the Ashley River/Rakahuri and Saltwater Creek estuarine areas, the location of the car park, vehicle access gate and access route for permitted vehicles, as specified in clauses 6.4 and 6.5 of this bylaw. Permitted vehicles shall stay clear of areas of driftwood and other detritus likely to be used for bird habitats on the access track, as set out in clause 6.7 of this bylaw. The map also shows the Fenton Reserves and Entitlements located in the general area.

25 SCHEDULE 4: HORSE ACCESS MAP

Schedule 4 is a map (see attached) showing designated horse float car parks, horse access trails and permitted areas for recreational riding and ~~commercial~~ horse training on the Waimakariri District's beaches as well as prohibited areas, as specified in clauses 8 and 9 of this bylaw.

26 SCHEDULE 5: RECREATION ACTIVITY MAP FOR ASHLEY RIVER/RAKAHURI AND SALTWATER CREEK ESTUARINE AREAS

Schedule 5 is a map (see attached) showing the Ashley River/Rakahuri and Saltwater Creek estuarine areas where the recreational activities specified in clauses 8.1, 13.1 and 15.1 of the bylaw are prohibited. It also shows the activities that are restricted, as specified in clauses 13.2 and 13.5 of this bylaw.

27 SCHEDULE 6: LAND YACHT ACCESS MAP

Schedule 6 is a map (see attached) showing permitted and prohibited areas for operating land yachts on the Waimakariri District's beaches, as specified in clauses 13.3 and 13.4 of this bylaw.

28 AMENDMENT OF SCHEDULES 2 TO 6

Schedules 2 to 6 may be amended by the Council from time to time as new aerial photography becomes available and/or to indicate physical changes that are occurring to the characteristics or topography of the beaches and estuarine areas included in the bylaw area.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** GOV-07-01 / 230321038647**REPORT TO:** COUNCIL**DATE OF MEETING:** 2 May 2023**AUTHOR(S):** Janet Fraser, Utilities Planner
Témi Allinson, Senior Policy Analyst**SUBJECT:** Waimakariri District Council Bylaw and Policy Review Programme**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)
General Manager
Acting Chief Executive**1. SUMMARY**

- 1.1. Council has over 70 policies and another 15 bylaws. While the majority of these documents serve a present and ongoing need in Council's operations, we are undertaking a review to see how they could be better rationalized to lighten the administrative burden associated with drafting and updating them.
- 1.2. The sheer number of policies and the way they are structured is resulting in a lot of duplication of efforts and missed opportunity to explore crossovers in subject matter and thereby develop a more robust and joined-up document.
- 1.3. This report recommends that the Council adopts or revokes a set of recently revised policies (Tranche 1) within its Policy Manual as a part of the ongoing review of Council policies. It seeks approval to revoke a number of policies which are no longer required and recommends adoption of several policies that are finalised and current. In the coming months we will bring further tranches of the policy review to Council for action.
- 1.4. In the spreadsheet attached to this report, policies are categorized into three main action groups:
 - a) Merging - where we have multiple policies covering niche aspects of the same topic, we propose for them to be updated and merged into one all-encompassing and comprehensive policy that adequately addresses all aspects of the topic.
 - b) Update and maintain - for policies that have been reviewed to make current but retain the same topic and scope as the previous versions.
 - c) Revoke - policies that are either no longer statutorily required or are now better dealt with through other Council measures. Many of these policies have been superseded by updated Government / industry guidelines or changing legislation / regulatory requirements.
- 1.5. A detailed rationale for the recommended action for each policy is also provided in the attached spreadsheet. Specific targeted consultation is proposed for the new "Subdivisions Policy" to be consulted with developers.

Attachments:

- i. Spreadsheet summary of Council Policy Review Process and Rationale (TRIM 230322039642)
- ii. Waimakariri District Council Wastewater Policy (TRIM 221214216590)
- iii. Waimakariri District Council Advisory Groups Policy (TRIM 221214216299)
- iv. Waimakariri District Council Application for Connection to Water Supply or Wastewater Schemes Policy (TRIM 221221220283)
- v. Waimakariri District Council Underground Service Locating Policy (TRIM 221221220812).
- vi. Waimakariri District Council Subdivisions Policy (TRIM 221220219765)
- vii. Waimakariri District Council Naming Policy (TRIM 230321039443)

2. RECOMMENDATION

THAT the Council:

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

- xi) Servicing of Urban Infill Developments and Infill Subdivisions (TRIM 161010104086).
 - xii) Geotechnical Investigations and Subdivisions Assessment Policy (TRIM 230124008890).
- (j) **Notes** the 3 Water's Policies and Development / Subdivision policies have all been reviewed and the proposals in this report complete the policy review process for these departments.
- (k) **Circulates** this report to the Community Boards for their information.

3. **BACKGROUND**

- 3.1. The Council has over 70 policies (68 are currently published on its website within the "Policy Manual"), of which a number are now out of date and overdue for review. There are also several policies prepared by separate departments which could ideally be merged as they contain similar content. Maintaining these separately over time may generate duplication or inconsistency. Some policies are also able revoked as they are no longer required.
- 3.2. The driver for this policy manual review is to ensure that the Council's published policies remain current. As a result of evolving service delivery processes and regulatory changes, it is timely to ensure policies reflect the Council's current intent and are relevant to current practice.
- 3.3. Work is ongoing on other policies not specifically referenced in this report. Further work is still required to revise these, and they will be presented to the Council at a future meeting for adoption/ revocation.

4. **ISSUES AND OPTIONS**

- 4.1. The Council has the option to retain, amend or revoke any policy or bylaw. During the review process several policies have been updated and their amended versions are now ready for adoption.
- 4.2. Council's Fire Control Bylaw is recommended for revocation. The revocation of this bylaw is purely procedural as the provisions of the bylaw have been superseded by legislation and Council no longer has responsibility for regulating the lighting of fires and ensuring fire safety. If we do not revoke the Bylaw, it will continue to be in effect. This will mean we have a bylaw that 'doubles up' with other legislation and may cause confusion or expectations of Council enforcement.
- 4.3. The proposed adoption of updated existing policies does not incorporate any substantive change from existing practice. The proposed adoption of these policies incorporates the policy content of the existing policy, set out in the new policy template format. The amended versions contain minor editing changes for clarification, including changes to staff delegation and reference to updated national standards, legislation, regulation or guidance documents. For most of these policies, there is little substantive change to policy direction or content, including to any previous requirement or obligation for the Council or any third party.
- 4.4. The updated policies proposed for adoption are itemised by department:
- 4.5. **Strategy and Business Unit Policies recommended for adoption:**
- a) Advisory Groups Policy
 - b) Naming Policy
- 4.6. The Naming Policy is the result of merging three separate naming policies [i) Naming and Sponsorship; ii) Naming of Parks and Reserves Policy; and iii) Naming of Roads and

Streets (Including Private Roads) Policy] into one. The new policy largely retains the provisions of the three separate policies plus some minor edits. This most notable edit is that the new policy clearly links Council's commitments to shared decision making under its memorandum of understanding with Te Ngāi Tūāhuriri Rūnanga.

4.7. **3 Water's Policies recommended for adoption:**

- a) Wastewater Policy
- b) Application for Connection to Water Supply or Wastewater Schemes Policy
- c) Underground Service Locating Policy

4.8. **Development Policies recommended for adoption:**

- a) Subdivisions Policy (targeted consultation is recommended with developers)

4.6 The new Subdivisions Policy is a combination of the existing "Bonding Policy for Uncompleted Subdivision Works and Maintenance" and "Timing and Payment for Subdivision Works", together with a proposed new "Urbanisation Policy". A "link strip" policy has also been added addressing requirements where a developer puts in place infrastructure which will benefit future adjoining developers, providing a basis for negotiation of a private cost share agreement.

4.7 The changes proposed within these combined policies which are now incorporated into the new Subdivisions Policy are in line with current practice. The Subdivisions Policy does not introduce any new practice or requirement. The updated policy is instead intended to provide greater transparency around Council communications with developers. Targeted consultation will be undertaken to ensure developers are aware of the policy and to provide an opportunity for feedback prior to final adoption.

4.8 There are a number of policies that have been reviewed and are recommended to be revoked by relevant department manager/s. These are recommended for revocation because they are no longer required. Some of these resemble an operational guide or set of internal procedures rather than a policy. Some contain content that is found through the review process to be fully contained within legislation, industry guidance, regulation or national standards. The content of the policy may alternatively be better incorporated in an Activity Management Plan or other guidance or practice material. A full explanation for proposed revocation of each policy is provided in the attached spreadsheet "Summary of Council Policy Review Process and Rationale "(see attachment i).

4.9 Those policies recommended for revocation are:

- a) Aquatic Facilities Customer Safety and Security Policy (TRIM 180525057831)
- b) Temporary Residential Accommodation Policy (TRIM 120808051207)
- c) Bylaw Policy (TRIM 210921151596)
- d) Council's Role in the Provision of Community Facilities (TRIM 120622038970)
- e) Council's Role in Economic Development (TRIM 131112104759)
- f) Sale of Council Owned Land in Town Centre Development Areas (TRIM 120814052808)
- g) Public Refuse Bins Policy (200309031760[v2])
- h) Private Individual Water Supplies Policy (TRIM 221214216013).

- i) Water Supplies – Residential 4A – 4B Zones (TRIM 121120081965)
- j) Transfer Surplus Water Units on Restricted Water Supplies (TRIM 121114080354)
- k) Servicing of Urban Infill Developments and Infill Subdivisions (TRIM 161010104086)
- l) Geotechnical Investigations and Subdivisions Assessment Policy (TRIM 230124008890)

5 Implications for Community Wellbeing

- 5.1 There are implications on community wellbeing from the issues and options that are the subject matter of this report. The policies proposed to be adopted have been reviewed and updated by relevant staff to ensure they reflect current requirements and practices as these affect activities and responsibilities of Council and the general public.
- 5.2 Policies and bylaws have an underlying purpose of ensuring the Council undertakes its activities and manages its assets where there is an interface with the public in a way that provides for safety, transparency and to demonstrate fairness and equity for customers. These documents establish responsibilities and obligations for third parties, including sometimes imposing costs, in situations where particular requirements and roles are not otherwise clearly specified through legislation, regulation, standards or industry guidance.
- 5.3 The policies and bylaw proposed to be revoked are no longer required as they cover requirements fully set out under legislation, regulation or national standards. Recent review of these policies indicates no additional clarification for the public / community is considered necessary.
- 5.4 The Management Team has reviewed this report and support the recommendations.

6 COMMUNITY VIEWS

6.1 Mana whenua

For most of the policies to be adopted or revoked, Te Ngāi Tūāhuriri hapū are not likely to be affected by or have an interest in the subject matter beyond a general interest as members of the community.

However, Ngāi Tūāhuriri may have a particular interest in the provisions of the Naming Policy, as this sets out requirements for naming of Council's assets, roads and reserves. The policy has been updated to incorporate Te Ngāi Tūāhuriri involvement in name selection.

6.2 Groups and Organisations

There are no groups and organisations likely to be affected by, or to have an interest in the subject matter of this report. Council officers have undertaken consultation with community groups and organisations which could have an interest in the policy subject matter in previous years. Any feedback provided has been incorporated into the review process.

There will be targeted consultation with developers on the proposed new Subdivisions Policy. This clearly sets out procedures for Council to establish funding and cost-share agreements with developers where required subdivision infrastructure can have a wider public benefit. The policy is being introduced and consultation undertaken to ensure transparency in how these cost-share arrangements with developers are established.

6.3 Wider Community

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

7 OTHER IMPLICATIONS AND RISK MANAGEMENT

7.1 Financial Implications

There are no financial implications of the decisions sought by this report. Where any financial obligations of Council and/or third parties are referenced, these are already specifically provided for in the Annual Plan / Long Term Plan funding or fees and charges manual. This information is publicly available and has been previously consulted through these processes.

7.2 Sustainability and Climate Change Impacts

The recommendations in this report have sustainability and/or climate change impacts. The 3 Water's Policies recommended for adoption are intended to enable Council assets to be managed and scheme extensions to be provided in a way that is sustainable for communities and for the environment, taking account of climate change.

7.3 Risk Management

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

7.4 Health and Safety

There are no health and safety risks arising from the adoption/implementation of the recommendations in this report. The policies are drafted to ensure health and safety risks for staff and the public are addressed during activities managed by the Council as far as is practicable.

8 CONTEXT

8.1 Consistency with Policy

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

8.2 Authorising Legislation

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

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

The proposed adoptions and revocations in this report are consistent with S78 and 82 because these policies have been publicly available on the Council website and have been actively implemented by staff over previous years, taking account of the views of groups, organisations and the affected public during implementation.

8.3 Consistency with Community Outcomes

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

- Effect is given to the principles of the Treaty of Waitangi
- There is a strong sense of community within our District.
- People's needs for mental and physical health and social services are met,
- There are wide ranging opportunities for people to contribute to the decision making that affects our District.
- Public spaces and facilities are plentiful, accessible and high quality, and reflect cultural identity.

- There is a healthy and sustainable environment for all.
- Core utility services are sustainable, resilient, affordable; and provided in a timely manner.

8.4 Authorising Delegations

The Council has the responsibility to review, amend and approve or revoke its policies and bylaws.

Policies (Tranche 1)

Number	Name	Date adopted	Timeframe for review	Expiry date	Council Department	Rationale	Recommended Action	Status	Comments
S-CP 4905	Bonding Policy for Uncompleted Subdivision Works and Maintenance Bonds	1/03/2016	6 years	1/03/2022	PDU	Both policies provide guidance on the subdivision process. There is a benefit in merging them into one comprehensive source document and updating the contents to address the effects of increasing urbanization as well	Recommend merging into Subdivision Policy	TRIM 221220219765	Approve for targeted consultation with stakeholders
S-CP 4907	Timing and Payment for Subdivision Works	4/05/2004	Under review	PDU / Planning					
S-CP 0111	Water Races and Rural Drainage Advisory Groups	2/04/2013	6 years	2/04/2019	3 waters (now SBU)	Two separate policies designed to deal with the formation and running of advisory groups. Best to merge into one comprehensive policy	Merge into Advisory Groups Policy	TRIM 221214216299	Ready to adopt
S-CP 0112	Water Supply Advisory Groups	2/04/2013	6 years	2/04/2019					
S-CP 0720	Naming and Sponsorship	12/11/2013	6 years	12/11/2019	C&R, Customer Services and Roading (now SBU)	Three different policies all concerned with various aspects of naming - reserves, streets or buildings. Best to combine all naming related (3) policies into one comprehensive policy	Make a combined Naming Policy	TRIM 230321039443	Ready to adopt
S-CP 4405	Naming of Parks and Reserves Policy	12/11/2013	6 years	12/11/2019					
S-CP 4505	Naming of Roads and Streets (Including Private Roads) Policy	30/01/2017	6 years	30/01/2023					
S-CP 4930	Underground Service Locating Policy	15/02/2015	6 years	15/02/2022	3 waters	Outlines how the Council will implement the National Code of Practice for Utility Operators, including clearly stating requirements for underground asset identification for Council staff, contractors and third parties.	Update and maintain	TRIM 221221220812	Ready to adopt
S-CP 5001	Wastewater Policy	6/05/2014	5 years	6/05/2019	3 waters	Describes wastewater servicing requirements for existing and new schemes and new customers / developers, taking account of site conditions	Update and maintain	TRIM 221214216590	Ready to adopt
S-CP 5610	Application for Connection to Water Supply or Wastewater Schemes Policy	2/04/2013	6 years	2/04/2019	3 waters	Outlines requirements for new customers connecting to water supply or wastewater schemes; and for customers surrendering unused water units	Update and maintain	TRIM 221221220283	Ready to adopt
S-CP 0305	Aquatic Facilities Customer Safety and Security Policy	16/05/2018	3 years	16/05/2021	Aquatics	The team does not utilize the policy for decision making and the contents of the policy read more as a procedural document / operational guide.	Revoke		Revoke
S-CP 0440	Temporary Residential Accommodation (http://www.legislation.govt.nz/regulation/public/2011/0036/latest/whole.html#DLM3587805)	12/04/2011	Extended a further 5 years until 2021. Canterbury Earthquake (Resource Management Act Permitted Activities) Order 2011. Commenced 22/2/2011 (deemed). Revocation date will be 30 June 2021.	2021	Planning	No longer required.	Revoke		Revoke
S-CP 0505	Bylaw Policy	17/08/2021	6 years	17/08/2027	SBU	Policy in its current form offers no guidance over an above current legislation. It basically repeats LGA bylaw guidance	Revoke		Revoke
S-CP 0725	Council's Role in the Provision of Community Facilities	23/01/2012	Under review	23/01/2015	C&R	Parts of this are better captured under an AMP or strategy doc. A community network plan is being developed to serve this function.	Revoke		Revoke
S-CP 1405	Council's Role in Economic Development	7/04/2015	6 years	7/04/2021	SBU	Continued relevance of document is unclear. Especially in light of clear mandate from LGA 2002 s10(1)(b) Purpose of local government (1).The purpose of local government is—(b) to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.	Revoke		Revoke
S-CP 3805	Sale of Council-Owned Land in Town Centre Development Areas	7/08/2012	6 years	7/08/2018	Property unit / SBU	Relevant aspects of this policy have been updated and captured under the more recently adopted Property acquisition and disposal policy. Policy is no longer required.	Revoke		Revoke
S-CP 4306	Public Refuse Bins Policy	7/07/2020	6 years	7/07/2026	C&R	Contents of the policy fit better as an operational guide or a section in the Greenspace AMP.	Revoke		Revoke
S-CP 5607	Private Individual Water Supplies	3/12/2002	Under review		3 waters	The policy is not needed as it repeats requirements already set out in other legislation or standards including the Building Act 2004, the Building Code and the Drinking Water Standards for New Zealand 2005 (revised 2018).	Revoke		Revoke
S-CP 5609	Water Supplies - Residential 4A - 4B Zones	2/04/2013	6 years	2/04/2019	3 waters	Drinking water standards already set out minimum standards for water supply providers.	Revoke		Revoke
S-CP 4928	Geotechnical Investigation and Subdivisions Policy	9/02/2012			PDU	A Practice Series has been issued as section 175 guidance under the Building Act (2004) and summarises current best practice in earthquake geotechnical engineering with a focus on New Zealand conditions, regulatory framework, and practice.	Revoke		Revoke
S-CP 4916	Servicing of Urban Infill Developments and Infill Subdivisions	5/10/2004			PDU	Policy provisions are fully covered under the Engineering Code of Practice. There is little benefit to retaining this policy alongside the ECOP.	Revoke		Revoke

S-CP 5611	Transfer Surplus water Units on restricted Water Supplies	2/07/2013	6 years	2/07/2019	3 waters	82	This policy is no longer relevant. The schemes providing restricted water supplies to customers no longer have a shortage of capacity so there is no further requirement to facilitate water transfers. The provisions for surrender of unused water units are still relevant and have been transferred into the "Application for Connection to Water Supply or Wastewater Schemes Policy".	Revoke		Revoke
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Bylaws

Number	Name	Date adopted	Timeframe for review	Expiry date	Status	Rationale	Recommended Action	Comments
BYL-53	Fire Control Bylaw	4/11/2014	10 year review	16/07/1905	Current	The bylaw is now supeseded by FENZ 2017 Act. Fire and Emergency New Zealand Act came into effect in 2017 and Council's no longer have responsibility for regulating the lighting of fires and ensuring fire safety. These functions are now fulfilled by ECAN and FENZ. There is little benefit in Council trying to provide a regulatory function in this space.	Revoke	Revoking is purely procedural. If we do not revoke the Bylaw, it will continue to be in effect. This will mean we have a bylaw that 'doubles up' with other legislation and may cause confusion or expectations of Council enforcement.

Policies										
Name	Date adopted	Timeframe for review	Expiry date	Council Department	Rationale	Recommended Action	Status	Comments	Person Responsible	
5-CP 0705	Funding Assistance of Locally Owned Sportsgrounds and Community Halls	4/10/2004	Under review		C&R	Assessment of this function is still needed, could this support (and all other funding support mechanisms) be better captured under a comprehensive Grants Policy	Merge into a Grants Policy	Mid 2023	Later	Vanessa / Gina
5-CP 1810	Forestry: Assigned to Schools Grants to Assist Community Organisations in their Temporary Hardship to Pay their Rates	4/09/2012	6 years	4/09/2018	Property unit	Due for review	Merge into a Grants Policy	Mid 2023	Later	Vanessa / Gina
5-CP 1906	Grants in support of indigenous biodiversity initiatives	1/07/2013	Not specified (6 years?)	Jul-19	C&R	Is this better dealt with under Council's rates remission policy or a standalone Grants Policy	Merge into a Grants Policy	Mid 2023	Later	Vanessa / Gina
5-CP 1907	Grants in support of indigenous biodiversity initiatives	27/01/2009	For review		C&R	Not found on WDC website. Has this been replaced with: Rates Grant for Landowners of Significant Natural Areas Policy	Merge into a Grants Policy	Mid 2023	Later	Vanessa / Gina
5-CP 4205	Remission and Postponement of Rates on Maori Freehold Land	1/07/2018	With LTP	1/06/2021	Rates	Overdue for a review. There are a number of rates related policies, that are not captured on this list, and could possibly be combined into one comprehensive rating policy. There's also a policy on discount for early rates payment that is potentially unfair and advantages the wealthy over the less well off	Combine into one Rates Policy	Mid 2023	Later	Maree / Nadeesha
5-CP 4210	Rates Remission Policy	Jun-18	With LTP	Jun-21	Rates		Combine into one Rates Policy	Mid 2023	Later	Maree / Nadeesha
5-CP 4215	Discount for the Early Payment of Rates policy	Jun-18	With LTP	Jun-21	Rates		Combine into one Rates Policy	Mid 2023	Later	Maree / Nadeesha
5-CP 4220	Rates Postponement Policy	Jun-18	With LTP	Jun-21	Rates		Combine into one Rates Policy	Mid 2023	Later	Maree / Nadeesha
5-CP 4535	Street and Reserve Trees	4/04/2017	6 years	4/04/2023	C&R	Reads more like an operational guide	Merge into Road Reserves and Trees Policy			Shane and Grant to confirm approach
5-CP 4560	Road Reserves Fencing and Grazing	12/11/2013	6 years	12/11/2019	Roading		Merge into Road Reserves and Trees Policy			Janet
5-CP 4525	Private Funding of Seal Extension	2/04/2013	6 years	2/04/2019	Roading	As above? At a minimum, consider combining both	Merge into Roading Policy			Janet
5-CP 4545	Formation of Unformed Roads	2/04/2013	6 years	2/04/2019	Roading	How much of a problem is this still?	Merge into Roading Policy			Janet
5-CP 4582	Stock Underpasses	12/11/2013	6 years	12/11/2019	Roading		Merge into Roading Policy			Janet
5-CP 5510	The Use of Non Standard Surfacing Materials on Vehicle Entrancesways	12/11/2013	6 years	12/11/2019	Roading	Consider merging the vehicle crossing bylaw into this policy	Merge into Roading Policy			Janet
5-CP 5612	Stockwater Race - Closure Policy	19/03/2019	Align with the Stock Water Race Bylaw 2019	Mar-29	3 waters	consider combining into one document	Combine into one Stockwater Race Policy			Later
5-CP 5613	Stockwater Race - Pond Policy	19/03/2019	Align with the Stock Water Race Bylaw 2019	Mar-29	3 waters		Combine into one Stockwater Race Policy			Later
5-CP 5614	Planting of Trees and Shrubs alongside Stockwater Races	19/03/2019	Align with the Stock Water Race Bylaw 2019	Mar-29	3 waters		Combine into one Stockwater Race Policy			Later
5-CP 0730	Charges for Council Owned Facilities	1/10/2019	6 years	1/09/2025	C&R	What about Council's annual fees and charges, can't these just be captured there?	Revoke as policy	Need to talk with other L3s with fees and charges	Later	Temii
5-CP 1036	Kaipoi Wharf Policy	Jul-10	On hold awaiting redevelopment		C&R / Governance	WDC has many discrete policies that touch on fees etc, it may be better that this be combined into one fees and charges doc	revoke as policy	Need to talk with Grant M some more	Later	Temii
5-CP 1045	Register of Interests Policy	1/10/2019	6 years	1/10/2019	Governance	Shouldn't this be part of the Code of Conduct policy	Revoke as policy	Need to speak with Sarah N	Later	Temii
	Cemetery Policy	12/08/2021	6 years	1/06/2027	C&R	Reads very much like an operational guide rather than a policy. Perhaps consider combining this into the Cemeteries manual and updating that instead	Revoke as policy	Need to speak with Grant Mcleod some more	Later	Temii
5-CP 4440	Political Hearings on Council Land and Buildings	6/08/2019	6 years	6/08/2025	Governance	Can this be included in public spaces policy / bylaw rather than a stand alone policy	Consider revoking	Need to speak with Sarah N	Later	Temii
5-CP 4916	Servicing of Urban Infill Developments and Infill Subdivisions	5/10/2004	Under review		PDU	Reads more like a practice note, and is potentially out of date	Revoke as policy	waiting to hear from PDU	Later	Temii / Janet
5-CP 4928	Geotechnical Investigation and Subdivisions Policy	9/02/2012			PDU	A Practice Series has been issued as section 175 guidance under the Building Act (2004) and summarises current best practice in earthquake geotechnical engineering with a focus on New Zealand conditions, regulatory framework, and practice.	Revoke as policy	waiting to hear from PDU	Later	Temii / Janet
5-CP 5505	Vandalism Information Reward Policy	6/08/2019	6 years	6/08/2025	Governance		Consider revoking	Need to speak with Sarah N	Later	Temii
5-CP 0445	Business Zone 3 and 2 Public Spaces Policy	4/09/2018	6 years	4/09/2024	SBU		Upgrade into a Public Spaces Bylaw	Late 2023	Later	Vanessa / Temii
5-CP 3810	Housing for the Elderly	2/02/2016	6 years	2/02/2022	Property Unit	Due for a review, do with some tightening	Perhaps widen into a Social Housing Policy		Later	Temii
5-CP 0205	Local Alcohol Policy	4/12/2018	6 years	4/12/2024	ESU		Maintain			
5-CP 0400	Asset Management Policy	11/07/2018	After each LTP		ESU	May better sit as operational guide to support development of AMPs	Maintain			
5-CP 0430	Dangerous and Insanitary Buildings	7/12/2021	5 years	7/12/2026	Building Unit		Maintain			
5-CP 0905	Conference and Training Course Attendance	5/03/2019	6 years	5/03/2025	Governance		Maintain			
5-CP 0955	Significance and Engagement Policy	26/01/2021	2 years	26/01/2023	Comms / SBU		Maintain			
5-CP 1035	Elected Member Expenses	3/08/2021	annual	3/08/2021	Governance	Due for review	Maintain			
5-CP 1040	Council Director/Trustee /Representation Appointment and Remuneration Policy	6/08/2019	6 years	6/08/2025	Governance		Maintain			
5-CP 1205	Dog Control Policy	3/12/2019	Review in conjunction with Dog Control Bylaw 2019	Dec-29	ESU		Maintain			
5-CP 1515	Development Contributions Policy	2/09/2021	LGA s102(1) A local authority must, in order to provide predictability and certainty about sources and levels of funding, adopt the funding and financial policies, either as part of LTP or AP.		Finance		Maintain			
5-CP 4200	Revenue and Financing Policy	17/07/2019	LGA s103(1) A local authority must, in order to provide predictability and certainty about sources and levels of funding, adopt the funding and financial policies, either as part of LTP or AP.		Finance	Due for review	Maintain			
5-CP 1820	Board Venue Policy	Jun-19	3 years	April/June 2021	ESU	Review underway, consider combining into one policy	Maintain			
5-CP 1883	Gaming Venue Policy	Jun-19	3 years	April/June 2021	ESU	Review underway, consider combining into one policy	Maintain			
5-CP 2115	Psychoactive Products Retail Locations Policy	1/09/2020	5 years (statutory review)	1/09/2025	ESU	WDC website only has 2015 version, no evidence of 2020 review	Maintain			
5-CP 3605	Petitions Policy	12/11/2013	6 years	12/11/2019	Library	Should this be a guideline instead of a policy?	Maintain			
5-CP 4110	Property Acquisition and Disposal Policy	1/02/2022	6 years	1/02/2028	Property unit	Should this be a strategy instead of a policy?	Maintain			
5-CP 4110	Media Policy - Council staff	7/04/2015	6 years	7/04/2021	Comms	Not found on WDC website	Internal policy			
5-CP 4160	Procurement and Contract Management Policy	15/02/2019	3 years	15/02/2022	Finance	Due for a review. Why is this on a three year cycle unlike the other policies	Maintain			
5-CP 4410	Flying Remotely Controlled Aircraft* (Drones) on Council Parks	4/04/2017	3 years	4/04/2020	C&R	as ill above	Maintain			
5-CP 4520	Rural Seal Extension	2/04/2013	6 years	2/04/2019	Roading	Is this a level of service consideration that is set as part of the LTP? May better sit in an AMP	Maintain			
5-CP 5200	Council Climate Change Policy	1/12/2020	Unstated		SBU		Maintain			
5-CP 5200	Backflow Prevention Policy	5/04/2022	5 years	5/04/2027	3 waters	Isn't the provisions of this bylaw already safeguarded through Council's BCA Functions	Maintain			

Wastewater Policy

1. Introduction

- 1.1 This policy outlines the various types of wastewater disposal systems available to service urban and rural residential properties in the Waimakariri District. It sets out the operating, ownership and funding requirements for these systems and outlines some specific requirements for funding and maintenance of scheme components that are located on private property.
- 1.2 The policy also provides criteria to be used when determining whether a new residential development should be serviced by either a gravity or pressure wastewater system.

2. Purpose

- 2.1 The policy seeks to ensure wastewater disposal systems are designed and operated to avoid contamination of ground water, surface water, and land.
- 2.2 The policy outlines the Council's requirements for ownership vesting, funding, management and operation of new and existing wastewater schemes that will ensure the schemes can be operated and managed efficiently and effectively.
- 2.3 The policy seeks, through criteria, to ensure that new developments are serviced by the wastewater disposal system that is most appropriate to each new development location.

3. Scope

- 3.1 There are three general types of community wastewater systems operating in the Waimakariri District. These are gravity, STEP and pressure systems.
- 3.2 **Gravity Systems** convey effluent away from connected properties directly to Council gravity reticulation. No treatment or pumps are required within the connected properties. Gravity systems rely on a combination of ground elevation, slope and pump stations to effectively convey effluent from properties to downstream wastewater treatment facilities.
- 3.3 **STEP Systems** (Septic Tank Effluent Pumping) systems are those where raw sewage is collected in privately owned septic tanks for primary treatment and screening (filtering). Following primary treatment the effluent is stored on site until sufficient quantity is accumulated to trigger pumping to a designated community treatment plant for further treatment and disposal.
- 3.4 **Pressure Sewer Systems** (PSS) collect and store raw sewage from each connected household in a privately owned single storage and pumping unit located on each property. The household's effluent accumulates in the storage unit until sufficient quantities are accumulated to trigger the macerating pump, which grinds the effluent into slurry. The slurry is pumped into the Council's pressure sewer main on the road reserve and conveyed under pressure to a designated community treatment plant for treatment and disposal.

4. **Policy Objectives**

- 4.1 This policy seeks to ensure reticulated community wastewater systems provide an appropriate level of service for the conveyance and treatment of wastewater.

5. **Policy Statement**

- 5.1 Section 5.2 – 5.6 provisions apply to all wastewater schemes: Gravity, STEP and Pressure Systems.

5.2 **Ownership and Management of Community Wastewater Schemes**

Following construction and installation of newly developed community wastewater schemes, the Waimakariri District Council will accept responsibility for scheme ownership, management, operation and maintenance on behalf of the residents, provided that:

- The plant can be operated and maintained in a cost effective manner.
- The plant is designed and constructed to comply with the Council's Engineering Code of Practice.
- The plant and the discharge it produces can be demonstrated to comply with all resource consent conditions.

Prior to any wastewater system vesting in the Council, the Council will audit the completed works following inspections as part of the subdivision consent process. The audit will include the following:

- The standard of design and construction.
- The standard of maintenance required prior to transfer of ownership.
- The performance requirements that the plant must meet.
- Testing and commissioning in the presence of Council officers.

5.3 **Cost Recovery**

All schemes:

The costs of scheme management will be recovered from the residents by way of an annual rate across the scheme on each property serviced.

New Schemes:

The Waimakariri District Council will advise developers and land owners within the area to be serviced by the community wastewater scheme of the likely annual operating costs of the community systems per lot serviced. It will seek an arrangement with the developer that ensures that prospective purchasers of lots in the development are made aware of their potential annual commitment for operating costs. The Council will not takeover schemes where it considers the annual charge will be excessive for future property owners.

5.4 Wastewater Schemes to Meet Environmental Standards

All community wastewater schemes must be designed and will be operated and maintained to ensure they meet all resource consent conditions during the period covered by the consent.

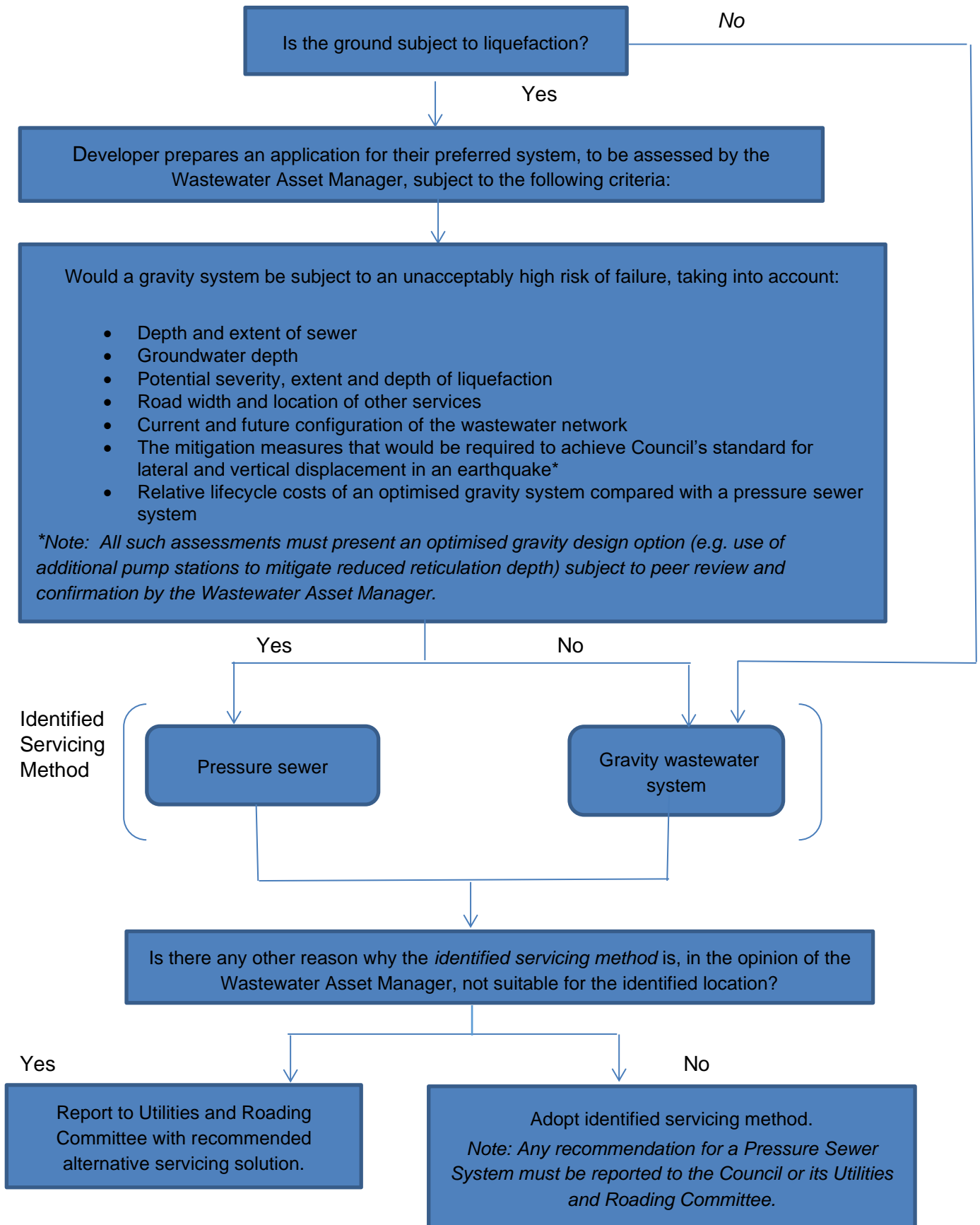
5.5 New Connections

All customers seeking to connect to a Council wastewater scheme must fill out the “Application to Connect to the Council’s Sewer” form, available on the Council’s website and submit this to the Wastewater Asset Manager.

All installation and new connections must comply with the Waimakariri District Council Engineering Code of Practice.

5.6 Process for Selection of Wastewater Servicing Method for Residential Development

Figure 1: Selection of Wastewater Servicing Method for new Urban Developments:



**The proposed design of a gravity system must achieve a standard that effectively restricts the displacement of gravity sewers to 50mm vertical, 100mm horizontal in an Ultimate Limit State (ULS) (0.35g) event.*

The Council notes that non-gravity wastewater systems will not be permitted unless recommended by the Wastewater Asset Manager and subsequently approved by either by the Council or its Utilities and Roading Committee.

5.7 Required Criteria for Pressure Sewer System Servicing

If it is decided that a new residential development will be serviced by a Pressure Sewer System then the following criteria must be met:

- The cost of the on-site pump station will be met by the developer
- The ongoing cost of operation and maintenance of all system components located on the customer's property will be met by the customer
- The property is marketed to potential purchasers stating it includes a Pressure Sewer System, and that all potential maintenance costs associated with this system will be met by the customer (property owner)

5.8 Disputes

If a dispute arises from the administration of this policy, the matters shall be referred to the appropriate Council Committee for a hearing and a decision, in the first instance. Disputes not resolved by Council Committee may be deferred to a subsequent Council meeting.

5.9 Step Schemes

5.9.1 Ownership of Pumps and Septic Tanks

Septic tanks and pumps located on properties connected to STEP schemes are owned and must be maintained by the customer (property owner).

Notwithstanding this provision, the Council has, in the past, assumed ownership of septic tank pumps on existing properties of customers with STEP systems on the following schemes:

- Oxford (individual STEP connections to the Oxford gravity wastewater system)

The Council undertakes repairs to these pumps and pipework outside the property boundary on these connections as and when they malfunction.

Any new customer, following the date of adoption of this policy, that requires a STEP / pressure sewer connection to a public wastewater scheme will be required to pay for the installation and ongoing maintenance of all system components located on their private property. All components located on their private property will be owned by that customer.

Existing customers with STEP connections to the Oxford scheme as at the date of adoption of this policy, and who require replacement pumps at any future time, will have the ownership of all system components on their private property transferred to, and vested in that customer, following the replacement of their pump.

Regardless of pump ownership, if any customer disposes of inappropriate solid objects into the pump system then that customer is responsible for any associated repair or blockage removal costs.

In all cases the customer retains ownership of the septic tank, the pipe from the house to the tank, and the pipe from the pump chamber to the property boundary.

5.9.2 Maintenance Provisions

The Council undertakes a regular maintenance programme for septic tanks on all its STEP schemes. The Council cleans sludge out of septic tanks on all connected properties as required typically once every three years, funded through rates on these schemes.

5.9.3 Power Costs

For all STEP and pressure sewer schemes the costs of power to operate tanks and pumps is the responsibility of the property owners.

5.9.4 Individual STEP Connections to Gravity Schemes

If a sewer connection to an existing gravity scheme is not possible, the property owner may apply in writing to the Council for permission to install an individual pumping (STEP) / pressure sewer (refer below section) system that will connect into the Council's gravity system.

The application must include drawings and measurements of ground levels on the property which demonstrate that the sewer connection cannot be serviced by gravity. The application must include a plan drawn to scale clearly outlining proposed pipeline and cable positions and lengths. The design must be approved by the Council's Wastewater Asset Manager before a building consent application for the connection is sought.

5.9.5 Septic Tank Siting

The customer will need to consider proximity of the septic tank to the dwelling to ensure the tank siting does not impinge on the dwelling's foundation loading (e.g. to protect foundation stability and performance in earthquake events) or to any water bore within that property or neighbouring property. The siting of the tank should allow access by maintenance vehicles for cleaning or repair. The tank siting needs to comply with requirements of the New Zealand Building Code Clause B1 and shall also avoid areas of flooding and overland flowpaths.

5.9.6 Site Layout Specifications

All STEP connections shall comply with Standard Drawing 355A Sheet 600 "*Septic Tank on Council reticulated STEP schemes*".

5.10 Pressure Sewer Schemes

5.10.1 Ownership

The effluent storage chamber, macerating pump, and lateral located on the properties of customers connected to a Pressure System are all owned by the customer (property owner). The point at which ownership of scheme components transfers to the Council is at the isolating valve located in the toby box at or near the property boundary.

5.10.2 Maintenance Provisions

All maintenance and operating costs of pumps, storage chambers and private laterals are the responsibility of the customer.

5.10.3 Power Costs

The customer is required to meet all power costs of operating the macerating pump on the customer's property.

5.10.4 Individual Pressure System Connections to Gravity Schemes

If a sewer connection to an existing gravity scheme is not possible, the property owner may apply in writing to the Council for permission to install an individual pressure system that will connect into the Council's gravity system.

The application must include drawings and measurements of ground levels on the property which demonstrate that the sewer connection cannot be serviced by gravity. The application must include a plan drawn to scale clearly outlining proposed pipeline and cable positions and lengths. The design must be approved by the Council's Wastewater Asset Manager before a building consent application for the connection is sought.

5.10.6 Pump and Chamber Siting

The customer will need to consider proximity of the pump and chamber to the dwelling to ensure its siting does not impinge on the dwelling's foundation loading (e.g. to protect foundation stability and performance in earthquake events). The siting of the tank should allow access by maintenance vehicles for cleaning or repair. The chamber siting needs to comply with requirements of the New Zealand Building Code Clause B1.

5.10.7 Site Layout Specifications

All pressure sewer connections shall comply with Standard Drawing 355B Sheet 600 "Lateral Connection for single residential property on pressure sewer Council reticulated schemes".

6. Responsibilities

- a) The Policy will sit with the 3 Waters Department.
- b) All processes implemented under this policy will be overseen by the 3 Waters Manager.

7. Questions

- 7.1 Any questions about this policy should be referred to the 3 Waters Manager.

8. Effective date

Date Month Year

9. Review date

Date Month Year

10. Policy owned by

General Manager, Utilities and Roading

11. Approval

Approved:

INSERT CHIEF EXECUTIVE'S
SIGNATURE IN PLACE OF THIS TEXT

Chief Executive

Waimakariri District Council

OR

Adopted by Waimakariri District Council on Date Month Year

Advisory Groups Policy

1. Introduction

- 1.1 This policy provides an avenue for participation of community members in the management of the Council's water supply, water race and drainage schemes.
- 1.2 Some aspects of the effective operation of Council water races and drainage networks rely on customers keeping the races and drainage areas on or adjoining their private properties in a well maintained condition and to report any operating issues to the Council.
- 1.3 For supply of potable water the advisory groups assist the Council to work through requirements for significant scheme upgrades and to resolve aesthetic issues affecting particular water supplies.
- 1.4 This policy is intended to set out the responsibilities of WDC in relation to forming and operating advisory groups.

2. Purpose

- 2.1 The Council uses advisory groups to provide local input to, and local knowledge of, the management of its drainage areas, water races and water supply systems. Feedback can be provided both on managing assets and level of customer service.

3. Scope

- 3.1 This policy applies to advisory groups providing advice to Council on management of water supplies, water races and drainage areas through the district.

4. Policy Objectives

- 4.1 The objective of the policy is to provide for the establishment and function of advisory groups in respect of targeted rated services and activities.

5. Policy Statement

5.1. *The role of the advisory groups is to provide:*

- 5.1.1 Input and advice to the Council on maintenance and development of the assets including annual budget recommendations;
- 5.1.2 A liaison role between the Council and the local community;
- 5.1.3 Guidance to the Council on views of the local community relating to the respective scheme and level of service provided.

5.2. *The role of the Council is to:*

- 5.2.1 Provide administrative support to the Advisory Groups;
- 5.2.2 Own, operate, maintain and manage the assets;

- 5.2.3 Employ contractors/staff;
- 5.2.4 Carry out all necessary works to maintain the asset throughout its life;
- 5.2.5 Prepare all necessary long term and strategic plans;
- 5.2.6 Ensure financial accountability;
- 5.2.7 Set the annual budget and rate accordingly.

5.3. *Appointment of members to advisory groups:*

- 5.3.1 The term of office of members of an advisory group shall be three years to coincide with the three year term of Council.
- 5.3.2 At the initial establishment of the advisory group, and thereafter following election of the Council, invitations for membership may be given by public advertisement in newspapers circulating in the District.
- 5.3.3 Members of the advisory groups are eligible for re-appointment.
- 5.3.4 The preferred range is 4-8 members although there is no set minimum or maximum membership number.
- 5.3.5 If a greater number than 8 residents apply for membership, then either they will all be appointed, or a postal ballot of the consumers will be taken, or a public meeting and election may be held. The postal ballot will be based on one voting paper per individually rated connected domestic dwelling. The public meeting election will be based on one vote per adult living in the scheme boundaries or per water scheme rate payer who is present at the meeting.
- 5.3.6 The decision on which process will be used will be at the discretion of the Chief Executive Officer.
- 5.3.7 The results of the ballot or the election will be made public and will be binding.
- 5.3.8 The appointment of members is to be confirmed in writing by the General Manager Utilities and Roading.
- 5.3.9 At the request of the Council, at least one Councillor or Community Board Member will be appointed to each advisory group by the Council.
- 5.3.10 Vacancies arising from resignations of group members may be filled by the group appointing new members. If group numbers fall below three and vacancies cannot be filled within six months, the Council may disband the group.

5.4. *Advisory Group requests to disband*

- 5.4.1 The advisory group may recommend to the Council that it has completed its task, or has no further advisory function, and should be disbanded.

6. *Responsibilities*

- 6.1 The Policy will sit with the Strategy and Business Unit.
- 6.2 All processes implemented under this policy will be overseen by the General Manager, Strategy and Business.

7. *Definitions*

- 7.1 Drainage areas – The drainage rated areas within the Waimakariri District provide drainage services for properties located within these areas.

- 7.2 Water Races - provide a supply of water for agricultural purposes (irrigation or stockwater use).
- 7.3 Water supply schemes – provide a supply of potable water for human consumption to connected properties.

8. *Effective date*

Date Month Year

9. *Review date*

Date Month Year

10. *Policy owned by*

General Manager, Strategy and Business

11. *Approval*

Approved:

INSERT CHIEF EXECUTIVE'S
SIGNATURE IN PLACE OF THIS TEXT

Chief Executive

Waimakariri District Council

OR

Adopted by Waimakariri District Council on Date Month Year

Application for Connection to Water Supply or Wastewater Schemes Policy

1. Introduction

- 1.1 The Council receives a number of requests each year to extend water supplies or wastewater scheme connections outside of current serviced areas. There are a variety of reasons for these requests, with the four most common being:
- Poor water quality of on-site water supply (often a private well).
 - High cost associated with operating on-site water supply or wastewater disposal system.
 - Increased security associated with public supply or service.
 - Provision of water supply or wastewater disposal for subdivisions.
- 1.2 This policy was developed to provide a method of assessment for approving (or not) extension of water and wastewater infrastructure outside the existing boundary. The methodology was developed to ensure the assessment is both transparent and consistent.
- 1.3 The policy also clarifies requirements for private property owners that are connected to restricted Council potable water supplies that wish to surrender one or more water units.

2. Purpose

- 2.1 The purpose of this policy is to effectively manage and operate the water and wastewater schemes in a controlled manner.

3. Scope

- 3.1 The policy applies to each of:
- assessment of all proposed new connections to the Council's reticulated wastewater or water supply schemes; and
 - proposals to surrender units from properties with restricted water supply connections.

4 *Policy Objectives*

- 4.1 The objective of this policy is to provide the methodology for managing and assessing extensions for water and wastewater schemes outside the existing scheme boundaries and managing proposals to surrender existing water units for properties on restricted water supply schemes.

5 *Policy Statement*

- 5.1 Applications to extend reticulated water supplies and wastewater systems into unserved areas will be assessed by the Council by applying the following criteria:

- a) There must be adequate capacity within the scheme to accommodate the additional connection or connections.
- b) The connection must be at least cost neutral to the existing scheme members; annual rates generated from the new connection(s) must be sufficient to cover the life cycle costs of the new assets and the variable costs of the service.
- c) The applicant may incur costs for upgrade works in order to provide adequate capacity.
- d) The 3 Waters Manager must determine that there is no other reason for declining the application.

- 5.2 Any property owner on a restricted Council water supply may choose to surrender water units at any time, subject to the following:

- (a) The units will be surrendered with no payment by the Council.
- (b) The Council will change the surrenderer's water restrictor at no charge.
- (c) The surrenderer's water rates will be recalculated based on the revised water allocation, which will come into effect on the next 1 July (the start of the new rating year).
- (d) If the surrenderer requires additional water units at a future date, those units must be purchased from the Council in accordance with the Development Contribution Policy.
- (e) The Council will not purchase or buy-back any water units.

6 *Responsibilities*

- 6.1 All approvals under this Policy will sit with the 3 Waters Manager.

7 *Definitions*

- 7.1 Water Supply Scheme – an area where connected properties are provided with a supply of potable drinking water by the Council.
- 7.2 Wastewater Scheme – an area where the Council provides for the disposal of wastewater from connected properties.

8 *Questions*

- 8.1 Any questions regarding this policy should be directed to the 3 Waters Manager in the first instance.

9 *Relevant documents and legislation*

- 9.1 District Plan, S11 Utilities and Traffic Management; Proposed District Plan. Subdivision Chapter.
- 9.2 3 Waters and Rooding Asset Management Plan.
- 9.3 *Local Government Act 2002.*
- 9.4 Development Contributions Policy.
- 9.5 Waimakariri District Council Water Supply Bylaw 2018.
- 9.6 Waimakariri District Council Wastewater Bylaw 2015.

10 *Effective date*

Date Month Year

11 *Review date*

Date Month Year

12 *Policy owned by*

General Manager, Utilities and Rooding

13 *Approval*

Approved:

INSERT CHIEF EXECUTIVE'S
SIGNATURE IN PLACE OF THIS TEXT

Chief Executive

Waimakariri District Council

OR

Adopted by Waimakariri District Council on Date Month Year

Underground Service Locating Policy

1. Introduction

- 1.1 This policy addresses the Council's approach to working with external parties that need to locate and work around its underground services.
- 1.2 The BeforeUdig process is an online service which provides information on the location of underground pipes and cables in and around any proposed excavation site. This assists with protecting both excavation workers, and below ground assets, during excavation.
- 1.3 Each utility provider that is part of the BeforeUdig service provides a plan of their underground assets in that area. Persons wishing to proceed with excavation works apply for a Corridor Access Request (CAR) which is forwarded to the Council with a Traffic Management Plan. If approved, a Works Access Permit (WAP) is issued.
- 1.5 The Council requires a standard approach for locating and protecting assets as part of BeforeUdig applications, and in particular requires a consistent approach for handling requests to mark out services in the field or monitor works adjacent to key assets.
- 1.6 A standard approach will:
 - a) Reduce the number of personnel injuries;
 - b) Protect the Council's underground assets from interruption and preventable damage;
 - c) Ensure that Council corridors are maintained and new services are not installed over or near assets that might interrupt the efficient operation of the assets;
 - d) Provide information to all contractors through the BeforeUdig system to understand their responsibilities while working around the Council's 3 Waters assets;
 - e) Provide a clear disclaimer that outlines responsibilities and sets out that the Council will claim back costs if its assets are damaged;
 - f) Provide for monitoring services when contractors are working near critical assets to minimise the chance of asset damage or disruption to the wider community.

2. Purpose

- 2.1 The purpose of this policy is to outline Council's approach to locate and protect 3 Waters assets through the "Before You Dig" (BeforeUdig) process or other applicable processes

currently in place or to be developed in future.

- 2.2 The policy is designed to protect Council's 3 Waters assets, particularly as a result of third party damage.

2. Scope

- 3.1 The policy applies to situations where external parties working in the road corridor or on private property need to identify and work around Council assets and provides processes to avoid risk of incidental damage to these assets.

4 Policy Objectives

- 4.1 This policy seeks to define the roles and responsibilities of the Council and contractors (e.g.: external contractors, other utility operators and private property owners) in locating and protecting Council under-ground assets when working in the road corridor or on private property.

5 Policy Statement

- 5.1 The Council will provide a location service to all contractors working near Council underground assets, consistent with other utility providers, by using GPR and pot-holing to mark out the location of the underground service on the surface. This will involve:
- a) Council will mark out its assets, if requested by the contractor, using Ground Penetrating Radar (GPR) and pot-holing. This service will be provided by the Council and charged to the contractor.
 - b) Contractors will be responsible to locate and protect Council assets shown on the service plans provided as part of the BeforeUdig process.
 - c) Council will require a "stand over" monitor for working near critical assets (criticality A or AA). The monitoring will be provided by the Council and charged to the contractor.
 - d) Council will locate any assets not in the vicinity shown on the service plans that the contractor has not been able to locate, and update the asset records at Council's cost.
- 5.2 The National Code of Practice for Utility Operators Access to Transport Corridors (the Code) requires the contractor to ensure that they notify the utility operators and corridor manager before excavation proceeds. Council will, as part of the BeforeUdig process, provide the procedures to follow when working near Council underground services.
- 5.3 The Code also indicates that it is the contractor's responsibility to locate all affected underground services in accordance with the requirements of the corridor manager and the utility providers. Where excavations are required to locate underground assets, the Code provides for utility operators to observe works in close proximity to their utilities.
- 5.4 The Code also states that if the contractor cannot locate an underground asset in close proximity to the identified location, they are to notify the utility operator or corridor manager who is responsible for identifying or correctly locating its assets, which places an obligation on Council to assist the contractor if the underground Council asset cannot be located.
- 5.5 The Code places responsibility on contractors to ensure works do not damage or disrupt the integrity of the utility providers' assets. Affected utility providers can seek to recover costs from parties that fail to comply with these requirements.

- 5.6 Council is required under the Code to hold records of the location of the underground utilities and provide details and plans noting the location of their assets. There is acknowledgement within the Code that the location of older infrastructure may not be completely accurate, but still obliges utility operators to provide information that is as accurate as reasonably possible. The Code notes that the utility provider is required to provide on request from a contractor the same level of detail as is available to the utility provider.
- 5.7 While the Code does not cover private property where there are Council assets underground, this policy and the BeforeUdig process extends to services on private property.
- 5.8 The Council will proceed with providing maps noting the indicative location of the Council underground services with the following disclaimer:

Boundary information is derived under licence from LINZ Digital Cadastral Database (Crown Copyright Reserved). The Waimakariri District Council does not give and expressly disclaims any warranty as to the accuracy or completeness of the information or its fitness for any purpose. Information on this map may not be used for the purposes of any legal disputes. The user should independently verify the accuracy of any information before taking any action in reliance upon it.

The location of Council services are shown indicatively only and no guarantee is given as to the accuracy of the information. The user of the information has the responsibility to confirm the exact location of the service prior to commencing construction. When excavating in the vicinity of any Council service the contractor is responsible for pot-holing and protecting existing services and will be held responsible for all damage to Council property. The Council does not guarantee the existence of service laterals to vacant lots, regardless of whether a lateral is shown or not.

- 5.9 Council will provide monitoring as a requirement when personnel or contractors are working near critical Council assets as identified by 3 Waters at the applicant's expense.
- 5.10 The Council will provide assistance to the contractor if underground assets are unable to be located using GPR and pot-holing via hydro excavation, which will be charged to the applicant.

6 Responsibilities

- 6.1 All approvals under this Policy will sit with the 3 Waters Manager.

7 Definitions

- 7.1 The National Code of Practice for Utility Operators Access to Transport Corridors (the Code) covers general responsibilities of all parties working in the transport corridor.

8 Questions

- 8.1 Any questions regarding this policy should be directed to the 3 Waters Manager in the first instance.

9 *Relevant documents and legislation*

- 9.1 National Code of Practice for Utility Operators Access to Transport Corridors.
- 9.2 *Utilities Access Act 2010.*
- 9.3 *Waimakariri District council Water Supply Bylaw 2018.*
- 9.4 *Waimakariri District Council Wastewater Bylaw 2015.*
- 9.5 *Waimakariri District Council Stormwater Drainage and Watercourse Protection Bylaw 2018.*

10 *Effective date*

Date Month Year

11 *Review date*

Date Month Year

12 *Policy owned by*

General Manager, Utilities and Roding

13 *Approval*

Approved:

INSERT CHIEF EXECUTIVE'S
SIGNATURE IN PLACE OF THIS TEXT

Chief Executive

Waimakariri District Council

OR

Adopted by Waimakariri District Council on Date Month Year

Subdivisions Policy

1. Introduction

- 1.1 This policy is intended to set out the core principles of WDC in relation to the following:
- (a) establishing cost share agreements for funding subdivision works, including urbanization, where there is a benefit to both the subdivision and to the existing community or to future developers;
 - (b) providing for bonding of uncompleted subdivision works in certain circumstances to allow issuance of the Resource Management Act 224(c) Certificate to the developer prior to final completion of all required works for assets which are to be vested in Council.
- 1.2 General responsibilities / roles for developers under this policy are:
- (a) Developers are sometimes required to undertake urbanization work of adjacent existing roads as part of consent conditions required for urban subdivision of land;
 - (b) Where one developer constructs infrastructure that will benefit a future adjacent developer, the developer may request to include a “link-strip” of land in the subdivision between the adjoining affected parcels to provide a basis for negotiation of a private cost share agreement;
 - (c) Developers are required to construct and maintain assets vested to Council as part of the development as required by the resource consent.
- 1.3 Maintenance bonds provide for the period of time after an asset has been constructed and vested in Council. Maintenance bonds protect against design defects and/or failures in workmanship and guarantees that assets are regularly and adequately maintained throughout the maintenance period.

2. Purpose

- 2.1. The purpose of the Subdivisions Policy is to ensure costs incurred through any new development are apportioned fairly and consistently between those that directly benefit. It seeks to ensure that Council’s approach to managing subdivisions is consistent in order to create certainty, transparency and fairness for developers.

Subdivision, Including Urbanization

- 2.2. The policy provides the framework for determining the Council cost-share for elements of subdivision, including urbanization, that have a benefit to existing ratepayers or the wider District. The framework also determines situations when works that solely benefit a development are required to be fully funded by that developer.

- 2.3. The policy formalises the types of infrastructure that can be part funded by the Council and the maximum apportionment payable by Council for these works.
- 2.4. This policy sets forth the timing of the required payments from all parties, and the information required to be submitted by the developer for payment.

Bonding for Incomplete Works

- 2.5. The purpose of setting up provision for bonding is to address those instances where uncompleted subdivision works are minor in nature and have been delayed beyond the developer's control. Under these circumstances it would be unreasonable to withhold the 224(c) Certificate as the risk of granting the 224(c) Certificate with the works uncompleted is minimal. These situations should be limited to those where works are approximately 95% completed and the consequences of not issuing the 224(c) Certificate would outweigh the risk of bonding the works and the administrative costs of administering the bond.

3. Scope

Timing and Payment for Subdivision Works

- 3.1 This policy only applies to those works that are completed by the developer and have been agreed to have a non-growth related component to the works or a growth component where there is growth beyond the development area and the works have been budgeted for by the Council and included in a development contribution.
- 3.2 Works for which Council undertakes the required extensions and/or upgrades and collects a development or financial contribution are not included under this policy.

Urbanization of Roading

- 3.3 Most developments within the District occur adjacent to an existing road but some roads do not meet urban road standards set out in the Engineering Code of Practice. Typically, the roads are constructed to a rural standard as the adjacent land is often rural prior to residential development. Given the rural surrounds, the levels of service provided are limited.
- 3.4 When development occurs along these roads, there is a community expectation of a higher level of service to cater for pedestrians and car parking. Through the development process new kerb and channel replaces roadside drainage swales.
- 3.5 Whilst the driver for these improvements is the adjacent development itself, Council practice has been to contribute 50% to some of these costs. The cost-share confirmed by the Council recognizes wider benefits to the community.

Developer Funded Items of Urbanization

- 3.6 Certain elements of urbanization are the developer's responsibility to solely fund. These can include amenity and safety features such as street trees, street lighting, road marking, street signs, and undergrounding of existing services. The Council does not contribute financially to these works.

Naturalization of Open Drains

- 3.7 Pre-existing open drains can be retained and enhanced as a feature through a development. In cases where a high degree of naturalization of an open drain occurs

through a development, the Council will contribute a share towards this if it has a wider benefit to the community and biodiversity; the extent of community benefit will be assessed by Council staff. However, open drains along road frontages are generally not suitable for naturalization and enhancement as the limited land area adjoining the drain generally prohibits this type of approach.

- 3.8 Typically, responsibility for piping or potentially relocating open drains, either along the road frontage or within property boundaries rests with the developer.

Council Purchase of Reserve Land

- 3.9 The policy also provides for the Council funding share where benefit is obtained for existing ratepayers through the Council purchase of reserves land that is required as part of a development.

Link Strips

- 3.10 This policy only applies in the exceptional circumstances where there is a demonstrable extra/over cost for the provision of subdivision works to an adjacent lot. It is at the Council's discretion as to whether the circumstances are exceptional and warrant inclusion of a link strip in a resource consent.

Bonding

- 3.11 The scope of the policy also covers works on land that will become public land or assets that will vest with Council as a result of completing the works to obtain 224 (c) Certificate. The policy covers bonding provisions for these works.

4 Policy Objectives

- 4.1 Waimakariri District Council acknowledges that consistency in its approach to cost-share agreements regarding subdivision and urbanization will provide more certainty to developers wishing to subdivide. The Council wants to work with developers to reach a fair and reasonable outcome for all parties, with Council acting on behalf of the District's Ratepayers.
- 4.2 The objective of providing for bonding of uncompleted works is to provide the core principles on what the Council bonds and under what circumstances these items may be bonded. This policy applies only to those works that are on land that will become public land as a result of completing the works to obtain 224 (c) Certificate. Works to be completed on property that will remain in private ownership will not be bonded under any circumstances.
- 4.3 Maintenance bonds are required at the time of 224 (c) Certificate to ensure the Council is not paying to remediate defects within the first 12 months (civil) or 24 months (landscaping) of an asset vesting with Council.

5 Policy Statement

Subdivision

- 5.1 Where works have been identified by Council as having both a growth component and a non-growth component and these works are sufficiently minor in scope and complexity (e.g. short extension of a main, extra over for increased pipe diameter):
- (a) A cost estimate for Council's non-growth portion of work will be prepared and included in a letter agreement to the developer. Where possible, agreement will be reached prior to granting resource consent.
 - (b) This dollar amount, as agreed to with the developer, is a set amount irrespective of final tendered rates from the developer's contractor.
 - (c) The developer shall invoice the Council for the work at application for 224 (c) Certificate.
 - (d) Payment shall be made on the 20th of the month following issuance of 224 (c) Certificate as outlined below.
- 5.2 Where works have been identified as having both a growth component and a non-growth component and these works are sufficiently complex:
- (a) The works will be detailed in the resource consent. A separate agreement to the Resource Consent will itemize the specific work along with the percentage of work (cost) that is the responsibility of WDC. This percentage is determined between Council and the developer prior to agreement based on the relative proportion of the works that is required solely for the development and the works that will benefit the ratepayer. Where possible, agreement will be reached prior to granting resource consent.
 - (b) The developer shall provide to WDC the tendered rates for the works for review and written agreement to the developer for the rates received for the shared funded or Council funded works, and will consider:
 - i) If the works are within Council's budget and Council staff are satisfied that competitive rates have been provided, Council staff shall seek approval of the amount from delegated financial authority within 10 days or as soon as practicable of receiving the tender rates from the developer.
 - ii) If the works exceed the amount budgeted, Council staff shall submit a report to Council seeking additional funding provided the tendered rates received from the developer are competitive to those on the open market. A time period of 6 weeks should be allowed for the process for seeking additional funding from Council.
- 5.3 Upon completion of work by the developer's contractor and issuance of 224(c) Certificate (or by prior arrangement as agreed between the developer and WDC at agreement stage), the developer may submit for payment by WDC.
- 5.4 Requests for payment from a developer must be accompanied by the following when submitted to WDC:
- (a) Invoice for payment
 - (b) Schedule of Quantities from contractor signed by a Chartered Professional Engineer as being correct

(c) As-builts, if not already supplied through the 224(c) application.

- 5.5 All required maintenance bonds are to be in place prior to WDC making payment to the developer for the works completed (unless a prior arrangement has been agreed to between the developer and WDC at agreement stage).
- 5.6 The Council will pay the non-growth related share of subdivision works within 20 days of receipt of an invoice for its share of the cost of those works, and confirmation that the works have been satisfactorily completed.
- 5.7 Any variations to the work (e.g. change of scope or increase in quantities) resulting in an increase in cost that impacts the non-growth component of works shall be approved by Council prior to the developer commencing work.
- 5.8 In some instances, the works being undertaken by the developer, on behalf of the Council, may be subject to a Private Developer Agreement (PDA). In such circumstances, the PDA, to be authorised by the Chief Executive, shall supersede the provisions of this policy.
- 5.9 This payment provisions of this policy also applies to Council purchase of reserves land when a reserve is required as a part of a development. The value of the reserves land is determined by the provisions in the Development Contributions Policy. The agreed Council reserve purchase cost will be paid once the developer has provided all Development Contribution payments and met all requirements of the subdivision consent required for issuance of the 224c certificate. The developer shall invoice the Council for the land at application for 224 (c) Certificate. Payment shall be made on the 20th of the month following issuance of 224 (c) Certificate as outlined above.

Urbanization

- 5.10 Council may enter into a Cost-Share Agreement with a Private Developer for the following works relating to existing roads where urbanization is required by the resource consent, with a maximum apportioned contribution of 50% for works adjacent to a development.

Asset	Council Cost-Share	Developer Cost-Share
1.8m footpath	50%	50%
Kerb and Channel	50%	50%
Road widening	50%	50%
Street lighting	0%	100%
Street trees	0%	100%
Undergrounding of services	0%	100%
Street signs	0%	100%
Road marking	0%	100%

Link Strips

- 5.11 Council will consider the use of link strips in exceptional circumstances where there is a demonstrable extra/over cost for the provision of subdivision works to an adjacent lot. The process for the establishment of a link strip shall be as follows:
- (a) Any requested link strip shall be identified in the subdivision application, including detail of the extra/ over cost that will be subject to the link strip agreement.
 - (b) If the subdivision consent is approved, the detail of the works to be subject to the link strip agreement will be included within the conditions imposed on the subdivision consent, including a requirement to vest the lot in the Waimakariri District Council as road upon discharge of the agreement by the acquiring owner.
 - (c) The dollar amount of the extra/ over cost shall be provided to the Council at the time of submittal of plans for engineering approval and shall be approved by Council prior to the issue of a 224c certificate. This amount shall be based on competitive market rates for like work.
 - (d) The agreed value of the extra/over cost and the terms and conditions of the link strip agreement to be lodged on the title shall be submitted to Council for approval as part of the s224c documentation. The cost of preparation of this draft document is the responsibility of the subdivision applicant. The link strip agreement shall at a minimum specify:
 - i. The value of the extra/ over cost, including any adjustment to this value using a yearly cost construction index adjustment based on that published by Statistics New Zealand.
 - ii. Terms and conditions for payment of the agreed link strip value, including a procedure for resolving cost disputes between the owner of the link strip and the acquiring owner.
 - iii. A provision requiring the acquiring owner to vest the link strip as legal road upon discharge of the link strip agreement. This clause shall not be written so as to bind Council to the payment of conveyancing costs to vest the link strip lot as Road.
- 5.12 Council will not agree to the creation of link strips where additional development potential does not exist within the provisions of the Waimakariri District plan, on the basis that future servicing demands are not able to be ascertained to the level of detail that is required within a link strip agreement.
- 5.13 Council will not agree to the creation of link strips in the following circumstances:
- (a) Where there is no demonstrable extra/ over cost.
 - (b) Where the extra/over cost does not fairly and reasonably relate to the value of works subject to the link strip.
 - (c) For works that do not relate to water, sewer, stormwater or roading utilities that will not vest in the Waimakariri District Council.
 - (d) For works that are not detailed in a current final infrastructure strategy published by the Waimakariri District Council.
 - (e) For works between vested Council assets.

Bonding

- 5.14 Uncompleted works may be bonded only where the developer can demonstrate that one of the following conditions apply:
- (a) Adverse weather conditions do not allow for the completion of the works.
 - (b) Future damage to the infrastructure (i.e. – final sealing) is likely during completion of works for the subdivision.
 - (c) It is more practical to complete works at a later date which will result in a better long term outcome for the community.

Conditions for Bonding Uncompleted Works

- 5.15 Council will only bond works which are to be vested in Council. Acceptance of bonds for uncompleted works will be determined based on an evaluation of the following:
- (a) Value of the works to be completed.
 - (a) Percentage of the uncompleted works with respect to the total value of the required works.
 - (b) Timeframe required to complete uncompleted works.

The developer shall submit items (a) – (c) above in support of any request to WDC to bond uncompleted works.

- 5.16 Examples of items that may be considered for bonding are listed below. Uncompleted works bonds will only be considered for those assets that are located on public land and will be vested in Council.
- (a) Final sealing of roads, footpaths, and access points where physical and practical access is available to the site.
 - (b) Final seeding of berms.
 - (c) Street trees when the timing of the completion of works occurs outside of the planting season.

- 5.17 Uncompleted works bonds are to be paid prior to issuance of the 224(c) Certificate.

- 5.18 The portion of uncompleted work that has been completed (e.g. basecourse of a road) will be subject to a maintenance bond as defined below.

Maintenance Bonds

- 5.19 Maintenance bonds are to be provided upon completion of works prior to issuance of the 224(c) Certificate and shall be in force for the entire maintenance period as defined in this policy. Maintenance bonds must be provided for the following infrastructure:
- (a) Roading assets
 - (b) Water assets

- (c) Sewer assets
- (d) Stormwater assets
- (e) Landscaping
- (f) Reserves assets

5.20 Where maintenance bonds are required on works covered by an uncompleted works bond:

- (a) The uncompleted works must have been completed.
- (b) The maintenance period as defined below is to start at the completion of the works.
- (c) Uncompleted works bonds will be returned for the completed works less the required amount for the maintenance bond (5% plus GST of the actual total of the work).

Value of Bonds

5.21 Non-cash bonds for uncompleted works:

- (a) Non-cash bonds shall be 200% plus GST of the value of the work required to be done, as confirmed by the Waimakariri District Council.
- (b) Non-cash bonds must be issued from a bank acceptable to Council.

5.22 Cash bonds for uncompleted works:

- (a) All cash bonds will be assessed at 150% plus GST of the value of the actual work.

5.23 All uncompleted works bonds with a value of the works to be completed that is less than \$100,000 shall be in the form of a **cash bond**.

5.24 Uncompleted works bonds for a value that exceeds \$100,000 but is less than \$1,000,000 shall also be in the form of a cash bond unless an alternate method is requested by the developer and approved by Management Team.

5.25 Uncompleted works bonds for a value that exceeds \$1,000,000 shall be at the discretion of Council.

5.26 For complex works (as approved by Management Team), the bond value can be adjusted on an ongoing basis.

5.27 Maintenance bonds:

- (a) Maintenance bonds shall be 5% plus GST of the actual total value of the work for the periods specified below.
- (b) Maintenance bonds shall be cash bonds.

Time limits

5.28 All written bonds shall have written into them that:

- (a) they are payable on demand, AND
- (b) irrespective of how many sections are sold payment of the full bonded amount (less the amounts previously paid) will be made to the Council at the expiration of one year from the date of execution of the bond.

5.29 All bonds shall be subject to a written request from the developer which shall:

- (a) Request that specific works be bonded (the works need to be listed).
- (b) Provide documentation as required **by 5.15.**
- (c) Acknowledge that the developer will undertake to complete the work to the Councils requirements within the timeframe stated on the request (one year maximum from the lodgement of the bond).
- (d) Authorise the Council to deduct the administration fee at cost from the bond (cash bond) or invoice the developer for the administrative costs (non-cash bond) and receive payment prior to release of the bond.
- (e) Acknowledge that no interest shall be paid by the Council on the bonded amount.
- (f) Be submitted using the attached template:

https://www.waimakariri.govt.nz/_data/assets/pdf_file/0016/85003/Engineering-Bond-Application-Form.pdf.

5.30 The following items are subject to a 1-year maintenance bonding period:

- (a) Roothing assets
- (b) Water assets
- (c) Sewer assets
- (d) Stormwater pipes and structures

5.31 The following items are subject to a 2-year maintenance bonding period:

- (a) Landscaping
- (b) Stormwater management areas
- (c) All other plantings

5.32 During the maintenance period, the developer is expected to undertake typical maintenance activities as if it were the maintenance contractor acting on behalf of Council.

5.33 Administration

- (a) All costs associated with bonding will be the developer's responsibility.
- (b) The Waimakariri District Council will charge actual and reasonable costs with a minimum fee of \$25 for the administration of each bond.

- (c) The Waimakariri District Council will charge at cost for the discharge or partial discharge of each caveat or bond.

5.34 All written bonds will include the Council's ability to register a mortgage over each and every lot in the subdivision.

5.35 All written bonds will be registered by way of a caveat or by way of Memorandum of Understanding on each and every lot in the subdivision.

Note: The Council resolved not to bond subdivision Development Contributions after 1 July 2001.

6 Responsibilities

Urbanization

6.1 The Policy will sit with the Project Delivery Unit to give effect to via the Development Team, within the Resource Consent process.

6.2 Resource Consent conditions requiring urbanization will be applied to issued consent decisions where relevant.

6.3 All-cost sharing arrangements; including widening, kerb and channel and footpaths are documented in a separate agreement outside of the resource consent and signed by the appropriate delegated financial authority (i.e.: Asset Manager, General Manager Utilities and Roading or Chief Executive) within Council.

6.4 Assets will be vested to Council by the developer.

Bonding

6.5 The following Council staff members and Council groups have delegation to approve subdivision bonds in accordance with Council's delegation manual:

- General Manager Utilities and Roading
- Project Delivery Manager
- Planning Manager
- General Manager Planning, Regulation and Environment
- Chief Executive
- Management Team
- Council

7 Definitions

Urbanization – For Council cost-sharing practices, urbanization is taken to mean upgrading a road to local road (residential and business zones) standards. As per Table 8.3 in the Engineering Code of Practice, this includes road width, parking lanes, and footpaths.

Other elements of urbanization can include amenity and safety features such as street trees, street lighting, road marking, street signs, and undergrounding of existing services.

8 Questions

Any questions regarding this policy should be directed to the Project Delivery Manager in

the first instance.

9 *Relevant documents and legislation*

- 9.1 *Local Government Act 2002*
- 9.2 *Resource Management Act 1991*
- 9.3 Engineering Code of Practice
- 9.4 QP-C811-AD Uncompleted Works Bond (Bonding)
- 9.5 QP-C811-AE Maintenance Bond (Bonding)
- 9.6 *S-CP 1615 Development Contributions Policy*

10 *Effective date*

Date Month Year

11 *Review date*

Date Month Year

12 *Policy owned by*

General Manager, Utilities and Roothing

13 *Approval*

Approved:

INSERT CHIEF EXECUTIVE'S
SIGNATURE IN PLACE OF THIS TEXT

Chief Executive

Waimakariri District Council

OR

Adopted by Waimakariri District Council on Date Month Year

Naming Policy

1. Introduction

- 1.1 This policy describes how the Council allocates names to new roads, streets, parks, reserves and Council owned assets.

2. Purpose

- 2.1 The purpose of the policy is to provide Council staff and the public with information about how the Council manages the naming and renaming of its various assets and facilities within its boundaries.

3. Scope

- 3.1 This scope of the policy covers naming procedures and criteria for the following types of infrastructure within the district:
- (a) Naming of roads and streets.
 - (b) Naming of parks and reserves.
 - (c) Naming of Council assets, including open spaces, facilities, swimming pools, and Council owned buildings and properties (excluding utilities).
- 3.2 When undertaking its processes to name Council owned or managed infrastructure or assets, the policy includes Council's obligations under the Treaty of Waitangi and recognises the importance of the Memorandum of Understanding with our Treaty partner, Te Ngāi Tūāhuriri Rūnanga.

4. Policy Objectives

- 4.1 The overall policy objective is to ensure roads, streets, parks, reserves and Council assets or facilities naming procedures reflect local identity.
- 4.2 The policy provides direction to the public or Council staff about how to apply for approval to name, rename or dedicate Council property, buildings, or park elements.
- 4.3 The policy will provide clarity and consistency in the naming of all Council assets.

5. Policy Statement

Overview Approach

- 5.1 When naming all roads, streets, parks, reserves and facilities, the Council and its representatives will seek to work with Te Ngāi Tūāhuriri Rūnanga to select suitable options, which:

- (a) Tell the story of Waimakariri and reflect the district's natural and cultural heritage.
- (b) Do not cause confusion with existing names in the Waimakariri District or neighbouring districts.
- (c) Pay homage to the historical significance of particular locations.
- (d) Acknowledge the cultural significance of the area to Te Ngāi Tūāhuriri.
- (e) Reflect local flora, fauna, and topographical features of the district.

Naming of Roads and Streets

- 5.2 The Council's four Community Boards have the delegated authority for the naming of new streets and roads and altering existing street names within their respective wards.
- 5.3 Re-naming of existing streets and roads will only be undertaken if the Council considers the change will result in a clear benefit to the community.
- 5.4 Where a street is named for the first time or a street name is altered then the District Land Registrar, the Chief Surveyor, Fire and Emergency New Zealand, Chorus, MainPower, valuation service provider, NZ Police, Civil Defense, and the Canterbury Regional Council shall be informed of the new name or change.
- 5.5 Where an existing street is extended the street extension will be the same name as that of the existing street.
- 5.6 All new private roads in the Waimakariri District shall be named in consultation with the applicant, and at the applicant's expense, and relevant road signs shall be suitably annotated "Private Road" as per the Engineering Code of Practice.
- 5.7 All private roads that are to be named are to have a minimum of four lots with access from the private road.

Council's 'List of Approved but Unallocated Road Names':

- 5.8 The list of unallocated potential road names for the Waimakariri District is maintained by the Governance Department. Names approved for addition to the List of Approved but Unallocated Road Names will remain there until they are either allocated to a road or removed as the result of a review of the list.
- 5.9 From time to time a road name may no longer need to be used as two or more roads may be joined into one road or a road may be permanently closed. In both cases, the road name(s) may be put back on the list for potential reallocation, usually for a new or renamed road in the same general area.
- 5.10 The review of the list will be undertaken every six years in line with the approach set out in clause 5.1 above.

Naming of Streets in New Subdivisions:

- 5.11 The rights of the subdivision developer to promote preferred road names for the subdivision will be taken into consideration, but the decision regarding road names will be made by the

Community Boards by applying the clauses of this policy.

Road Type:

- 5.12 The road type should be one that most accurately reflects the type of roadway that is being named. Selection of Road Name from *AS/NZS 4819:2011* should be used where appropriate, however, this list is not exclusive – refer to *AS/NZS 4819:2011* (see Appendix 1).

Naming of Parks and Reserves

- 5.13 The Council's four Community Boards have the delegated authority for the naming of parks and reserves within their respective wards.
- 5.14 The Community Boards shall take the following factors into consideration when approving names for parks and reserves:
- (a) It is desirable for small neighbourhood reserves to be named after the main street they are located on to enable them to be easily located.
 - (b) Names of rural neighbourhood reserves with community catchments should have some relationship to the community they are located within to enable them to be located and to signify their connection to the community.
 - (c) Reserves should only be named after the person/family subdividing the land if the chosen name fits into one of the categories listed under clause 5.1.

Naming of Council Assets

Naming where there is no sponsorship:

- 5.15 Where there is no sponsorship the decision on naming will be made by the relevant committee of Council according to the current delegations.
- 5.16 Selection of a name will be made in accordance with clause 5.1.

Naming where there is sponsorship:

- 5.17 The final decision for naming of corporate assets will rest with the Council, including naming opportunities as a result of gifts or sponsorships.
- 5.18 Where the naming opportunity is as a result of sponsorship or gift the following factors must be considered alongside Clause 5.1 above:
- (a) The significance of the contribution made relative to the construction and operating costs of the item being named.
 - (b) The cost of establishing the naming option.
 - (c) A sunset clause associated with the length of time that the name will be used. Naming agreements may be renewed if the appropriate gift or sponsorship is received.
 - (d) The degree of exclusivity requested by the sponsor and the corresponding restrictions regarding advertising or use of competitors' brands.
 - (e) Names of tobacco companies or alcohol companies and products will not be used.

- 5.19 Applications for naming rights from major donors shall be submitted in writing to the Chief Executive for consideration of the Council. The written request shall include the following:
- (a) Biographical information if named after an individual or organisation.
 - (b) Documentation providing the detail of the terms and quantum of payment being proposed and the consideration required from the Council.
 - (c) The Chief Executive will report to relevant committee of Council which may make a recommendation to Council, to be considered in committee.
- 5.20 Existing names will not be changed without consideration of the historical significance of the existing name, the impact on the individual or organisation previously named and the cost and impact of changing existing signage, rebuilding community recognition, and updating records. Each application will be considered on a case-by-case basis.

6. Responsibilities

- 6.1 The naming of roads and streets will be administered by the Roothing and Transport Unit of the Council.
- 6.2 The naming of parks and reserves or other Council assets or facilities will be administered by the Community and Recreation Department of Council.

7. Questions

- 7.1 Any questions regarding the naming of roads and streets should be directed to the Roothing and Transport Manager in the first instance.
- 7.2 Any questions regarding the naming of parks or reserves or other Council assets should be directed to the Community and Recreation Manager in the first instance.

8. Relevant documents and legislation

- 8.1 AS/NZS 4819:2011 Geographic Information – Rural and Urban addressing (for naming of roads and streets).
- 8.2 Local Government Act 1974 S317 - S319 (j) naming of roads and streets.
- 8.3 Parks and Recreation, Recreation and Reserves Management, Reserve Naming (QS-R015) (for naming parks and reserves).
- 8.4 Reserves Act 1977 s16(10) (for naming roads and reserves).
- 8.5 Memorandum of Understanding with Te Ngāi Tūāhuriri Rūnanga.

9. Effective date

Date Month Year

10. Review date

Six yearly.

11. Policy owned by

General Manager, Strategy and Business

12. Approval

Approved:

INSERT CHIEF EXECUTIVE'S
SIGNATURE IN PLACE OF THIS TEXT

Chief Executive

Waimakariri District Council

OR

Adopted by Waimakariri District Council on Date Month Year

Appendix 1: Road Types New Zealand: Selection of Road Names

*Road Type	Abbreviation	Description	Open ended	Cul-de-sac	Pedestrian only
Alley	Aly	Usually narrow roadway in a city or town.	√	√	
Arcade	Arc	Covered walkway with shops along the sides.			√
Avenue	Ave	Broad roadway, usually planted on each side with trees.	√		
Boulevard	Blvd	Wide roadway, well paved, usually ornamented with trees and grass plots.	√		
Circle	Cir	Roadway that generally forms a circle; or a short enclosed roadway bounded by a circle.		√	
Close	Cl	Short enclosed roadway.		√	
Court	Crt	Short enclosed roadway, usually surrounded by buildings.		√	
Crescent	Cres	Crescent shaped roadway, especially where both ends join the same thoroughfare.	√		
Drive	Dr	Wide main roadway without many cross-streets	√		
Esplanade	Esp	Level roadway along the seaside, lake, or a river.	√		
Glade	Gld	Roadway usually in a valley of trees.	√	√	
Green	Grn	Roadway often leading to a grassed public recreation area		√	
Grove	Grv	Roadway that features a group of trees standing together.		√	
Highway	Hwy	Main thoroughfare between major destinations.	√		
Lane	Lane	Narrow roadway between walls, buildings or a narrow country roadway.	√	√	√
Loop	Loop	Roadway that diverges from and rejoins the main thoroughfare.	√		
Mall	Mall	Wide walkway, usually with shops along the sides.			√
Mews	Mews	Roadway in a group of houses.		√	
Parade	Pde	Public roadway or promenade that has good pedestrian facilities along the side.	√		
Place	Pl	Short, sometimes narrow, enclosed roadway.		√	
Promenade	Prom	Wide, flat walkway, usually along the water's edge.			√
Quay	Qy	Roadway alongside or projecting into water.	√	√	
Rise	Rise	Roadway going to a higher place or position.	√	√	
Road	Rd	Open roadway primarily for vehicles.	√		
Square	Sq	Roadway which generally forms a square shape, or an area of roadway bounded by four sides.	√	√	
Steps	Stps	Walkway consisting mainly of steps.			√

*Road Type	Abbreviation	Description	Open ended	Cul-de-sac	Pedestrian only
Street	St	Public roadway in an urban area, especially where paved and with footpaths and buildings along one or both sides.	√		
Terrace	Tce	Roadway on a hilly area that is mainly flat.	√	√	
Track	Trk	Walkway in natural setting.			√
Walk	Walk	Thoroughfare for pedestrians.			√
Way	Way	Short enclosed roadway.		√	√
Wharf	Whrf	A roadway on a wharf or pier.	√	√	√

*AS/NZS 4819:2011 Appendix B, Road Types – New Zealand.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** AIR-05: TRIM:230420056169**REPORT TO:** COUNCIL**DATE OF MEETING:** 2 May 2023**AUTHOR(S):** Grant MacLeod (Greenspace / Airfield Manager)**SUBJECT:** Airfield development, Aeronautical Study and Master Planning**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)
General Manager
Acting Chief Executive**1. SUMMARY**

- 1.1. This report identifies three of the main issues at the airfield which require Council sign off to help progress the future development and planning of the asset. Staff are seeking decision on the instruction to proceed with the airfield becoming certified following the submission of an Aeronautical Study to Council. Staff also require a decision on the Council's preference on how to progress the planning/zoning following the development and review of the master plan created in 2021. Alongside these two issues, staff are also wanting to give an update on the operational projects currently underway or pending at the airfield.
- 1.2. In July 2020 the Airfield was designated under the District Plan. The designation provides both security for the activity under the District Plan whilst also placing appropriate restrictions (or conditions) on how the asset can be used and managed. With the designation in place, staff began to work with the RAAG on a master plan for the airfield. During this time Daniel Smith Industries (DSI) approached both the RAAG and staff with a proposed master plan that would see both DSI land and Council land developed together for the future of the airfield.
- 1.3. Staff had engaged Avsafe consultants to develop a master plan and work alongside the RAAG so part of that scope became to review the plan submitted by DSI. The master plan was reviewed and submitted for RAAG, staff and also DSI to continue working together on. The outcome of this has been proposals to extend runways, the possibility of land exchanges or swaps between the two parties and ensuring egress through an access agreement from the private land onto the airfield.
- 1.4. As part of the review staff also sought advice on how best to navigate the planning framework given the District Plan is currently under review. Staff approached Cavell Leitch to better understand how best to engage or work alongside DSI. The conclusion of the advice was that there is benefit to the Council in what is being proposed by DSI. It also noted the benefit to DSI as well as the land owner surrounding the airfield. The conclusion went on to outline that DSI should prepare the original application for the plan change and the Council consider adopting it prior to notification. This outcome would lead to a cost share agreement between Council and DSI as Council would become the lead applicant on this proposal to the District Plan. It should be noted that Council would be doing this as an applicant and not as the regulatory body for the District Plan. The advice also outlined that the Council should not instigate the plan change.
- 1.5. A number of projects (both capital and operational) are currently underway at the airfield or pending delivery. This is a list of works that has been developed in collaboration with the Rangiora Airfield Advisory Group (RAAG). Projects on this list include some items that will help improve safety whilst others are general maintenance or operational fixes to current assets such as road ways, no stopping areas and the installation of gates.

- 1.6. Following the master plan being reviewed and presented to the RAAG, the Civil Aviation Authority (CAA) attended the airfield in early 2022 following a high period of airside incidents being raised with them. CAA are the airside regulator in New Zealand and in May 2022, the Director of CAA sent Council a letter instructing that an Aeronautical Study be conducted under Part139 of the CAA rules. The main triggers for this include multiple runway options, 40,000 plus movements per year over a three year period (we anticipate nearly 50,000 annually), high incident rates and a mix of different aircraft type. Rangiora has microlights, general aviation and helicopters all operating. Avsafe were identified as an organisation that had the ability to conduct this study so were asked to do so given they had prepared the master plan document and had knowledge and relationships with groups already at the airfield.
- 1.7. The Aeronautical Study has put forward nine recommendations for consideration by the CAA. The first and most significant for the Council being for the airfield to become a “Qualifying Certified Aerodrome”. This certification has an impact on the master planning of the aerodrome as it would dictate the rules and compliance any plan would look to achieve.

The following is taken from <https://www.aviation.govt.nz/rules/rule-part/show/139>

‘Part 139 adopts the standard layout for the rule parts relating to the certification of organisations. The layout prescribes specific requirements for the certification (entry standards), operation (continued operations), and safety audit (surveillance) of aerodromes. Part 139 also details the requirements for security measures to be complied with by the aerodrome certificate holder.’

- 1.7.1. *the certification and operation of aerodromes;*
- 1.7.2. *the security measures applicable to aerodromes;*
- 1.7.3. *the use of aerodromes by aircraft operators;*
the provision of UNICOM and AWIB services.

It was fundamental for staff to be aware of this as we looked to progress the relationship with our neighbouring land owner and the development opportunity presented by them.

- 1.8. The CAA has received this study and has contacted aerodrome users to seek feedback on the recommendations that this review has made. CAA engaged directly with airfield users on the 18th April 2023 at Mainpower Stadium to outline safety protocols and demonstrate an interest in the ongoing management of the airfield. Both the Director and Deputy Director were in attendance and led the conversation outlining CAA’s intent to be more active in its relationship with Rangiora Airfield.

Attachments:

- i. DSI concept – Appendix one of this report
- ii. Airbiz master plan 2009 (Draft) (TRIM:230420055834)
- iii. Draft Rangiora Airfield review 2022 (TRIM:230420056143)
- iv. Rangiora Airfield master plan review 2022 option three variation (TRIM:230420056145)
- v. Variation to option three layout plan (TRIM: 230420056147)
- vi. Cavell Leitch legal advice on planning process (TRIM:230424057518)
- vii. Aeronautical study 2023 (TRIM:230420055829)
- viii. Aeronautical study governance structure option (TRIM:230420055911)
- ix. Letter from CAA to undertake an aeronautical study (TRIM:22050671135)
- x. Project projection 2023 Rangiora Airfield (TRIM:230420056169)

Explanation of attachments iv and v.

These were supplementary to the draft master plan review to better define specific options within. These have now been superseded as a process by the Aeronautical Study however they provide good context to the options put forward by DSI over the last two years.

2. RECOMMENDATION

THAT the Council

- (a) **Receives** Report No. AIR-05: TRIM:230420056169.
- (b) **Supports** the proposed concept plan/master plan that includes input from Daniel Smith Industries (DSI). Notes that DSI would be using this as the basis for a plan change to Council.
- (c) **Notes** this concept plan/master plan has been discussed and prepared with the Rangiora Airfield Advisory Group.
- (d) **Approves** the CE and General Manager Community and Recreation to create a cost share agreement with Daniel Smith Industries in relation to implementation of the plan change process associated with the airfield development. The cost share agreement would be brought back to the Council for approval.
- (e) **Notes** this cost share agreement would only be given effect to, should the Council adopt a plan change through the planning process.
- (f) **Approves** staff progressing with certification of the airfield as a qualifying aerodrome under CAA Rule Part 139. Noting that there would be a cost to this of approximately \$55,000 which is currently identified in the draft Annual Plan.
- (g) **Approves** staff to work with the Rangiora Airfield Advisory Group to propose governance changes as outlined in option two of the aeronautical study. That the changes proposed be brought to the Council for ratification.
- (h) **Notes** that the Civil Aviation Authority have begun their own feedback process on the aeronautical study with users of the airfield.
- (i) **Notes** that the Civil Aviation Authority engagement process is unlikely to see a change in recommendation to become a certified aerodrome.
- (j) **Notes** staff have applied for \$150,000 in the draft Annual Plan to assist with certification requirements. It is expected that this would cover the compliance required within the aeronautical study including fencing improvements, taxi way improvements, *AWIB and **management system.
** AWIB Service means an automatic broadcast of aerodrome and weather information provided specifically for the facilitation of aviation*
***A management system is a system for the management of safety at aerodromes including the organisational structure, responsibilities, procedures, processes and provisions for the implementation of aerodrome safety policies by an aerodrome operator, which provides for the control of safety at, and the safe use of, the aerodrome.*

3. **BACKGROUND**

- 3.1. Rangiora airfield was designated under the District Plan in 2020. This designation set off a chain reaction of opportunities which have led to the recommendations of this report including development opportunities and regulatory requirements.
- 3.2. Following the designation in 2020, staff and the RAAG began discussion on creation of a master plan for the airfield, noting that there had been a plan done previously (although not officially adopted) by Airbiz. The bones of this development were used as a rough guide for the placement of additional hangars and other infrastructure that can be found in place today.
- 3.3. During this time in 2020, the neighbouring properties to the airfield along Priors and Mertons road were sold and purchased by one owner, creating an opportunity for joint planning between the two areas and the creation of an airpark (an airpark is also known as a fly in community, houses with airside access and a hangar).
- 3.4. The airfield master plan and the proposal from DSI both look to address the future proofing of the airfield as well as consideration of residential development (on the adjacent private land owned by DSI). The master plan also reviewed the best way to utilise land owned by both parties and how an airpark would integrate into the

operational airfield. One of the main areas of interest for the RAAG was the opportunity to increase runways, this was being considered under the master plan for two of the three runway corridors, with the inclusion of private land this gave the opportunity for the southwest runway (the proposed extension is mostly on the DSI land) to also be considered. Avsafe have reviewed this as part of the master plan draft they submitted prior to the Aeronautical Study being undertaken.

- 3.5. Staff also noted at this time that with the increase in complexity, risk and user numbers at the airfield, and with the resignation of the airfield safety officer, a specific on staff airfield specialist position should be created. Council approved this position in its 2021 Long Term Plan as an Airfield Manager and Safety Officer position. During the course of 2022, this position was advertised with no success in an appointment. This role is presently out for recruitment in April 2023.
- 3.6. The new owner of the properties along Priors and Mertons road approached both the Council and the RAAG to open up dialogue on the possibility of a joint venture in regards to a combined outline development plan. This discussion identified early on that there was benefit to both parties in exploring how best to formulate a partnership which has led to the advice for Greenspace staff to look at recommending Council adopt the plan change.. This led to external legal advice to ensure that the right planning mechanism was being followed. The advice is, that the Council has benefit from this proposal and that Council can consider to either adopt, decline or accept the plan change. The differences between the three options are if Council declines, then the plan change is rejected and will not proceed, if Council accepts, then DSI is responsible for all the costs of the preparation of the plan change, and if Council adopts, then the Council would become the lead applicant and work alongside DSI, this last option would lead to the need for a cost share agreement an also provides DSI with assurance from Council on its partnership with this project. The advice from Cavell Leitch identifies that there are merits in Council adopting the plan change, however if Council adopts, then it is responsible for the costs, the benefits to DSI would be financially greater, hence a cost share agreement is an appropriate mechanism if Council adopts the plan change lodged by DSI, the financial cost is shared.
- 3.7. With this opportunity in place, staff tendered for a specialist airfield planner to assist in both reviewing the plans put forward by DSI and to incorporate the Airbiz masterplan and the RAAG/users views into a draft master plan. Avsafe (through Mike Groome) have been contracted to Council since to help with the specialist planning and advice on this matter.

- Rangiora Airfield Boundary in Red.



- 3.8. The plan pictured above shows a number of areas that have driven the conversation with DSI. The red outline depicts the boundary of the airfield as it is today. On this plan it can be seen that one of the runway extensions is within Council administered land on Priors Road. The two other runway extensions can be seen in block A and also the southwest runway. The plan also identifies areas for discussion on potential swaps. This was reviewed as part of the master plan and advice given that the Priors road land that Council administers in Green, should be retained, as should area C in some form (area C due to it acting as an intersection and view shaft for where the runways would cross and future taxi ways). As can be seen with the plan above, there is further negotiation required on the exact extent of what any land swap or exchange may look like. Undertaking a plan change would protect land that may be used for future runway extension and also give DSI certainty on noise contours and how land can be zoned and developed. The plan would also offer egress and airside access to the airpark development and provide new hangar opportunities for commercial and residential air enthusiasts. It is worth noting that currently there are no further hangar lots available at the airfield unless a lessee is willing to on sell their rights.
- 3.9. Throughout 2021 DSI has put forward plans and proposals to move this process forward and has shown solid commitment to progress this opportunity. Both the RAAG and its Council representatives are eager to see an enabling of the proposal so that all organisations can progress and show true commitment to each other.
- 3.10. In February 2022 the airfield was visited by representatives of the Civil Aviation Authority. CAA had become increasingly interested in the airfield due to the number of reported incidents and criteria around runway complexity, annual movement numbers and the mix of aircraft type operating from the airfield.
- 3.11. During 2022, Avsafe continued to put the Aeronautical Study together, including site visits, interviews and presentations with airfield users. The result of this was the submission of an Aeronautical Study to the Waimakariri District Council in early 2023.

This study was then also sent to the CAA as the requestor of this work in order for Council to fulfil its requirements to them as the regulator.

- 3.12. The Aeronautical Study identified nine recommendations for the airfield including the appointment of an airfield manager, the airfield becoming certified and a number of operational and asset improvements for the facility. Overall the airfield was seen as a sound aerodrome that required some capital investment and further education given the mix and number of users.

Recommendations from the aeronautical study:

1. The WDC initiates the process for the Rangiora Airfield to become a “Qualifying Certified Aerodrome” under the CAA Rule Part 139.

Staff are recommending that this is the action taken by Council. See recommendation section.

2. Employ an Airfield Manager.

Council approved this role in its 2021 Long Term Plan. An offer has been made twice unsuccessfully and is currently being recruited for again.

3. Initiate monthly meetings between the Chief Flying Instructors, Chief Pilots and other senior operators on the airfield.

This has been discussed with CAA staff and it is in process, with expectation that the Airfield Manager would set this group up.

4. Upgrade the northern taxiway surface and with clear boundaries defined.

This is part of the \$150,000 that staff have applied for in the draft annual plan.

5. Install windsocks at the ends of each runway.

There is a windsock available at the airfield and this has been actioned.

6. Consider installing an Automatic Aerodrome and Weather Broadcast system (AWIB).

This is part of the \$150,000 that staff have applied for in the draft annual plan.

7. Consider changing the circuit direction of runway 10/28 to a northerly direction as are the other two runways.

This needs further discussion with users of the aerodrome and how this would impact the landing plate/circuit. Further discussion is required and needs to be worked on by aviation advisors such as the Rangiora Airfield Advisory Group and the new Airfield Manager.

8. Continue the discussions with the developer around the plans and the WDC requirements for having an airpark next to the airfield.

Staff are recommending that we continue to work with DSI on joint planning in relation to the future development of the airfield.

9. Revise the Part 149 and Part 103 Rules regarding powered microlight aircraft.

Council doesn't have a specific role to play with this recommendation as it relates to a change in CAA Rules.

- 3.13. The Aeronautical Study also identified the development opportunities available to Council and RAAG with the neighbouring property owner and has recommended that

these discussions and this opportunity continue. It is seen as a genuine benefit to provide further capacity for new users as well as educational opportunities around flying. These changes are likely to lead to the need for an updated designation, however this detail needs to be further considered as discussion and agreements continue.

- 3.14. On April 18th 2023, CAA Director and Deputy Director meet with Rangiora Airfield users at Mainpower Stadium to address them on safety matters and how they as a regulator are taking an interest in the airfield and its development. CAA has also sent the Aeronautical Study out to users for further comment prior to it given Council an instruction on the recommendations within.
- 3.15. Council staff are also working alongside the RAAG to undertake works that have been identified through ongoing conversations and supported through the master plan review. This list of works include:
- a recent update to the baseline lease for lessees
 - gates to be installed to help delineate the operational area and help to control cars entering the taxi way areas
 - road surfacing maintenance (which had been undertaken but has identified that a greater intervention is required)
 - boundary fence improvements and realignment of no stopping areas at the end of the runways
 - Security cameras to be installed throughout the airfield
 - There is also two projects underway to bring water compliance to the airfield for both potable and waste water. Both projects are currently in planning and design phase.

4. ISSUES AND OPTIONS

There are three sections to the options given the components of this report. The first set of options addresses the idea of a land swap as a mechanism to secure land adjacent to the airfield, the second describes the Aeronautical study, whilst the third set of options addresses the master plan and concept plan opportunity with DSI.

Land swap:

The master plan has shown areas of land that could be exchanged. Staff do not recommend the land swap at this time as there is further negotiation required on both the land areas required by each party and the most appropriate zoning process to use. This is also consistent with the legal advice from Cavell Leitch on how best to approach the idea of a plan change.

The land swap would require a Private Developer Agreement to negotiate land that could be swapped between the two parties. This would see land exchanged primarily to benefit the Council extending the runways whilst DSI is interested in areas of land that would have a benefit to its development in the commercial areas and has also requested land on Priors Road. This option would require up front capital to support the land swap should the exchange have a cost component associated with it. The original Master Plan review by Avsafe did note that Council should retain ownership of the Priors Road land parcels as this offers the aerodrome some operational surety and does not land lock the asset.

The zoning process that is advised from Cavell Leitch would require a Cost Share Agreement to be developed between the two parties. As this is primarily the preparation of documents to support an application to the District Plan the cost would mostly be on funding the process in the short-medium term. The outline development plan would identify and protect areas for certain activities with further negotiations to take place on how the ownership might work for each land area. This would provide long term surety for the airfield and also for DSI in understanding how the development of private land can be undertaken.

In the recommendations of the report, staff are recommending that the Council approves the zoning process approach, this provides surety for the land owner as well as protects the airfield and the proposed runways as per the Master Plan from Avsafe.

Aeronautical study options:

- 4.1. Receive the aeronautical study and wait for further instruction from the Civil Aviation Authority

This option would allow the Council to wait for the CAA to instruct it on the recommendations, however it would not take advantage of the current Annual Plan budget setting process and it is very likely that becoming certified will be requested. Opting to do this shows good faith and a willingness to work with the authority on compliance and safety standards for the aerodrome. Becoming qualifying also puts the airfield under greater jurisdiction of CAA. This would mean visits and other processes required for compliance would now be business as usual for the CAA and Waimakariri District Council would not be expected to pay for particular services in this regard.

- 4.2. Receive the aeronautical study and agree to Rangiora Airfield becoming a Certified Qualifying Aerodrome and enact the recommendations that the Council has control over (2,3,4,5,6,7,8)

This option receives the aeronautical study and its recommendations whilst also allowing staff to continue to work positively with CAA on the certification process for the airfield. This will give certainty to both the works required at the airfield and the development opportunity with the neighbouring land owner.

It is worth noting that recommendation nine in the aeronautical study is not something that Council has control on and as such is not considered something staff can give direction on. This directly involves a part of the CAA rules being considered for change by the Director, that being Part 103 and 149.

Anecdotal conversations have indicated that if Council do not voluntarily become qualifying it is very likely that CAA will instruct Waimakariri District Council to undertake this process. It would be beneficial to be proactive in working with CAA and offer to do the certification so that Council can work with them on how this process looks, rather than being instructed by the regulator.

Planning options:

- 4.3. Council lodge the plan change

Advice from Cavell Leitch, is that whilst the District Plan is under review, it is not advised that Council lead a plan change.

- 4.4. Reject the plan change opportunity

This option would outright decline the option and remove Council from the table in regards to discussing development with our immediate neighbour. This also goes against the recommendation in the Aeronautical Study that has been submitted to Council and CAA. The lost opportunity would be detrimental to both the RAAG and general airfield users as well as the aviation community.

- 4.5. Council supports the master plan in this report as the basis for DSI submitting a plan change to Council and staff preparing a cost share agreement.

The actual cost share agreement would only be activated if Council adopts the plan change. Supporting the master plan would offer some certainty to the process and fulfil the recommendation within the Aeronautical Study. It would ensure Council is taking steps to improve user capacity at the airfield and offer further opportunities for hangars and commercial operators to support the general aviation users of Rangiora. There is no further space without development on the Mertons and Priors road frontages for further buildings/hangars at the airfield, which this process would enable long term. Staff believe we have a vested interest in this being the recommended outcome for the

airfield. Advice from Cavell Leitch did identify that this is the most appropriate option for consideration once a plan change is lodged.

4.6. Plan change variation

Whilst this option would offer the most certainty, it also means the entire proposed District Plan timeframe is put on hold whilst this is undertaken. This would create significant time delays and is not supported by staff. Other options as identified in 4.5, exist so as to not delay the District Plan.

4.7. Accept the plan change

This option allows for the planning to continue, however it offers no certainty to the developer of Council's position other than providing staff to be open to conversation and joint planning. This leaves the plan change at the developers responsibility and as the lead. DSI has made it clear that they want to see support from the organisation as part of the application so some certainty can be offered given the amount of capital that would be invested in this option. Cavell Leitch suggested that due to the benefit of the Council asset, this is not preferred against adoption once the plan change is lodged.

Implications for Community Wellbeing

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

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

5. COMMUNITY VIEWS

5.1. Mana whenua

Te Ngāi Tūāhuriri hapū are to be affected by, or have an interest in the subject matter of this report. The airfield is adjacent to a large water way being the Ashley River and has a number of bird species present. Whilst the airfield itself doesn't have a direct environmental impact, its operation does have some impacts on flora and fauna in the surrounding area.

5.2. Groups and Organisations

There are groups and organisations likely to be affected by, or to have an interest in the subject matter of this report. In particular the CAA and RAAG. Apart from these two organisations there is benefit in the recommendations to users of the airfield and in particular educational operators such as chief flying instructors.

5.3. Wider Community

The wider community is likely to be affected by, or to have an interest in the subject matter of this report. The designation process did outline that the wider community (non aviation) has an interest in the airfield and its development, especially if this leads to an increase in movements. Engagement planning must include wider community to ensure awareness and the opportunity exists for people to be involved in the decision making process for the airfield. The plan change process would allow for this to occur.

Council has also undertaken work on the noise contours should the runways be extended. Marshall Day have provided information on this which indicates that there would not be a major difference in noise contours should the runway extensions be supported in principle.

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. Financial Implications

There are financial implications of the decisions sought by this report. Staff are seeking assistance with the works program that can be found in the appendices of this report, a total of \$150,000. This budget is included in the draft Annual Plan, staff have submitted

a capital budget (based on borrowing) within the draft annual plan of \$150,000. This would be broken down as highlighted in the following table.

Project title	Project description	Amount
Taxi way improvements	Grass and soil improvements to the taxi way areas as well as greater definition between the operational runway	\$40k
Certification application	Undertake further works defined by CAA to meet certification requirements	\$55k
Fence line improvements	Improvements to the fence line of the airfield to secure the operational area	\$20k
Road way improvements	Resealing/patching of sections of the road west of the ATC building	\$15k
*AWIB / Management System	This is currently unknown and further work needs to be done in order to understand the requirements for this	TBC (this will have an impact on the extent of taxi way improvement depending on how much is required)

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

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

6.2. Sustainability and Climate Change Impacts

The recommendations in this report do have sustainability and/or climate change impacts. These are in existence regardless of the works proposed within this report and exist due to the presence of the airfield. CAA have indicated that we are able to apply for restricted fly zones based on nesting birds.

The airfield currently has electric planes operating (one of the only airfields in the country to be doing so). CAA have indicated that electric planes may become more common as the technology becomes more affordable and could lead to more people moving through the skies in smaller electric craft. Being certified would open up Rangiora to this opportunity and align with CAA's future thinking on this as an opportunity for regional airfields.

6.3 Risk Management

There are risks arising from the adoption/implementation of the recommendations in this report. The airfield is currently listed as a high risk for the council. As an uncontrolled airfield it is currently not managed to the specifications of part 139, which would mitigate

risk to both council and the users of the airfield. It is this risk that both the CAA and staff are keen to see managed with specialist involvement such as the hiring of an airfield expert on council staff (currently advertising) and having CAA certification in place.

During the previous designation of the airfield Council as the applicant did have some opposition to this process. Members of the wider community and some immediate neighbours did pose opposition based on noise impacts and night time use. It should be noted that the recommendations would lead to further hearings through a planning process so it is expected that these concerns would be raised again. An engagement plan will be necessary to help provide voice for those with concerns and ensure they can be part of the process.

6.3 **Health and Safety**

There are health and safety risks arising from the adoption/implementation of the recommendations in this report. The works proposed are expected to form the basis of greater risk compliance at the airfield. The works will aide in the management and control of safety and risk within the operational area in particular and would go some way to meeting the requirements of becoming a certified airfield.

CAA has noted an increase in airside incidents at the airfield as one of the drivers for its interest in Rangiora. CAA are also taking a greater interest in safety and compliance of non certified airfields following a fatal incident in Masterton and the outcome of the investigation into that event.

7. **CONTEXT**

7.1. **Consistency with Policy**

The recommendations within this report would see engagement through the district plan process that Council runs as well as consideration of section 76 of the Local Government Act and sections of the Reserves Act that pertain to decision making and engagement. If the recommendation to proceed with the concept plan is supported and the planning process is required, then the Resource Management Act would identify the scope of notices for how this is communicated with effected parties and include the wider community.

7.2. **Authorising Legislation**

Resource Management Act

Local Government Act

Reserves Act

CAA Rules

7.3. **Consistency with Community Outcomes**

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

7.4. **Authorising Delegations**

The Council holds the delegation for decision making at the Rangiora Airfield noting advice being provided by the Rangiora Airfield Advisory Group and Civil Aviation Authority.

Appendix one, proposal from DSI on integrating with Airfield.

- Rangiora Airfield Boundary in Red.



Rangiora Airport

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COMMERCIAL MASTER PLAN
22 January 2009



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1 Introduction

1.1. Background

Rangiora Airport operates as a General Aviation (GA) airport with no scheduled services and is considered to be one of the largest microlight bases in the country.

Current operations at Rangiora Airport include the following;

- Microlight operations
- Rangiora airport based general aviation
- Itinerant general aviation
- Helicopters
- Warbirds
- Limited maintenance facilities
- Agricultural operators

The airport has previously hosted sky-diving operations, however these have relocated to other locations.

Rangiora Airport is in close proximity to Christchurch International Airport, the main hub in the South Island for international, domestic and GA operations. The airport is also a neighbour to a number of other small aerodromes catering to a range of operations from small scheduled services to sky diving and helicopter operations.

Waimakariri District Council (WDC) has recently purchased additional land to the south of the airport with a view to developing a commercial precinct for aeronautical related business activities.

This study can be considered as a “companion” study to the Rangiora Airport Strategic Planning exercise that was undertaken by Airbiz in 2007.

1.2. Scope of Report

The scope of work for this Commercial Master Plan includes:

- Collation of any new information since the 2007 work carried out by Airbiz.
- Collation of operational information about levels of aircraft movement activity and utilisation of runways.
- Analysis of historical wind data to prepare a wind rose.

- Recommendations for possible reconfiguration of the runway and taxiway system to optimise use of the expanded site for complementary air operations and land development.
- Confirmation of key planning parameters developed in the 2007 study including:
 - Design aircraft
 - Airfield dimensions
 - Commercial land requirements
 - Hangar and apron unit sizes
- Preparation of an Airport Commercial Master Plan depicting the recommended airfield configuration, precincts for commercial, recreational and microlight activities and general layout of roads and lots for the new commercial precinct.
- Advice on whether additional land acquisition would significantly assist the development of the Airport.
- Commentary on options for leasing of basic land for development by tenants versus development and leasing of purpose-built facilities.

The next chapter of this report describes the current airfield layout, design aircraft and facilities at the airport.

Chapter 3 deals with runway usability. This includes a wind analysis to find the predominant wind directions at Rangiora. This analysis is carried out with the pretext of possibly closing one of the two cross runways (either 10/28 or 04/22) in order to free up some land for future commercial developments on the southern side of the Airport.

Chapter 4 discusses planning parameters that are adopted to create hangars, taxiways and aprons. It specifies the areas of hangars for different and the dimensions of taxiways, taxilanes and aprons for the various aircraft Code types. It also specifies the requirements for aircraft hangars and apron areas that are being proposed to be developed on the newly acquired land.

Chapter 5 discusses future land protection and the types of development envisaged for the new land. It also discusses land control options, land purchasing options and the difference between Building Lease and Ground Lease.

Chapter 6 discusses the two Airport Commercial Master Plan options that efficient usage of land on the newly purchased Lots.

Finally, Chapter 7 presents recommendations arising from this study.

2 Current Situation

2.1. Airfield

Rangiora Airport occupies 37.1 hectares and is surrounded by primarily rural land. The airport lies on the southern banks of the Ashley River.

The airport has in the region of 100 based aircraft ranging from microlights to GA aircraft such as Cessna 172s. The airfield itself has three grass runways in operation. These runways are detailed in Table 2.1 below.

Runway		Length (m)	Strip Width (m)	CAA Code Number	Take-off Distance (m)	Landing Distance (m)
07 - 25	07	1180	60	2	955	940
	25	1180	60	2	940	955
10 - 28	10	583	60	1	561	583
	28	583	60	1	583	561
04 - 22	04	515	35	1	515	497
	22	515	35	1	497	515

TABLE 2-1 RUNWAY CHARACTERISTICS

Runway 07/25 is the main runway servicing the majority of aircraft operations. The main runway declared lengths are less than the actual runway length (shorter landing and take-off distances) as the approach and departure paths are obstructed by trees at either end of the runway.

The current runway layout is somewhat unusual in that there are three runways in operation. Most airports in New Zealand operate a one or two runway system (a main runway and possibly a crosswind runway). All three runways are grassed and are in good condition following a major maintenance programme.

The airport operates with no officially designated taxiway system however aircraft move between hangars and runways via a grass strip, essentially a taxiway.

An asphalt apron has been provided in front of the two fuelling stations operated by BP and Shell.

There are no navigational aids, nor runway or taxiway lighting, thus the airport operates as day-only airport.

2.2. Design Aircraft

Table 2-2 shows typical GA aircraft likely to be operating at Rangiora. It demonstrates the range of aircraft considered with their associated specifications. The design aircraft adopted for the previous Rangiora Airport Strategic Planning study and carried forward into this study is the Cessna Grand Caravan (aircraft Code B). This aircraft has been chosen as it represents the broadest possible aircraft type that could practically use the airport. The choice of this aircraft as the design aircraft will ensure the airport protects areas for Code B aircraft operations into the future.

2.3. Facilities

The airport site currently has 40 hangars, all on long term ground lease contracts. Typically the lease contracts are on 30 year terms with many of the older leases being 15 years into the term. All hangars are constructed and owned by the lessees.

The airport also houses the following:

- Aero club
- Minor maintenance facilities
- 2 refuelling spots, Avgas and Jet A1
- Helicopter training area

2.4. Access

Current access to the airport is from the east via Merton Road. This is currently the only access point into the airport.

Aircraft	Aircraft Type	Wingspan (m)	Length (m)	Tail Height (m)	Typical Passengers	Take-off Field Length ⁽¹⁾ (m)	Landing Field Length ⁽¹⁾ (m)
Code A (Wingspan < 15m)							
BN2 Islander	Twin Piston	14.9	10.9	4.2	9	480	400
Piper PA31 Navajo ⁽²⁾	Twin Piston	12.4	10.0	4.0	8	314	584
Piper PA24 Comanche	Single Piston	10.9	7.6	2.3	4	N/A ⁽³⁾	N/A ⁽³⁾
Piper PA28 Cherokee	Single Piston	10.6	7.3	2.2	4	N/A ⁽³⁾	N/A ⁽³⁾
Piper PA38 Tomahawk	Single Piston	10.3	7.0	2.7	2	N/A ⁽³⁾	N/A ⁽³⁾
Beechcraft B58 Baron ⁽²⁾	Twin Piston	11.6	9.1	2.9	6	451	448
Beechcraft A36 Bonanza ⁽²⁾	Single Piston	10.9	8.2	2.7	4	244	189
Cessna C152	Single Piston	10.2	7.2	2.6	2	N/A ⁽³⁾	N/A ⁽³⁾
Cessna C172 ⁽²⁾	Single Piston	10.2	8.4	2.6	4	347	256
Code B (Wingspan 15m to 24m)							
Beechcraft 1900D	Twin Turboprop	17.7	17.7	4.6	19	1,163	854
Metro 23	Twin Turboprop	17.4	18.1	5.1	19	1,615	850
Jetstream 32P	Twin Turboprop	15.9	14.4	5.4	19	1,384	1,242
SAAB 340B	Twin Turboprop	21.5	19.8	7.0	37	1,290	1,035
Beechcraft B200 King Air ⁽²⁾	Twin Turboprop	16.6	13.4	4.6	15	592	536
Cessna Grand Caravan	Twin Turboprop	15.9	12.7	4.7	13	737	547

Source (1) *Flight International 1 – 7 November 2005, unless noted (ISA conditions – 15°C, 1013hPa; sea level; MTOW)*

(2) *Janes "All the World's Aircraft" 1977-98*

(3) *Information for typical single engine aircraft was not readily available for this report. However, single piston general aviation aircraft all have similar characteristics which will be heavily influenced by factors such as wind speed, temperature, atmospheric pressure, runway gradient, etc.*

TABLE 2-2 KEY AIRCRAFT PARAMETERS

3 Runway Usability

3.1. Runway Usability

Airports should be designed to allow aircraft to land into the wind with minimal cross-wind component. Large aircraft can sustain stronger crosswinds with minimal inconvenience. However, general aviation aircraft are more sensitive to cross-winds, especially if the pilot is an ab-initio student pilot.

The Civil Aviation Authority of New Zealand (CAANZ) recommends that general aviation aircraft, such as those used at Rangiora Airport, operate in cross-winds not exceeding 10 knots.

CAANZ Advisory Circular AC 139-6 also states that “the number and orientation of runways at an aerodrome should be such that the usability factor is not less than 95% for the aircraft that the aerodrome is intended to serve”.

The runway usability factor is defined as “the percentage of time the winds at an aerodrome allow it to be used by aeroplanes with specific limiting cross-wind landing capability”. Hence, this theoretical figure is obtained solely based on historical wind speed and directions.

3.2. Current Use of Runways

Anecdotal information on runway operations was sourced from two key contacts, local GA operators Pat Scotter and Bruce Drake from Drake Aviation. These are summarised below.

Runway 07/25 (main runway)

- Mostly used as it is closest to being into wind most of the time
- Significantly longer than other runways
- Predominant wind direction from northeast thus favouring Runway 07
- Runway 07 accounts for about 50% of total movements
- Runway 25 estimated use about 35% of total movements
- Runway 25 is favoured not only in southwesterly winds, but also sometimes in a developing west situation. (This runway bears almost true west)

Runway 04/22 (cross runway)

- Too short for a significant number of light aircraft to use when fully loaded
- “Trikes” (powered hang-glider machines) use this runway as they are unable to handle any significant cross-wind on take-off and landing

- Shorter Runway 22 is used in strong southerlies because this wind direction is usually associated with frontal passage, and immediate post-frontal conditions
- Runway 22 is used about 5% of the time
- Runway 04 very occasionally used in strong northerly winds
- Shorter runways not used a lot, however their availability is imperative

Runway 10/28 (cross runway)

- Too short for a significant number of light aircraft to use when fully loaded
- “Trikes” (powered hang-glider machines) use this runway as they are unable to handle any cross wind on take-off and landing
- Runway 28 used only in strong northwest conditions
- Runway 28 accounts for less than 10% of total movements
- Shorter runways not used a lot, however their availability is imperative

Anecdotal movements information

- Significant seasonal variations
- Mid winter weekday movements, including helicopters, are sometimes about 4-5 take offs and landings. Maybe 20 each day
- Summer peak, particularly on weekends and public holidays, perhaps in the order of 100 per day
- Estimated 5,000 take-offs and landings per annum.

Table 3-1 summarises the estimated runway movements and utilisation derived from these anecdotal sources

Runway	Estimated Runway Movements
07	50%
25	35%
04	2%
22	5%
10	1%
28	7%
Total	100%

TABLE 3-1 ESTIMATED RUNWAY UTILISATION

Clearly the predominant runway is the main runway which is approximately aligned east-west, while there is less use of Runway 22 which is directed into southwesterly and Runway 28 into the northwesterly.

It is interesting to note that the use of Runway 04 – which is aligned towards the predominant northeasterly – has very low usage reported. One of the reasons could be that Runway 07/25 is ideally aligned in the prevailing wind direction for the pilots, as it offers just the right amount of cross-wind factor needed for ab-initio training. Whereas, even though it lies in the path of the predominant northeast wind direction, Runway 04 does not receive a strong cross-wind component for training purposes. In addition, this runway is short and does not have enough land at either end for future development.

3.3. Wind Analysis

Wind data was obtained for the Aerodrome Weather Station at Rangiora Airport from NIWA (National Institute of Water and Atmospheric Research).

The data included hourly wind speed (in knots) and direction (degrees true north) for years 2002 to 2008, sufficient to provide an accurate wind analysis for Rangiora Airport. Data excludes sporadic wind gusts.

3.4. Wind Rose

Wind roses identify patterns of prevailing winds and speeds at a given location. Figure 3-5 illustrates a wind rose for Rangiora Airport based on the airport's operational hours which were assumed to be from 07:00 – 19:00 (12 hours), over a period of six years from 2002 to 2008.

Initial observations show little differences between the 12 hour and 24 hour wind roses. Hence it is likely that the runway usability will remain similar even if night winds are not considered in the analysis.

The wind rose highlights the predominant northeasterly winds and winds in the range of northwest to southwest.

3.5. Runway Systems

Various scenarios of runway configuration were investigated to see if there might be realistic opportunities to reconfigure the runways in order to get a better balance of land usage between airfield, aviation facilities and possible non-aviation uses. These scenarios are:

- Triple Runway System – Current situation
- Dual Runway System – 07/25 and 04/22
- Dual Runway System – 07/25 and 10/28

Figures 3-1 to 3-4 are wind roses illustrating this usability factor by overlaying a possible variety of runway configurations over the wind data showed by frequency for various wind speeds and directions.

3.6. Triple Runway System

This runway usability scenario illustrates the current situation at Rangiora Airport which includes the two cross-runways with 10 knots maximum crosswind component. This system provides usability of 98.5% and is illustrated in Figure 3-1.

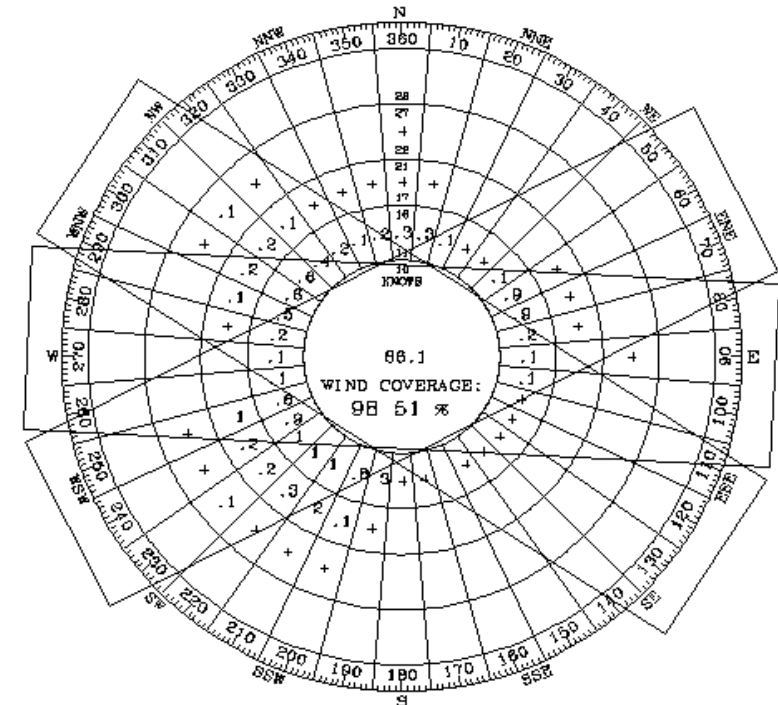


FIGURE 3-1 RUNWAY USABILITY WITH THREE RUNWAYS

3.7. Dual Runway System – 07/25 and 04/22

This scenario illustrates retaining main runway 07/25 and cross-runway 04/22 with 10 knots maximum crosswind component. This system provides usability of 97.5%. See Figure 3-2.

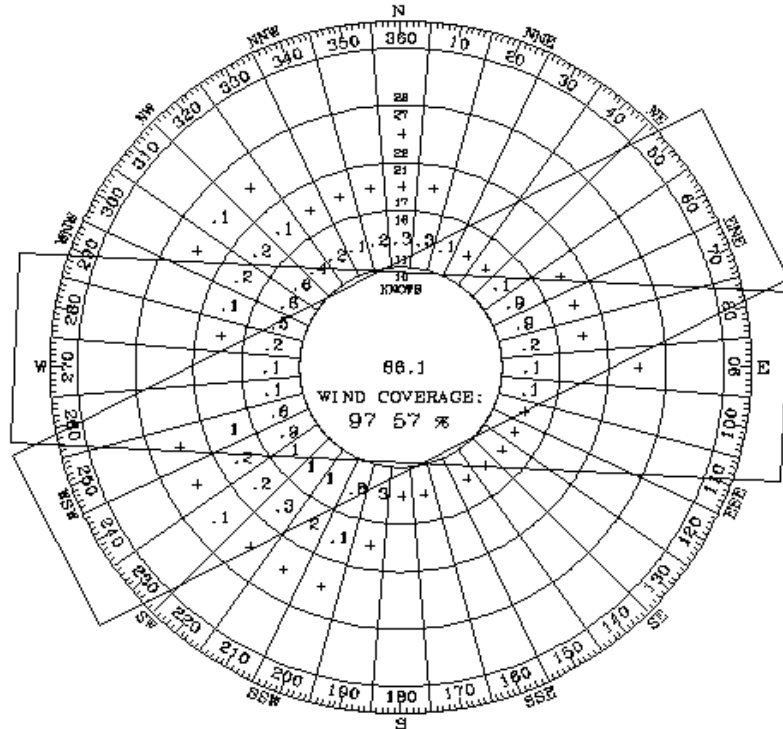


FIGURE 3-2 RUNWAY USABILITY FACTOR WITH TWO RUNWAYS (07/25 AND 04/22)

3.8. Dual Runway System – 07/25 and 10/28

As part of next option, in terms of development on the newly acquired land, closure of Runway 04/22 is being investigated. This scenario would involve operations of the two Runways 07/25 and 10/28 with 10 knots maximum crosswind. This scenario results in usability of 94.8% which is very close to but slightly less than the CAA recommended usability factor of 95%. See Figure 3-3.

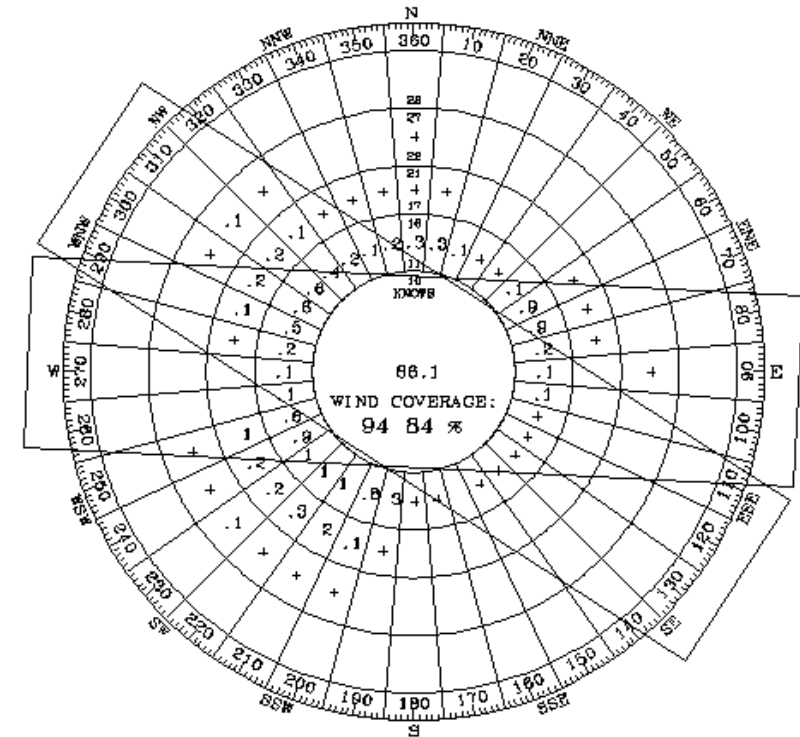


FIGURE 3-3 RUNWAY USABILITY FACTOR WITH TWO RUNWAYS (07/25 AND 10/28)

The three scenarios so far have given satisfactory runway usability percentage i.e. at or close to 95% or above. The existing Triple Runway System has a very high runway usability percentage, however future commercial growth on the newly acquired Lots would be restricted by the current cross runway layout, particularly Runway 04/22, even though it sits in the path of the prevailing wind direction, because the main Runway 07/25 is serving the purpose of operations in northeast conditions.

The Dual Runway System – 07/25 and 04/22 provides a runway usability percentage of 97.5%. This system effectively provides two runways that are in the direction of the predominant wind i.e. northeasterly. However this layout would restrict lengthening of Runway 04/22 as it has no land available on the southwestern side for further development. Also, it is still considered to be very important to maintain a northwest runway i.e.

Runway 10/28 for safety and comfort because of the intensity and turbulence of the northwest winds in Canterbury.

The Dual Runway System – 07/25 and 10/28 provides a runway usability percentage of 94.8% which is slightly lower than 95% however there is enough room for extension of Runway 10/28 as it is well situated, in terms of location, for future expansion on the newly acquired land.

It seems feasible to close Runway 04/22 and have Runway 10/28 as the only cross runway as this would free up more space for further future commercial developments on the newly acquired Lots at the south/southeast side of the Airport.

It is also possible to further improve the land use balance of the Dual Runway System – 07/25 and 10/28 scenario. This is explained below in Section 3.9.

3.9. Modified Dual Runway System – 07/25 and 11/29

This scenario would involve retaining Runway 07/25 and re-aligning the northwest cross-wind runway closer to the western boundary of the Airport and rotating the runway by approximately 8 degrees clockwise. This results in usability of 95.1%, is slightly above the CAA recommended usability factor of 95%. See Figure 3-4.

This runway would then, essentially, become a new Runway 11/29. The re-alignment of this runway would free up further land on its eastern side which could be used for further future development.

The reconstruction of this runway together with the recent acquisition of land to the south would enable the runway to be lengthened to a more practical length of approximately 683m.

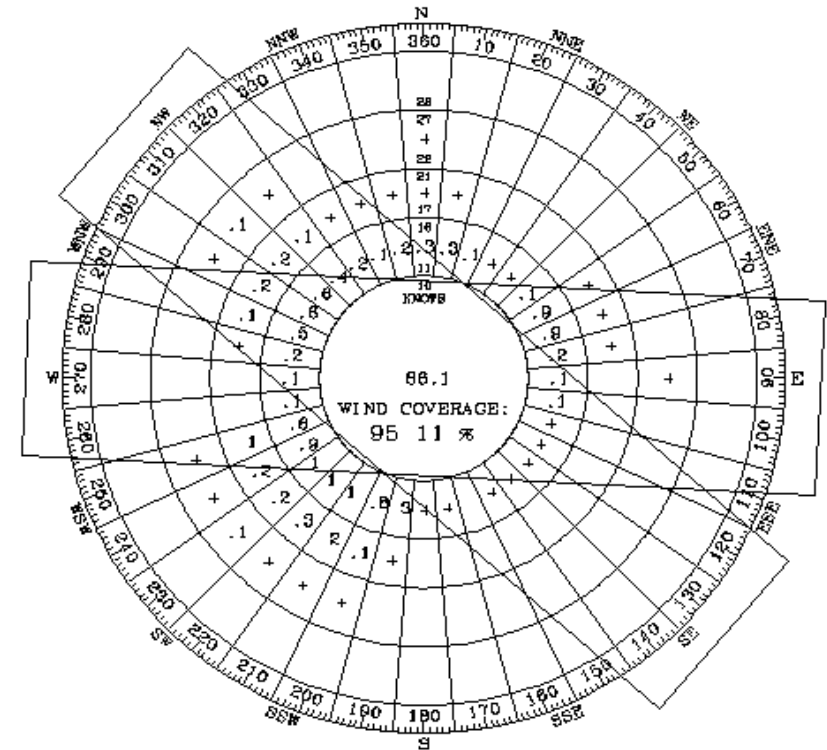


FIGURE 3-4 RUNWAY USABILITY FACTOR WITH TWO RUNWAYS (07/25 AND 11/29)

The comparison of the four scenarios in Table 3-2 illustrates the added usability of rotating cross-runway 10/28 approximately 8 degrees clockwise to become a new Runway 11/29.

Cross-Wind Tolerance	Runway Usability			
	Existing Triple Runway	Dual Runway 07/25 and 04/22	Dual Runway 07/25 and 10/28	Modified Dual Runway 07/25 and 11/29
10 knots	98.5%	97.5%	94.8%	95.1%

TABLE 3-2 RUNWAY USABILITY COMPARISON

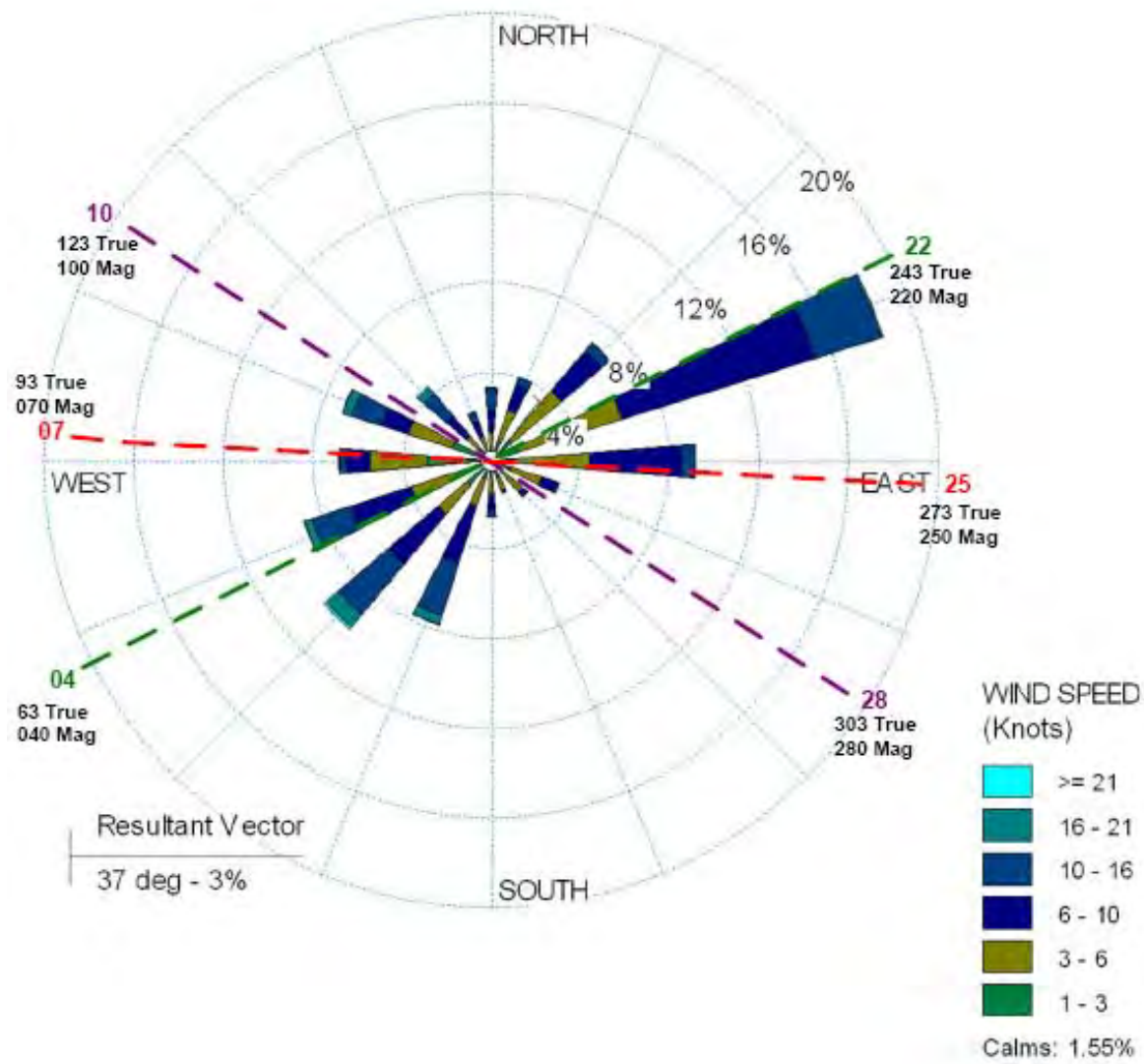


FIGURE 3-5 RANGIORA WINDROSE – 12 HOURS 07:00 – 19:00

4 Planning Parameters

4.1. General

This section provides key planning parameters recommended for the layout of taxiways, aprons and buildings for future fixed wing GA and helicopter operations, based on accommodating the design aircraft identified in Section 2.

4.2. Fixed Wing

Two levels of development are proposed for fixed wing GA types, namely:

- Code A aircraft (e.g. small single engine types such as C172, PA28) – storage in “lock-up” hangars
- Code B aircraft (e.g. small twin turboprop types such as Twin Otter, Y12) – storage and maintenance with aprons in front of hangars.

Planning parameters, in accordance with the requirements of the Civil Aviation Authority of New Zealand Advisory Circular, for Code A types are illustrated on Figure 4-1 and for Code B types on Figure 4-2.

NZCAA Advisory Circular AC139-7a – Aerodrome Design – Aeroplanes at or below 5700kg MCTOW, is applicable in this situation.

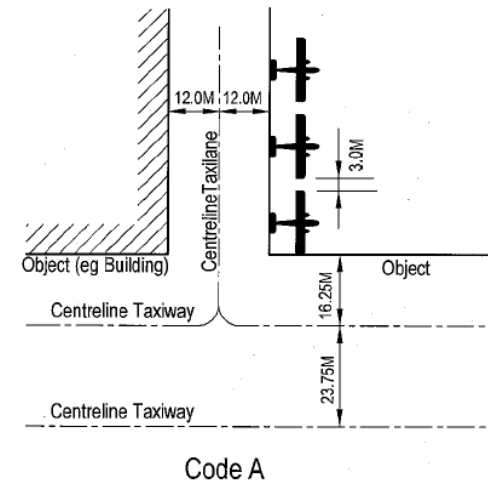


FIGURE 4-1 CODE A AIRCRAFT PLANNING PARAMETERS

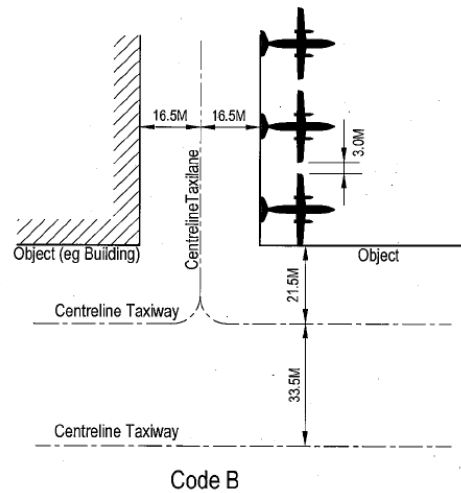


FIGURE 4-2 CODE B AIRCRAFT PLANNING PARAMETERS

4.3. Helicopters

Planning parameters, in accordance with the requirements of the Civil Aviation Authority of New Zealand Advisory Circular AC139-8a, for the set-out of helicopter facilities, based on the Bell B212 design helicopter are shown on Figure 4-3.

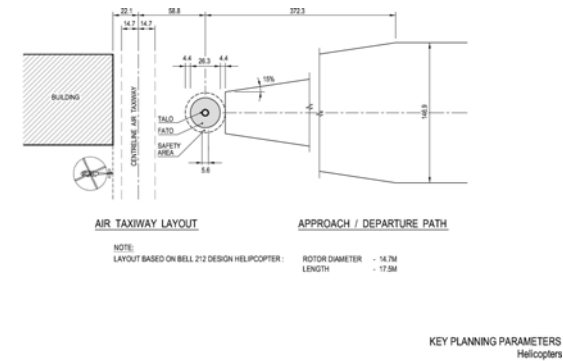


FIGURE 4-3 HELICOPTER PLANNING PARAMETERS

4.4. Aircraft Hangars

Hangars should be constructed to fit the class of aircraft to be accommodated. They are often extended and reconfigured to house workshops, sideshops, offices and staff areas.

Code A Aircraft

Small hangars should generally measure no less than 12m by 12m. A useful size of individual small hangar in New Zealand has been 14m by 16m.

At some airports, multi-aircraft hangars have been built to 12m by 60m specifications. Aircraft are then stored in an alternating "T" style to make the most effective use of the hangar footprint. Grass taxiways and aprons are usually sufficient for smaller GA aircraft.

Code B Aircraft

Hangars required to house Code B aircraft will normally also house engineering sideshops, stores areas, administration offices and facilities for employees. Standard hangar sizes are not the norm, but a useful guide would be in the area of 60m by 20m. Hangars are generally designed so the aircraft can "nose" in. Maintenance shops and offices are often constructed over two levels to each side of the nose.

Apron Areas

Sealed apron areas outside hangars are used for:

- Providing a surface for light aircraft maintenance
- Parking aircraft
- Loading freight and baggage
- Loading passengers
- Storage of ground service equipment

Sealed apron manoeuvring areas avoid intake ingestion of foreign objects and minimise the effects of propwash blowing dirt and gravel.

The size of any given apron should be such that aircraft can be taxied safely, parked and powered out where appropriate. Additionally, ground vehicles should be provided with sufficient space for operators to perform their tasks.

Aprons should be designed large enough for the design aircraft with a corresponding bearing strength.

5 Land Use

5.1. Current Development

Hangar development in the past has evolved without the guidance of a high level airport planning strategy. This has resulted in a relatively inefficient use of land and inconsistency in hangar design and standards.

Since 2007, the Council, with the Airfield Advisory Group assisting in the process, has now identified and planned two areas of development within the airports bounds. The first area lies to the east of the main airport buildings and contains 18 lots, out of which 12 will be developed in the near future. The second area to the west of the existing buildings contains 49 lots. These areas are highlighted in Figure 5-1.

These developments will bring the total number of lots on the airport from the current number of 40 to 107.

5.2. Land Purchase Options

In the previous Rangiora Airport Strategic Planning study, the limited amount of land available for expansion on Rangiora Airport meant that the purchasing of surrounding blocks of land was deemed to be essential for the continuation of growth at the airport and to accommodate forecast demands.

Four land purchase options were considered in the previous study. It was recognised that for reasons of operational flows and security, together with ready access to refuelling, maintenance and Aeroclub facilities, the preference would be to have all hangars on the one side of the main runway. It was also recognised that the only available option to achieve this would have been to relocate the whole of the main runway south, the cost of which would be in the region of \$1.5m. For this reason the only options considered feasible involved the compromise of splitting hangar locations on both sides of the runway. Hence, the airport configurations proposed in this report address the developments on the southern side of the main runway and show future hangars and commercial developments being located on both sides of the runway.

Since the previous study in 2007, WDC has purchased three Lots (Lot 2, 3 and 4) to the south of the Airport and is contemplating the possibility of purchasing Lot 1 which is southwest and parallel to Merton Road. These Lots are shown below in Figure 5-2. One of the outcomes of this report is to advise the District Council whether or not purchasing Lot 1 is necessary.

5.3. Control of Land

In some critical areas, Rangiora Airport should maintain control of land through exclusivity of supply and management. These areas include:

- Airside movement areas, including runways, taxiways and aircraft parking aprons
- All operations straddling the airside boundary e.g. general aviation, organisations with airside access,
- Roads and access

An important philosophy for leasing land is that land adjacent to runways and taxiways and close to apron areas is strategic and should be leased for shorter periods rather than extended periods.

Lease durations in the order of 20 years for more strategic land parcels would be appropriate. Less strategic land parcels could be leased for longer periods in a layered fashion appropriate to their reducing strategic value, i.e. 30, 40, 50 years.

5.4. Ground Lease vs. Building Lease

Ground lease is a simple option whereby the District Council leases only a piece of land and the lessees develop their own facilities on the leased land. This option would most likely result in lessees developing facilities in a more sporadic way, with greater variation in design and construction standards.

Building development and lease is an option where the District Council would design and build purpose-made facilities and lease these to users. In this approach the Airport has better control of design standards. However WDC also needs to consider the following important questions when considering the Building Lease option:

- Is development capital available to WDC?
- Are development skills available to WDC?
- Does WDC have an appetite for risk i.e. what's the Council's policies for development and ownership?
- Will the District Council's offers (such as land/rental charges) be attractive enough for the lessees?

5.5. Land Use Compatibility

Land leased to commercial/industrial users will experience a variety of uses. It is important that these uses are compatible with both neighbouring aeronautical activities, and neighbouring commercial/industrial activities.

Prospective users of land must be made aware of conditions that are usually present at airfields.

Wording similar to that below may be used in a commercial agreement.

Compatibility of Activity

The lessee acknowledges the requirement for compatibility with aviation activities within the environment of an airport. The lessee further acknowledges that the following conditions are normally present at Rangiora Airport. Land use activities sensitive to the following conditions will not be permitted:

- Noise (in excess of the appropriate guidelines referred to in NZ Standard 6805:1992 or any other levels deemed appropriate by the airport)
- Odour (fumes)
- Smoke
- Dust
- Light
- Aircraft and vehicular traffic
- Public thoroughfare and road traffic
- Security areas
- Clearance limitations (height restrictions on buildings, aerials, poles, flags, fences, etc.)
- Electrical or frequency interference
- Other conditions associated with aviation activities that may arise from time to time

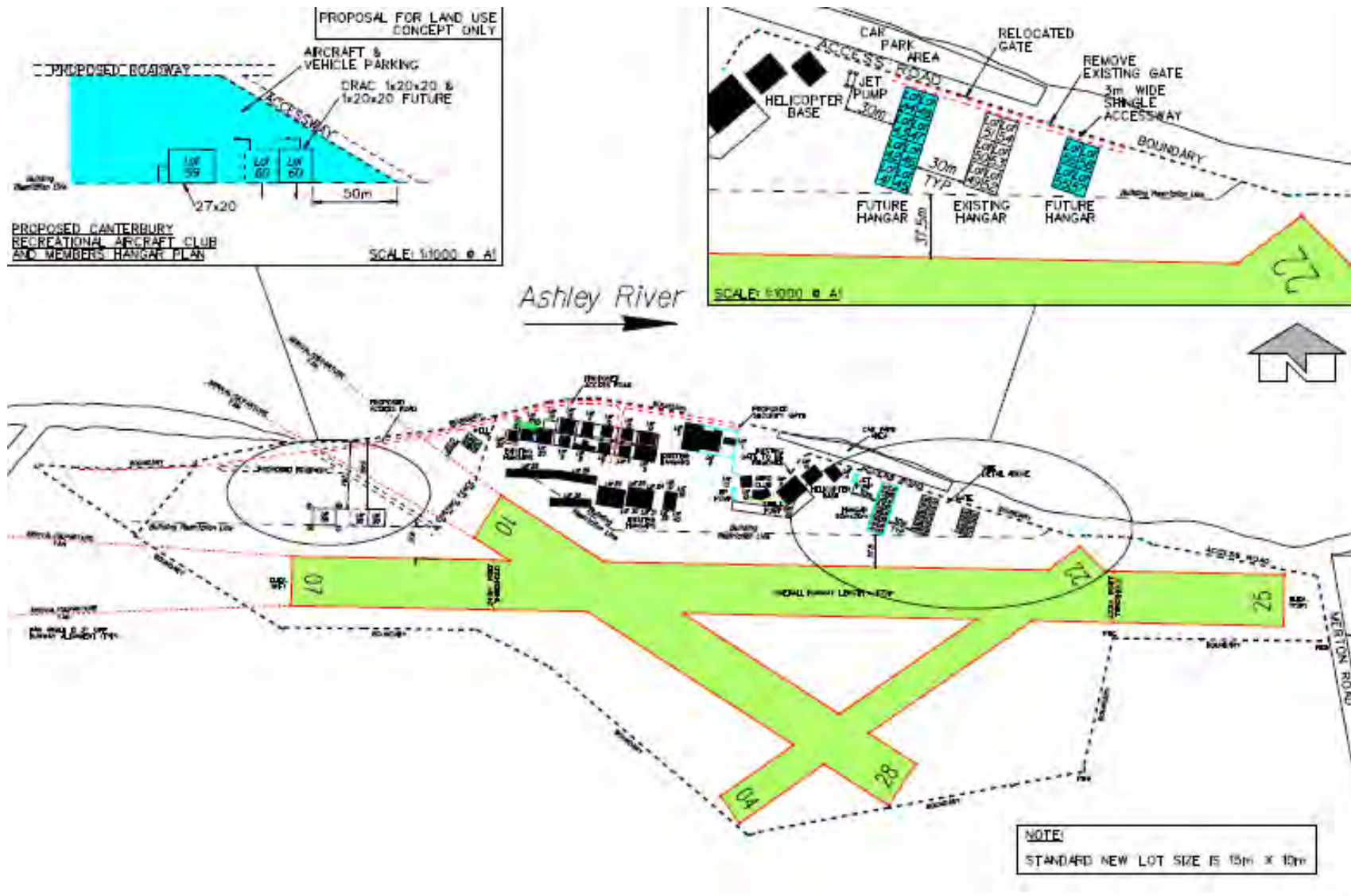


FIGURE 5-1 RANGIORA AIRFIELD – CURRENT ACQUIRED LOTS

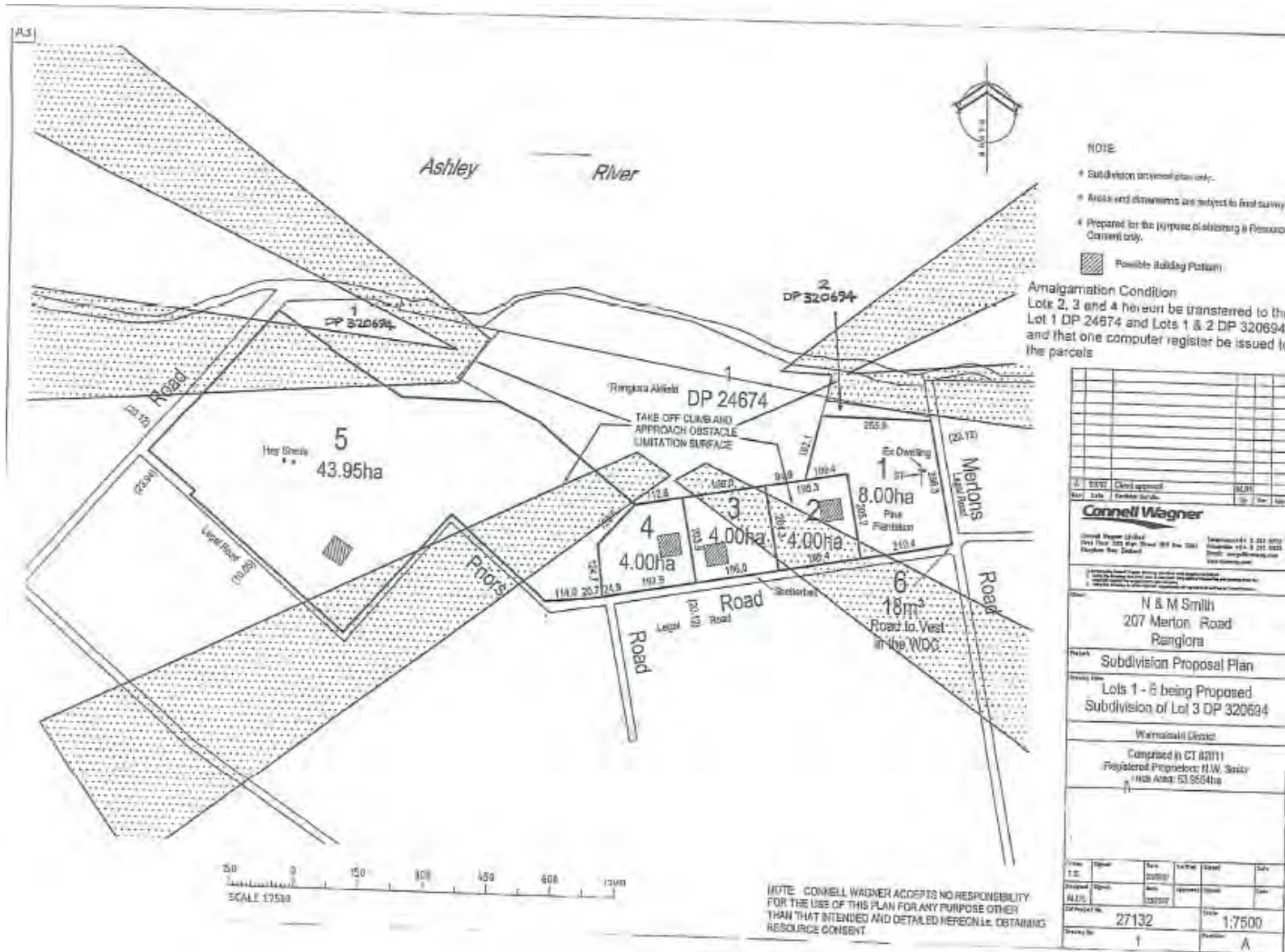


FIGURE 5-2 NEWLY ACQUIRED LOTS (LOT 2, 3 AND 4)

6 Future Airfield Configuration

6.1. Introduction

The acquired Lots enable the possibility of re-aligning current Runway 10/28 as new Runway 11/29; and with the closure of Runway 04/22 a big parcel of existing land can be combined with the balance of the new acquired land to create a very flexible aviation commercial development area.

Two indicative options – Option 1 and Option 2 – for future airfield configurations are proposed allowing for aviation and commercial development south of the main runway on the newly acquired land. See Figures 6-1 and 6-2.

These options are indicative because there would be many variations of layouts possible. However, the key planning recommended to be followed are:

1. Taxiways parallel to 07/25 and 11/29 to provide flexible access, assist runway capacity and support safe ground taxiing operations
2. Strategic land facing the 07/25 taxiway and runway should be for aviation uses. In option 2, an example of how frontage at the southern end of 11/29 can be considered strategic is also shown. See Figure 6-2.
3. The remaining land areas that do not have airside frontage should be used for non-aviation commercial activities.

6.2. Key Planning Parameters

The runway and taxiway configurations in both options are essentially the same, except for difference in taxiway access from proposed commercial areas to the proposed new cross runway 11/29.

Both plans keep the main runway but formalise a parallel taxiway and clearances for Code B types. Also both plans propose realigning, reconstructing and extending cross runway 11/29 and closing of Runway 04/22 as described previously in Section 3.8.

Key planning dimensions for future runway developments are depicted in Table 6-1.

6.3. Future Runway Developments (07/25)

The main runway strip width is currently 60m. Future planning for the runway strip, allowing for possible future night operations, means that the strip should be widened from 60m to 80m so as to be in accordance with the prescribed widths noted in the CAA Advisory Circular.

In its current position the runway cannot go wider to the north as it would conflict with clearances to existing buildings. Therefore, it is recommended that runway centreline is moved to the south by 6.4m. This way the runway strip can extend wider from 60m to 80m without interfering with the current buildings and hangars on the northern side of the Airport while still providing for a parallel taxiway on the northern side.

The width of the runway itself is currently 23m and does not require widening.

6.4. Future Runway Developments (11/29)

The proposed new Runway 11/29 is intended to serve Code A aircraft (including microlights). However, re-aligning this runway i.e. it having it sit parallel to the airport boundary on the southwest, allows the possibility of having a runway which is slightly longer and wider than what was originally planned in the previous Rangiora Airport Strategic Planning report; and also allows having a long term view of possibly serving Code B aircraft as well and not just Code A aircraft.

With this runway re-aligned by approximately 8 degrees clockwise from its original position, it is recommended that the runway is also extended by 100m bringing its new length to be approximately 683m and to have its width reduced from 60m to 40m, leaving a 10m gap between the runway strip and the boundary.

The runway length extension would also allow easy access to any potential developments (such as helicopter) that could take place in the isolated parcel of land on the southwest side. This area could be utilised effectively by providing a helicopter training base and 20mx120m helicopter hangar facility close to the southern boundary of the Airport.

It is recommended that the Runway 11 end be surveyed as the OLS from this end might be obstructed by the access road at the northwest boundary, possibly requiring shortening of that end of the runway by approximately 7m.

6.5. Taxiway Developments

6.5.1. Runway 07/25

Taxiways are proposed parallel to the north of Runway 07/25 and parallel to the south of Runway 07/25. To north of this runway, up to three link taxiways could be provided to provide better access to the existing aprons and hangar facilities on the northern side of the Airport.

On the southern taxiway three links are proposed that would allow aircraft easy and efficient access to the hangars and maintenance developments proposed on the southern purchased Lots.

6.5.2. Runway 11/29

A taxiway for this runway is proposed which is a continuation from the southern 07/25 taxiway. The Runway 11/29 taxiway is configured so that it also allows easy connection to the northern Runway 07/25 taxiway via Runway 07/25.

6.6. Precinct Planning Parameters

6.6.1. Future Hangar Developments

More formally planned hangar developments, compared to the existing hangar layout on northern side of the Airport, are proposed on the southern side of the main runway.

These possible hangar arrangements have used the facility design layouts and planning parameters set out in sections 5 and 6 of this report.

Possible examples of developments shown in the proposed layouts include:

- An aircraft maintenance hangar and a fixed wing GA hangar. These two bases are of 20mx120m dimension catering for the largest aircraft type for this study i.e. the Cessna Grand Caravan. These large bases could be broken into 6 sections each of 20x20 dimensions.
- Large communal hangar facility and fuelling facilities area.
- A helicopter hangar and a helipad.

6.7. Future Commercial Developments

A Commercial Park is proposed to the south of the proposed hangars and maintenance base. This Commercial Park extends to the south and southeast boundaries of the Airport and has a potential area of 5.2 ha.

Further zone of commercial development could be provided (1 Ha) to the northwest of the Airport adjacent to the corner of Runway 07 and to the west of the proposed microlight area.

In Option 2, the southern Commercial Park has a reduced area of 3.6 ha as a result of a possible hangar development facing on to Runway 11/29.

These Commercial Parks should provide enough combined area for future leases and tenancies that the District Council opts for.

6.8. Access Roads

Keeping future hangar and commercial developments in mind, an access road to the southern side of the Airport is proposed. This road turns west running parallel to the commercial developments. This road provides access to all the proposed hangars, aprons and commercial development.

The new access road would also be extended towards a possible helicopter maintenance base which could be between the Airport boundary and corner of Runway 29 (including the future 100m extension).

Runway		Approach	Code Number	Code Letter	Day / Night	Runway Width (m)	Runway Strip Length (m)	Strip Width (m)	Side Transition Slope	Approach and Departure Slope	Runway Centreline to Object (m) ⁽²⁾	Runway to Taxiway (m)	Taxiway to Object (m)
07-25	Provided	Non-instrument runway	2	A	Day	23	1180 ⁽¹⁾	60	1:4	1:20	37.5	n/a	n/a
	Required	Non-instrument runway	2	B	Night	23	1180	80	1:5	1:30	70	52	21.5
11-29	Provided (10-28)	Non-instrument runway	1	A	Day	18	583	60	1:4	1:20	54	n/a	n/a
	Required	Non-instrument runway	1	A	Day	18	683	40 ⁽³⁾	1:4	1:20	39	n/a	n/a

TABLE 6-1 RUNWAY CHARACTERISTICS

Note:

- (1) Not including displaced thresholds
(2) Based on 6m building/object height
(3) $2^{1/2}$ time the wing span of the aeroplane to be operated, or 30m whichever is greater

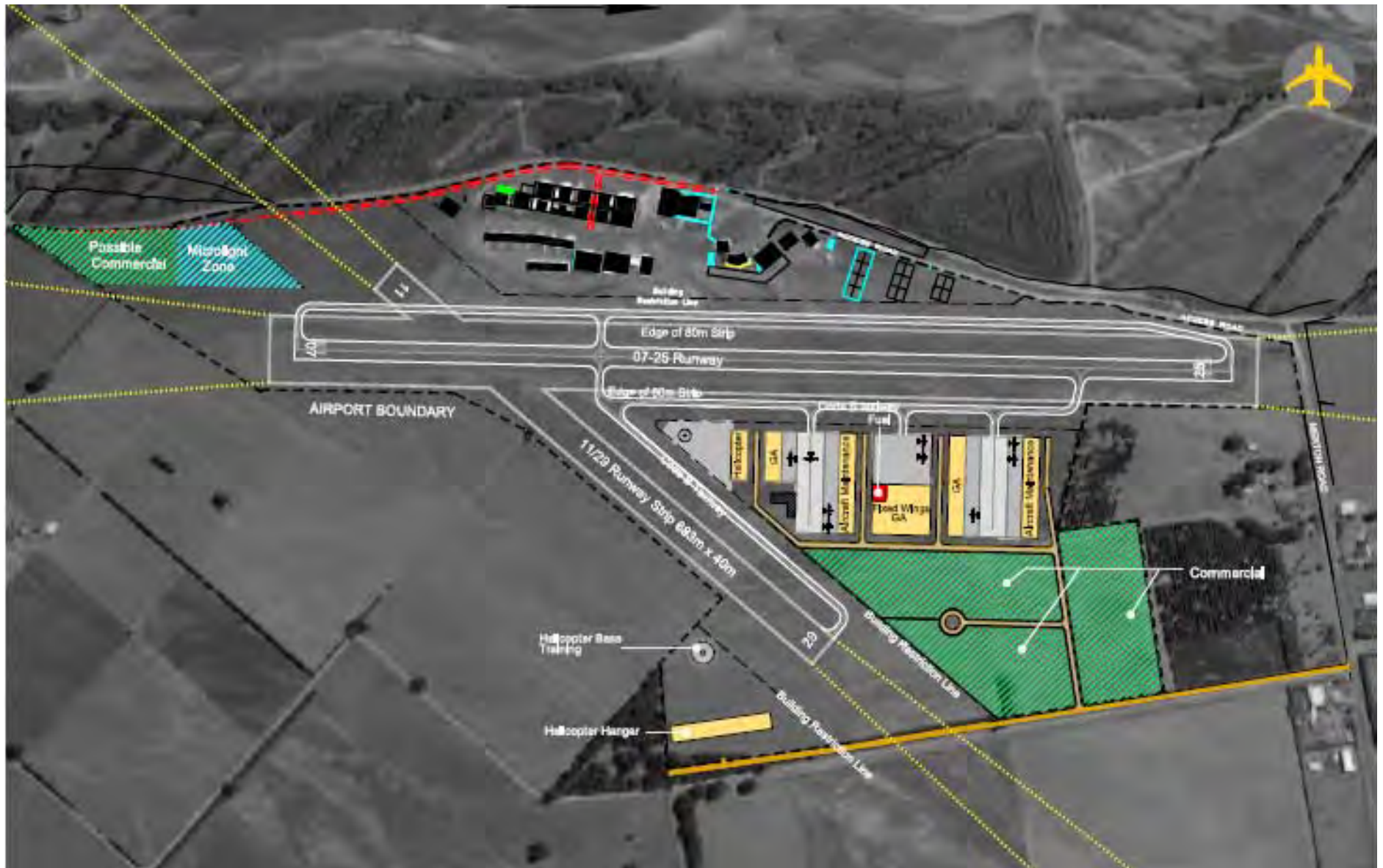


FIGURE 6-1 AIRFIELD CONFIGURATION – OPTION 1

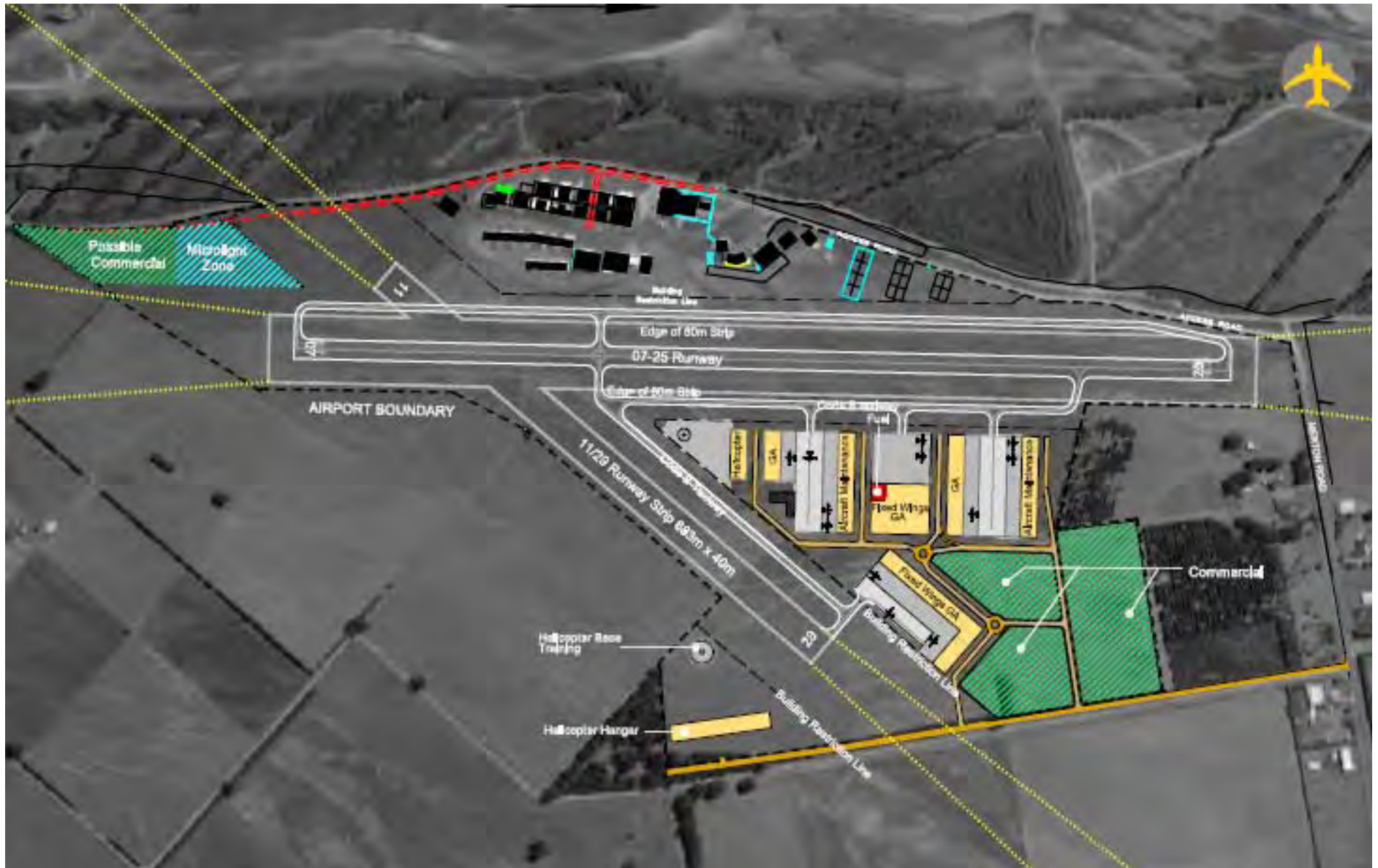


FIGURE 6-2 AIRFIELD CONFIGURATION – OPTION 2

7 Recommendations

7.1. Airfield

Based on the wind and runway usability analysis, it is recommended that Runway 04/22 could be closed, leaving the main Runway 07/25 on its current alignment and realigning and reconstructing Runway 10/28 by approximately 8 degrees clockwise to become 11/29.

The opportunity should also be taken to lengthen new Runway 11/29 to its maximum possible length of approximately 683m.

The proposed layouts would allow WDC the opportunity to develop more hangars on the land freed up and the recently acquired land. Other revenue generating properties such as commercial complexes also have the potential to be developed on these Lots which is currently partly occupied by Runway 04/22 but would be available for further development with the closure of this runway.

The types of opportunities presented to the Airport with this recommended airfield layout include:

- Rangiora Airport emerging as a prominent GA / recreational airport facility within the South Island
- Relocating over time of GA, flight training and helicopter operations from Christchurch Airport to Rangiora
- Rangiora Airport obtaining a sizeable share of GA operators that will be relocated from Wigram Airport over the coming 3 years
- Further development of airframe maintenance facilities
- Start up of an avionics maintenance facility
- The airport strengthening its position as the number one microlight facility within the South Island
- Development of charter operations
- Arrangements with local accommodation outlets

7.2. Commercial Development

Two indicative configurations for aviation and commercial development south of the main runway have been developed.

Both airfield configuration options provide the Airport enough area for future commercial developments. Option 1 provides a total of 6.9 ha of commercial land and Option 2 provides a total of 5.3 ha of land at the Airport.

7.3. Purchase of Lot 1

The proposed airfield configurations demonstrate that the purchase of Lot 1 is not essential and would be surplus to the Airport's requirement because the three purchased Lots provide enough space for further future developments that are proposed in the future airfield configurations.

It is suggested that the purchase of this Lot should be contemplated in the long term only if the proposed configurations fall short of providing enough room for growth of the Airport and aviation activities in the future.

RANGIORA AIRFIELD REVIEW OF DEVELOPMENT PLANS

May 2022



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'Rangiora Airfield will develop and be recognised as a prominent airfield for general aviation and associated businesses in the South Island'¹

¹ Airport Vision: Rangiora Airport Strategic Planning August 2007-Airbiz

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1.0 Executive Summary

Review of the Rangiora Airfield Plans for Consideration by the Waimakariri District Council

This is a review of the present and future state of the Rangiora Airfield, commissioned by the Waimakariri District Council (WDC), for consideration to the Airfield Master Plan.

The brief is to look at the following factors:

1. The current physical characteristics of the Airfield.
2. Consider the Developers plan and how that would affect the current airfield dynamics.
3. Look into the regulatory considerations and the affect that they may have on the development.
4. Look at the long-term requirements and wishes of the WDC.
5. Offer alternative options to the proposed Developers plan to protect the WDC.

Plans and Documents supplied for review are:

1. Proposed and Existing Hangar Positions – Date 18th August 2010.
2. WDC Noise Contour Plan – Dated 25th August 2020.
3. Outline Development Plan – DM and AD Smith Investments Ltd.
4. Private Plan Change 45 and Notice of Requirement Decision – Dated September 2020.
5. Northwest Rangiora Water and Wastewater Servicing Memo – Date 28th September 2021.
6. Airbiz Commercial Master Plan – Dated 22nd January 2009.

This review has been triggered by a proposal from DM & AD Smith Investments Ltd (Developer) to subdivide land, which they own, and to create an Airpark, situated on the southern side of the Rangiora Airfield, and to be able to access the Rangiora Airfield.

It is proposed that the Airpark, would have a mix of residential dwellings along with hangars and commercial activities on individual sites.

The Developer proposes to have access to the Rangiora Airfield by four taxiways.

The Developer, also proposes, southern extensions to the two cross runways, being runways 10/28 and 22/04.

Under the Developer's plan, some 9.5 Hectares of land on the southern and eastern sides of the airfield, currently owned by the WDC, is to be acquired by the Developer, to become a part of the Airpark.

In return the Developer is offering the WDC some 9 Hectares on the western end of the airfield. This would allow an extension, of the main runway, sometime in the future This area includes 1 hectare on the eastern end of the Main Runway.

It is proposed that there would be a land swap between the Developer and the WDC. The difference in area being around 0.5 hectare in favour of the Developer.

Discussions have been held with the WDC Staff, Councilors, Rangiora Airfield Advisory Group (RAAG), other users of the Rangiora Airfield and the Developer. These parties have several differing views as to how the Rangiora Airfield should look going forward into the future.

Some of these suggestions are listed below:

1. Become the “Ardmore aerodrome” of the South Island.
2. Become a major General Aviation Centre.
3. Need more hangar space.
4. Encourage flying schools.
5. Need more aircraft parking areas and better ground movement areas.
6. Lengthen the main runway to accommodate larger aircraft -
 - a. ATR 72
 - b. Business Jets
 - c. Charter operators
7. Instrument Approaches for the main runway.
8. Protect the airspace around the airfield.
9. Better Taxiways.
10. Retain the two cross runways for safety reasons.
11. Seal the main runway
12. Install lights for night flying.
13. Have aircraft maintenance bases and associated businesses.
14. Fuel Pumps on both sides of the airfield.
15. Helicopter and Drone Corridors

As you can see the suggestions of those interested in the Rangiora Airfield vary considerably. In general, the consensus envisaged that the airfield would grow into one which the town and region can benefit from.

The Developer’s plan, as proposed, has initial advantages for the Rangiora Airfield and region by encouraging and offering more activity on the airfield.

This would generate extra income for the airfield and the town; however, the plan does have some drawbacks.

The main drawback is, that the airfield would effectively become land locked. The airfield cannot expand to the north because of the Ashley River. The eastern and western ends are constrained by Priors and Merton Roads. The whole of the southern boundary would be owned and controlled by the Developer.

These constraints would certainly reduce the opportunity for airfield expansion by the WDC.

Other constraints to be considered in the overall future of the Rangiora Airfield are regulatory ones.

The Civil Aviation Authority of New Zealand (CAA NZ) rule *Part 139² – Aerodromes Certification, Operations and Use*, set out the parameters of aerodrome design.

² <https://www.aviation.govt.nz/rules/rule-part/show/139>

Currently, the Rangiora Airfield, is *non certificated*, with only light aircraft of below 7500Kgs MCTOW (Maximum Certificated Take Off Weight) operating from it.

The CAA NZ rules pertaining to the airfield, are not as comprehensive or restrictive as if the aircraft using it were above 7500Kgs MCTOW.

Albeit, if the Rangiora Airfield was required by the Director of Civil Aviation, to become a Qualifying Certificated Airfield, then compliance with CAA NZ Rule Part 139 becomes mandatory. The airfield is then required to meet certain standards prior to certification and will be audited by the Civil Aviation Authority of New Zealand at regular intervals to ensure that the compliance with the CAA NZ rule and that the WDC operations procedures are being met.

An example of the regulations showing the different rules for different classes of aircraft is stated below.

Scenario 1

Code A and B Aircraft (current situation)

The main runway at Rangiora is currently 1180m long and 60m wide. The 60m wide runway, refers to the runway strip width, not to the runway itself. The runway is situated in the middle of that runway strip.

For a day Visual Flight Rules (VFR) runway, the runway should be twice as wide as the outer main gear wheel span of the largest aeroplane to be operated.

The runway strip width for a day VFR runway should be two and a half times the wingspan of the largest aeroplane to be operated, or 30 m, whichever is the greater.

The PAC Cresco Agricultural aircraft (Code A) is possibly the largest aircraft regularly using the airfield. This has a wheel span of 3.71m and a wingspan of 12.8m.

Therefore, the runway section of the strip is only required to be 7.5m wide, and the runway strip only needs to be 25.6m wide, or 30m for a bit of extra margin. Half what it is now.

Presently, the runway width and strip are more than adequate for the aircraft currently using it.

Scenario 2

ATR 72 (Code C)

Because this aircraft is above 7500kgs MCTOW, the runway this aircraft can operate from comes under a different set of parameters than Scenario 1.

Although the aircraft can take off within 1156m, the runway length required under the rules must be at least 1344m long, the runway width (the sealed section) must be at least 30m wide and the runway strip width must be 150m wide.

This means that there is currently not enough land owned by the WDC available for the runway to accommodate the ATR 72.

The WDC would need to acquire a considerable amount of land from the neighbors to the south and west to be able to fit a runway capable of handling an aircraft of the ATR 72 size.

With reference to business jets, the Falcon 50, of which there are at least 3 operating in New Zealand now, and the Challenger 604 of which there are 2, are all Code C aircraft and would require the same runway as an ATR.

The purpose of the Master Plan is to identify current and potential land use, for the expansion of the airfield, its facilities and to safeguard the airfield from urban sprawl.

The Rangiora Airfield must be carefully planned and protected to realise the continual development and environmental considerations of the WDC, allowing the airfield to remain a general aviation airfield available to the public, and to meet the needs of the Rangiora District.

Previously, two Master Plans were commissioned by the WDC, these were completed by Airbiz:

- Rangiora Airport Strategic Planning August 2007
- Rangiora Commercial Master Plan 22 January 2009

These plans were accepted by the WDC; however, they were not implemented in their entirety. The WDC did acquire some additional land to protect the airfield boundaries, and the future development of the airfield as suggested in the Airbiz report.

Developing the airfield will encourage more aviation activity, and by lengthening two of the runways would allow larger aircraft to use the airfield and offers a safer option for aircraft currently using the airfield in variable windy conditions.

The increases in the number of aircraft movements, would contribute to an increase in the landing fee revenue.

This report outlines four options:

[Option One – Status Quo](#)

[Option Two – Airpark Development \(DM and AD Smith Investments Ltd\)](#)

[Option Three – WDC Use of Airfield Land and Airpark Development](#)

[Option Four – Code C Runway](#)

The recommendation is that the WDC considers Option Three.

2.0 Introduction

The purpose of this Rangiora Airfield Review is to determine the best use of land available at the Rangiora Airfield for future developments. These developments could involve the purchase of additional land and/or a land swap with a Commercial Developer who presently owns land on the airport boundaries.

This report will also look at the affects that any proposed development on or around the Rangiora Airfield will have on the airfield and its environs.

3.0 Background

The Waimakariri County Council was originally gifted the land to develop as an airfield. The airfield was opened in October 1958. From that time the Rangiora Airfield has been owned and operated by the WDC, previously the Waimakariri County Council.

Rangiora Airfield is 4.75 kms from central Rangiora township, which is a major town for the Waimakariri District Council. Evidence of rapid growth and positive projections for the future of Rangiora is positive:

- Rangiora Town population of 20,280 growing to a projected 22,100 by 2023
- Seen as local service centre by 60% of district population; by 2031, could be providing goods and services for about 50,000 people
- Demand for additional 20,000m² retail and 20,000m² office floorspace by 2031 to meet growth
- Business numbers increased by 27% in last 10 years and number of employees by 35%
- Dramatic increase in spending immediately following February 2011 earthquake (up 33%). As of December 2018, spending was still growing 5.3% annually.
- Catchment stretches north to Kaikoura and Hurunui District, south to Christchurch and Selwyn District
- Most Rangiora employees work in retail/wholesale sector; highest number of business units represent the finance/professional services sector.³

The Rangiora airfield is an important asset to the Region, and accommodates recreational, agricultural and flight training operations and includes patient transfers from smaller centres to centralised health facilities.

In December 2020, the process for designating Rangiora as an airfield through the district plan was completed. With this process complete and the future of the airfield secured within the district, focus is on the development of the airfield.⁴

³ ENC Enterprise North Canterbury

⁴ Activity Management Plan 2021 Community and Recreation

Rangiora Airfield is approximately 50.7 hectares and is bounded by reserve land adjoining the Ashley/Rakahuri River to the North, Merton Road to the east and rural farmland to the south and west. Privately owned farmland on Priors Road borders the airfield. The Council owns land to the southeast on Priors Road, and on Merton Road with a small road frontage.

The Council purchased a lifestyle block on Merton Road at the eastern end of the airfield. This was purchased to eliminate the potential of reverse sensitivity issues regarding noise and airfield operations.

The Rangiora Airfield is operated as a Recreational and General Aviation Airfield with no regular transport service.

The airfield is 22 air kms from Christchurch International Airport, which is the main airport for domestic and international travellers, including general aviation, flight training both helicopters and fixed wing, Air Ambulance Services, and maintenance bases.

The airspace around Christchurch Airport is changing due to an increase in domestic and international airline traffic, limiting both general aviation and flight training activities.

The potential for an increase in activity at the Rangiora Airfield is almost certain due to these constraints, with general aviation looking for alternative facilities from which to operate.

There are several small privately owned airfields in the Rangiora area which complement the Rangiora Airfield.

There are other airfields within the South Island with similar activities these include:

- **West Melton Airfield**, operated by the Canterbury Aero Club, and located 24 air kms south of Rangiora. General aviation and flight training are the main activities.
- **Ashburton Airfield**, 90 air kms from Rangiora Airfield. Activities at Ashburton include flight training, general aviation, and parachuting. This airfield has four grass runways, runway lighting and navigational aids.
- **Kaikoura Airfield**, 129 air kms from Rangiora, operates as a general aviation airfield along with Commercial Whale Watch Flights, both fixed wing and helicopters activities.
- **Omaka Aerodrome**, 225 air kms from the Rangiora Airfield is privately owned by the Marlborough Aero Club. It is a busy aerodrome used for flight training, general aviation, and vintage aircraft flights, with the Omaka Heritage Centre based on the airfield.
- **Timaru Airport**, 154 Air kms from the Rangiora Airfield, airfield activities include general aviation, flight training and scheduled passenger services

4.0 Airfield Overview

Management

The Rangiora Airfield is a non-certificated aerodrome, it is managed and operated by the Waimakariri District Council, with the assistance of the Rangiora Airfield Advisory Group (RAAG).

The Green Space Manager, a Council employee, oversees the day-to-day management of the airfield.

As the owners of the Rangiora Airfield, the WDC is responsible for ensuring the airfield is operated and maintained in accordance with the applicable CAA NZ rules.

The WDC is the 'person conducting a business undertaking' (PCBU) and has responsibilities under the Health and Safety at Work Act 2015.

Rangiora airfield is not security designated, however Work Safe requires procedures in place for public protection.

The airfield procedures and safety policies required for the safe and effective management of the Rangiora Airfield for all users, are outlined in the Rangiora Airfield Safety Manual.⁵

Aeronautical Information Publication (AIPNZ)

Information for pilots on the Rangiora Airfield is published in the Aeronautical Information Publication New Zealand (AIPNZ) as Rangiora Aerodrome, designated as NZRT, Elevation 180⁶

Rangiora Airfield comprises three grass runways with six vectors and a helicopter hover/auto rotation training area.

Standard overhead join procedure is recommended, for aircraft joining the circuit at Rangiora.

Helicopters may join and depart at low level but must come to a stationary hover to check for traffic prior to crossing an active vector.

Rangiora operates as a general aviation airfield and has a large microlight base, possibly the largest in New Zealand. There are no scheduled passenger or freight services. Parachute operations are not permitted. Drones (remotely controlled aircraft) are not allowed to be flown at the Rangiora Airfield or within 4kms of the airfield without prior permission of the aerodrome operator.

Rangiora Airfield has several different organisations who are based on the airfield they include:

- Rangiora based general aviation enthusiasts including microlight organisations
- Itinerant general aviation aircraft
- Flight Training organisations- fixed wing and helicopter
- Agricultural operators - helicopter and fixed wing
- Maintenance facilities
- Air Training Corps
- Civil Defence or Medivac activity as required

⁵ Rangiora Information/WDC

⁶ AIP New Zealand NZRT AD2-51.1

AIP New Zealand

NZRT AD 2 - 51.1

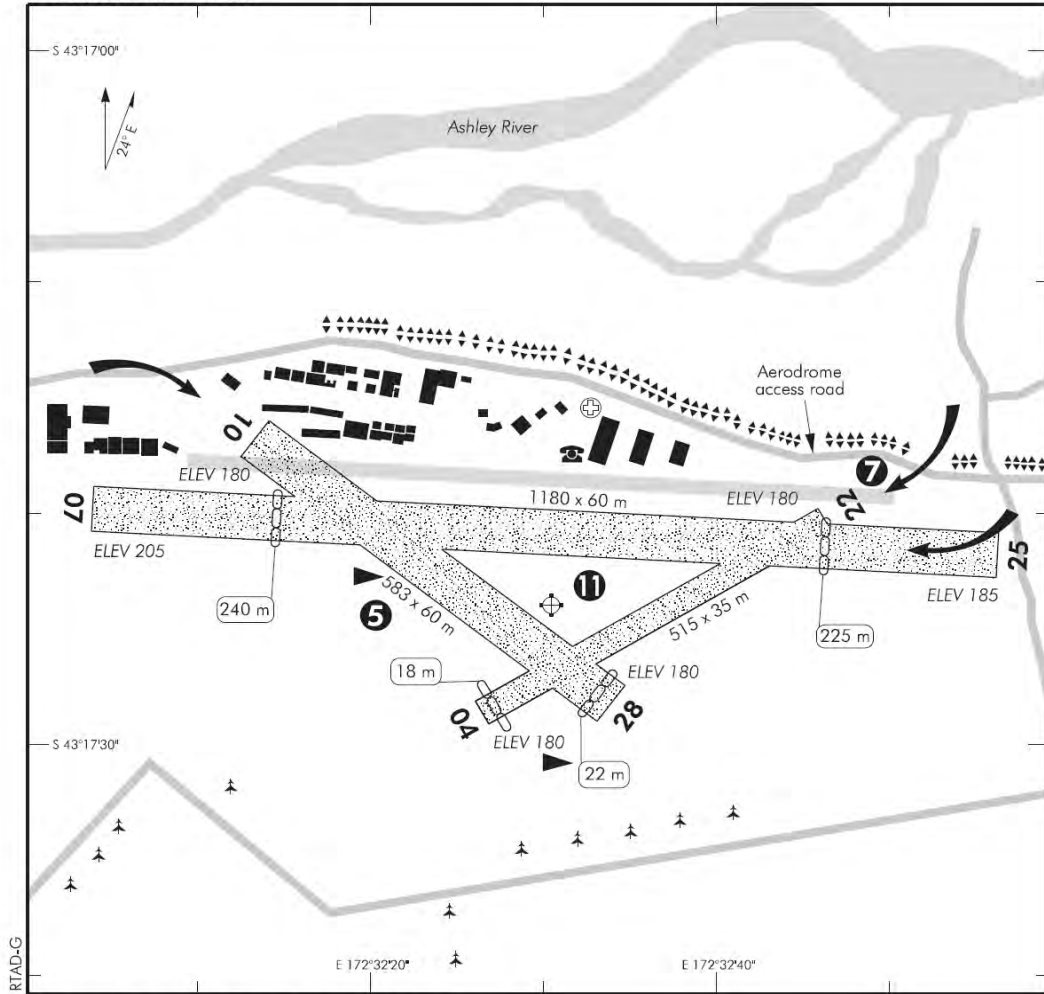
ELEV 180

NZRT

NON-CERTIFICATED

**RANGIORA
AERODROME**

UNATTENDED: 120.2



1. Circuit: RWY 04, 07, 28 — Left hand
RWY 10, 22, 25 — Right hand
2. **CAUTION:** Helicopter 180° and straight-in autorotations.
3. Vacate runways via the most expeditious route.
4. Some patches of loose stones on movement areas.
- 5 Helicopter hover training area.
6. Standard overhead join recommended.
- 7 RWY 04/22 not available when road traffic is using aerodrome access road.
8. **CAUTION:** Two private airfields in close proximity 1.8 NM SW, Fernside Fields (circuits to the north), Barradale (circuits to the south).
9. Helicopters may join and depart at low level but must come to a stationary hover to check for traffic prior to crossing active vector.
10. Make radio call on final approach advising intended runway.
- 11 Triangular area between runways reserved for helicopter auto-rotation training. Keep clear.
12. No parachute operations permitted.

S 43 17 24 E 172 32 30*

Effective: 22 APR 21

© Civil Aviation Authority

**RANGIORA
AERODROME**

NZRT AD 2 - 52.1

AIP New Zealand

Non-Certificated Aerodrome 3 NM WNW of Rangiora

RANGIORA OPERATIONAL DATA

NZRT

RWY

RWY	SFC	Strength	Gp	Slope	ASDA	Take-off distance			LDG DIST
						1:20	1:30	1:40	
04 22	Gr	ESWL 820	4	Nil		515 497			497 515
07 25	Gr	ESWL 820	8	0.52D 0.52U		955 940			940 955
10 28	Gr	ESWL 820	5	Nil		561 583			583 561

LIGHTING

Nil

FACILITIES

Fuel: BP Jet A1, Avgas 100, Swipecard.

Z Energy Avgas 100, access via Z card.

Limited repairs.

SUPPLEMENTARY

Operator: Waimakariri District Council, Private Bag 1005, Rangiora.
Tel (03) 313 6136 Fax (03) 313 4432

Available for general use without the permission of the operator.

Landing fees: Payable for all aircraft.

An automatic recording system for monitoring landings is installed.

Airfield Communications

Rangiora is an uncontrolled airfield within a Mandatory Broadcast Zone B876 (MBZ), which requires pilots, flying within the MBZ, to broadcast a radio call every five minutes stating their intentions.

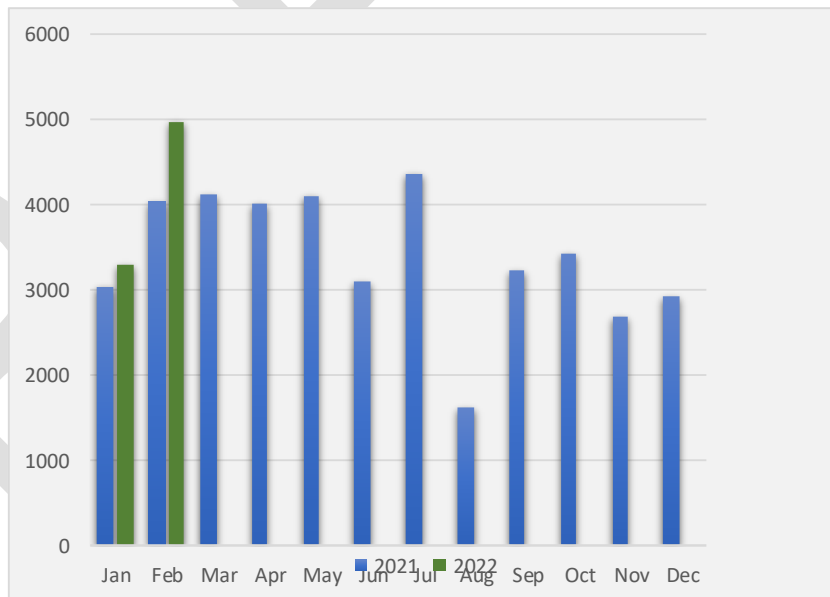
Pilots are advised as per the NZAIP to make a radio call on final approach, advising the intended runway to be used. The local broadcast frequency is 120.2Mhz as advertised in the NZAIP.

Aimm Movement Monitoring (Automated Intelligent Movement Management)

The WDC has invested in Aimm, a radio-based aircraft identification and monitoring system which records aircraft arrivals and departures. This monitoring process allows the WDC to record and collate accurately aircraft movements, and to invoice the operator accordingly.⁷

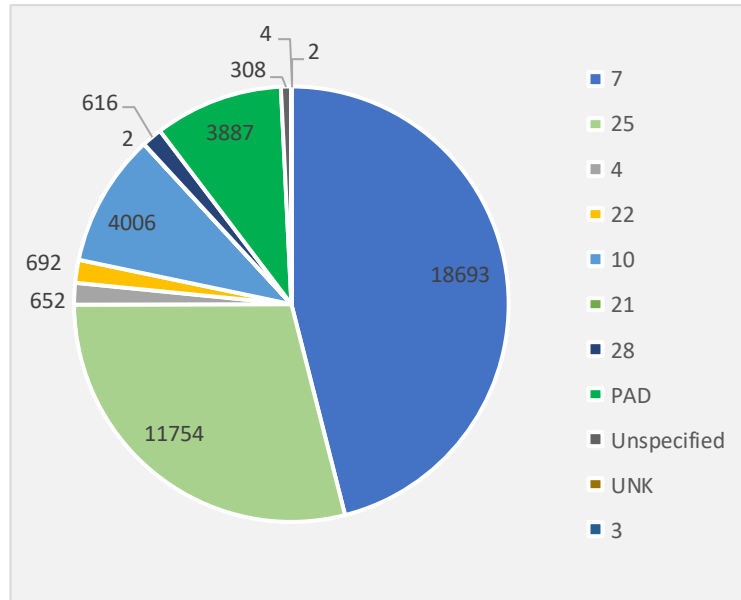
In operation for 16 months Aimm, provides Data relating to- runway use, aircraft type and time of activity. Evidence of this information is displayed with the following graphs:

Aircraft Movements Monthly January 2021- February 2022	
Months	Movements
January	3028
February	4042
March	4118
April	4006
May	4097
June	3085
July	4362
August	1608
September	3228
October	3421
November	2691
December	2930
January 22	3283
February 22	4968

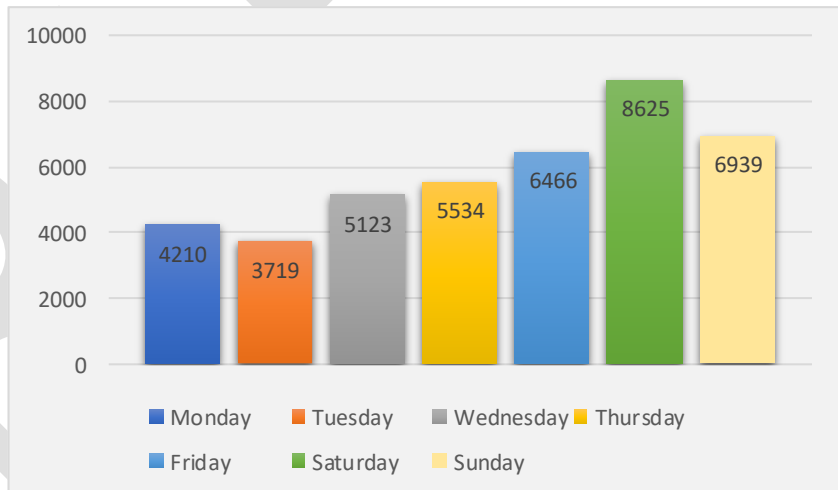


⁷ Activity Management Plan 2021 Community and Recreation

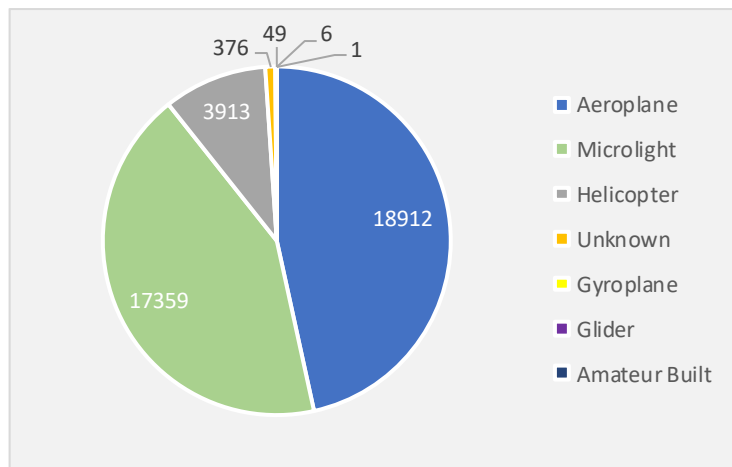
Runway Use Summary 2021		
Runway	Movements	%
07	18693	46%
25	11754	29%
PAD(Heli)	3887	10%
10	4006	10%
28	616	2%
22	692	2%
03	2	0%
04	652	2%
21	2	0%
Unknown(UNK)	4	0%
Unspecified	308	1%



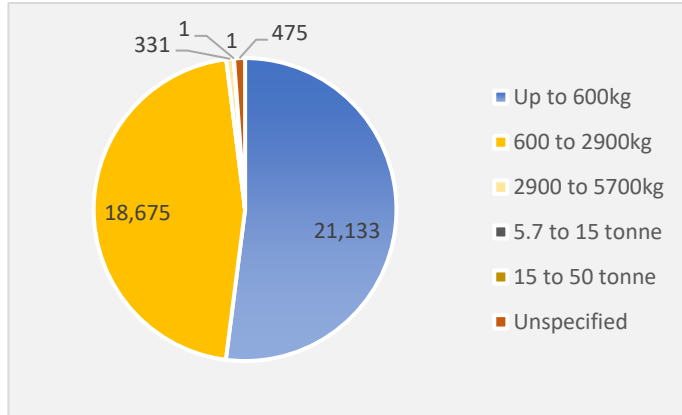
Movements - Days of the Week 2021	
Weekday	Movements
Monday	4210
Tuesday	3719
Wednesday	5123
Thursday	5534
Friday	6466
Saturday	8625
Sunday	6939



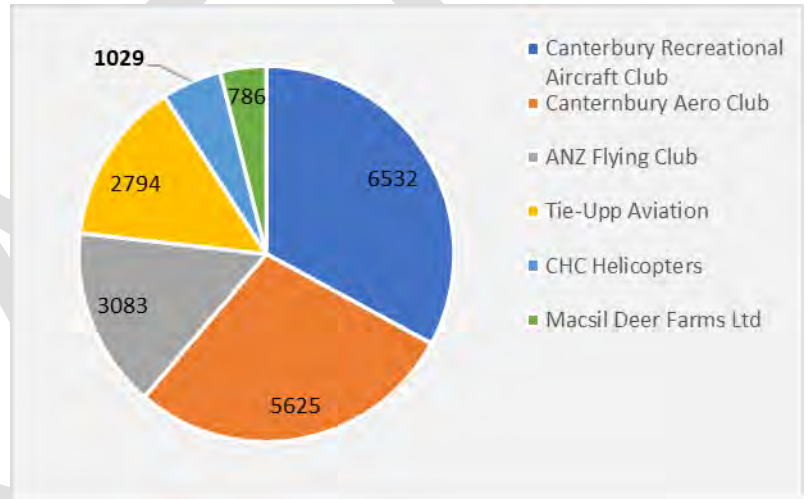
Aircraft Type Summary 2021	
Type	Movements
Aeroplane	18912
Microlight	17359
Helicopters	3913
Unknown	376
Gyroplane	49
Glider	6
Amateur Built	1



Aircraft Weight Summary 2021	
Weight	Movements
Up to 600kg	21,133
600 to 2900kg	18,675
2900 to 5700kg	331
5.7 to 15 tonne	1
15 to 50 tonne	1
Unspecified	475



6 Most Active Operators 2021	
Operator	Movements
Canterbury Recreational Aircraft Club	6532
Canterbury Aero Club	5625
Air New Zealand Flying Club	3083
Tie-Upp Aviation	2794
CHC Helicopters	1029
Macsil Deer Farms	786
Total 6 Most Active Operators 19,849 49%	
Other Operators 20,767 51%	
Total Movements 40,616	



Incidents and Occurrences

Incidents are recorded, and where applicable under CAA NZ Rule Part 12, are reported to the CAA NZ on the appropriate form. The acting Safety Manager follows up with the pilot concerned to discuss further actions or recommendations.

It is noted that in January 2022, there were six known incidents of which three related directly to activities on the Rangiora Airfield, and the other three, were not directly related to activities on the Rangiora Airfield.

Airfield Access

The airfield can be accessed from the east via Merton Road, onto a private road running parallel to the airfield. There is a boundary post and wire fence on the riverside of the road, but the barrier on the airfield side of this road is posts only and unwired, this offers no protection from visitors or animals wandering onto the airfield.

There are twenty-three entrance ways onto the airfield from the airfield road, these are either chained or gated.

Parking for visitors or employees of aviation businesses, is on the grass on the river side of the road.

The aircraft or hangar owners can enter through any entrance way and proceed to their hangar and park outside or inside their hangar.

Current Airfield Facilities Available

- All three runways are grassed and well maintained by the WDC, with re-grassing programs in place when required.
- All Private Hangars are owned and maintained by the individual owners, each with a lease agreement with the WDC.
- Canterbury Aero Club, Air Cadet Training and Microlight Club buildings are owned by the individual clubs.
- Fuel Facilities - BP Jet A1 and Avgas 100 access by Swipe Card.
- Fuel facilities - Z Energy Avgas 100 access via Z Card.
- Helicopter Training Area.
- Two sets of public toilets.

Airfield Utility Services

- Electricity is available to everyone on the airfield from the northern side only.
- Water is presently supplied by a pumping station on the airfield and held in two 30,000 litre tanks. The water is reticulated down the northern side of the airfield, however if there is a power outage, supply is at risk. It is planned that the water supply and wastewater will be upgraded by the WDC.
- The two public toilet blocks on the airfield are serviced by the WDC. These are situated adjacent to the Canterbury Aero Club rooms and at the west end in front of the public car park. Some hangers on the airfield have their own septic tank systems.

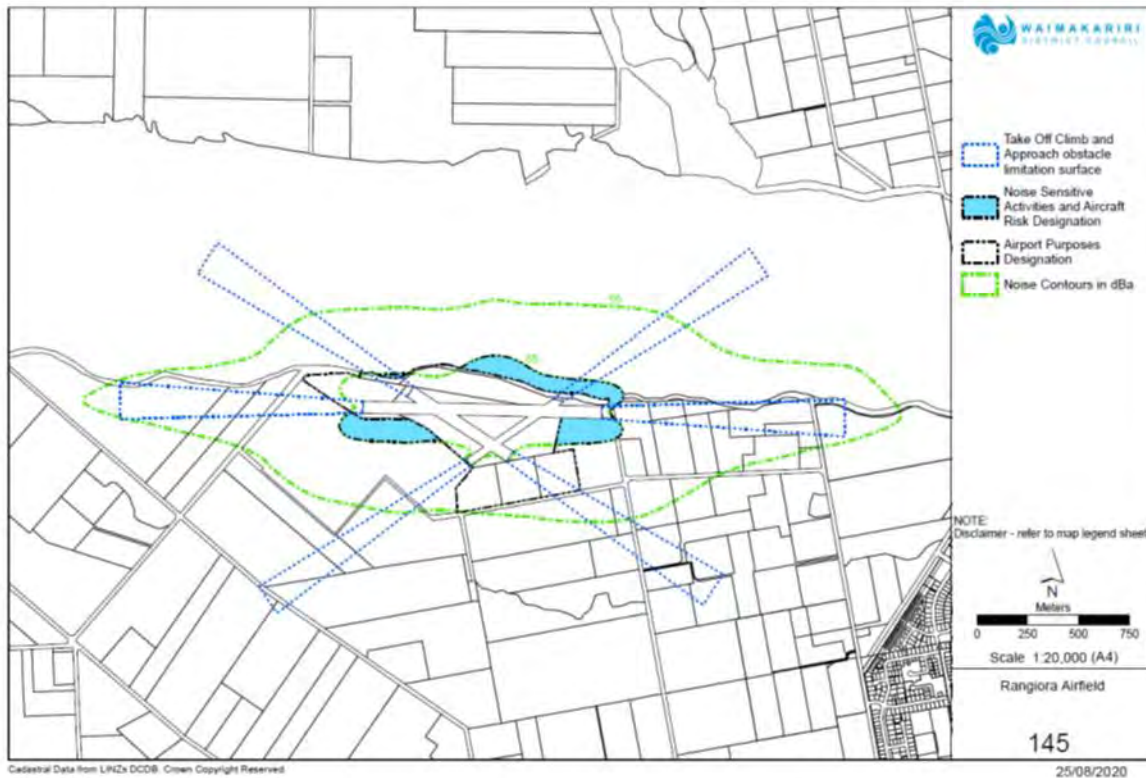
5.0 Environmental

The main environmental concern on the airfield is noise from aircraft activities. These activities are protected by noise contours shown in the map below (Noise Contours).

However, the Ashley River is home to several rare nesting birds on the riverbank. These include the wrybill, black billed gull, black-fronted tern, black stilt, banded dotterel, pied stilt, and South Island pied oyster catcher.

The black billed gulls' nest in the proximity of the airfield boundary between March and August/September. A message is sent from the Microlight Club to its members, as a reminder to those microlight pilots landing on the riverbed to be aware of the black billed gulls nesting on the riverbed.

Map 1: Noise Contours



Airfield Building Restrictions as per District Plan⁸

As per the District Plan there were four conditions proposed for the designation.

Confirmation of the Notice of Requirement for the Rangiora Airfield are as per Appendix 35.8:

Conditions

1. All buildings shall be setback 100 metres from the centreline of the stop bank of the Ashley River/Rakahuri.
2. All buildings shall be setback 10 metres from the road boundary.
3. All buildings shall be setback 3 metres from an internal boundary.
4. There shall be no embedded runway lighting.

⁸ WDC District Plan Rangiora Airfield Decision September 2020

6.0 Regulatory Process and Civil Aviation Rule Part 139

Rangiora Airfield is a non-certificated and uncontrolled aerodrome under the CAA NZ rules.

The Civil Aviation Authority of New Zealand

Due to the number of aircraft movements (more than 40,000 per annum) and several reported incidents, the CAA NZ have requested that an Aeronautical Study be undertaken by the WDC of the Rangiora Airfield.

The Aeronautical Study will allow CAA NZ to determine the amount of risk that a proposed increase in aircraft movements and activity at Rangiora Airfield may generate.

Depending on the level of risk, the Director may determine that the Rangiora Airfield becomes a qualifying certificated airfield. This means that the airfield must meet CAA NZ Rule Part 139.

Time frame for CAA NZ reconnecting with the WDC to discuss further, is June 2022.

The Study will cover areas such as the existing infrastructure, proposed changes and the impacts, safety issues and risks.

CAR Part 139 prescribes the requirements for aerodromes used on Air Transport operations in accordance with ICAO Annex 14- Aerodromes⁹. The Advisory Circulars associated with CAR Part 139 provide detailed standards and operating procedures as a means of rule compliance for the future operations.

The relevant regulations in New Zealand are found in the Civil Aviation Rules (CARs)¹⁰ and associated Advisory Circulars.

Aerodrome Reference Code System

There is no Aerodrome Reference Code for Rangiora, as all the aircraft using the airfield are light aircraft and must be operated within the ESWL (Equivalent Single Wheel Loading) rating as per the Table below.

ESWL- equivalent single wheel loading classification, is the surface bearing strength of an unpaved maneuvering areas. Undercarriage loads more than the ESWL value may damage the surface, aircraft weights must be limited to ensure that the EWSL for the aircraft do not exceed that specified for the runway.

Aircraft weight code is Code B, e.g. a Cessna Grand Caravan Single Turbo Prop, Beechcraft King Air

Both these aircraft fall into the Code B category due to their larger wingspan.

ESWL- equivalent single wheel loading classification, is the surface bearing strength of an unpaved maneuvering areas. Undercarriage loads more than the ESWL value may damage the surface, aircraft weights must be limited to ensure that the EWSL for the aircraft do not exceed that specified for the runway.

⁹ <https://store.icao.int/en/annex-14-aerodromes>

¹⁰ <https://www.aviation.govt.nz/rules/rule-part/show/139>

Rangiora Grass Runways

RWY Runway	Surface	*Strength	*GP Aircraft Weight Category	Slope	Take Off Distance			Landing Distance
					1:20	1:30	1:40	
04 22	GRASS	ESWL 820	4	Nil	515 497			497 515
07 25	GRASS	ESWL 820	8	0.52D	955 940			940 955
10 28	GRASS	ESWL 820	5	Nil	561 583			583 561

* EWSL – Equivalent Single Wheel Loading

*NB Aircraft take-off weight category, cannot be below the number

Aircraft Design

Aircraft	Aircraft Type	Wingspan (m)	Length (m)	Tail Height (m)	Typical PAX Nos	Take-off Runway Length (m)	Landing Field Length (m)
CODE A = WINGSPAN < 15M							
Brittin Norman Islander2	Twin Piston	14.9	10.9	4.2	9	480	400
Piper Navajo PA31	Twin Piston	12.4	10.0	4.0	8	314	584
Piper Comanche PA24	Single Piston	10.9	7.6	2.3	4	430	370
Piper Cherokee PA28	Single Piston	10.6	7.3	2.2	4	502	564
Piper Tomahawk PA38	Single Piston	10.3	7.0	2.7	2	450	471
Beechcraft Barron B58	Twin Piston	11.6	9.1	2.9	6	451	448
Beechcraft Bonanza B58	Single Piston	10.9	8.2	2.7	4	244	189
Cessna C152	Single Piston	10.2	7.2	2.6	2	422	328
Cessna C172	Single Piston	10.2	8.4	2.6	4	347	256
Microlights	Single Engine	Various	Various	Various	2	Various	Various
CODE B = WINGSPAN 15M TO 24M							
Beechcraft 1900D	Twin Turboprop	17.7	17.7	4.6	19	1,163	854
Metro 23	Twin Turboprop	17.4	18.1	5.1	19	1615	850
Jetstream 32P	Twin Turboprop	15.9	14.4	5.4	19	1384	1242
SAAB 340B	Twin Turboprop	21.5	19.8	7.0	37	1290	1035
Beechcraft King Air B200	Twin Turboprop	16.6	13.4	4.6	15	592	536
Cessna Grand Caravan	Single Turboprop	15.9	12.7	4.7	13	737	547
Pilatus PC12	Single Turboprop	16	14.4	4.2	9	793	661
Source 1. Website specific to aircraft manufactures specifications							
2. AIRBIZ Commercial Master Plan 2009							

Rangiora Airfield Swot Analysis

Strengths and Advantages	Weaknesses and Constraints
<ul style="list-style-type: none"> • Rangiora Airfield is an asset to the region • Airfield development will create employment and spend for businesses in Rangiora • Three Runways are all in serviceable condition • Great airfield for stop overs for itinerant aviators • Strong, supportive advisory group- Rangiora Airfield Advisory Group (RAAG) • Aimm recording system introduced to record, monitor flights and on charge the client • Available for Medivac transfers and Civil Defence Emergencies • Location ideal for flight training • Out of the Christchurch Airport air traffic control zone • Revenue earning ground leases are realistic • Noise contours in place in conjunction with the District Plan • Airfield now designated for airport purposes. 	<ul style="list-style-type: none"> • Certain wind conditions limit the use of some runways • Availability of funding for future development • Lack of planning for future development • Lack of security with limited fencing airside • No runway lighting (Council made the decision to not have runway lighting)¹¹ • No sealed runways limits aircraft type • Lack of available land for further expansion.
Opportunities & Prospects	Threats and Risks
<ul style="list-style-type: none"> • Relocating other aviation businesses such as maintenance, aircraft upholstery, paint facilities to grow a maintenance precinct • Relocating flight training organisations to set up a permanent base, could be fixed wing, helicopter, or microlights • Marketing Rangiora Airfield as the ‘place to be’ for all recreational activity with access to maintenance facilities • Develop a relationship with private investors regarding land use such as an Airpark providing hangar and accommodation with private access to the airfield • Ensure that the airfield is fully fenced with limited security entrances for hangar owners and operators. • Land purchase to ensure that runways can be successfully lengthened for safer operations. • Safety Management Systems in place in conjunction with Certification and Part 100¹² 	<ul style="list-style-type: none"> • Private investor does not proceed with proposed development • Land swap in present form would land lock the airfield with only one entrance way via Merton Road. • WDC not securing additional land

¹¹ WDC District Plan

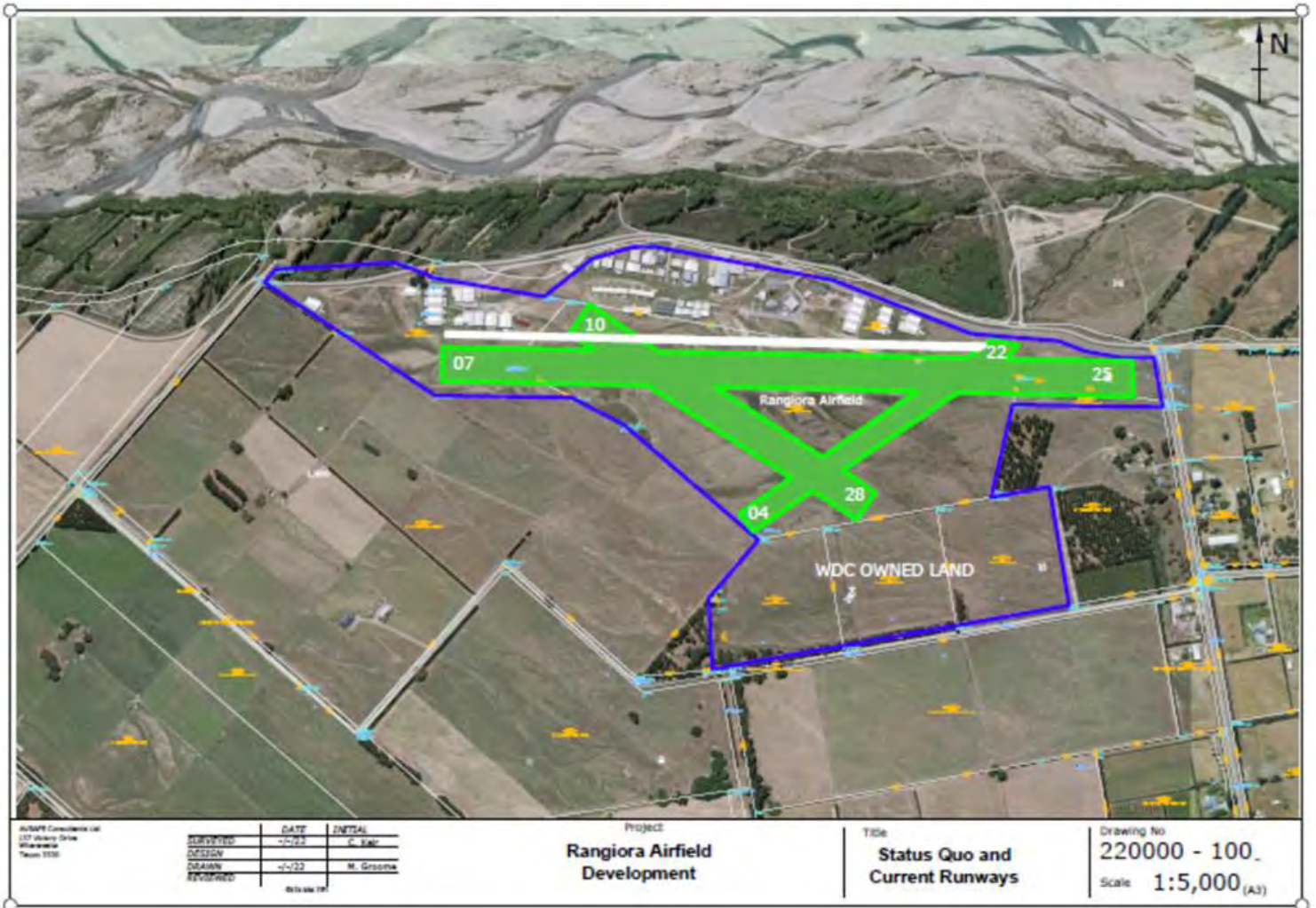
¹²<https://www.aviation.govt.nz/rules/rule-part/show/100/1>

7.0 Rangiora Airfield Masterplan Review – Option One

The Status Quo

This is an observation of current infrastructure, aircraft activity and land use and potential.

Map 2: Rangiora Airfield Boundary Including WDC Land



Effect on Airfield Operations

The Status Quo is an assessment of the current activities, including land use and infrastructure and the effect of remaining the same.

Status Quo Activity/ Land Use/ Infrastructure	Effect on Airfield Operations and Expansion
Airfield Zone	<p>Following a Plan Change in 2020, the Rangiora Airfield and surrounding area within the Noise Contour is now zoned for “Airfield Purposes”.</p> <p>Safeguards aviation activities on the airfield.</p>
Activity	<p>The Rangiora Airfield would arguably be one of the busiest regional airfields in New Zealand, with aircraft movement exceeding 40,000 per year.</p> <p>The activity comes mainly from light aircraft used for training and recreational purposes.</p> <p>A small number of the agricultural aviation business, both helicopters and fixed wing aircraft also based at Rangiora.</p>
Airfield Planning	<p>Past planning for any expansion for hangar and lease sites has been on an ad hoc basis.</p> <p>When a site was required, it appears that the site was positioned to suit the aircraft operator, with little consideration for further development.</p> <p>In the past, there would not have been the demand nor the level of aircraft activity that there is today, and at the time it appeared that there was more than enough land available to cater for future demand.</p> <p>This ad hoc planning has created now issues for aircraft accessing the runway from hangars, with no defined taxiways. This has created congestion and pinch points for aircraft maneuvering between hangars.</p> <p>In later years, there has been a better and more coordinated approach to site planning, with the size and standard of hangar constructed being of a more uniform standard.</p> <p>There is insufficient land available for hangar expansion or development.</p>
Runways	<p>The Rangiora Airfield is unique in New Zealand, as it has available to pilots, the privilege of three runways and six vectors. This allows aircraft to take off and land safely in almost any wind direction and condition.</p> <p>Most aircraft based on the airfield are microlights, which have a very low tolerance for landing and taking off in windy cross wind conditions, making</p>

	<p>multiple runways a great benefit allowing aircraft to use the most appropriate into wind runway.</p> <p>With the multiple runway's aircraft can take off and land safely on the runway which suits the aircraft performance parameters.</p> <hr/> <p>Main Runway 07/25</p> <p>This runway has a grass surface and is 1180 metres long by 60 metres wide.</p> <p>Although 1180 metres long, the operational length is constrained by obstacles in the form of trees on neighbouring properties, which infringe the Obstacle Limitation Surface on the approach and landing paths to the ends of the runway.</p> <p>Due to the obstacles, landing and take-off distances get reduced to 940 metres and 955 metres respectively, depending on which end of the runway the landing or take-off is being conducted.</p> <p>The reduced length of the runway therefore could exclude some aircraft from operating to and from it, as per CAA NZ rules:</p> <p><i>CAA NZ Advisory Circular AC119-3 Sub Part D Performance.</i></p> <p><i>CAA NZ Rule Part 139.209 Take-off Distance</i></p> <p><i>CAA NZ Rule Part 135.211 Runway Surface and Slope Correction Factors.</i></p> <p>The width of the runway is more than adequate for the type and size of aircraft currently using the runway.</p> <p>The runway meets the CAA NZ Code B requirements, which allows slightly larger aircraft than currently use the runway, to operate from this runway, so long as they meet the CAA NZ requirements mentioned above.</p> <p>The runway width of 60 metres, is also an asset in terms of runway maintenance. The runway width can legally be reduced by half, for periods of time, allowing for the rejuvenation of the grass surface due to wear and tear from continual use.</p> <p>If land on the western end of the runway out to Priors Road, was acquired, this would enable the runway to be lengthened allowing aircraft which would currently be restricted, due to the lack of available operational length to operate. E.g., Pilatus PC12.</p> <hr/> <p>Cross Runway 10/28</p> <p>This runway has a grass surface and a length of 583 metres and has a width of 60 metres.</p> <p>The runway vector 10 is used when there is a strong south easterly wind blowing.</p> <p>The opposite vector, 28, is used more often due to the strong nor westerly winds that can prevail at Rangiora.</p>
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	<p>Again, this runway has constraints due to obstacles at the northern end, being trees on the riverbank. This reduces the runway length available from 583 metres to 561 metres.</p> <p>This limitation does preclude some training and general aviation aircraft based at Rangiora from using vector 28, due to the reduced length as the aircraft operating limitations would be exceeded.</p> <hr/> <p>Cross Runway 22/04</p> <p>This runway has a grass surface and a length of 515 metres and a width of 35 metres.</p> <p>Again, there are limitations on the operational length due to trees on the riverbank to the north.</p> <p>Taking off on the vector 04 to the north, the effective length of the runway reduces from 515 metres 497 metres.</p> <p>This runway is predominantly used by microlights in strong south easterly wind conditions</p> <p>The length of this runway is quite adequate and does not need extending.</p> <p>Vehicles using the airfield road need to be aware of the low flying aircraft approaching from the northeast.</p>
<p>Taxiways</p>	<p>There are no defined or formalised taxiways on the Rangiora airfield, even though the NZAIP shows a taxiway on the northern side of the main runway. This taxiway is not delineated by markers on the ground.</p> <p>The separation distances between the centre line of the area used as a taxiway and the centre line of the runway, just meets the CAA NZ requirement. Care needs to be taken by pilots taxiing aircraft on this 'taxiway' as they may stray slightly toward the runway and become an obstacle for aircraft on the runway, or about to land.</p> <p>There are no designated holding points where the taxiway crosses the thresholds of runways 10 or 22.</p> <p>There is considerable wear to the grass surface where the aircraft taxi which will cause dry areas and dust in the summer months.</p> <p>In other areas where aircraft taxi, the ground is quite uneven and rough which is why the aircraft operators have developed their own ways of getting to the runway and this causes the wear on the grass surface in other areas.</p>

<p>Infrastructure</p>	<p>WDC Owned Infrastructure</p> <p>Apart from the land itself the WDC owns very little infrastructure on the Rangiora airfield.</p> <p>There is a gravel airfield road from Merton Road, which services the lessees and operators on the airfield. This road has a security gate at the entrance to the airfield that is closed at night and can be accessed by authorised persons holding the gate keypad code.</p> <p>The airfield road is the only service access to the airfield.</p> <p>The WDC does also own two public toilet blocks, and a small water storage system via storage tanks.</p> <p>These systems are not adequate for the continual growth in airfield patronage.</p> <p>Hangars</p> <p>There are more than 90 hangars and buildings on the airfield which are used for a variety of purposes from Aero Club offices, housing of aircraft, aviation supply companies, aircraft engineering and repair facilities.</p> <p>These buildings are all owned by the tenant who lease the site from the WDC for a 10-year term at a rate of \$9.50 per sqm per year.</p> <p>The newest hangars have been built with a more consistent plan in place to group them together. Unfortunately, they have been built in some cases with little room between them for aircraft to manoeuvre. This is fine for a small microlight aircraft but not for a general aviation type such as a Cessna 172 or larger.</p> <p>Fuel Supply</p> <p>Two fuel companies supply aviation fuel to the airfield. This fuel is available to both resident users and itinerant aircraft to the airfield.</p> <p>One company has two sites and supplies both Avgas and JetA1 fuel while the other has one site and only supplies Avgas.</p> <p>These facilities are located near the Way to Go Helicopters and the Canterbury Aero Club sites.</p>
<p>Expansion</p>	<p>Expansion of the airfield for extra hangars and buildings or for runway extensions is limited.</p> <p>There is little land available for hangar sites let alone the space around them for the aircraft to be safely manoeuvred.</p> <p>The main runway 07/25 cannot be extended due to the airfield boundaries at each end. If the 8 hectares to the west was to be purchased, then this would provide a buffer for the future.</p>

	<p>The runway 10/28 could be extended if the land owned by the WDC, on Priors Road, was made available to the airfield.</p> <p>The WDC land on Priors Road could also be developed for hangars or commercial use.</p>
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Summary Option One

The Civil Aviation Authority

With more than 40,000 aircraft movements per year the Rangiora airfield is just meeting the demands of its aircraft users.

Due to the number of movements, and the supposed complexity of the of operations, plus a proposed development near the airfield, the CAA NZ are asking that an Aeronautical Study be conducted.

The purpose of the Aeronautical Study is to assess the risks associated with operations on and around the Rangiora Airfield. On receipt of the Aeronautical Study, the Director of Civil Aviation may require the Rangiora Airfield to become a 'Qualifying Certificated Aerodrome.'

This would require the Airfield to meet certain criteria under the CAA NZ rules, with them having oversight of the airfield and its activities.

Some of the requirements to be met include:

- Providing Senior Persons to manage the airfield
- Aerodrome Limitations
- Public protection
- Notification of aerodrome data
- Implementing a Safety Management System
- Movement Data Reporting
- Providing the CAA NZ with an Aerodrome Exposition describing the organisation and demonstrating its means and methods for ensuring ongoing compliance with the rules.

Airfield Activity

Most of the aircraft activity on the Rangiora airfield is from recreational aviation.

A small amount of commercial activity is derived from both helicopter and fixed wing agricultural operators based on the airfield, along with the Canterbury Aero Club Commercial Pilot Training School.

There are approximately 100 aircraft based on the airfield, the exact number is not known, which are housed in hangars.

There is considerable demand for more sites on which to build hangars, but there is limited land on which to do so.

All hangars are privately owned, on land leased from the WDC.

Runways

The three runways are suitable for the types of operations currently using the airfield, but the main runway would be limited if a commercial charter operation was to start.

Ideally the purchase of approximately 8 hectares of land to the west would enable the extension of the main runway sometime in the future, to cater for a commercial charter operation.

If the WDC land on Priors Road was made available to the Airfield, there would be ample land to develop, and be available to extend the runway 10/28 in the future. The runway extension is not urgent, but if completed, would allow aircraft, currently unable to take off on this runway due to performance limitations, the ability to do so.

The taxiways need to be defined and marked with holding points where the taxiway crosses a runway. There is room to create a full-length taxiway, on the southern side of runway 10/28. This would negate the need to backtrack on this runway as happens now.

The surface of the runways and surrounding areas, being grass, are easily maintained by mowing, with additional reseeding when required.

Infrastructure

With estimated future growth, the infrastructure of the Rangiora Airfield needs to be upgraded.

It is understood that the WDC are to upgrade the water and sewerage to the airfield in the 2023/24 year.

The airfield road could be sealed to stop the dust problem that occurs.

Fencing the area between landside and airside is a priority, as a matter of public protection. The current arrangement of free-standing posts with chain gates is not acceptable.

The number of gates needs to be reduced to stop the risk of unauthorised entry, or leaving the chain or gate unlocked.

Airfield Expansion

Land within the airfield boundary is limited for expansion.

There is a small amount of land available on the northern side of the main runway for hangar sites, but careful planning would be required to get the best use of this land, without restricting other users and their activities.

There is land on the southern side of the main runway but currently there is no access to it from the northern side, therefore limiting its availability for development.

WDC land to the south, on Priors Road, if available to the airfield, would allow access to the land mentioned above at the same time providing considerable land for hangar or commercial development.

This WDC land would also allow an extension to runway 10/28 if required in the future.

To extend the main runway 07/25 by 120 metres to 1300 metres would require the purchase of approximately 4 hectares from the neighbour on the western end of the runway, next to Priors Road.

The purchase of this land would also make available approximately 0.5 hectare for development in the northwest corner of the airfield.

Recommendations

For the Rangiora Airfield to remain as one of the premier recreational airfields in New Zealand:

- 1. The WDC needs to secure land around the airfield for future development.**
 - 1.1. Acquire the land immediately adjacent to the western end of runway 07/25, to allow for an extension to this runway in the future.**
 - 1.2. Allow the airfield to use the three lots owned by the WDC bounding Priors Road.**
- 2. Start considering what would be required to upgrade any infrastructure to meet the CAA NZ requirements for a 'Qualifying Certificated Aerodrome'.**
- 3. Allocate funding for fencing to meet the requirements for 'Public Protection.'**
- 4. Upgrade the water supply and sewerage collection for the airfield.**

8.0 Rangiora Airfield Masterplan Review – Option Two

Airpark Development

The Waimakariri District Council has been approached by a local Developer, to develop an Airpark on land the Developer owns surrounding the Rangiora Airfield.

The Airpark concept is not new, and there are examples already in New Zealand, with all having different set ups, none have the density of development proposed at Rangiora, so close to the airfield.

Within this Airpark, there are planned some 20 sites for private aircraft owners, and some 37 sites for commercial users with aviation related businesses.

The Concept

The Developer envisages private aircraft owners either leasing or buying these sites which are to be situated on the southern side of the Rangiora Airfield, with the commercial operators, such as aircraft maintenance and support facilities, taking up the sites on the eastern end near Merton Road.

The proposed sites range in area from 2710 sqm to 2.29 Hectares. Much smaller than the 4-hectare limit in the current district plan.

It is proposed this Airpark is to have access from the Airpark to the Rangiora Airfield via taxiways adjoining the airfield. Those sites on the southern and eastern side, by direct access to the airfield from the Airpark commercial sites.

The concept also shows extensions to the two cross runways on the southern side, 10/28 and 22/04.

The proposed 10/28 extension would extend onto land already owned by the WDC, and the 22/04 extension would require acquiring land owned by the Developer. This land would not be a part of the land swap.

Land Swap

To achieve the aspirations of the Developer, they have proposed a land swap to accommodate their needs, and the perceived needs of the WDC.

This land swap is depicted on the plan. Map 3: (Land Swap Plan)

Areas A and B, as shown on the plan are owned by the Developer, and would be swapped for the areas C, D and E, owned by the WDC.

In return for approximately 9.1 hectares of land owned by the Developer, the WDC forfeits some 9.2 hectares on the southern and eastern sides along Priors Road, plus a smaller area on the southern sides of the main runway and the cross runway to the Developer.

The difference in land area is approximately 0.5 hectares in favour of the Developer.

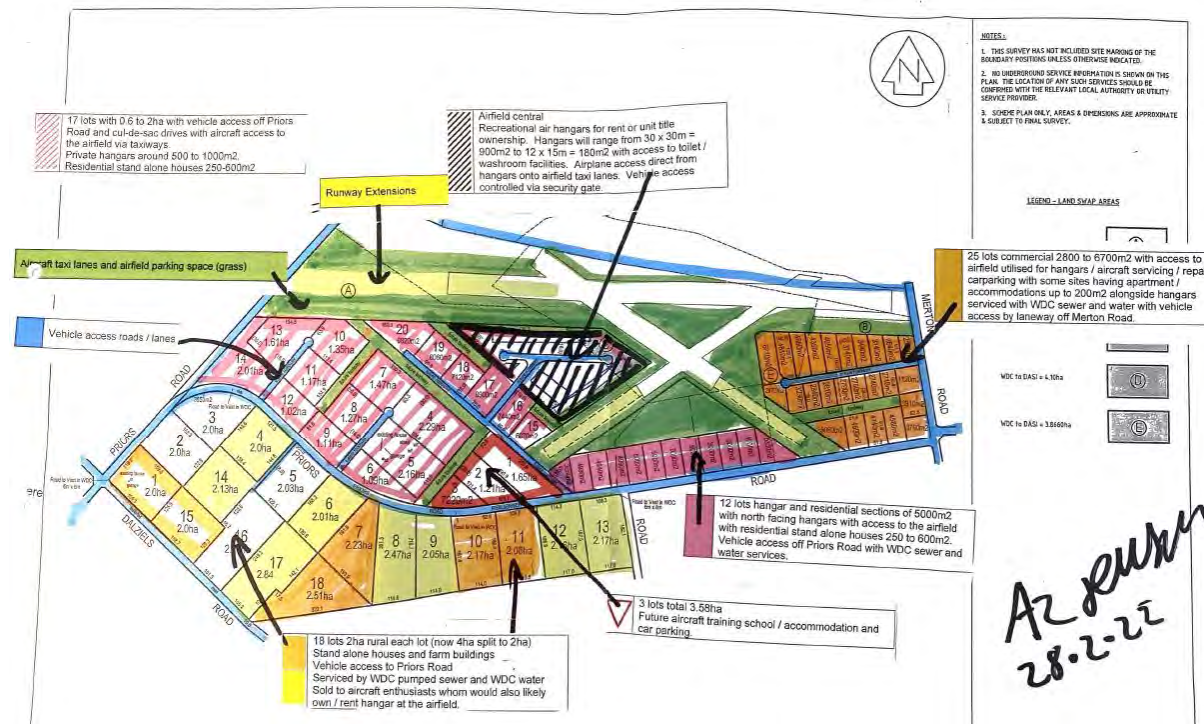
Through the land swap, the WDC would acquire extra land on the western side at the end of the main runway. This land would be available for an extension to the main runway, 07/25.

However, the WDC would lose access to the airfield on the southern side along Priors Road, thus losing the opportunity to generate income, due to this land being a part of the Developer's commercial development.

Map 3: Land Swap Plan



Map 4: Developers Plan



Effect on Airfield Operations and the Waimakariri District Council.

This is an assessment of the impact that the proposed Airpark would have on the Rangiora Airfield.

Airpark Proposal Activity/ Land Use/ Infrastructure	Effect of the Airfield and Expansion
<p>Airpark Proposal</p>	<p>Within this Airpark, there are planned some 57 sites.</p> <p>20 of these sites range in size from 7120 sqm up to 2.29 hectares, and are on the southwestern side of the airfield, with the balance of 37 sites ranging from 2530 sqm to 5000 sqm on the southern and eastern sides.</p> <p>The proposed land swap would mean that the Rangiora Airfield becomes completely land locked, by the Ashley River to the north and the Developer's property to the south, with Priors and Merton Roads to the east and west.</p> <p>Other than the present access to the airfield road via Merton Road, there would be no access to the airfield on WDC controlled land, from Priors Road.</p> <p>The proposal further reduces the area available to the WDC to pursue future development for airfield purposes, as suggested in the Scenario One, Status Quo.</p>
<p>Airfield Access and Security</p>	<p>Aircraft access to the Rangiora Airfield from the Airpark would be via 5 taxiways, 4 on the western side and one on the Merton Road end.</p> <p>There is no mention of how the access to the airfield from the Airpark taxiways would be controlled. One option maybe via radio-controlled gates, operated by the pilot of the aircraft.</p> <p>Most of the sites on the Merton Road end, along with those proposed on the current WDC land on Priors Road, are shown on the plan as having direct access to the airfield from their site.</p> <p>This is not ideal, as controls would need to be put in place to stop unauthorised access to the airfield</p> <p>The plan does not show how aircraft from those hangars, with direct access would be controlled.</p>
<p>WDC Lost Opportunity</p>	<p>If the land swap was to proceed, the WDC would lose the ability to</p>

	<p>develop approximately 12.5 hectares of land on Priors Road. The proposed extension to the cross runway 10/22 is not included in this area</p> <p>If the proposed runway extension was not to go ahead, this would add another 2.8 hectares of available land to the WDC for development.</p> <p>Also, an area of approximately 1.4 hectares in the centre of the airfield would be lost to the Developer.</p> <p>This a piece of land is used as a training area for helicopter pilots and currently has no ground access to it.</p>
<p>Aircraft Activity</p>	<p>There would certainly be an increase in aircraft activity on the Rangiora Airfield, due to the activity from residents of the Airpark.</p> <p>If each of those 20 sites housed an aircraft, which was flown on 2 days of a week, these aircraft would generate, at the present landing fee rate of \$10.00 per aircraft per day, an extra \$20,800.00 per year in landing fees.</p>
<p>Runways</p>	<p>The Developers plan shows extensions to the two cross runways. The necessity to extend them both is debatable.</p> <p>During strong Norwest winds it would be an advantage to have extra length in runway 10/28 to give aircraft, other than microlights, the ability to use this runway to meet the aircraft performance parameters.</p> <p>This land, if required for the extension, is already owned by the WDC.</p> <p>For runway 04/22, there is presently no need to extend this runway. If this was to happen, the WDC would need to acquire the land for the extension from the Developer.</p>
<p>Financial Considerations</p>	<p>The land swap is not equal in terms of area.</p> <p>The WDC would have to purchase the small area in difference, to make up the swap, or this may be offset by valuations of the different land parcels.</p> <p>The land in question is bare land.</p> <p>The area gained by the WDC could only be used for the extension of the main runway, therefore its potential to generate income for</p>

	<p>the Developer is low, as it is restricted in its use by the Obstacle Limitation Surface above it.</p> <p>The land which the WDC would forfeit, is land which has a value to the WDC for future development. This land is not required for direct airfield operations (runways, taxiways), but has a much higher value due to the locality, access, and the ability to use it for airfield and commercial development (hangars, commercial activities).</p> <p>The net result is that if the WDC were to enter into a Land Swap agreement as shown on the Developer's plan, the WDC would be losing the opportunity of future income, from the land adjacent to Priors Road.</p>
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Recommendations

That the WDC does not enter a land swap arrangement with the Developer, based on the plan submitted, shown in plan Map 3 'Land Swap Plan', due to:

- 1. The loss to the WDC of valuable land for development and expansion**
- 2. The loss to the WDC of access from Priors Road.**
- 3. The uncertainty of security and unauthorised access from the Airpark to the airfield.**

9.0 Rangiora Airfield Masterplan Review - Option Three

WDC Use of Airfield Land and Airpark Development

Option Three is a variation of Option Two, with the WDC retaining all the land it owns, within and surrounding the airfield and the Developer continuing to develop an Airpark on the land which the Developer owns on the southern side of the Rangiora Airfield.

There are two variations to the Developer's original proposed plan under Option Three:

1. The WDC purchases land marked (A) as per Map 9. This land is on the western end of the main runway 07/25 and would allow for the main runway to be extended.
2. The WDC retains all the land marked (C), (D), and (E) which is owned by the WDC and includes this land within the airfield boundary. This comprises an area of 12 hectares of land on Priors Road, plus the land on the south side of runway 10/28, which is a further 1.5 hectares.

This variation allows the Developer to continue with the proposed Airpark, but with a reduced number of sites, due to land owned by the WDC being retained by the WDC.

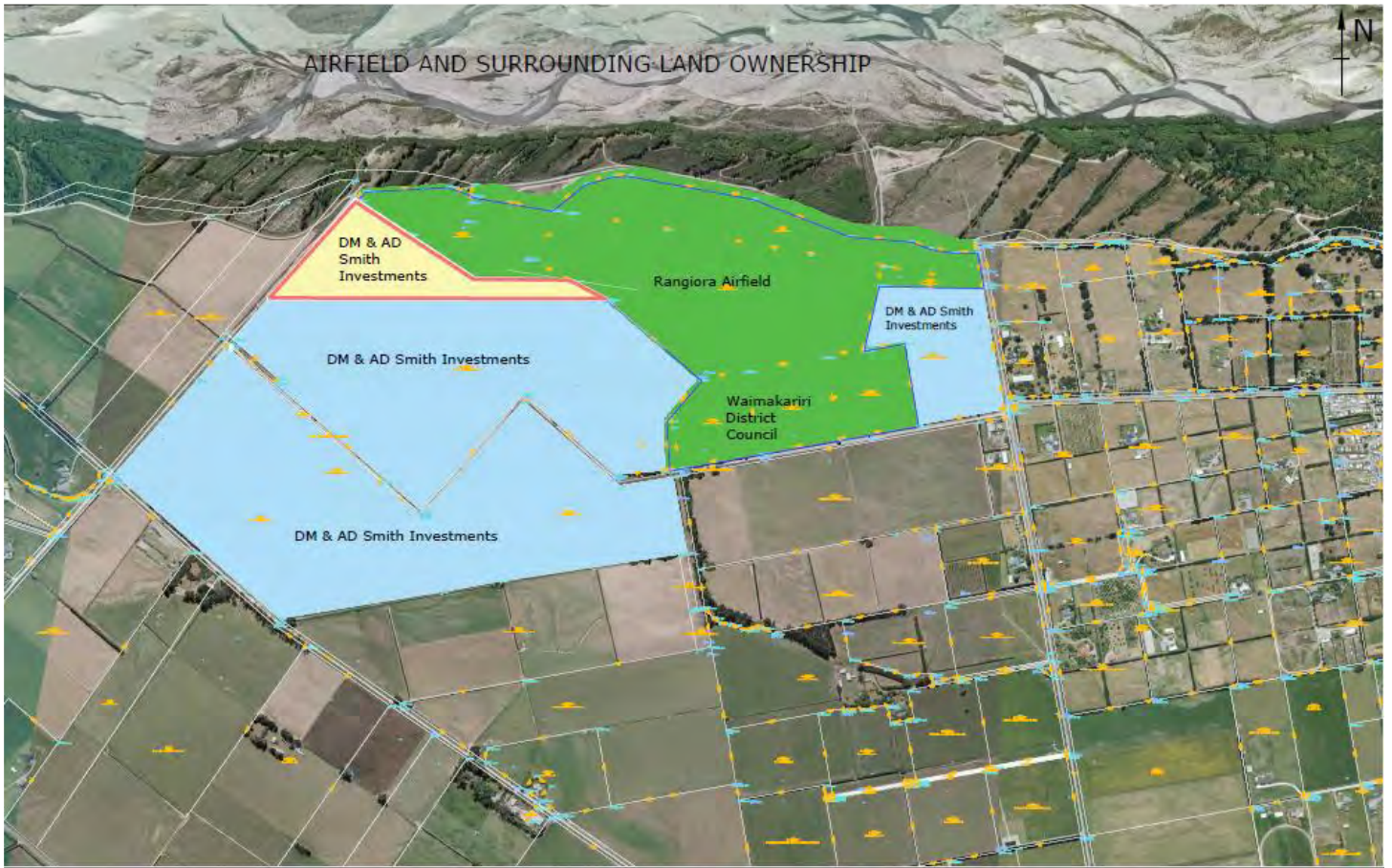
The Airpark is designed for those aviators who own an aircraft and require a lifestyle living close to and having easy access to the airfield.

The extra aviation activity from the Airpark will continue and benefit the airfield.

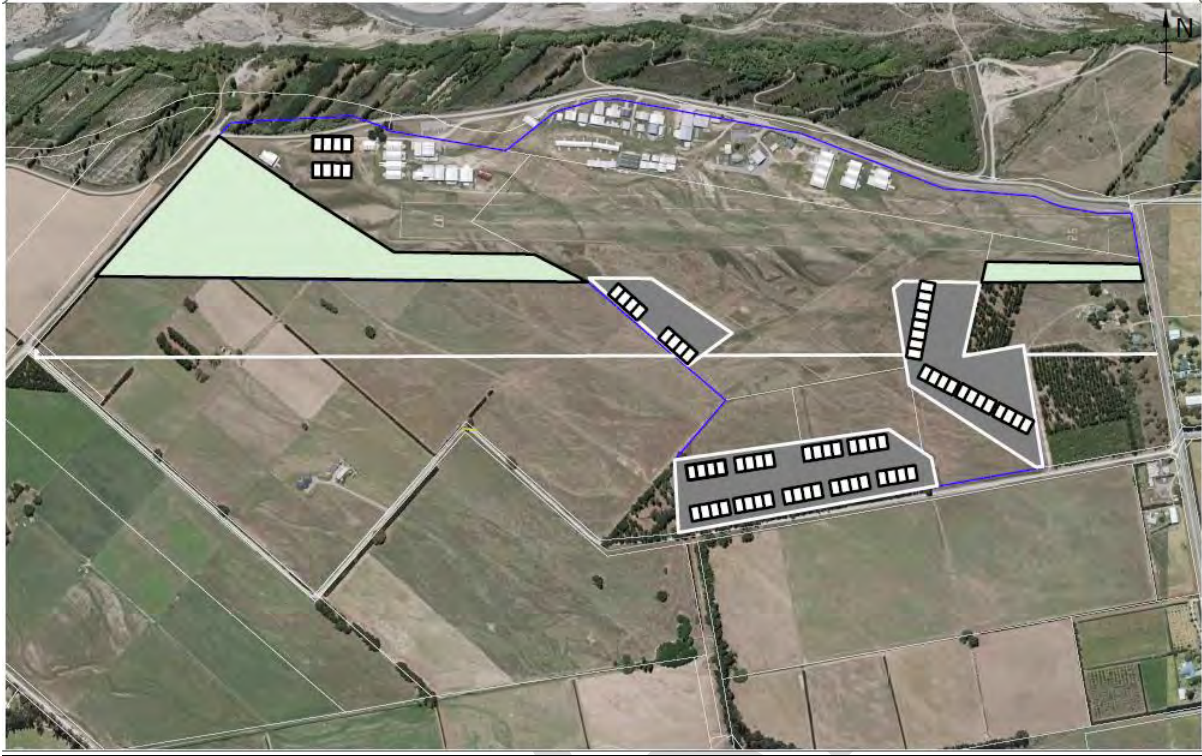
This option allows the land presently owned by the WDC, to be considered and available for potential commercial or hangar development.

The option removes some pressure to find hangar space on the northern side of the airfield where the existing hangars are situated and with limited space, and then allows for better planning of the available land.

Map 5: Land Ownership



Map 6: WDC Retained Land and Proposed Land Acquisition



Map 7: WDC Retained Land and Developer Plan



Map 8: Developer's Proposal



WDC Use of Airfield Land and Airpark Development

Effect on Airfield Operations and Expansion	
Airfield Zone	<p>The Rangiora Airfield and surrounding area within the Noise Contour is zoned for 'Airfield Purposes'.</p> <p>The re-zoning of the airfield for 'Airfield Purposes' gives surety to potential operators wishing to relocate to Rangiora that the airfield will remain as an airfield for the future.</p>
Activity	<p>The Rangiora Airfield would be one of the busiest airfields in New Zealand, with aircraft movement exceeding 40,000 per year.</p> <p>This activity would grow due to the increase from the Airpark and other associated business's which may set up on the airfield.</p> <p>With the proposed increase in the number of aircraft based on the Airfield, and within the Airpark, there becomes the opportunity for aviation related business's to be set up to service these aircraft.</p> <p>Examples:</p> <ol style="list-style-type: none"> 1. Aircraft airframe repairs 2. Engine repairs and overhauls 3. Avionics specialists 4. Upholsterers 5. Paint shops <p>All these are necessary support services for an aircraft owner.</p> <p>If these types of services were to set up at Rangiora, then they would also attract customers from other parts of New Zealand, increasing the airfield activity even further.</p>
Airfield Planning	<p>This option allows the WDC to retain land for the development and expansion of the Airfield, at the same time allowing for an Airpark to be developed on the southern boundary.</p> <p>This option also requires the WDC to purchase the land to the west of the main runway, to allow for future extensions to the main runway.</p> <p>With more land available this allows better and more sustainable planning for the future.</p>
Runways	<p>The runway layout under this option would remain as it is now with the three runways.</p>

	<p>Main Runway 07/25</p> <p>Serious consideration should be given to the purchase of land to the west, allowing for the extension of the main runway to cater for larger aircraft in the future.</p> <p>The runway does have some limitations due to trees off airfield, infringing the Obstacle Limitation Surfaces (OLS)</p> <p>With the new airfield zoning the WDC can put restrictions on buildings and trees underneath the OLS. Unfortunately, trees obstructing the OLS at the time of the rezoning can stay, which is where the runway operation restriction occurs.</p> <p>The WDC can negotiate with the owners of the trees to have them removed.</p> <hr/> <p>Cross Runway 10/28</p> <p>This runway, due to the reduced length, does have limitations, which precludes some training and general aviation aircraft from using Vector 28, as the aircraft operating limitations would be exceeded.</p> <p>Again, the limitations are due to trees on the riverbank.</p> <p>Within this option this runway could be extended to the southeast onto WDC land to meet the operational requirements of the aircraft which are currently limited.</p> <hr/> <p>Cross Runway 22/04</p> <p>As outlined in Option One, the length of this runway is quite adequate for the foreseeable future, and therefore does not need extending.</p>
<p>Taxiways</p>	<p>There are no defined or formalised taxiways on the Rangiora airfield, even though the NZAIP shows a taxiway on the northern side of the main runway.</p> <p>This taxiway is not delineated by markers on the ground.</p> <p>Defined taxiways need to be marked to give certainty as to where aircraft are required to be when taxiing near to the runways.</p> <p>The separation distances between the center line of the area used as a taxiway and the center line of the runway, just meets the CAA NZ requirement.</p> <p>Care needs to be taken by pilots taxiing aircraft on this 'taxiway', as they may stray slightly toward the runway and infringe the runway side clearances for aircraft about to land or take-off.</p>

<p>Infrastructure Upgrade and Expansion</p>	<p>WDC Owned Land</p> <p>This option allows the WDC to retain land already owned, that would be lost under the Option 2 land swap plan.</p> <p>This allows the WDC to develop the available land as it wishes, and at the same time allowing access to the southern side of the airfield without restriction from the Airpark.</p> <p>The original Airpark proposal landlocks the airfield on the southern and eastern ends.</p> <p>Apart from the land itself, the WDC owns very little infrastructure on the Rangiora airfield.</p> <p>The runways are deemed infrastructure, but due to the surface being grass there is no subbase or asphalt surface which can be registered as an asset for depreciation purposes.</p> <p>The airfield road, which is an extension from Merton Road, requires upgrading to stop the dust and to cater for a proposed increase in traffic.</p> <p>Parking areas could be designated for those that do not require a vehicle to be airside.</p> <p>Fencing and airfield access from the landside needs to be addressed to meet the CAA NZ and H&S requirements for public protection.</p> <p>An upgrade of the water and sewerage reticulation is required. There is certainly not enough water available at present for fire fight purposes.</p> <p>Hangars</p> <p>Land would need to be levelled to accommodate hangar sites and provide a smooth surface for aircraft to maneuver over.</p> <p>The land on the Priors Road could be made available for this expansion.</p> <p>Fuel Supply</p> <p>At present the two fuel companies which supply aviation fuel to the airfield have their facilities situated on the northern side.</p> <p>Installing a fuel pump on the southern side to accommodate aircraft from the Airpark, is not an option.</p> <p>It is foreseen that the aircraft resident in the Airpark would be mainly microlight or light aircraft. Many microlights run on motor spirits as used in a car.</p>
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	<p>Fuel companies will not install a fuel tank and pump to supply motor spirits for aviation purposes.</p> <p>Plus, there would not be the volume of aviation fuel put through a pump, in addition to the existing pumps, to warrant the cost of putting in the installation.</p>
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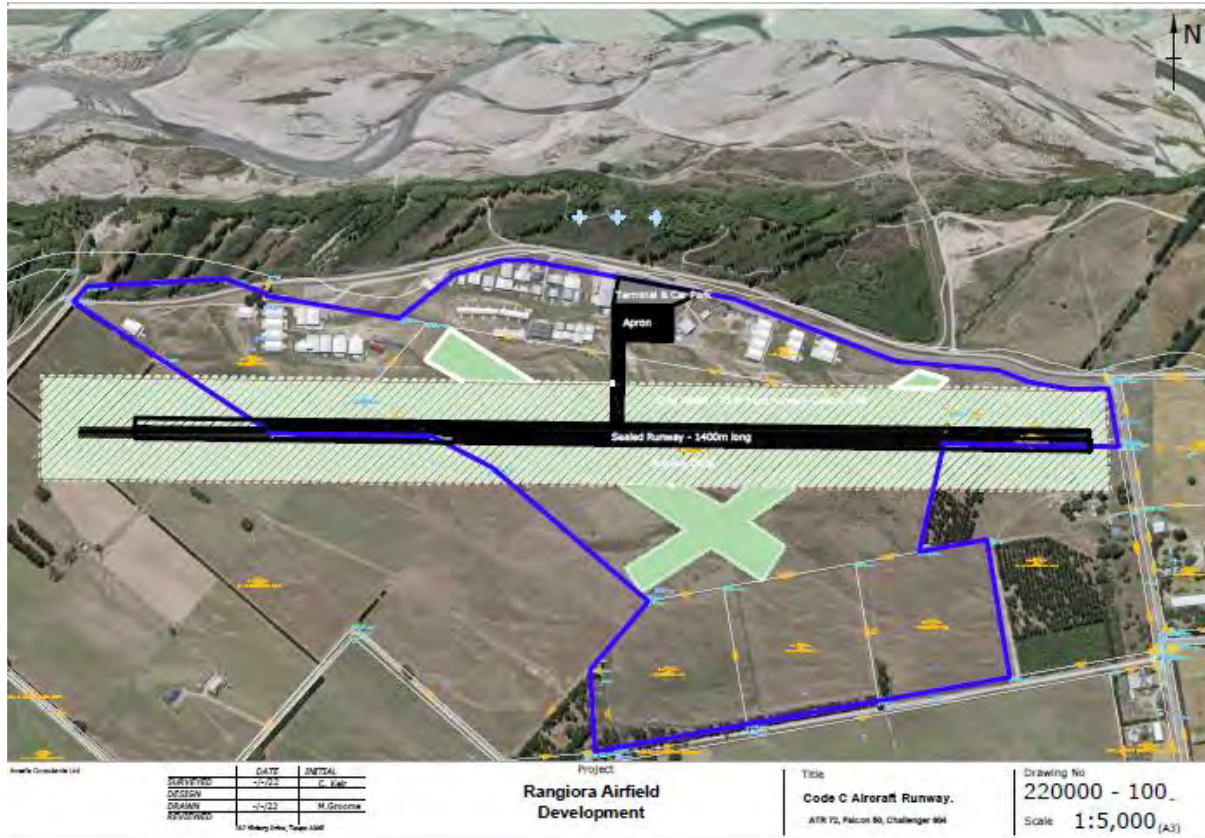
Recommendations

1. That the WDC retains all the land marked C, D, and E as shown on Map 3, the Developer's plan.
2. This land to be used for development of commercial or hangar sites along with a proposed future extension to runway 10/28.
3. Without the retention of this land, the WDC would be put into a situation where the airfield could not expand and would become land locked.
4. All airfields require more land than they currently occupy, the retention of this land allows a buffer to offset reverse sensitivity issues, that may arise from legitimate airfield activities. Without this buffer the airfield may become constrained in its expansion, or from the types of aircraft that may be able to operate from the airfield.
5. It is recommended that the WDC negotiates with the Developer the purchase of land shown as A and B on Map 3: Developers Plan. This would then allow for any future extension to the main runway to allow for larger aircraft use.
6. The retention of the land shown as D could be available for commercial development with good road frontage along Priors Road.
7. The retention of the area shown as E could be available for hangar sites with access from a road to be formed in from Priors Road.
8. The area between D and E would be left vacant to allow for an extension to runway 10/28.
9. The rental from this area could amount to a considerable increase in revenue for the airfield.

10.0 Rangiora Airfield Masterplan Review – Option Four

Code C Runway

Map 9: Code C Runway – Required Land



Several users of the Rangiora Airfield, as well as the Developer, have indicated that they would like to see the airfield developed to allow for much larger aircraft.

These aircraft included the ATR72 airliner, currently operated by Air New Zealand and Air Chatham's, as well as corporate jets such as the Challenger 604 and Falcon 50, of which there are a number operating within New Zealand.

All these aircraft require a runway, designed to meet the Code C requirements, as per *CAA NZ Rule Part 139, and Advisory Circular 139-6*.

It is highly unlikely that a major airline would operate a service out of Rangiora, when one of New Zealand's major airport hubs, Christchurch International Airport, is only 32km and less than half an hour's drive away along the new motorway.

Even at around 63,000 people, there is not the population base in the Waimakariri Region to support this scale of regular airline operation.

It is more likely that a smaller third tier airline, such as Sounds Air, may wish to operate from Rangiora.

The question is, from Rangiora to which destination. This destination would possibly be one which Air New Zealand does not operate a direct service from Christchurch to or from i.e., the West Coast of the South Island.

The aircraft operating a scheduled service to and from Rangiora, needs to have at least 60% of the seats occupied each time it departs to make it a viable sector.

This is not easy to achieve, and even airports such as Taupo and Westport, which have a Sounds Air service to and from Wellington, have their District Councils underwriting the service.

The corporate jet market is totally different to Regular Passenger Transport (RPT).

This market caters for those customers who wish to use an aircraft on demand, with no schedule, any time of the day or night.

As explained earlier the Rangiora airfield just meets the Code B runway requirements, which would be required for aircraft like those operated by Sounds Air, but certainly does not meet the standard for a Code C aircraft mentioned above.

- The airfield would need to be Fully Certificated as per *CAA NZ Rule Part 139*.
- Currently the WDC does not own enough land to allow for a Code C Runway to be built. Approximately 20 hectares of land would need to be purchased on the Western, Eastern and Southern sides of the current airfield.
- Land would also need to be made available within the airfield, for sealed runways, taxiways and apron areas, plus an area for a terminal building and car parks.
- The runway layout must be designed as per *CAA NZ Advisory Circular AC139-6*
 - *Aerodrome Design Requirements*
 - *All Aeroplanes Conducting Air Transport Operations*
 - *All Aircraft above 5700kg MCTOW*.
- To comply with the above CAA NZ rules, means that the Main runway would need to be 1300m in length, 30m wide and be contained within a runway strip width of 150 meters (75m each side of the runway centerline).
- Due to the strip width increasing from the present 60m to 150m the Obstacle Limitation Surface fans also change from a gradient of 1:20 to a gradient of 1:40 and extend beyond the current distance of 3000m to 15,000m.
- The runway would also need to be sealed to a standard to withstand the weight of the Code C aircraft using it. An ATR 72 maximum take-off weight is 23,000 Kgs.
- If night operations are to be conducted, then runway lights and approach aids would need to be installed. (The current District Plan does not allow embedded lighting.)
- RNAV (Global Positioning System) navigation approach and departure procedures would have to be designed and approved by the CAA NZ, before any of the Code C aircraft could use the runway, even in daylight operations.

Approximate Cost of Developing a Code 3 Runway

Land Acquisition	Approximate Cost
Approx. 20 Hectares of land to be acquired	\$3,500,000
Runway	
Sealed Runway (Chip Seal)	\$ 5,000,000 +
Taxiway and Apron	\$ 1,000,000 +
Runway Lighting	\$ 2,000,000
Navigation Aids	\$ 2,000,000
Terminal Building	\$2,000,000
	\$15,500,000+
Ongoing Maintenance Costs on the Runway	
Runway Marking (5 Yearly)	\$50,000
Bitumen Surface Treatment (5 Yearly)	\$500,000
Reseal (15-20 Years)	\$1,000,000

Recommendations

1. This option is not viable in the short term, as this would require a large capital investment in land, design, and infrastructure.
2. A cost benefit study would also be required, to ascertain if the level of interest from potential users of the upgraded infrastructure, warrants the investment, and would this activity be sustainable.
3. This is not to say that it cannot be put into the long-term plan, but consideration would have to be made to acquire land at an early stage so that over time the planning of this can be considered.
4. If this option was to be considered, then discussions would be required with the Developer of the Airpark, as the land required for this Code C runway project belongs to DM and AD Smith Investments Ltd.

11.0 Landing Fees

Landing fees along with any ground rental for hangars or aircraft parking, is an important part of generating income to allow the airfield to be maintained to a good standard for the benefit of all users.

In many instances throughout New Zealand, landing fees and ground rentals are the only source of income the airfield has.

From this income the following operational expenses needs to be met:

1. Insurance
2. Airfield Mowing
3. Runway maintenance
4. Electricity
5. Water
6. Sewerage
7. Telephones
8. General Expenses
9. Health and Safety Compliance

You can see that there are many more expenses than just wear and tear on the runway.

The structure for setting fees which the WDC has in place generates around \$60,000.00 in landing fees and \$114,000.00 in ground rentals per year.

The ground rental is relatively static, as the rents are set at the beginning of the rent period and are altered at the renewal date.

The landing fees are very much a moving target, as there is no way to determine exactly the number of aircraft that are going to land at Rangiora each year. With around 40,000 movements a year, it can be assumed in broad terms that there are 20,000 landings per year.

This number of landings equates to around \$3.00 per landing if every landing was charged for, which is low compared to the national average of similar sized airfields.

At Rangiora, the system for charging is based on a daily charge of \$10.00 per day, and covers all aircraft, and does not consider the aircraft weight break.

Nearly all airfields in New Zealand, that allow public access for aircraft, charge for the privilege of landing an aircraft on the airfield.

There is a myriad of differing systems for charging for the privilege of landing at these airfields.

Some fees are charged on a flat rate per day, as is the case at Rangiora, some are on a flat rate per each landing regardless of aircraft type or weight, and others the charge is determined by the weight of the aircraft. The last method is by far the most common.

To increase the landing fee revenue for Rangiora Airfield, the system for charging needs to be reviewed.

It is accepted that there will be an increase in movements but not enough under the present charging system to make any significant gains in revenue.

Without complicating the system with weight breaks, we have defined the three categories which are currently used, Aeroplanes, Microlights and Helicopters, with no separate weight breaks.

We suggest that rather than a daily rate, a rate per actual landing be charged.

For aircraft carrying out circuit training, only the first landing would be charged for. For example, the aircraft carries out four “touch and go” circuits, only the first landing is charged for. This allows for aircraft that may visit the airfield from another location, carry out the four “touch and go” landings and then returns to its home base, without stopping at Rangiora. They would be charged for the first landing only.

The rate also needs to be increased to reflect the wear and tear on the runways generated by the increase in activity which is occurring.

The table below shows the movements and landings for the year 2021 and how an increase in fees and based on a per landing would alter the revenue generated.

The fee is calculated is larger for aeroplanes which have a greater weight than a microlight which is classified as being up to 600Kgs.

The table below is based on actual aircraft movements for the year 2021.

Aircraft Movements for 2021

Aircraft	Movements	Landings	Fee	Income
Aeroplane	18912	9456	\$ 7.00	\$ 66,192.00
Microlight	17791	8896	\$ 5.00	\$ 44,477.50
Helicopter	3913	1957	\$ 7.00	\$ 13,695.50
	40616	20308		\$ 124,365.00

Below are comparisons from other airfields around New Zealand

Airport Landing Charges based on Weight Breaks					
Weight Breaks	Airfield				
	*Rangiora Per Day	*Taupo Per Landing	*Motueka Per Landing	*Matamata *Per Landing/ Movement- Direct Credit	*Matamata *Per Landing/ Movement- Invoice Sent
Microlights & aircraft up to 600 kilograms	\$10.00	\$5.50	\$10.00	\$10.00	Max/Day \$40.00
601-1,200 kilograms	\$10.00	\$8.00	\$10.00	\$10.00	Max/Day \$40.00
1,201-2,200 kilograms	\$10.00	\$10.00	\$10.00	\$10.00	Max/Day \$40.00
2,201-3,000 kilograms	\$10.00	\$15.00	\$10.00	\$10.00	Max/Day \$40.00
3,001-4,999 kilograms	\$10.00	\$20.00	\$10.00	\$10.00	Max/Day \$40.00
5,000-5,999 kilograms	\$10.00	\$35.00	\$10.00	\$10.00	Max/Day \$40.00
Helicopters	\$10.00	\$11.50	\$10.00		
Annual Fee			\$200.00	\$130.00	\$130.00

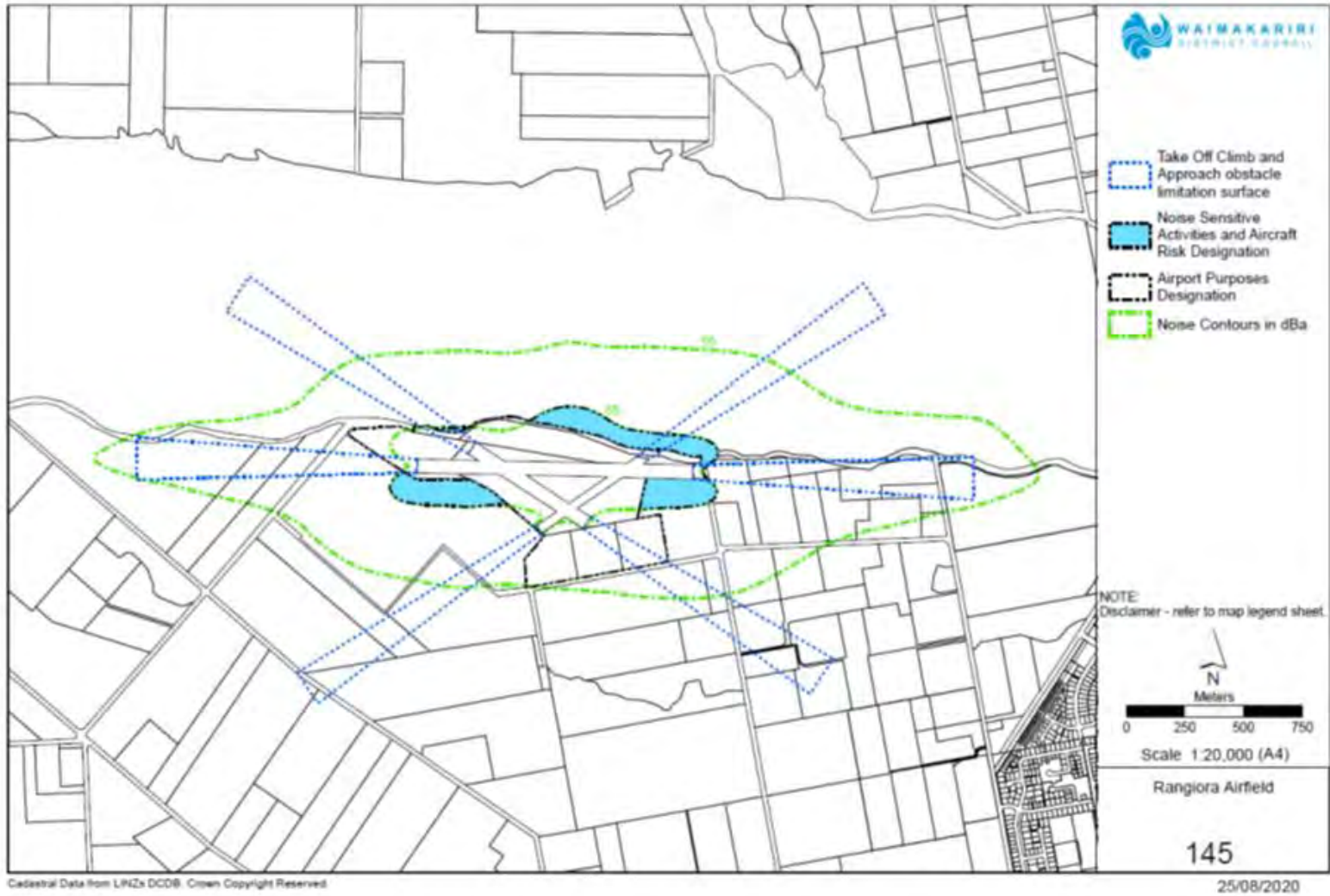
Weight Break	Airfield
	*Masterton Daily charge for 5 or less landings within a day
0-600 kilograms	\$5.00
601-1,500 kilograms	\$10.00
1,501-3,000 kilograms	\$15.00
3,001-4,500 kilograms	\$20.00
4,501-5,200 kilograms	\$25.00
5,201-5,999 kilograms	\$65.00
Helicopters	\$5.00
Annual Fee-Helicopters & Microlights	\$80.00
Annual Fee- Individuals & Non-Commercials	\$160.00

Weight Break	Airfield
	*Timaru
Up to 701 kilograms	\$10.00
701-2,000 kilograms	\$10.00
2,001-3,500 kilograms	\$30.00
3,501-5000 kilograms	\$35.00
5,001-10,000 kilograms	\$45.00
Helicopters	
Annual Fee	
Weight Break	Airfield
	*Ashburton Per Landing/Casual Fee
Microlights	\$8.00
601-1,500 kilograms	\$10.00
Over 1,500 kilograms	\$15.00
Helicopter	\$10.00
Annual Fee	\$115.00

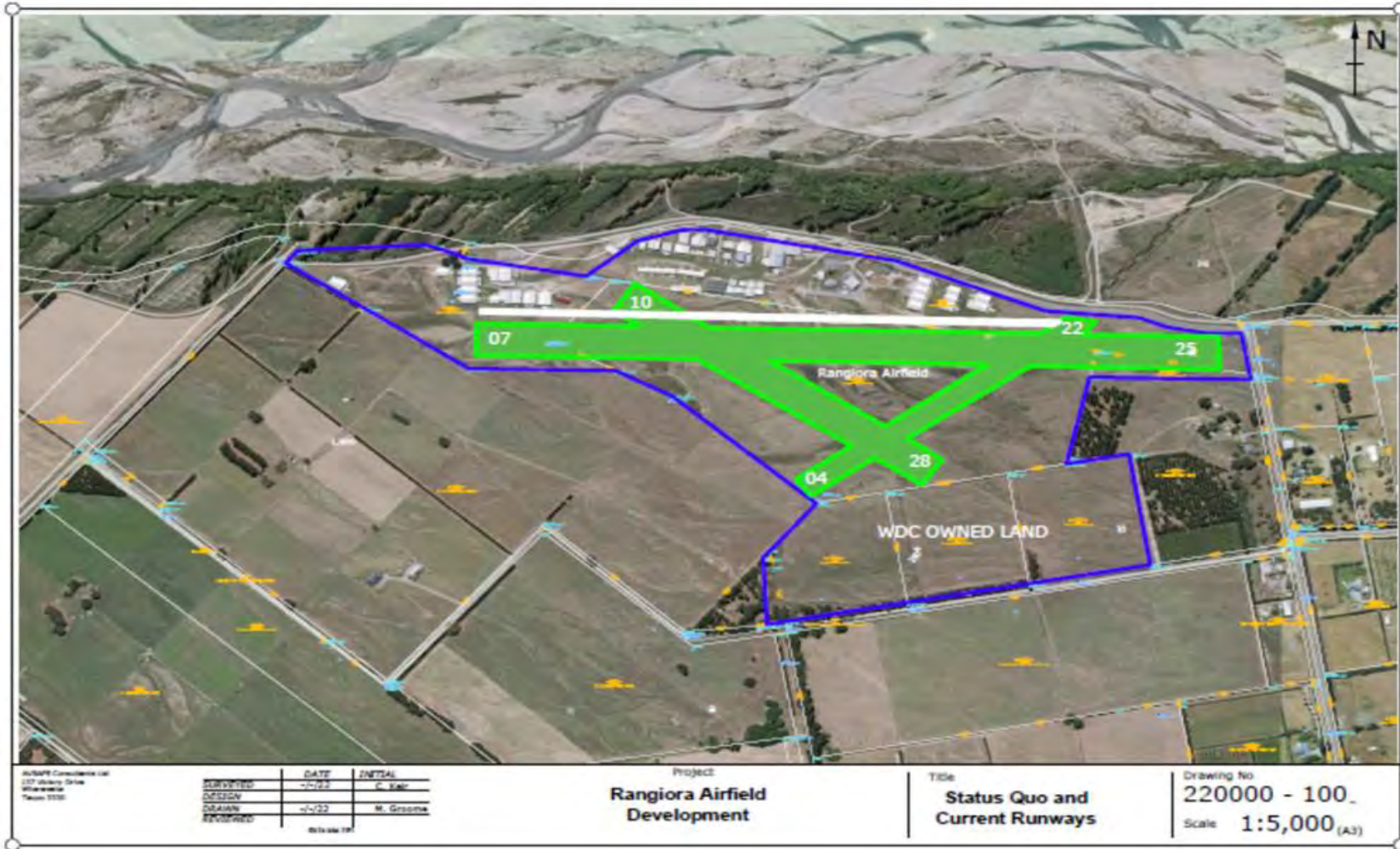
12.0 MAPS

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MAP 1: NOISE CONTOURS.



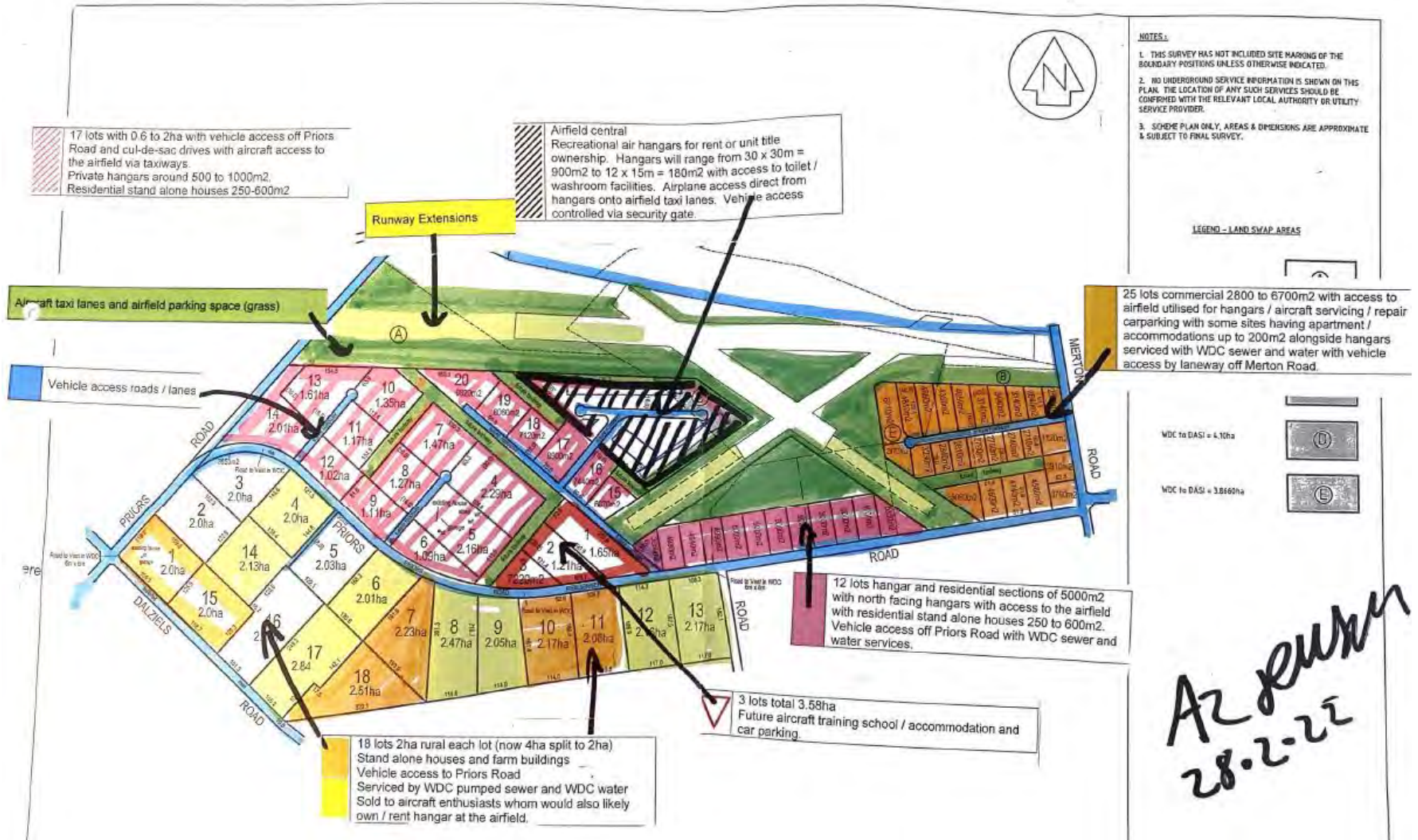
MAP 2: RANGIORA AIRFIELD BOUNDARIES.



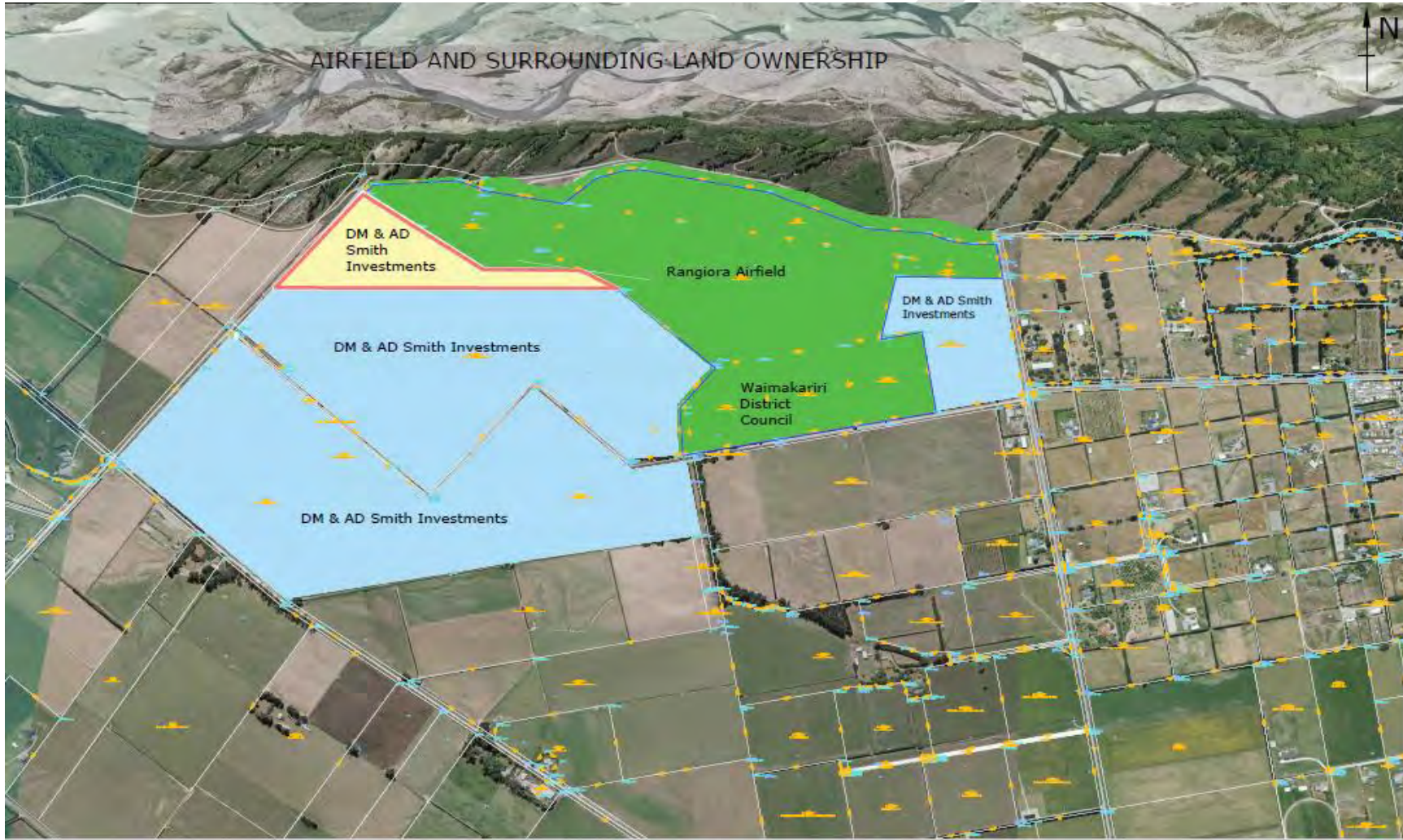
MAP 3: LAND SWAP PLAN.



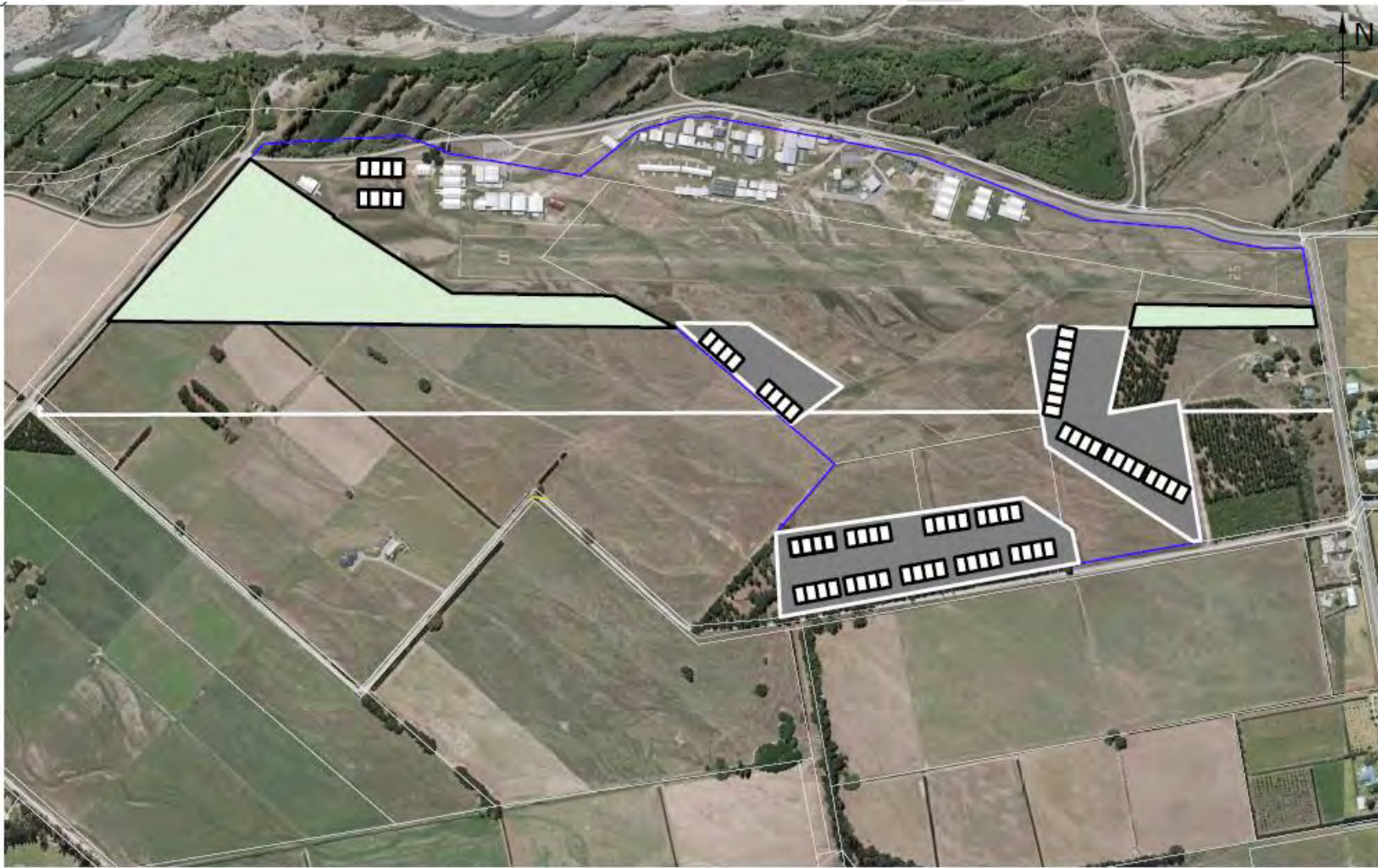
MAP 4: DEVELOPERS PLAN.



MAP 5: LAND OWNERSHIP.



MAP 6: WDC LAND TO RETAIN AND PROPOSED LAND ACQUISITION



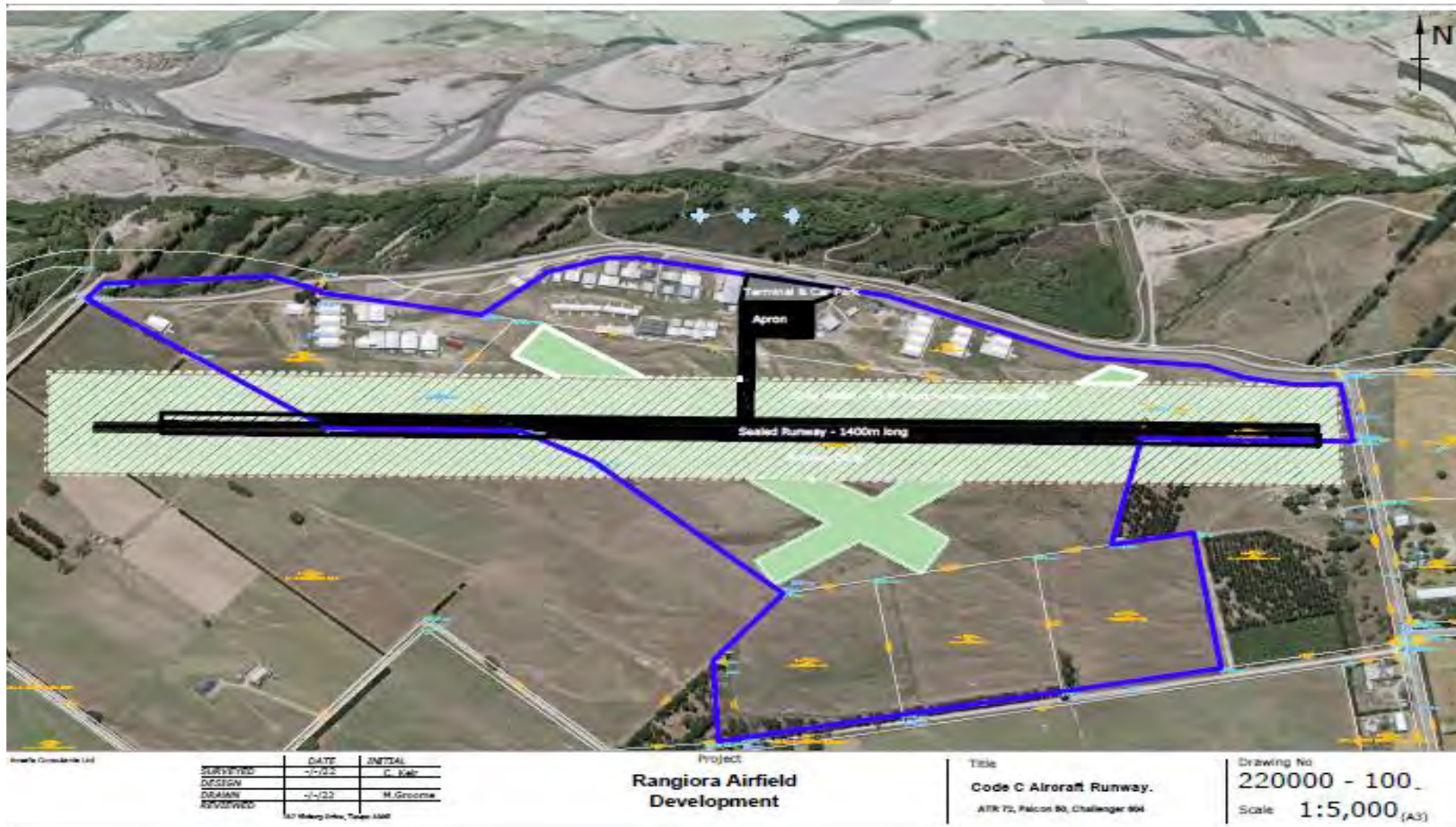
MAP 7: WDC RETAINED LAND INCLUDING DEVELOPERS PLAN.

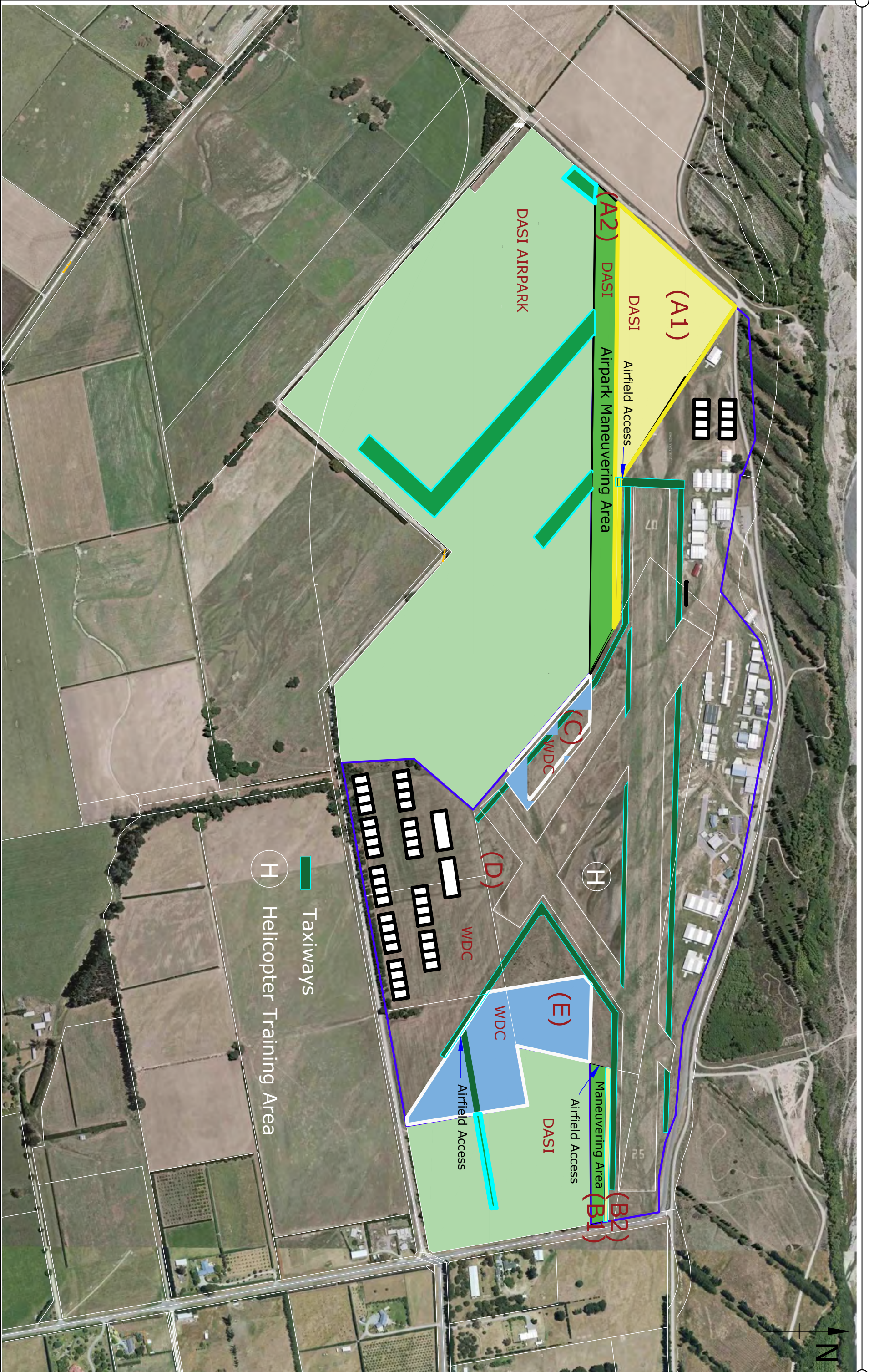


MAP 8: DEVELOPERS PROPOSAL.



MAP 9: CODE C RUNWAY. LAND REQUIREMENTS.





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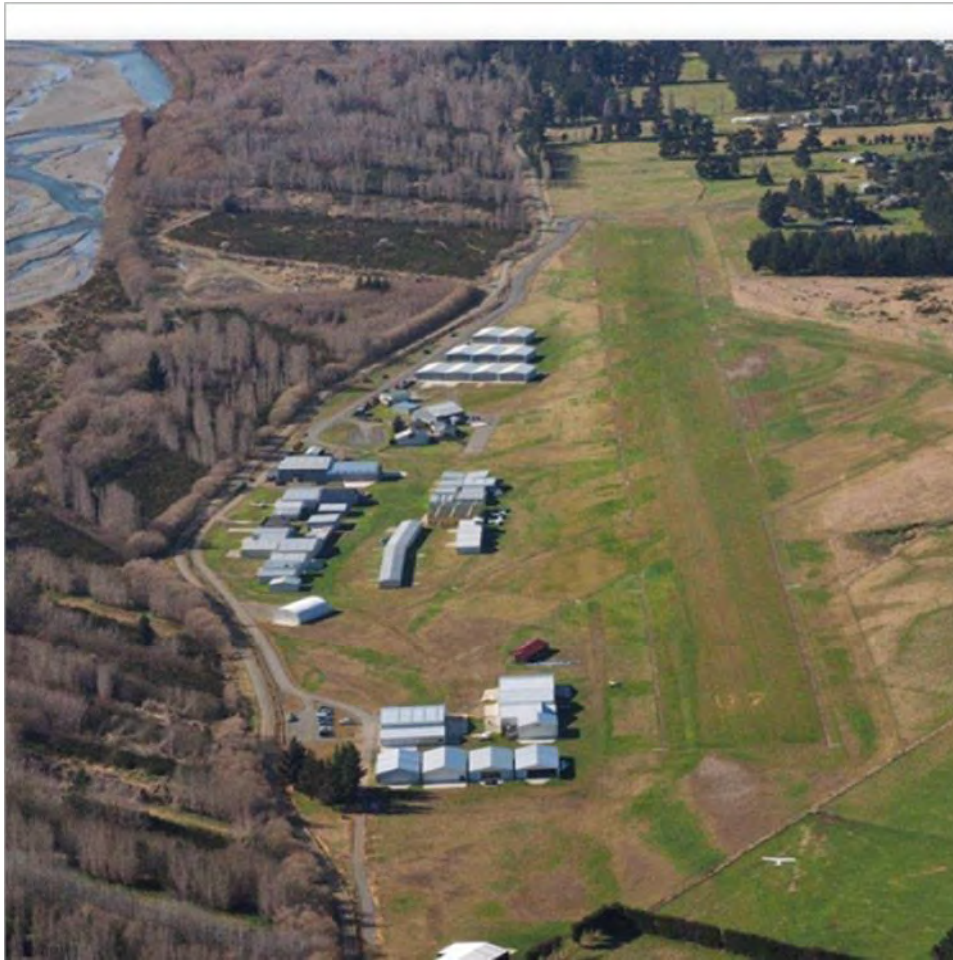
Project
**Rangiora Airfield
Development Project**

Title
**Option Three Plan
Variation 1**

Drawing No
**220000 - 100 -
Scale 1:5,000 (A3)**

RANGIORA AIRFIELD VARIATION OF OPTION THREE OF THE DEVELOPMENT PLAN

27 May 2022



Prepared by Mike Groome



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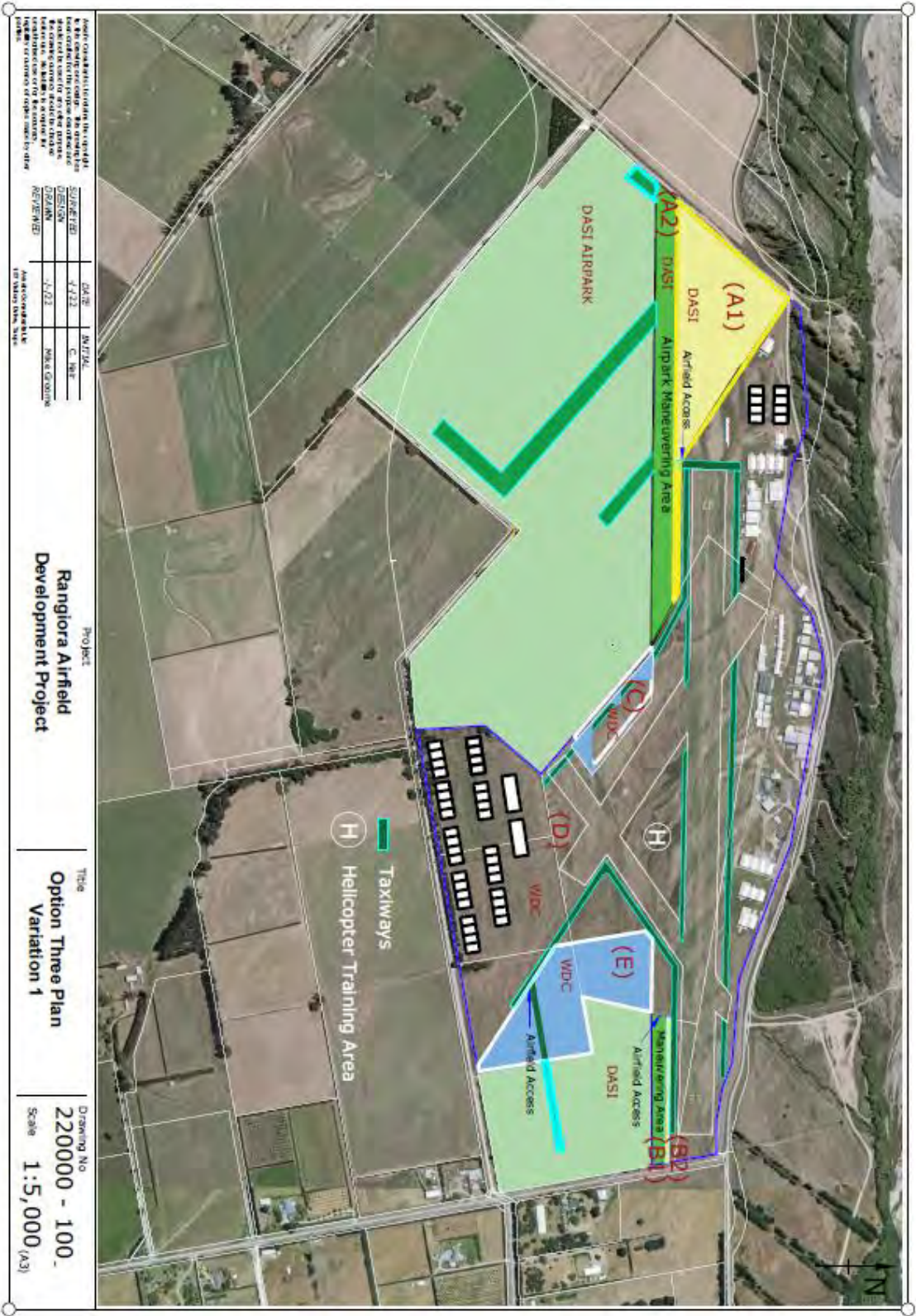
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4.0 Pro's and Con's 6
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.8

1.0 Rangiora Airfield Variation of Option Three of the Development Plan

This is a variation of Option Three as presented to the Waimakariri District Council (WDC).

I believe that the WDC needs to retain as much land as they can to protect the airfield from reverse sensitivity issues, and to allow a planned expansion within the airfield boundary to benefit the airfield users and the WDC.

Along with the WDC plan, to work with D M & A D Smith Investments Ltd (DASI) to formulate a plan which will be beneficial to both parties.

This variation is considering the requirements of the WDC as well as allowing DASI to move forward with the development of an airpark, which includes the swapping of designated land to meet those requirements.

Airfield design parameters, as required by the CAA, for certification as a Qualifying Certificated Aerodrome, have been included in this variation with taxiways meeting the required clearance distances from runway edges and fixed objects. This requires adjustment to small parcels of land between WDC and DASI.

2.0 Variation. (As per attached map)

1. **Area (A)** which is owned by DASI and covers approximately 7.6 hectares be subdivided into two Areas, (A1) and (A2).

Area (A1)

- a. Area (A1) following the subdivision would make up an area of approximately 4.9 hectares.
- b. This Area would be the larger of the two Areas is triangular and is situated to the west of the main runway with a narrow strip to the south of the main runway.
- c. Area (A1) could be become a part of a land swap with area (E).
- d. Area (A1) if acquired by the WDC would then allow for a future extension to the main runway, but more importantly would allow for a taxiway to be created on the southern side of the runway for aircraft to use when requiring access to Area (D) or the threshold of runway 28.
- e. The narrow strip on the southern side of the main runway would be wide enough to allow the creation of a taxiway which meets the CAA requirements for clearances from the runway and any fixed objects.
- f. In northern most corner of area (B1) there is the possibility to build a small number hangars.

Area (A2)

- a. Area (A2) following the subdivision, would make up an area of approximately 2.7 hectares.
- b. This Area would be a long rectangular Area running along the northern boundary of the DASI Airpark.
- c. This area would become a manoeuvring area for aircraft from the airpark prior to entering the WDC owned airfield.

- d. This manoeuvring area would have a fenced northern boundary with only one accessway onto the airfield from the airpark, meeting up with new taxiways. Having one accessway onto the airfield reduces the risk of multiple aircraft accessing the airfield from different points in the same area.
 - e. The three taxiways shown on the DASI airpark plan would have direct access to this manoeuvring area to travel to the one exit point onto the airfield.
2. **Area (B)** which is owned by DASI and covers approximately 0.8 hectares to be subdivided into two Areas, (B1) and (B2).

Area (B1)

- a. Area (B1) following the subdivision, would make up an area of approximately 0.6 hectares.
- b. This Area runs along the north side of the DASI Area on Merton Road.
- c. This Area (B1) would become a manoeuvring area just like (A2) with one access point from the DASI land onto the airfield.
- d. This area allows adequate room for aircraft to manoeuvre to and from the commercial sites if required.

Area (B2)

- a. Area (B2) following subdivision would make up an area of approximately 0.2 hectares.
- b. This strip is on the northern side of the Area (B1) between the DASI commercial land and the main runway.
- c. This land is required to meet CAA requirements allowing a taxiway to be created to cater for aircraft to get to the threshold of runway 25 from the DASI land and the WDC land on the Priors Road. Currently there is not enough width between the runway and the DASI boundary.

3. **Area (C)** be retained in its entirety by the WDC.

- a. This area to be retained by the WDC, which will allow room for a taxiway from the Priors Road end of the airfield to the northern side of the main runway.
- b. Keeping this area free from building allows the pilots of aircraft using the taxiway from the south greater visibility of aircraft using the main runways, and in particular the threshold of runway 07, avoiding any conflict between aircraft using different runways.

4. **Area (D)** be retained in its entirety by the WDC,

- a. To reduce the impact of restricting available area for the airfield from outside sources.
- b. For future expansion of hangars and or a commercial precinct.
- c. To allow access from Priors Road onto the airfield for those buildings there.

5. **Area (E)** be relinquished to DASI in in a proposed Land Swap.

- a. Area (E) covers an area of approximately 4 hectares and is a part of the DASI commercial development proposal.
- b. Area (E) could be included in a land swap between the WDC and DASI.
- c. This area would have one accessway onto the airfield from a taxiway on the southern end of the precinct.

3.0 Land Swap

This variation to Option Three allows for both parties to be able to accommodate some of each other's requirements.

Land to be Swapped

DASI	Area (A1)	4.9 hectares
DASI	Area (B2)	0.2 hectares
DASI	DASI TOTAL	5.1 Hectares
WDC (Area E)	LESS	4.0 Hectares
	DIFFERENCE	1.1 Hectares in Favour of DASI

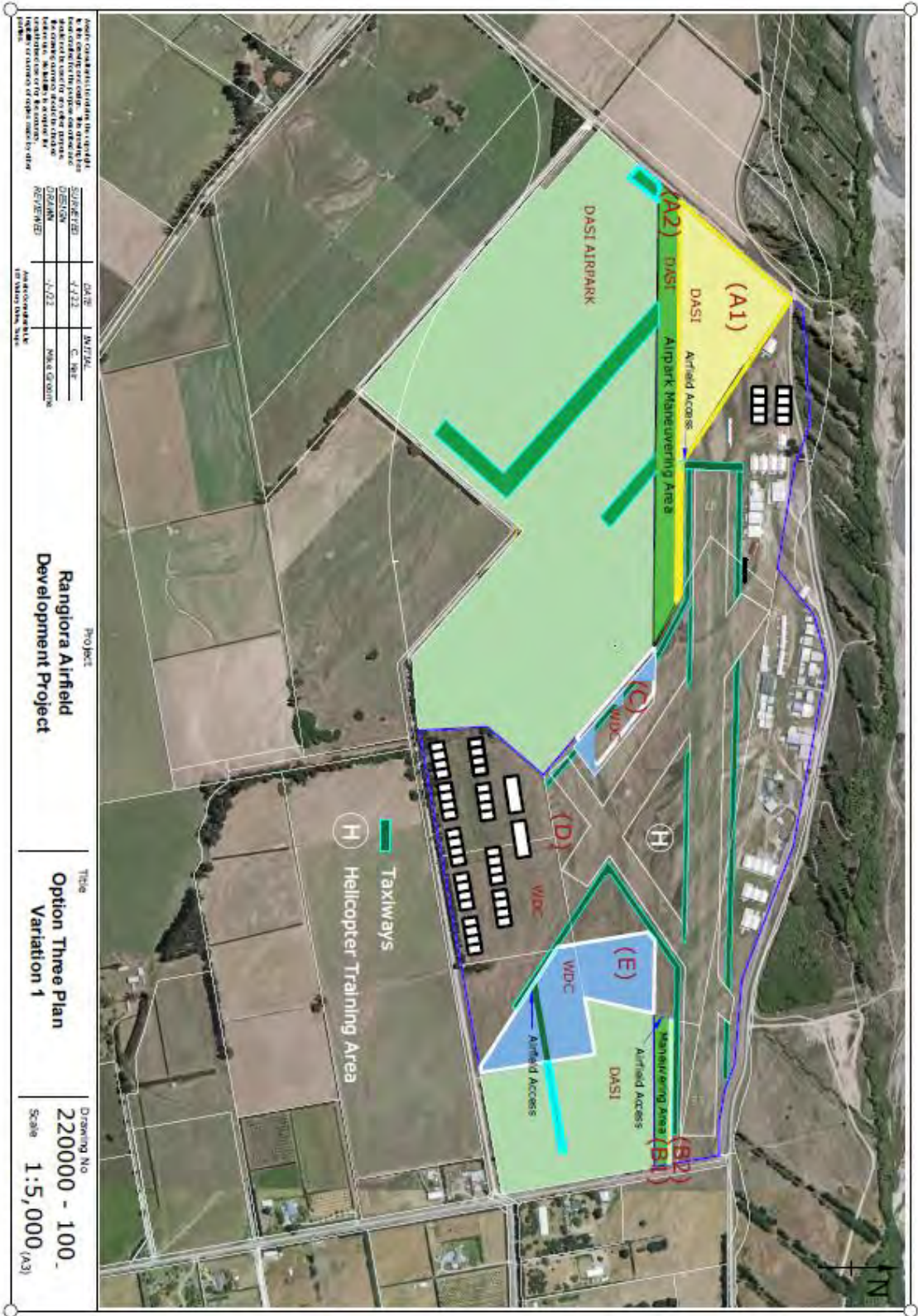
This variation allows for access to the airfield from the airpark by three entry points which meet up with taxiways allowing aircraft to travel to other parts on the airfield.

4.0 Pro's and Con's

Pro's	Con's
Area A	
Allows the WDC to retain nearly all the land as suggested in the Option Three.	
The land swap would allow WDC and DASI to gain land which could become critical to their respective operations.	The land swap is not a clean swap as the WDC would need to purchase approximately 1.1 hectares from DASI.
WDC swaps Area (E) for Area (A1) and (B2)	Area (A1) is some 2.7 hectares which reduces the area which DASI can swap from the original DASI plan.
Having (A2) as an Airpark manoeuvring area allows only one entry point from the Airpark to the airfield rather than three, which increases the security for and the control of the airfield.	Not having the manoeuvring area and single access would allow aircraft from the airpark to travel at will anywhere within the Area (A), which is not a part of the airfield, and may become a hazard and distraction to aircraft landing and taking off on the main runway.
If acquired by WDC, Area (A1) would be able to be used as an extension of the main runway as well as making available a small area in the northern corner for some hangar development. This would be outside the Obstacle Limitation Surface	DASI cannot build any structures on Area (A1) which can penetrate the 1:20 gradient obstacle limitation surface.

Area B	
A small strip of land beside the main runway at the eastern end, belonging to DASl.	There is not enough space to allow a taxiway between the edge of the runway and the DASl boundary.
The subdivision of Area (B) into one larger parcel of land, (B1) and a smaller one (B2). The small parcel of land, (B2) included in the land swap, would then allow a taxiway to parallel the main runway with adequate clearance from boundaries and obstacles.	
The remaining parcel of land being (B1), would become a DASl manoeuvring area similar to (A2), with one entry point onto the airfield.	
Area C	
This area to be retained by the WDC. Allows a taxiway to be created from the main runway down to Area D where hangars and commercial opportunities may happen.	
By retaining this area with no buildings on it, pilots at the thresholds of runway 28 and 04 can see the threshold of runway 07 and vice versa. This then mitigates any potential for a conflict between aircraft using different runways.	This area would remain vacant.
Area D	
Area D to be retained in its entirety to be used for hangar and commercial development.	Not included in the land swap.
Gives access to the southern side of the airfield from Priors Road.	
Stops the airfield becoming land locked with no room for expansion.	
Area E	
Area E to be relinquished to DASl via land swap with (A1).	WDC loses some 4 hectares but will gain this via (A1) if the swap is to go ahead.
Allows DASl to continue with the commercial development as planned.	Would have been difficult for the WDC to manage the access to the airfield for this area.

5.0 Variation Map



2 November 2022

Waimakariri District Council

Attention: Grant MacLeod

By email: grant.macleod @wmk.govt.nz

Dear Grant

Advice as to planning options at Rangiora Airfield

1. You have asked for our advice as to the possible options for enabling the rezoning of land in the vicinity of Rangiora Airfield (**Airfield**) for commercial and residential purposes or, alternatively, for enabling those uses under the current zoning.
2. Based on the discussion below, our opinion is as follows:
 - 2.1. Given that there appears to be a benefit to the community from progressing a plan change, the Council is justified seeking some form of agreement (or memorandum of understanding) with the landowner:
 - 2.2. But the Council need to be careful to keep (and be seen to keep) its roles in this process separate:
 - 2.3. The fact that decisions on any plan change request must be made as part of a quasi-judicial process, means that there is limited ability to 'guarantee' outcomes, and:
 - 2.4. The nature of the process and the circumstances indicate to us that the Council should not 'drive' the process by instigating the plan change, but that there may be a need for, and a benefit from, the Council adopting the plan change in due course.
3. Accordingly, we recommend that, on the basis of a successful negotiation to reach a mutually beneficial position on the outcomes to follow as a consequence of a successful plan change (including an understanding as to an apportionment of costs) , that the landowner be asked to prepare and make the request for a plan change. That request should be made with a further request that the plan change be adopted by the Council prior to notification.

Background

4. The Waimakariri District Council (**Council**) administers the Airfield, along with some of the surrounding land on Priors and Mertons Roads, which is also the subject of a designation under the Waimakariri District Plan (D097) (**District Plan**).
5. The Airfield designation is for “Airfield Purposes” which is not otherwise defined in the plan. The term Aircraft operations is defined, as follows:

Aircraft Operations

Aircraft operations means:

- a. The landing and take-off of aircraft (including helicopters) at Rangiora Airfield.
 - b. Aircraft flying along any flight path associated with a landing or take off at Rangiora Airfield.
6. The designation does include conditions relating to setbacks for buildings at the airfield: 100m from the Ashley River Rakahuri stopbank, 10m from a road boundary, and 3m from an internal boundary. Also, internal lighting in the Airfield runway is prohibited.
 7. A second designation (D098) relating to the Airfield applies to surrounding land – whether or not it is owned by the Council – and imposes a:

Restriction to avoid noise sensitive activities, and manage activities which pose a risk to aircraft movements.

8. The designation is shown on the planning maps (#145) as applying within the 65dBA noise contour that was identified around the airfield. District Planning map 145 also identifies the 55dBA noise contour surrounding the Airfield. An excerpt/snip from the online District Plan, showing the airfield and its noise contours is attached, marked ‘A’.
9. The restriction in D098 is implemented via rules in the District Plan. This includes:

9.1. 31.12.1.4

Within the 55dBA Ldn noise contour shown on District Plan Maps 138 and 145, any proposed dwellinghouse, or any building or part of a building described in Table 31.2, shall be insulated from aircraft noise to ensure that indoor sound levels stated in that table are not exceeded.

9.2. 31.12.1.5

Within the 55dBA Ldn noise contour shown on District Plan Maps 138 and 145, any additions to existing dwellinghouses, or to any buildings or parts of a building described in Table 31.2 shall be insulated from aircraft noise to ensure that indoor sound levels stated in that table are not exceeded.

9.3. **31.14 Non Complying**

31.14.1

Any noise sensitive activity or proposed dwellinghouse or addition to any dwellinghouse that does not meet the requirements of rules 31.12.1.4 and 31.12.1.5 within the 55dBA Ldn noise contour shown on District Plan Map and 145 is a non-complying activity.

9.4. **31.15 Prohibited Activity**

31.15.1

Any residential dwellinghouse or noise sensitive activity within the 65 dBA Ldn noise contour shown on District Plan 145 is a prohibited activity and no resource consent will be granted.

10. The Council has had discussions with a landowner whose land is adjacent to the airfield and included areas within the 55 and 65dBA contours (see **attached** plan marked 'B'). The landowner would like the District Plan rules that apply to the affected parts of their land modified to enable a wider variety of activities, including some accommodation/residential and commercial activities. This would also require a change in zoning from the current rural general zone to a new urban zoning that enables the activities that are proposed .
11. Those activities include residential activities
12. To achieve this outcome, changes to the District Plan (and subsequently the Proposed District Plan) will be needed, or a resource consent will need to be obtained, though this cannot be an option for sensitive activities under the 65dBA contour, which are currently prohibited.
13. One beneficial outcome of enabling the additional uses on the landowner's land is that the landowner is willing, assumedly on the basis of success in obtaining the outcome that they desire, to transfer to the Council land that it needs to extend the Airfield runways and increase the capabilities of the airfield.
14. Any such extension would also necessitate amendments to the noise contours to reflect the changed circumstance. It may be that such amendments would be best identified at the time of any other changes to the District Plan, in support of the landowner's preferred outcome. This further reduces the potential of a resource consent to provide a comprehensive outcome.
15. The reason that this legal opinion is being sought is because the nature of the zoning change in the vicinity of the Airfield has not been previously signalled by the Council's own planning department or during the Proposed District Plan (**PDP**) process, which sees the current designation and rules for the airfield carried over. It has, however, featured in the Council's Greenspace Unit's master planning process for the District.

16. The landowner preference¹ is for the Council to lead the process to achieve the required plan changes. That would also have other implications². It also raises an internal issue for the Council, specifically, can (or should) a department of the Council be the applicant for a plan change³ that is, or may not be, fully supported by another department, that is the Council's own planning officers? In addition, when there is a Plan Review process underway, and a Proposed District Plan (**PDP**) has been notified, should the changes be made through a variation to the PDP rather than a change to the current operative District Plan?
17. Accordingly, this advice focuses on the decision-making processes that need to be followed, if such changes to the District Plan are to be entertained, as opposed to the substance and merits of the change itself. In any event the details of the proposals have evolved through discussions and could change again in any plan change request.
18. This also means that other issues such as potential benefits stemming from the plan changes, and which may influence the Council view on its apparent merit, such as the transfer of land, are to be looked at through this lens. In other words, are such benefits a legitimate consideration for the Council in deciding to promulgate, adopt or support, such plan changes, and do such benefits impact on the 'correct' way to proceed?

Legal framework

19. The legal framework depends to an extent on the option chosen to advance the preferred outcome. However, in this case given the restrictions imposed by the existing designation and the need to factor potential changes to that designation into the process, it seems that the use of resource consents, under existing settings, to achieve the outcomes sought would be less desirable or even unworkable. Therefore, we do not consider the resource consent option further.
20. For completeness, the resource consent option is excluded because a resource consent:
 - 20.1. cannot change the underlying planning/zoning framework (they provide for exceptions to it):
 - 20.2. cannot amend the Airport designation:
 - 20.3. cannot reposition the noise contours (if that is needed):
 - 20.4. is not an option for any sensitive activity within the 65 dBA contour, which is prohibited, and:
 - 20.5. would be harder to justify if it were to be "Council led".

¹ The landowner alleges that the recent Council submission on a plan change at Ohoka is the cause for their concern in this regard, though the nature and context of the two plan changes appears significantly different.

² Such as who bears the cost of the process?

³ Which would presumably make it a Council proposed plan change under 21, with the implications that follow.

21. Looking, therefore, at the planning options, we start by noting that regardless of the means that are chosen to advance the proposal – should the decision to advance it be made – any plan change request will need to follow a notified process. Such a process will involve calling for submissions, and given the Council’s involvement and the benefit that could accrue, it will need to be determined by an Independent Commissioner or hearing panel.
22. Such a process will also proceed parallel to (if it is not part of) the PDP process.
23. The PDP has been notified and submissions have been lodged. We understand⁴ that the landowner has made a very general submission (described as a “one liner”) regarding development in the vicinity of the Airport. Therefore, it is not clear whether the current proposal, to the detail that has been discussed, can be considered through that process. In any event the PDP process is subject to additional delays due to the advent of the medium density residential standards (**MDRS**) that were mandated by the Government⁵. These have been incorporated in the PDP under Variation 1, for which submissions closed on 9 September 2022. A final decision on Variation 1 needs to be made by 20 August 2023.
24. It seems unlikely that the MDRS will impact the current proposal. While it involves a rezoning to an urban zone and as such the MDRS could apply, given the size of the proposed lots, which appear to be “large lot residential” or commercial, and their proximity to the airport, which as important infrastructure may act as a qualifying matter, the MRDS should not apply. That position would have to be confirmed, and documented (if a qualifying matter needed to be relied on).
25. Plan changes are made in accordance with the process described in Schedule 1, Part 2 of the RMA. Clause 21 provides (relevantly):
- 21 Requests**
- (1) Any person may request a change to a district plan...
- ...
- (4) Where a local authority proposes to... change its... plan, the provisions of this Part shall not apply and the procedure set out in Part 1, 4, or 5 applies.
- ...
26. In effect, there are three possible avenues to promote plan changes.
- 26.1. The first is that the Council applies to change its own plan. This requires the same process that the Council must follow for promulgating the plan originally, as indicated above.
- 26.2. The second is a private plan change that the Council adopts after receiving and considering the application⁶.

⁴ The PDP summary of submissions document is not yet available.

⁵ Under the Resource Management (Enabling Housing Supply and Other Matters) Amendment Act 2021.

⁶ Clause 25(2)(a), Schedule 1, RMA.

- 26.3. The third is a private plan change that the Council accepts, but does not adopt⁷.
27. All plan change options generally require public notification. However, limited notification⁸ can be considered in circumstances where the local authority is able to identify all the persons directly affected by the proposed plan change. In addition, there are other parties who must be provided a copy⁹, specifically (and relevantly):
- 27.1. The Minister for the Environment:
- 27.2. The regional council and adjacent local authorities, and:
- 27.3. The tangata whenua of the area through iwi authorities.
- Whether limited notification would be recommended (if possible) in the context of the present proposal is discussed below.
28. But before notification the request is subject to requirements. It must¹⁰ (underlining added):
- 28.1. be in writing and explain the purpose of, and reasons for, the plan change¹¹:
- 28.2. contain an evaluation report prepared in accordance with s.32 of the RMA¹², and:
- 28.3. if environmental effects are anticipated, those effects must be described in such detail as the scale and significance of the actual and potential effects on the environment that are anticipated¹³.
29. Where the Council is not the author of the request, it may require that further information be provided¹⁴ in order to better understand:
- 29.1. the nature of the request in respects of its actual or potential effects:
- 29.2. any proposed mitigation of adverse effects;
- 29.3. the benefits and costs, and efficiency and effectiveness of the proposal, and any possible alternatives, and:
- 29.4. any consultation that may have taken place.

⁷ Clause 25(2)(b), Schedule 1, RMA.

⁸ Clause 5A, Schedule 1 RMA.

⁹ Clause 5A(8), Schedule 1, RMA.

¹⁰ Clause 22, Schedule 1, RMA.

¹¹ Clause 22(1), Schedule 1, RMA.

¹² Ibid.

¹³ Clause 22(2), Schedule 1, RMA.

¹⁴ Clause 23, Schedule 1, RMA.

These requirements must take into account the scale and significance of any anticipated effects.

30. The local authority may also commission a report in relation to the request, or ask for one to be commissioned¹⁵. The reasons for the report need to be specified in writing. The person who makes the plan change request must be notified of any such report and may decline, in writing, to provide the further or the commissioning of a report and require the local authority to make its decision. However, refusal can lead to a ground to decline to accept the plan change for insufficient information.
31. Agreed changes can be made to the request following receipt of the further information¹⁶.
32. The local authority must then decide how the request (if it is not the author) is to be dealt with. Having had regard to the s.32 evaluation report, the local authority may¹⁷ either **adopt** the request, in which case it proceeds (effectively) as if it had been promulgated by the local authority, or **accept** the request and continue to process it as a private plan change.
33. The local authority can also decide at this point to deal with the request as if it were a request for a resource consent¹⁸, though for the reasons outlined above, that would appear an unlikely course in these circumstances.
34. There are also grounds to refuse a request¹⁹ but they do not appear relevant in this case. The request must be declined if it does not incorporate the MDRS when it should.
35. This decision phase is plainly important in these circumstances, if the Council is not prepared to make the plan change request itself, but the landowner still wishes/requires the process to be Council-led, then the only acceptable decision would be to adopt the request. This may also be important in terms of considerations under other instruments (e.g. National Policy Statements), which are discussed further below.
36. It must also not be forgotten that where the role for Iwi in relation to plan changes is specified under a Mana Whakahono a Rohe, that role must be provided for²⁰.
37. Assuming that the request is to proceed (meaning, it seems, that it has been adopted), then the usual course under Part 1 of Schedule 1 of the RMA, in respect of notification, submissions, further submissions, and consideration at a hearing, a local authority²¹:
 - (a) may decline, approve, or approve with modifications the plan or change; and
 - (b) must give reasons for its decision.

¹⁵ Clause 23(3), Schedule 1, RMA.

¹⁶ Clause 24, Schedule 1, RMA.

¹⁷ Clause 25(2), Schedule 1, RMA.

¹⁸ Clause 25(3), Schedule 1, RMA. Note: the Council does not become the applicant for the resource consent.

¹⁹ Clause 25(4), Schedule 1, RMA.

²⁰ Clause 26A, Schedule 1, RMA.

²¹ Clause 29(4), Schedule 1, RMA.

38. It is noted that there is an option to apply for the Minister for the Environment²² to utilise a streamline planning process under Part 5 of Schedule 1 of the RMA. In order to be considered for that process the request would have to satisfy at least one of the criteria set under the Act, namely²³:
- (a) the proposed instrument will implement a national direction:
 - (b) as a matter of public policy, the preparation of a planning instrument is urgent:
 - (c) the proposed planning instrument is required to meet a significant community need:
 - (d) a plan or policy statement raises an issue that has resulted in unintended consequences:
 - (e) the proposed planning instrument will combine several policy statements or plans to develop a combined document prepared under section 80:
 - (f) the expeditious preparation of a planning instrument is required in any circumstances comparable to, or relevant to, those set out in paragraphs (a) to (e).
39. While the present plan change is of importance to the landowner and the Council, and by extension the community, stands to reap some benefit if the plan change were concluded as desired by the landowner, it is difficult to identify the grounds for urgency that would fulfil the criteria in s.80C.
40. It has already noted that the plan change request may be impacted by existing national directions (the MDRS). It may also need to be considered against existing National Policy Statements (**NPS**). The NPS-Urban Development (**NPS-UD**) may be of assistance in enabling this request that, as far as we are aware, has not been previously anticipated or scheduled in the Councils' planning documents, under the requirement to be responsive to certain requests²⁴. Those do need to provide for significant housing opportunities and be part of a well-functioning urban environment. However, the relevance of the NPS-UD may be limited if the Council chooses to promote the plan change request (by promulgating or adopting the request).
41. In addition, the Government has also recently approved the NPS-Highly Productive Land (**NPS-HPL**). The NPS-HPL takes effect on 17 October 2022 and requires the mapping of highly productive land and the avoidance (in the absence of justification) of urban zoning or subdivision of such land. The reason this may become relevant here is that until the mapping of such land has been carried out the existing classifications (LUC1, 2 and 3 land) apply as the default markers of highly productive land. It appears there is some LUC3 land that would be included in the request.
42. Again however, given the landowners desire for the Council to take the lead with the request, the NPS-HPL would not be an impediment. One of the exceptions to the

²² Under section 80C, RMA.

²³ Section 80C(2), RMA.

²⁴ Policy 8 and clause 3.8, NPS-UD May 2020

default classifications being applied is where the rezoning request is made or adopted by a local authority.

43. Finally, under the heading of legal framework, it is important to recognise the means by which the Council will make any formal decisions in respect of any plan change request. Put simply they will need to be made by the Council itself (with recommendations made by relevant Council officers) or by delegated authority under section 36 and 36A of the RMA.
44. This would include the decision:
- 44.1. to reach any agreement with the landowner on how the Council will proceed:
 - 44.2. required as part of the plan change process:
 - 44.2.1. whether to make the plan change Council initiated:
 - 44.2.2. to otherwise receive the request:
 - 44.2.3. to request further information:
 - 44.2.4. to accept or adopt the request:
 - 44.2.5. to decide whether to apply to streamline the process or limit notification, and:
 - 44.2.6. to consider and decide the request.
 - 44.3. And, finally, the Council would need to formally make the plan change operative under clause 17 of Schedule 1, a decision that cannot be delegated.

Discussion

45. In making any of the above decisions, it is important to remember the power under which the Council can make them. A local authority is a body corporate which has a degree of latitude on the decisions it makes, but such latitude is not boundless. As a creature of statute, any decision-making powers must be exercised in accordance with legislation that grants those powers.
46. In addition, any such powers need to be exercised transparently and independently, having considered all relevant matters (and ignoring irrelevant ones) and for proper purposes.
47. The RMA prescribes the parameters under which a local authority, here a district council, can make decisions on and under its plans. There is some flexibility in some areas, and the need for judgement in others. And while, the Council's role as a landowner or as a corporate body may sit outside this process, when performing its roles under the RMA the Council needs to act and to be seen to be acting in accordance with its prescribed powers.

48. Therefore, in the current circumstances any decision by the Council, which may or may not be able to be made under delegated powers, to engage with and reach an agreement with the landowner at the Airfield, have limited, if any impact on how the Council needs to make any decisions under a request for a plan change, noting again at this point that given the issues involved, a resource consent is unlikely to be a feasible means of proceeding, in order to achieve the outcomes sought (at least by the landowner).
49. This means there are effectively then two components to the Council's role. The first is determining whether the Council wishes to be involved in the development of the request for a plan change. That decision, while being initiated with and conducted by Council officers, still needs the Council's approval after consideration under any applicable Local Government Act 2002 procedures. This would be either on the basis of already approved delegations or as a separate matter that the Council needs to consider on the advice of its officers (and/or any independent consultants).
50. And while this part of the process may be run by a particular Council department, subject to delegations, it seems unlikely they would be able to commit the Council to a particular course, certainly not in terms of instigating or adopting a plan change request.
51. That is also because the Council's second role is quasi-judicial and involves determining the merits of the matters that need to be determined when processing a plan change. And, even if the Council were to decide that it wished to promote the plan change itself (or adopt it), the decisions made as part of its governance role, should not otherwise influence the exercise of the quasi-judicial role. In fact, it may require, depending on the nature of the decision being made, that the Council engage independent decision makers to determine the merits.
52. The above is little more than "local government 101" and will be familiar to you, but it does need to be remembered in cases such as this.
53. Because it does appear that a successful plan change request would result in some benefits to the Council and community. But the extent of those benefits, beyond the access some land for the development of the Airfield, is not entirely clear. There is talk of land swaps and purchases so additional compensation for property that changes hands is likely. That process would presumably follow standard Public Works Act 1981 (**PWA**) processes if full agreement cannot be reached. Clearly, the benefits and costs of the overall process and, therefore, its justification do need to be detailed and satisfy the Council.
54. On that point it is worth mentioning that the PWA does provide an alternative process for acquiring the land needed for works, like those envisaged for the Airfield, that would not require further ancillary agreements with affected landowners. We understand that this option is not currently being considered, but if an agreement cannot be reached with the landowner (under the current proposals or otherwise) there are other potential options for the Council to achieve its goals.

55. However, on the basis that there is no appetite for the embarking on a PWA process to enable the development of the Airfield, and that a mutually beneficial agreement can be reached with the landowner, what would we recommend as the best way to proceed?
56. The landowner has made it clear that he would like the Council to take the lead with any plan change. We note that there may be other reasons why that might be sensible. This includes that the new NPS-HPL might mean a rezoning as proposed would need to be avoided if proposed under a private plan change, in the absence of a previous Council decision to promote development near the Airfield. That direction will not apply if the Council adopts the plan change.
57. A further reason relates to the Airfield designation. It seems likely that this would need to be amended, which only the Council (as the responsible requiring authority) could achieve. If the Council instigates or adopts the plan change request, the additional task of amending the designation could, in principle, be handled in parallel, as part of the same decision-making process. This would provide for a more efficient process.
58. This does not mean that the Council should prepare the plan change request itself, if that was what the landowner has in mind? Given that it is the landowner who will likely determine the final design of the development and take a lion's share of any benefit accruing, it appears equally sensible that the application for the request along with the supporting evidence be provided by the landowner. The Council will still have an evaluation role as part of its further deliberations, or those by the decision makers to whom it delegates the role.
59. The evidence will be critical. An initial view of the plans being discussed does raise some important issues. In addition to noise, there are clearly some safety issues to consider. The encroachment of more intensive development in the vicinity of the Airfield, into what can currently operate as an informal buffer area, does raise safety concerns that need to be assessed and, if necessary avoided or mitigated. This is not to say that such issues are insurmountable but it seems appropriate that the role of allaying such concerns should fall to the landowner who wishes to unlock the development potential of their land.
60. Again, independent decision making on these issues, will be important.
61. What all of the above suggests is that, in terms of finalising the request for a plan change and ensuring that it contains the necessary level of detail, should primarily be the role of the landowner. The Council may still be in a position to assist in some respects with information and expertise but it should not fall to the Council to 'drive' the process.
62. This does not mean that there is nothing to be gained in attempting to agree or come to an understanding with the landowner about what might happen or be more likely, from a Council officers perspective at least, to stand a greater chance of approval provided all the necessary boxes can be ticked.

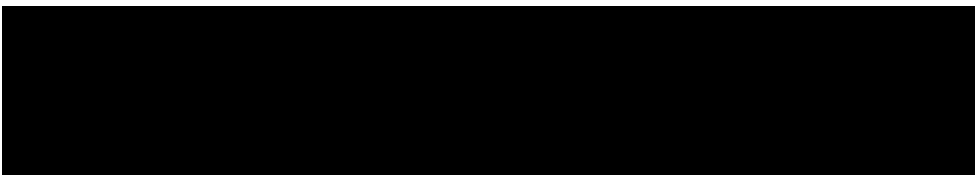
63. However, if the landowner's expectation is that an agreement or memorandum of understanding with the Council on such matters means that the plan change is guaranteed or that its detail might not change through the plan change process, we do not consider that it would be possible, let alone prudent, for the Council to provide any such 'guarantee'.
64. Accordingly, we are of the view that should the Council be satisfied that the benefits of reaching an agreement with the landowner, that could be recorded in a memorandum of understanding, regarding land-swaps (and any additional acquisitions), and the likely make-up of the development at the Airfield, are worth the effort, then progressing those goals should be pursued.
65. But insofar as that impacts on the actual request for a plan change, we would recommend that the landowner be advised that they will need to drive the request and apply for the plan change under cl.21. The Council can then review the request in the usual way, but with there being a likelihood that, for the request to be able to proceed, the Council will need to adopt it prior to notification.
66. Again, however, that is a decision the Council needs to make independently.
67. But, given the potential for the designation to need to be amended – we note that we do not currently have enough information to be certain whether or not that is the case – that process, for which the Council is responsible, could be progressed in parallel.
68. All these steps are subject to timing constraints. They may also be impacted by progress with the PDP, and the question of whether what is proposed can be pursued under that process? There does not, however, seem to be sufficient justification to apply for a streamlined planning process to be initiated. Rather, given that there may need to be parallel irons in the fire (e.g. a zoning plan change and a change to the designation), to truncate the time available may make the whole process unworkable.
69. The same likely goes for limiting notification, which given that the request is unanticipated is most likely to warrant public notification. However, as one of the decisions to be made as part of that process, limited notification could still be considered if all directly affected persons can be identified.
70. One other consideration that should be mentioned is the issue of the costs of this process which do not appear to have been discussed directly, aside from comments by the landowner in respect of costs they've incurred but may, in some circumstances, pass onto the Council depending on how negotiations proceed. The costs of a plan change fall on the applicant. This is a further reason supporting the landowner being required, due them being the primary beneficiary of the plan change, to drive the plan change request, while promoting the option that it be adopted by the Council in due course, for the reasons already discussed. Whether there might be some form of costs sharing, based on the relative benefits of the plan change succeeding, could also be considered as part of any agreement/memorandum of understanding the Council negotiates with the landowner.

71. Finally, we note that this opinion has been prepared on the basis of the information provided which does not include any reports prepared by the Council or any of its officers. Accordingly, we have had to extrapolate some of the detail and the potential courses open based on what the landowner has been proposing through correspondence with the Council. If there are matters that are known which might require a reconsideration of any of our conclusions, we would ask that we be made aware of those and be given an opportunity to amend accordingly.

Conclusions

72. There seem to be some benefits to the community in enabling the development that the landowner wishes to promote. Though the extent of those benefits remains unclear.
73. On the basis that those benefits outweighing any potential costs, and the Council can reach an agreement with the landowner about the consequential outcomes of a successful plan change, the landowner should be encouraged to make the plan change request. That would be on the basis that if the request is otherwise in order, it is probable that the Council will adopt the plan change prior to notification.
74. The Council may wish to consider what it can do to give the landowner confidence that it supports the plan change, to the extent that it can. This might include negotiating to share some of the costs (commensurate with its share of the likely benefits), as well as promoting any necessary amendments to the Airfield designation.
75. However, we would not recommend (unless the benefits are such that it is warranted) that the Council instigate the plan change. In fact, were it possible, we think that endeavouring to incorporate the plan change into the PDP process would be an even better option. Though it may not encourage the landowner to promote the land swap that appears to have been a catalyst for this whole process.
76. We trust that these comments assist. Please advise if you require any clarification or additional advice.

Yours faithfully



AERONAUTICAL STUDY OF THE RANGIORA AIRFIELD

01 FEBRUARY 2023



PREPARED BY MIKE GROOME



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Abbreviations

ADS-B	Automatic Dependent Surveillance Broadcast:
AGL	Above Ground Level:
Aimm	Automated Intelligent Movement Management:
AIP	Aeronautical Information Publication:
AIPNZ	Aeronautical Information Publication New Zealand:
Airways NZ	Airways New Zealand:
amsl	Above Mean Sea Level:
ARC	Aerodrome reference code:
ASP	Airspace Incident:
AWIB	Aerodrome and Weather Information Broadcast:
CAANZ	Civil Aviation Authority of New Zealand established by section 72A of the Act:
CAR	Civil Aviation Rules:
CFZ	Common Frequency Zone:
Controlled Airspace	Airspace controlled by Airways NZ:
CRAC	Canterbury Recreational Aircraft Club:
dBa	noise level measured in decibels:
ECAN	Environment Canterbury:
GA	General Aviation:
GAA	General Aviation Area:
GPS	Global Positioning System:
IFR	Instrument Flight Rules:
INC	Incidents:
LDA	Landing Distance Available:
LSA	Light Sport Aircraft:
MCTOW	Maximum Certificated Take-off Weight:
MBZ	Mandatory Broadcast Zone:
Movement	A Landing or a Take-off:
NOTAM	Notice to Airmen:

OLS	Obstacle Limitation Surfaces:
PCBU	Person Conducting a Business or Undertaking:
RAAG	Rangiora Airfield Advisory Group:
RESA	Runway End Safety Area:
RNAV	Area Navigation:
RPT	Regular Passenger Transport:
SMS	Safety Management System
UNATTENDED	Not controlled by Airways NZ
VFR	Visual Flight Rules:
WDC	Waimakariri District Council:

Definitions

▪ **ACCIDENT** means an occurrence that is associated with the operation of an aircraft and takes place between the time any person boards the aircraft with the intention of flight and such time as all such persons have disembarked and the engine or any propellers or rotors come to rest, being an occurrence in which:

(1) a person is fatally or seriously injured as a result of—

(i) being in the aircraft; or

(ii) direct contact with any part of the aircraft, including any part that has become detached from the aircraft; or

(iii) direct exposure to jet blast—

except when the injuries are self-inflicted or inflicted by other persons, or when the injuries are to stowaways hiding outside the areas normally available to passengers and crew; or

(2) the aircraft sustains damage or structural failure that—

(i) adversely affects the structural strength, performance, or flight characteristics of the aircraft; and

(ii) would normally require major repair or replacement of the affected component except engine failure or damage that is limited to the engine, its cowlings, or accessories, or damage limited to propellers, wing tips, antennas, tyres, brakes, fairings, small dents, or puncture holes in the aircraft skin; or

(3) the aircraft is missing or is completely inaccessible:

▪ **ADS-B OUT** means a function on an aircraft that periodically broadcasts its state vector (identity position and velocity) and other information derived from on-board systems in a format suitable for ADS-B receivers:

▪ **ADS-B system** means a GNSS position source and a compatible Mode S Extended Squitter 1090Mhz ADS-B OUT transponder, or any other suitable transponder determined by the Director as specified in a notice referred to in rule 91.258(a)(6):

▪ **AERODROME INCIDENT** means an incident involving an aircraft operation and— Civil Aviation Rules Part 12 CAA Consolidation 1 December 2020 7 CAA of NZ

(1) an obstruction either on the aerodrome operational area or protruding into the aerodrome obstacle limitation surfaces; or

(2) a defective visual aid; or

- (3) a defective surface of a manoeuvring area; or
- (4) any other defective aerodrome facility:

▪ **AERODROME (Airfield)**

- (1) means any defined area of land or water intended or designed to be used either wholly or partly for the landing, departure, and surface movement of aircraft; and
- (2) includes any buildings, installations, and equipment on or adjacent to any such area used in connection with the aerodrome or its administration:

▪ **AERODROME TRAFFIC** means —

- (1) all traffic on the manoeuvring area of an aerodrome; and
- (2) all aircraft flying in the vicinity of an aerodrome: Aerodrome traffic circuit means the pattern flown by aircraft operating in the vicinity of an aerodrome.

▪ **AERODROME TRAFFIC CIRCUIT** means the pattern flown by aircraft operating in the vicinity of an aerodrome:

▪ **AEROPLANE** means a power-driven heavier-than-air aircraft deriving its lift in flight chiefly from aerodynamic reactions on surfaces which remain fixed under given conditions of flight:

▪ **AEROPLANE MOVEMENT** means an aeroplane take-off or landing:

▪ **AIR OPERATION** means an air transport operation, a commercial transport operation, or an adventure aviation operation.

▪ **AIP AERONAUTICAL INFORMATION PUBLICATION NEW ZEALAND** means the AIP for New Zealand published for the Authority by the holder of the AIS certificate for the AIP service: Aeronautical information service means any of the following services that distribute aeronautical information essential for the safety, regularity, and efficiency of air navigation—

- (1) AIP service; or
- (2) NOTAM service; or
- (3) Pre-flight information service:

▪ **AIR TRANSPORT OPERATION** means an operation for the carriage of passengers or goods by air for hire or reward except—

- (1) a commercial transport operation:
- (2) an adventure aviation operation: Civil Aviation Rules Part 1 CAA Consolidation

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(3) a helicopter external load operation under Part 133:

(4) an agricultural aircraft operation under Part 137:

(5) a trial flight.

- **AIRCRAFT INCIDENT** means any incident, not otherwise classified, associated with the operation of an aircraft:

- **AWIB SERVICE** means an automatic broadcast of aerodrome and weather information provided specifically for the facilitation of aviation, and for the avoidance of doubt, an AWIB service is not an air traffic service:

- **AVIATION RELATED CONCERN** is a procedure where anyone can report an 'aviation related concern'. You don't have to be involved in the aviation community to report something you see or hear that you think might harm aviation safety or security, or that might even be breaching Civil Aviation Rules.

- **AIRSPACE INCIDENT** means an incident involving deviation from, or shortcomings of, the procedures or rules for—
 - (1) avoiding a collision between aircraft; or
 - (2) avoiding a collision between aircraft and other obstacles when an aircraft is being provided with an Air Traffic Service

- **BIRD INCIDENT** means an incident where—
 - (1) there is a collision between an aircraft and one or more birds; or
 - (2) when one or more birds pass sufficiently close to an aircraft in flight to cause alarm to the pilot:

- **CERTIFICATED ORGANISATION** means an organisation issued with a certificate under rules made under the Act:

- **CIVIL AVIATION AUTHORITY OF NEW ZEALAND**
 - (1) establish and maintain the rules that all pilots, engineers, aircraft operators, airlines and aerodromes follow to keep flying safe
 - (2) check these rules are being complied with and take action if they find that they are not

- (3) monitor the aviation safety performance of each size of aircraft
- (4) several safety publications and run safety training courses and seminars.

- **CIVIL AVIATION RULES** means rules made under the Act:
- **CLASS 1 MICROLIGHT AIRCRAFT** means a microlight aircraft other than a Class 2 microlight aircraft:
- **CLASS 2 MICROLIGHT AIRCRAFT** means a microlight aircraft designed and equipped to carry 2 persons:
- **CONTROLLED AERODROME** means an aerodrome at which air traffic control service is provided to aerodrome traffic:
 - ***NOTE** — the term 'controlled aerodrome' indicates that air traffic control service is provided to aerodrome traffic but does not necessarily imply that a control zone exists.
- **CONTROLLED AIRSPACE** means an airspace of defined dimensions within which air traffic control service is provided to IFR flights, and to VFR flights, in accordance with the airspace classification:
- **DIRECTOR** means the person who is for the time being the Director of Civil Aviation under section 72I of the Act:
- **GENERAL AVIATION AREA** means an airspace, of defined dimensions, in which intensive VFR activity may occur and the rules of Class G airspace apply:
- **INCIDENT** means any occurrence, other than an accident, that is associated with the operation of an aircraft and affects or could affect the safety of operation:
- **LIGHT SPORT AIRCRAFT** means an aircraft, other than a helicopter, having:
 - (1) a maximum take-off weight of—
 - (i) 600 kg or less:
 - (ii) 650 kg for an operation on water:
 - (2) a maximum gross weight of 600 kg or less for a lighter-than-air aircraft:
 - (3) if powered, a single, non-turbine engine driving a propeller:
 - (4) a maximum stall speed of 45 knots:
 - (5) if a glider, a maximum never exceed speed of 135 knots:

- (6) if applicable, an unpressurised cabin:
- (7) a maximum seating capacity of 2 seats including the pilot seat.

▪ **MANOEUVRING AREA—**

- (1) means that part of an aerodrome to be used for the take-off and landing of aircraft and for the surface movement of aircraft associated with take-off and landing; but
- (2) does not include areas set aside for loading, unloading, or maintenance of aircraft:

▪ **MICROLIGHT AIRCRAFT** means a basic low performance aircraft designed to carry not more than 2 persons which meets low momentum parameters that are acceptable to the Director:

▪ **MICROLIGHT ORGANISATION** means the holder of an aviation recreation organisation certificate issued in accordance with Part 149 that authorises specified privileges associated with the operation of microlight aircraft:

▪ **MOVEMENT AREA** means that part of an aerodrome intended to be used for the take-off and landing of aircraft and for the surface movement of aircraft, and includes the manoeuvring area, maintenance areas, and aprons:

▪ **NOTAM** means a notice distributed by means of telecommunication containing information concerning the establishment, condition or change in any aeronautical facility, service, procedure or hazard, the Civil Aviation Rules Part 1 CAA Consolidation 1 December 2021 63 CAA of NZ timely knowledge of which is essential to personnel concerned with flight operations:

▪ **OBSTACLE LIMITATION SURFACES (OLS)** “define the airspace around aerodromes to be maintained free from obstacles so as to permit the intended aeroplane operations at the aerodromes to be conducted safely and to prevent the aerodromes from becoming unusable by the growth of obstacles around the aerodromes.”

▪ **OCCURRENCE** means an accident or incident:

▪ **PARAGLIDER** means a hang glider with no rigid primary structure:

▪ **RUNWAY** means a defined rectangular area on a land aerodrome prepared for the landing and take-off of aircraft:

- **RUNWAY END SAFETY AREA (RESA)** means an area symmetrical about the extended centre line of the runway and adjacent to the end of the runway strip primarily intended to reduce the risk of damage to an aeroplane undershooting or over-running the runway:
- **TAKE-OFF DISTANCE** available means the length of the take-off run available plus the length of any clearway:
- **TAKE-OFF RUN** available means the length of the runway declared by the aerodrome operator as available and suitable for the ground run of an aeroplane taking-off:
- **UNICOM SERVICE** means a ground radio communications service in the aeronautical mobile service providing local aerodrome information for the facilitation of aviation, and, for the avoidance of doubt, a UNICOM service is not an air traffic service:
- **VFR FLIGHT** means a flight conducted in accordance with the visual flight rules:

1 Executive Summary

1.1 The Rangiora Airfield as a busy country airfield situated to the northwest of the Christchurch International Airport.

The airfield is just outside of the Christchurch Controlled Airspace but is within both a Mandatory Broadcast Zone (MBZ) and a Common Frequency Zone (CFZ).

1.2 The Rangiora Airfield, owned and operated by the Waimakariri District Council (WDC) is generally well managed, but there is pressure on the infrastructure and services due to the increase in activity on the airfield in recent years.

1.3 The WDC is assisted with operational advice by the Rangiora Airfield Advisory Group (RAAG), to manage the airfield. This group consists of experienced aviation personnel, who give their time on a voluntary basis. The WDC intends to employ a full-time airfield manager in the not-too-distant future.

1.4 The airfield is extremely busy with some 200 General Aviation light aircraft based on the airfield, inclusive of some 130-microlight aircraft, with movements getting close to 50,000 per year.

1.5 The airfield currently has physical constraints, as it is bounded by the Ashley River to the north and private land on the western, eastern, and southern side. There is a proposal before the WDC, from a private developer, to develop land on the southern side of the airfield, into an airpark and aviation service center, with access to the Rangiora Airfield. If, and when this development progresses, there could be an increase in aircraft movements by some estimated 4,000 - 5,000 per year.

1.6 The airfield has three grass runways and six vectors which allows operations in nearly any wind direction. The runways are quite adequate for the aircraft types which are currently using the airfield. Consideration is being given to extending some runways, with the cooperation of the private developer who owns the surrounding property.

1.7 There is only one taxiway which runs down the northern side of the main runway 07/25. This taxiway is not delineated in any way as to its boundaries, and at the northern western end requires considerable maintenance, as the grass is worn away with bare ground and stones on the undulating surface.

1.8 All aircraft on the airfield are housed in hangars on the northern side of the main runway. The positioning of these hangars is not consistent, and are in close proximity with

each other, therefore creating issues for aircraft maneuvering around them. The proximity of some hangars to the runway and taxiway does not allow for further expansion in this area.

1.9 The proposed air park adjacent to the airfield, will alleviate much of the need to try and fit new hangars on the northern side, as owners of the airpark sites will have hangars on their own property. Access to the airfield from the airpark is proposed via one entry and exit point, and one from the commercial area so the activity to the Rangiora Airfield can be controlled by the WDC.

1.10 The airfield caters for several different types of aviation activity. Some of these are aircraft maintenance facilities, agricultural operators, helicopter operations, aero clubs, private operations, and the largest activity being flight training. Rangiora is home to a very large contingent of microlight aircraft, some of which are owned by the Canterbury Recreational Aircraft Club (CRAC), some by other individual flight training organisations.

1.11 Most microlight aircraft are privately owned, with the owners using the training organisations when Biennial Flight Review or Competency assessments are required.

There appears to be a non-standard approach to the level of assessment that is required, particularly when there are differing organisations conducting the assessments.

1.12 Unfortunately, there is a small percentage of pilots who operate from the Rangiora Airfield who are causing undue and significant risk and stress to many users, by not complying with published procedures and processes. These same individuals have no consideration for the other users, nor see that their actions could cause a serious accident and put others at risk.

These same few seem to think they are entitled to flout the rules and have little respect for those trying to manage the airfield as a safe place from which to operate.

There is a thought among some, that the Rangiora Airfield is a recreational airfield, and therefore they can do as they wish without interference from the regulator or owner of the airfield, and that other traffic should fit around them.

The Rangiora Airfield is in fact a General Aviation airfield, with many different types of aircraft and activities operating from it, not just recreational activities. All aircraft must comply with Rule Part 91 and in particular Rule Part 91.229 Right-of-way rules. (Appendix 1).

1.13 Some resident and local pilots have adopted their own procedures for operating in and out of the Rangiora Airfield. These procedures differ from or are variations of what is accepted practice and have become a normalisation of a deviance to the standard rules and procedures.

This is a very worrying trend where the discipline of certain pilots has slipped to the point where it is putting themselves and other users of the airfield at risk of a serious incident or accident.

Several risks to safety have been identified, on and around the Rangiora Airfield. The risks and mitigations are documented in the Risk Assessment Criteria. (See 12.8 Rangiora Airfield Operational Risk Matrix Page 59)

1.14 However, there are some recommendations which have a higher priority and are mentioned below as well as in the Operational Risk Criteria.

Recommendations

(1) The WDC initiates the process for the Rangiora Airfield to become a “Qualifying Certificated Aerodrome” under the CAA Rule Part 139.¹

Explanation:

The Rangiora Airfield is a very complex busy airfield. By being certificated brings the airfield into the Civil Aviation system whereby the regulator can give support to the WDC while at the same time monitoring the activities of the management and users of the airfield.

Being certificated the WDC, via the Aerodrome Manual² and Safety Management Systems will describe the operating procedures, description of the infrastructure, responsibilities of personnel and expectations of the management and airfield users.

Once the certificated standard is met then it is relatively easy to maintain that standard.

When certificated there is no fee from the Civil Aviation Authority (CAANZ) for routine surveillance, but as a non-certificated airfield the CAANZ charge for their time dealing with matters relating to the airfield.

(2) Employ an Airfield Manager

Explanation:

The airfield manager becomes the important link between the WDC and the users of the airfield, with regards to activities on and around the airfield and to monitor the activities on the airfield.

This person becomes the “face” of the WDC and the “go to” person for all airfield related activities.

¹ https://www.aviation.govt.nz/assets/rules/consolidations/Part_139_Consolidation.pdf

² https://www.waimakariri.govt.nz/_data/assets/pdf_file/0023/37652/Rangiora-Airfield-Safety-Manual-Issue-2-May-2021.pdf

(3) Initiate monthly meetings between the Chief Flying Instructors, Chief Pilots, and other senior operators on the airfield.

Explanation:

At these meetings any issues that have arisen can be discussed and dealt with early rather than waiting for an incident to happen.

This is a way of all sections of the airfield community being able to share their thoughts and ideas regarding safety initiatives and ways of mitigating any risk.

Keeping the communication open.

(4) Upgrade the northern Taxiway surface and with clear boundaries defined.

Explanation:

Current Taxiway is in poor condition with no boundaries between the taxiway and the runway defined.

By upgrading the taxiway, the risk of an incident happening will be reduced, as there will be designated boundaries to the taxiway.

(5) Install windsocks at the ends of each runway.

Explanation:

The current two windsocks are insufficient to indicate wind conditions on differing parts of the airfield.

By installing extra windsocks, will give the pilot a more accurate indication of the wind at the end of each runway.

(6) Consider installing an Automatic Aerodrome and Weather Broadcast system (AWIB).

Explanation:

- *This is an automated system which gives real time weather and wind conditions and can also broadcast the favoured into wind runway for those conditions.*
- *The airfield manager can also add operational information to be broadcast to pilots using the system.*
- *By installing this system, it will reduce confusion as to which runway is the active runway and give advanced warning of the runway in use for an inbound aircraft.*

- *Pilots arriving from the airfield can tune into the AWIB frequency, and from many miles out will be given the actual weather conditions at Rangiora and can therefore prepare themselves and plan their arrival at the airfield.*

(7) Consider changing the circuit direction of runway 10/28 to a northerly direction as are the other two runways.

Explanation:

The reason for the current runway direction is no longer valid, ie because of built up areas. By changing the direction there is going to be less confusion by pilots as to which direction they are supposed to be going in and will have all traffic going to the north in the same direction.

(8) Continue the discussions with the developer around the plans and the WDC requirements for having an airpark next to the airfield.

Explanation:

Without ongoing discussion and consensus between the two parties the project may never happen.

The developer has several ideas and plans as to how his development is to look. This may not always be in the best interests of the Rangiora airfield nor allow the WDC to meet the regulatory requirements of the CAANZ.

The WDC as the operator of the airfield will need to be very clear as to its requirements, access rights and protection of the airfield if it is to stay in community hands.

(9) Revise the Part 149³ and Part 103⁴ Rules regarding powered microlight aircraft.

Explanation

This recommendation is not a responsibility of the WDC but of the CAANZ.

The Part 149 rule is the CAANZ rule which sets out that licencing rules for pilots to be able to fly microlight aircraft. Part 103 sets out the operating rules of pilots operating under a licence issued by a Part 149 microlight organisation. (Appendix 2)

³ https://www.aviation.govt.nz/assets/rules/consolidations/Part_149_Consolidation.pdf

⁴ https://www.aviation.govt.nz/assets/rules/consolidations/Part_103_Consolidation.pdf

These rules were set many years ago when powered microlights were of a very simple design, low power, low weight, low inertia, and low speed.

Now the modern microlight aircraft are highly sophisticated machines, made from composite materials and with speeds up to 200knots. These aircraft are much more advanced than most aircraft used today by flying schools and aero clubs.

There should be one standard of licencing for any powered aircraft not two as there is now.

By addressing the recommendations above and addressing the risks identified in the Risk Assessment, these actions will go along way to mitigating many of the major issues that have arisen on the Rangiora Airfield.

2 Introduction

Purpose of the Study

2.1 This Aeronautical Study has been requested by the Waimakariri District Council (WDC), as operators of the Rangiora Airfield, following a letter from the Civil Aviation Authority of New Zealand (CAANZ) date 7th April 2022. (Appendix 3)

2.2 The purpose of this Aeronautical Study of the Rangiora Airfield is to determine the safety risks at, and in the vicinity of the airfield and to identify acceptable means of mitigating those risks.

2.3 The process was to assess the current infrastructure of the airfield, the airspace round it, operations on the airfield and the effects of a proposed private Airpark adjacent to the airfield. The assessment is to identify any risks on or around the airfield which could affect a safe and efficient operation.

Process

2.4 A part of the process was to consult with and get feedback from the stakeholders.

2.5 The Rangiora Airfield is not certificated under the current Civil Aviation Rules. The WDC as the airfield operator is therefore not strictly a “participant” for the purposes of the Civil Aviation Act 1990 and does not have legislated responsibilities relating to the airfield in that regard.

Airfield Operator Responsibility

2.6 Operators of non-certificated airfields are however a part of a system in which all participants have obligations to ensure air operations are conducted safely. These participants include pilots, air operators, flight training providers, maintenance engineers and others.

2.7 Safety management on and in the vicinity of the airfield is therefore a joint and shared responsibility.

2.8 The WDC has a role to play in this collaborative effort which includes operating the airfield in accordance with certificated standards where practicable, maintaining the airfield to an acceptable standard, ensuring that data published in the Aeronautical Information Publication New Zealand (AIPNZ)⁵ is correct, and acting on safety issues where appropriate and practicable.

3 Scope and Purpose

Director of Civil Aviation Requirements

3.1 Trigger Factors for an Aeronautical Study.

The aeronautical study is a tool for the aerodrome management to use as part of its operations and strategic planning and is an integral part of the aerodrome's Quality Assurance and Safety Management Systems (SMS). One of the purposes of the aeronautical study is to determine levels of operational safety, service or procedures that should apply at a particular location. The decision to undertake this type of study may be triggered by any one or more of a wide range of factors. These may include changes to:

- *the number of movements*
- *the peak traffic periods.*
- *the ratio of Instrument Flight Rules (IFR) to Visual Flight Rules (VFR) traffic*
- *the type of operations - scheduled, General Aviation (GA), training, etc.*
- *the types, and variety of types, of aircraft using the aerodrome (jet, turbo-prop, rotary, etc)*
- *aerodrome layout*

⁵ <https://www.aviation.govt.nz/airspace-and-aerodromes/air-navigation/aip/>

- *aerodrome management structure*
- *runway or taxiway and associated manoeuvring areas.*
- *operations of a neighbouring aerodrome or adjacent airspace.*

*Feedback about any changes should be sought from aviation stakeholders including pilots, individuals, and other representative groups as part of the study.*⁶

Due to the number of movements, and the supposed complexity of the operations, plus a proposed development near the airfield, CAANZ are asking that an Aeronautical Study of the Rangiora Airfield be conducted.

The purpose of the Aeronautical Study is to assess the risks associated with operations on and around the Rangiora Airfield, including the impact that a proposed airpark development on the boundary of, and with access to the airfield may have on the airfield operations.

3.2 The Rangiora Airfield is a non-certified and unattended airfield.

With more than 47,000 aircraft movements for the year ending December 2022, the Rangiora airfield is one of the busiest unattended airfields in New Zealand.

On receipt of the Aeronautical Study, the Director of Civil Aviation may require the Rangiora Airfield to become a 'Qualifying Certificated Aerodrome.'⁷

This would require the Airfield to meet certain criteria under the CAANZ rules, with the CAANZ having oversight of the airfield management and activities.

Some of the requirements to be met include:

- Providing suitable Senior Persons to become the Chief Executive of the airfield.
- Providing the CAANZ with an Aerodrome Exposition describing the organisation and demonstrating its means and methods for ensuring ongoing compliance with the rules.
- Implementing a Safety Management System
- Setting Aerodrome Limitations
- Notification of aerodrome data
- Movement Data Reporting
- Public protection and security

⁶ CAANZ NZ Advisory Circular AC139-15

⁷ Part 139.21 Subpart AA Determination of a Qualifying Aerodrome

3.3 Airfield Overview

- The Waimakariri County Council was originally gifted the land to develop as an airfield. The airfield was opened in October 1958. From that time the Rangiora Airfield has been owned and operated by the WDC, previously the Waimakariri County Council.
- Rangiora Airfield is 3nm to the west of the central Rangiora township, which is a major town for the WDC. Evidence of rapid growth and positive projections for the future of Rangiora is positive.
- The Rangiora airfield is an important asset to the Region, and accommodates recreational, agricultural and flight training operations and includes patient transfers from smaller centres to centralised health facilities.
- In December 2020, the process for designating Rangiora, as an airfield, through the district plan was completed. With this process complete and the future of the airfield secured within the district, focus is on the development of the airfield.⁸
- Rangiora Airfield is approximately 50.7 hectares in area and is bounded by reserve land adjoining the Ashley/Rakahuri River to the North, Merton Road to the east and rural farmland to the south and west. Privately owned farmland on Priors Road borders the airfield. The WDC owns land to the southeast on Priors Road, and on Merton Road with a small road frontage.
- The WDC purchased a lifestyle block on Merton Road at the eastern end of the airfield some years ago. This was purchased to eliminate the potential of reverse sensitivity issues regarding noise and airfield operations.
- The Rangiora Airfield is operated as a General Aviation Airfield with no Regular Passenger Transport service (RPT).
- The airfield is 11.5 NM from Christchurch International Airport, which is the main airport for domestic and international travellers, including general aviation, flight training both helicopters and fixed wing, Air Ambulance Services, and maintenance bases.
- The airspace around Christchurch Airport is changing due to an increase in domestic and international airline traffic, limiting both general aviation and flight training activities.
- The potential for an increase in activity at the Rangiora Airfield is almost certain due to these constraints, with general aviation looking for alternative facilities from which to operate.
- There are several small privately owned and recognised airfields in the Rangiora area.

⁸ Activity Management Plan 2021 Community and Recreation

- *Fernside Fields*
- *Loburn Abbey*
- *Forest Field*

All the above airfields are within the Rangiora CFZ and just outside the Rangiora MBZ.

There are other airfields within the South Island with similar activities these include:

- *West Melton Airfield*- operated by the Canterbury Aero Club and located 13 NM south of Rangiora. General aviation and flight training are the main activities.
- *Ashburton Airfield*- 50 nm from Rangiora Airfield. Activities at Ashburton include flight training, general aviation, and parachuting. This airfield has four grass runways, runway lighting and navigational aids.
- *Kaikoura Airfield*- 71 NM from Rangiora operates as a general aviation airfield along with Commercial Whale Watch Flights, both fixed wing and helicopters activities.
- *Omaka Aerodrome*- 125 NM from the Rangiora Airfield is privately owned by the Marlborough Aero Club. It is a busy aerodrome used for flight training, general aviation, and vintage aircraft flights, with the Omaka Heritage Centre based on the airfield.
- *Timaru Airport*- 85 NM from the Rangiora Airfield, airfield activities include general aviation, flight training and scheduled passenger services.

4 Airfield

4.1 Airfield Management

- The Rangiora Airfield is a non- certificated airfield managed and operated by the WDC, with the assistance of RAAG.
- RAAG is made up of operators,' resident on the airfield, all of whom give their service free of charge.
- The WDC is responsible for ensuring that the airfield is operated and maintained in accordance with any applicable Civil Aviation Rules.
- Although there is no formal management structure, the Green Space Manager, a Council employee, oversees the day-to-day management of the airfield.
- The WDC is the 'person conducting a business undertaking' (PCBU) and has responsibilities under the Health and Safety at Work Act 2015.⁹

⁹ <https://www.legislation.govt.nz/act/public/2015/0070/latest/versions.aspx>

- Rangiora Airfield is not security designated, however Work Safe requires procedures in place for public protection.
- The airfield procedures and safety policies required for the safe and effective management of the Rangiora Airfield for all users, are outlined in the Rangiora Airfield Safety Manual.

Comment
<ul style="list-style-type: none"> ➤ The Rangiora Airfield Safety Manual has an effective date of 1st June 2021. ➤ This is a good start to developing manuals for the airfield. ➤ There is currently no Safety Manager, so this role has been taken up by the Chair of RAAG. ➤ The role of Airfield Manager and Safety Officer was advertised some months ago, and a person is about to be confirmed for the role.

4.2 Airfield Infrastructure

- The three grass runways make up most of the infrastructure on the airfield.
- Apart from the land itself the WDC owns very little infrastructure on the Rangiora airfield.
- There is a gravel airfield road from Merton Road, which services the lessees and operators on the airfield. This road has a security gate at the entrance to the airfield that is closed at night and can be accessed by authorised persons holding the gate keypad code. This gate has not always been serviceable.
- The airfield road is the only service access to the airfield.
- The WDC also owns two public toilet blocks, and a small water storage system via storage tanks.
- These systems are not adequate for the continual growth in airfield patronage.

4.3 Hangars

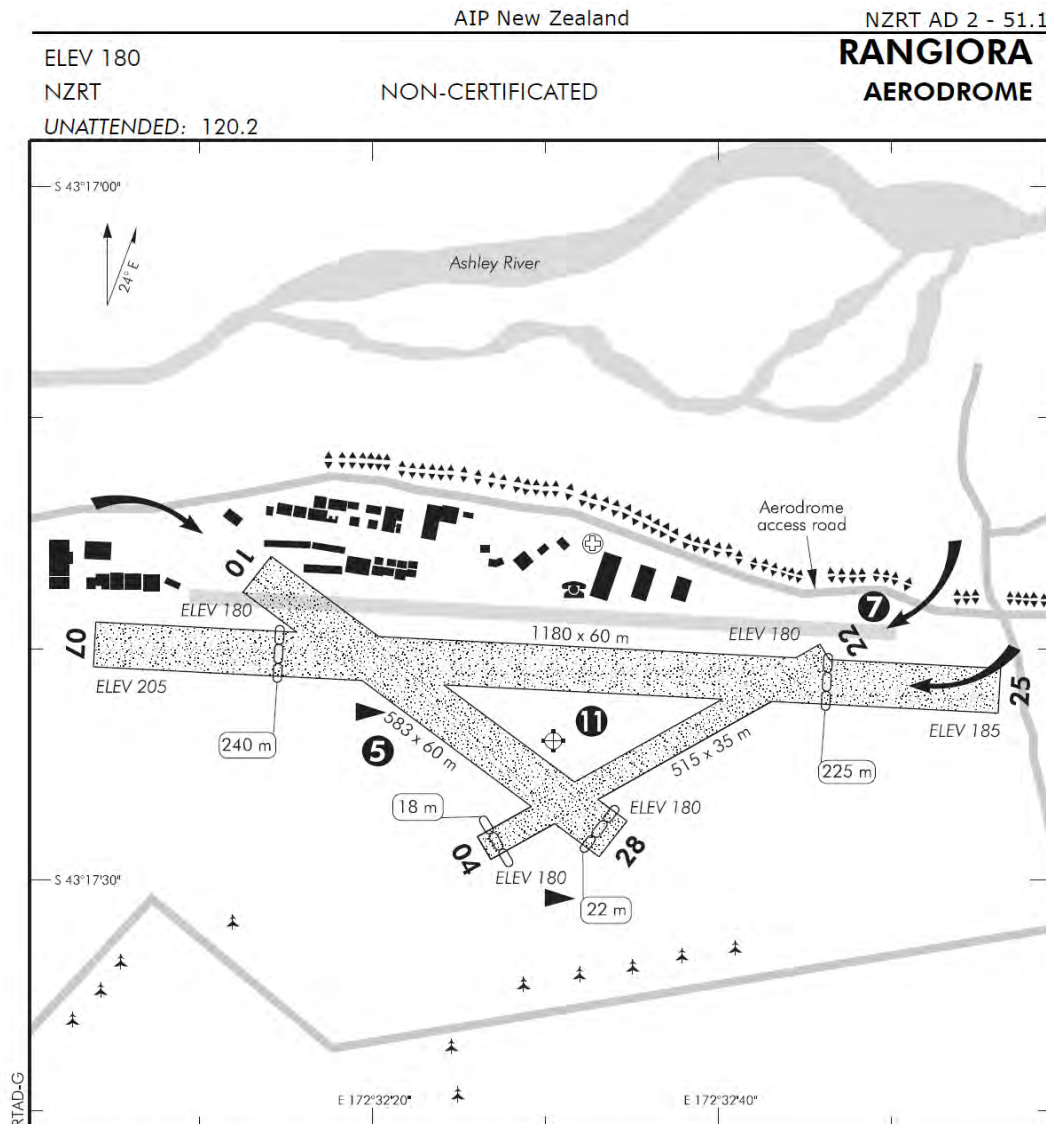
- There are more than 90 hangars and buildings on the airfield which are used for a variety of purposes from the aero clubs, offices, housing of aircraft, aviation supply companies, aircraft engineering and repair facilities.
- These buildings are all owned by the tenant who lease the site from the WDC for a 10-year term at a current rate of \$9.50 per sqm per year.
- The newest hangars have been built with a more consistent plan in place to group them together. Unfortunately, they have been built in some cases with little room

between them for aircraft to maneuver. This is fine for a small microlight aircraft but not for a general aviation type aircraft such as a Cessna 172 or larger.

4.4 Fuel Supplies

Two fuel companies supply aviation fuel to the airfield. This fuel is available to both resident users and itinerant aircraft to the airfield.

- One company has two sites and supplies both Avgas and JetA1 fuel while the other has one site and only supplies Avgas.
- These facilities are located near the Way to Go Helicopters and the Canterbury Aero Club sites.
- Motor Spirits (MoGas) is not supplied to the airfield.

Map 1: Aerodrome Layout¹⁰

1. Circuit: RWY 04, 07, 28 — Left hand
RWY 10, 22, 25 — Right hand
2. **CAUTION:** Helicopter 180° and straight-in autorotations.
3. Vacate runways via the most expeditious route.
4. Some patches of loose stones on movement areas.
5. Helicopter hover training area.
6. Standard overhead join recommended.
7. RWY 04/22 not available when road traffic is using aerodrome access road.
8. **CAUTION:** Two private airfields in close proximity 1.8 NM SW, Fernside Fields (circuits to the north), Barradale (circuits to the south).
9. Helicopters may join and depart at low level but must come to a stationary hover to check for traffic prior to crossing active vector.
10. Make radio call on final approach advising intended runway.
11. Triangular area between runways reserved for helicopter auto-rotation training. Keep clear.
12. No parachute operations permitted.

S 43 17 24 E 172 32 30*

Effective: 22 APR 21

© Civil Aviation Authority

RANGIORA
AERODROME

¹⁰ https://www.aip.net.nz/assets/AIP/Aerodrome-Charts/Rangiora-NZRT/NZRT_51.1_52.1.pdf

NZRT AD 2 - 52.1

AIP New Zealand

Non-Certificated Aerodrome 3 NM WNW of Rangiora

NZRT

RANGIORA OPERATIONAL DATA

RWY

RWY	SFC	Strength	Gp	Slope	ASDA	Take-off distance			LDG DIST
						1:20	1:30	1:40	
04 22	Gr	ESWL 820	4	Nil		515 497			497 515
07 25	Gr	ESWL 820	8	0.52D 0.52U		955 940			940 955
10 28	Gr	ESWL 820	5	Nil		561 583			583 561

LIGHTING

Nil

FACILITIES

Fuel: BP Jet A1, Avgas 100, Swipecard.

Z Energy Avgas 100, access via Z card.

Limited repairs.

SUPPLEMENTARY

Operator: Waimakariri District Council, Private Bag 1005, Rangiora.
Tel (03) 313 6136 Fax (03) 313 4432

Available for general use without the permission of the operator.

Landing fees: Payable for all aircraft.

An automatic recording system for monitoring landings is installed.

4.5 Airfield Operations and Expansion

Activity/ Land Use/ Infrastructure	Airfield Operations and Expansion
<p>A. Airfield Zone</p>	<p>Following a Plan Change in 2020, the Rangiora Airfield and surrounding area within the Noise Contour is now zoned for “Airfield Purposes”.</p> <p>Safeguards aviation activities on the airfield.</p>
<p>B. Activity</p>	<p>The Rangiora Airfield would arguably be one of the busiest regional airfields in New Zealand, with aircraft movement exceeding 40,000 per year meeting the trigger point for the CAANZ to monitor the activity.</p> <p>The activity comes mainly from light aircraft used for training and recreational purposes.</p> <p>A small number of the agricultural aviation business, both helicopters and fixed wing aircraft are also based at Rangiora.</p>
<p>C. Airfield Planning</p>	<p>Past planning for any expansion for hangar and lease sites has been on an ad hoc basis.</p> <p>When a site was required, it appears that the site was positioned to suit the aircraft operator, with little consideration for further development.</p> <p>In the past, there would not have been the demand, nor the level of aircraft activity that there is today, and at the time it appeared that there was more than enough land available to cater for future demand.</p> <p>This ad hoc planning has created issues for aircraft accessing the runway from hangars, with no defined taxiways. This has created congestion and pinch points for aircraft maneuvering between hangars.</p> <p>In later years, there has been a better and more coordinated approach to site planning, with the size and standard of hangar constructed being of a more uniform standard.</p> <p>There is insufficient land available for hangar expansion or development on the northern side of the airfield.</p> <p>An airfield Master Plan is being considered by the WDC in conjunction with a private developer on the southern side of the airfield.</p>
<p>D. Runways</p>	<p>The Rangiora Airfield is unique in New Zealand, as it has available to pilots, the privilege of three runways and six vectors. This allows aircraft to take off and land safely in almost any wind direction and condition.</p>

Most aircraft based on the airfield are microlights, which have a very low tolerance for landing and taking off in windy cross wind conditions, making multiple runways a great benefit allowing aircraft to use the most appropriate into wind runway.

With the multiple runway's aircraft can take off and land safely on the runway which suits the aircraft performance parameters.

Main Runway 07/25

This runway has a grass surface and is 1180 m long by 60 m wide.

Although 1180 m long, the operational length is constrained by obstacles in the form of trees on neighboring properties.

Due to the obstacles, the thresholds are displaced with landing and take-off distances being reduced to 940 m and 955 m respectively, depending on which end of the runway the landing or take-off is being conducted.

The reduced length of the runway therefore could exclude some aircraft from operating to and from it, as per CAANZ rules and Advisory Circulars:

CAANZ Advisory Circular AC119-3 Sub Part D Performance¹¹.

CAANZ Rule Part 135.209 Take-off Distance¹²

CAANZ Rule Part 135.211 Runway Surface and Slope Correction Factors.¹³

The width of the runway is more than adequate for the type and size of aircraft currently using the runway.

The runway meets the CAANZ Code B requirements, which allows slightly larger aircraft than currently use the runway, to operate from this runway, so long as they meet the CAANZ requirements mentioned above.

The runway width of 60 m is also an asset in terms of runway maintenance. The runway width can legally be reduced by half, for periods of time, allowing for the rejuvenation of the grass surface due to wear and tear from continual use.

If land on the western end of the runway out to Priors Road, was acquired, this would enable the runway to be lengthened allowing aircraft which would currently be restricted, due to the lack of available operational length to operate. E.g., Pilatus PC12.

There is no intention currently, nor is there a need to operate a Regular Passenger Transport Service (RPT) from Rangiora.

Runway End Safety Areas (RESA) are currently not required nor likely to be in the short to medium timeframe. A RESA is required if there is a regular passenger transport service with an aircraft of 30 seats and above.

Cross Runway 10/28

This runway has a grass surface and a length of 583 m and has a width of 60 m.

¹¹ <https://www.aviation.govt.nz/assets/rules/advisory-circulars/ac119-3.pdf>

¹² Part 135-209 Take Off Distance- Subpart D Performance

¹³ Part 135-211 Runway Surface and Slope Correction Factors-SubPart D Performance

	<p>The runway vector 10 is used when there is a strong south easterly wind blowing. The opposite vector, 28, is used more often due to the strong nor westerly winds that can prevail at Rangiora.</p> <p>Again, this runway has constraints due to obstacles at the northern end, being trees on the riverbank. This reduces the runway length available from 583 m to 561 m.</p> <p>This limitation does preclude some training and general aviation aircraft based at Rangiora from using vector 28, due to the reduced length as the aircraft operating limitations would be exceeded.</p> <hr/> <p>Cross Runway 22/04</p> <p>This runway has a grass surface and a length of 515 m and a width of 35 m.</p> <p>Again, there are limitations on the operational length due to trees on the riverbank to the north.</p> <p>Taking off on the vector 04 to the north, the effective length of the runway reduces from 515 m 497 m.</p> <p>This runway is predominantly used by microlights in strong south westerly wind conditions.</p> <p>The length of this runway is quite adequate and does not need extending, but for aircraft other than microlights and those with a short landing and takeoff performance, an extension to the runway could be advantageous. Negotiation with the neighbor would be required to acquire the land for an extension.</p> <p>Vehicles using the airfield road need to be aware of the low flying aircraft approaching from the northeast.</p>
<p>E. Taxiways</p>	<p>There are no defined or formalised taxiways on the Rangiora Airfield, even though the NZAIP shows a taxiway on the northern side of the main runway. This taxiway is not delineated by markers on the ground.</p> <p>The separation distances between the center line of the area used as a taxiway and the center line of the runway, just meets the CAANZ requirement.</p> <p>Care needs to be taken by pilots taxiing aircraft on this 'taxiway' as they may stray slightly toward the runway and become an obstacle for aircraft on the runway, or about to land or takeoff.</p> <p>There are no designated holding points where the taxiway crosses the thresholds of runways 10 or 22.</p> <p>There is considerable wear to the taxiway surface where the aircraft taxi which will need to be addressed, to mitigate any risk of aircraft damage.</p> <p>In other areas where aircraft taxi, the ground is quite uneven and rough which is why the aircraft operators have developed their own ways of getting to the runway and this causes the wear on the grass surface in other areas.</p> <p>Due to the rough and uneven surface of the taxiway, pilots are often back tracking on the main runway rather than using the taxiway. Back tracking would only be an option if there was little or no traffic using the main runway.</p>

	If the airpark is to proceed, then extra taxiways will need to be considered.
F. Windsocks	There are only two windsocks on the airfield. One at the intersection of runways 10 and 07 and the other in the triangle on the southern sides of runways 04 and 28. These are not adequate to give actual wind direction at the ends apof all runways.
G. Signage	There is little signage on the airfield. There are however signs at the end of the taxiway stating that the “taxiway ends here”, which are large bold signs so that pilots can see them. There is a limited amount of signage on fences stating where the operational areas are. Not all fences have this signage where there is likely to be public nearby.
H. Security	The fencing on the airfield is not consistent. On the southern side of the airfield the fences are a standard 7 or 8 wire and batten farm fence which keeps livestock off the airfield. The fences on the northern side aligning the road into the airfield and to the hangars, is of a varied type and style, from three and four wire fences, post and wooden rail fences to just posts in the ground with no barrier between them. This is not acceptable. The gates onto the operational area generally have a padlock on them to restrict vehicle access.
I. Obstacle Limitation Surfaces (OLS)	The airfield Obstacle Limitation Surfaces (OLS) are to provide protection from obstacles to aircraft using the airfield. With current runways an obstacle limitation gradient of 1:20 is required for all runways. There are several hedges and trees around the fringes of the airfield which require the thresholds on some runways to be displaced. The runway thresholds have been displaced on runways 07, 25, 04, 28 to meet the 1:20 gradient. The OLS needs to be reviewed at regular intervals to makes sure the take-off, transitional and approach surfaces provide protection from any obstacles.
J. Expansion	Expansion of the airfield for extra hangars and buildings or for runway extensions is limited. There is little land available for hangar sites, let alone the space around them for the aircraft to be safely maneuvered. The main runway 07/25 cannot be extended due to the current airfield boundaries at each end. If the 8 hectares to the west was to be purchased, then this would provide a buffer for the future. The runway 10/28 could be extended if the land owned by the WDC, on Priors Road, was made available to the airfield. The WDC land on Priors Road could also be developed for hangars or commercial use.

4.6 Airfield Operational Data¹⁴

RWY Runway	Surface	*Strength	*GP Aircraft Weight Category	Slope	Take Off Distance			Landing Distance
					1:20	1:30	1:40	
04 22	GRASS	ESWL 820	4	Nil	515 497			497 515
07 25	GRASS	ESWL 820	8	0.52D	955 940			940 955
10 28	GRASS	ESWL 820	5	Nil	561 583			583 561

4.6 Air Traffic Service

- The Rangiora Airfield is an unattended airfield, with the airspace above 2500 feet amsl controlled by Airways NZ.
- The airfield operates an Aircraft Movement Monitoring System (Aimm) for reporting and recording takeoffs and landings at Rangiora, and aircraft movements within the CFZ.

5 Airspace

- The airspace around Rangiora Airfield, at lower altitudes is uncontrolled. This airspace can become a very busy, with aircraft operating to and from Rangiora, and other airfields within proximity to Rangiora Airfield.
- A Complexity and Density assessment of the airspace around Rangiora airfield, using the CAANZ New Southern Sky (Appendix 5) table shows that the airspace around the Rangiora Airfield as being complex with a high density of traffic.¹⁵
- The airspace in the greater Christchurch area is complex for the average General Aviation pilot, with a varied mix of unattended and controlled airspace, all within proximity to each other and a large international airport at Christchurch only 11 nautical miles to the southeast.

¹⁴ https://www.aip.net.nz/assets/AIP/Aerodrome-Charts/Rangiora-NZRT/NZRT_51.1_52.1.pdf

¹⁵ Guidance for Complexity and Density Considerations – in the New Zealand Flight Information Region – New Southern Sky Version 1 - 14th February 2018

5.1 Unattended Airspace

- The Rangiora Airfield is situated in unattended airspace, but within a MBZ and CFZ.
- Below 1500 ft the airspace is deemed to be Class G airspace, and unattended. Airways NZ provide traffic information, but do not provide separation between aircraft.
- For the VFR pilot it becomes a case of see and be seen.

5.2 Controlled Airspace

The Rangiora Airfield is situated under and outside the Class C airspace.

The lower level of the Controlled Airspace varies within this Class C airspace.

- Most of the controlled airspace within this Class C airspace, and in the vicinity of the Rangiora Airfield has a lower limit of 2500 ft, but there is a sector to the south and east of the Rangiora airfield which the lower limit is reduced to 1500 ft. The boundary between the two levels cuts through the Rangiora MBZ to the southeast of the airfield.
- Generally, from 1500 ft amsl and above, the airspace in the wider Christchurch area is controlled by Airways NZ. This is Class C airspace where permission from Airways NZ is required for an aircraft to enter. Within Class C airspace both traffic information and aircraft separation are provided by Airways NZ.
- All aircraft require an ATC clearance to operate in Class C airspace.
- To the south of Rangiora there is a VFR transit lane, daytime only, through the western side of the controlled West Sector of the Christchurch Control Zone. The upper limit of this transit lane is 1000 ft. This allows VFR aircraft to transit to the north or south through the Christchurch Control Zone as if the airspace was unattended.

5.3 Mandatory Broadcast Zone (MBZ)

- The Rangiora Airfield also has an MBZ around it. This MBZ extends in a radius of approximately 3 nm from the center of the airfield.
- The upper level of the MBZ is the lower level of the Controlled Airspace which is 2500 ft amsl and the lower level is the surface of the ground.
- The Rangiora MBZ requires radio calls by aircraft within the MBZ to be made every 5 minutes on 120.2 Mhz stating their position, altitude, and intentions.

**A Mandatory Broadcast zone is an area normally established at a busy unattended aerodrome, or airspace that has intensive tourist operations. An MBZ requires a pilot to broadcast position, altitude, and intentions reports on a specified frequency on entry, when*

joining an aerodrome traffic circuit, prior to entering a runway, and at specified regular intervals when operating within the MBZ. As an extra safety measure, landing or anti-collision lights must be switched on, if fitted. Radio frequencies are on the appropriate charts. Aircraft without an operable radio must not enter an MBZ unless another accompanying aircraft in formation can broadcast the required reports on their behalf. If the aircraft is entering an MBZ for the purpose of radio repairs, then another party such as a UNICOM unit may make the 'broadcasts on behalf'. Parachute dropping aircraft must broadcast on the MBZ frequency regarding parachuting when the landing area is within an MBZ.¹⁶

5.4 Common Frequency Zone (CFZ)

- There is a CFZ for the greater Rangiora area. The nearest outer boundary of the CFZ to Rangiora is approximately 9 nm to the south of the Rangiora airfield and is the boundary with the Christchurch Airport Instrument Sector boundary.
- The lower level of this Instrument Sector is the surface of the ground with an upper limit being 1500 ft amsl.
- The CFZ frequency of 120.2Mhz frequency is used by all the local airfields noted below.

**In certain areas of New Zealand, common frequency zones have been established. These areas are not designated airspace, but they are where voluntary common frequencies have been established in order to enhance safety. CFZ's signify areas of concentrated aviation activity, generally recreational aviation.*

It is not mandatory to use a radio on the specified frequency within a CFZ, but it would be very poor airmanship not to use the published frequency and not to comply with expected local radio procedures when radio equipped. As a minimum, pilots should broadcast their position and intentions on entry and exit from a CFZ. Use of landing and/or anti-collision lights is also a recommended practice within a CFZ.¹⁷

5.5 Local Airfields Around Rangiora

Along with the Rangiora Airfield there are two other registered airfields and several private airstrips near the Rangiora Airfield.

- *Loburn Abbey Airfield* is situated 3.8 nm to the northwest of the Rangiora Airfield from which the circuit direction is to the north of the airfield.

¹⁶ CAANZ Gap Booklet "New Zealand Airspace".

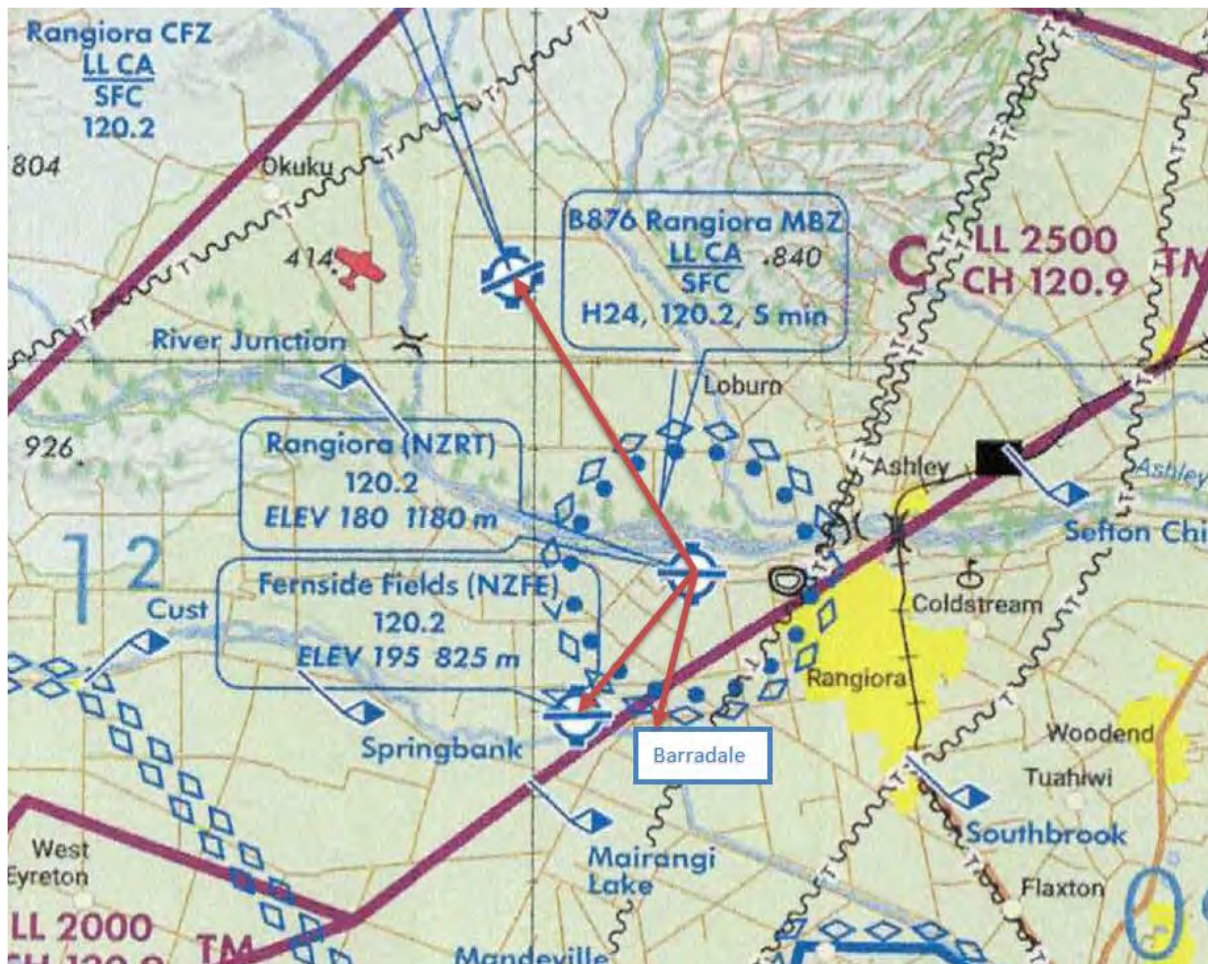
¹⁷ CAANZ Gap Booklet "New Zealand Airspace".

- *Fernside Fields* is a small airfield situated 2.2 nm to the southwest of the Rangiora Airfield with the circuit direction to the north of the airfield toward Rangiora Airfield.
- *Barradale Airfield* is a small nonregistered airfield approximately 1.9 nm to the south of the Rangiora Airfield with a circuit direction to the north of the airfield.

Rangiora Airfield, and the three mentioned airfields above are all within the Rangiora CFZ and use same radio frequency, 120.2Mhz, but outside of the MBZ.

Although it appears that these airfields are some distance apart, depending on the size of the circuit flown, aircraft from these airfields could in fact be very close to each other in opposing circuits, particularly when aircraft are joining for the Rangiora Airfield from the South.

Map 2: Local Airfields Around Rangiora - Scale 1:250,000



6 Circuit

6.1 Airfield Circuit

- As the Rangiora Airfield is unattended, the standard join procedure, as shown below on Map 3: Standard Overhead Join (Page 40), must be used by aircraft arriving at the airfield.
- Pilots must also be aware that the Rangiora circuit direction varies.
- At most airfields the circuit direction is to the left, but at Rangiora there is a mix of left- and right-hand circuits.
- Runways 04, 07 and 28 are left hand, whereas runways 10, 22 and 25 are right hand circuits.
- The normal left hand circuit direction is required when using runways 04, 07 and 28 with right hand circuits for runways 10, 22 and 25.
- This can become confusing to pilots who have not thoroughly briefed themselves on the procedures at Rangiora, before arriving there.
- The airfield is also within the MBZ, and a radio call must be made at least every 5 minutes stating the aircraft registration, its altitude, position, and intentions. Landing lights should also be turned on when inside the MBZ to increase aircraft visibility.
- The circuit direction varies between left hand and right-hand circuits depending on which runway is being used.
- The circuit area around an airfield generally covers an area with a radius of 2 nm from the airfield for light general aviation aircraft. This will depend on the size and speed of the aircraft within the circuit. A large or fast aircraft may take up considerably more airspace than a slower aircraft.
- Pilots of aircraft operating within the Rangiora circuit must make themselves aware of other aircraft within the vicinity of the Rangiora Airfield which may be operating from the other nearby airfields, which are at or close to 2 nm from Rangiora Airfield.¹⁸

6.2 Multiple Runways

Having multiple runways is an advantage for pilots of light aircraft, allowing the pilot to select a runway which is most into the prevailing wind.

¹⁸ AIP New Zealand GEN 2.2 - 40 Vicinity of an aerodrome

This however can cause confusion, particularly if there are many aircraft operating within the circuit.

For example:

-
- If the wind was from a southerly direction, aircraft number one, a microlight aircraft may wish to use runway 22 as the direction of that runway is most into wind and it has enough length for the microlight to operate from. To use another runway 25, the crosswind component may exceed that of the microlight aircraft or the pilot experience.
 - Aircraft number 2 elects to use runway 25, as runway 22 is not long enough for it to use. This aircraft can handle a stronger crosswind component hence using runway 25.
 - Both aircraft are on training flights and are remaining in the circuit.
 - Therefore, two separate circuit patterns are in use causing confusion and the risk of conflict between the two aircraft and other aircraft determining the active runway.
 - This is a common scenario at the Rangiora airfield.
 - Confusion for some itinerant pilots is that runway 01/28 uses a different circuit direction. This was probably initiated a number of years ago to keep aircraft away from the built-up area.
 - Now the area is predominantly lifestyle small blocks there is no benefit in having this circuit direction differing from the rest.
 - By making the runway 28 right hand and the runway 10 left hand there should be no confusion with all traffic going in the same direction, to the north.

6.3 Aerodrome Operations

Unfortunately, some local based operators do not seem to understand the rules regarding joining or operating within the traffic circuit. These same operators are putting themselves and others at risk of a serious incident between themselves and other aircraft which could have disastrous results.

1.1 General

1.1.1 This section details procedures for operations on and in the vicinity of aerodromes.

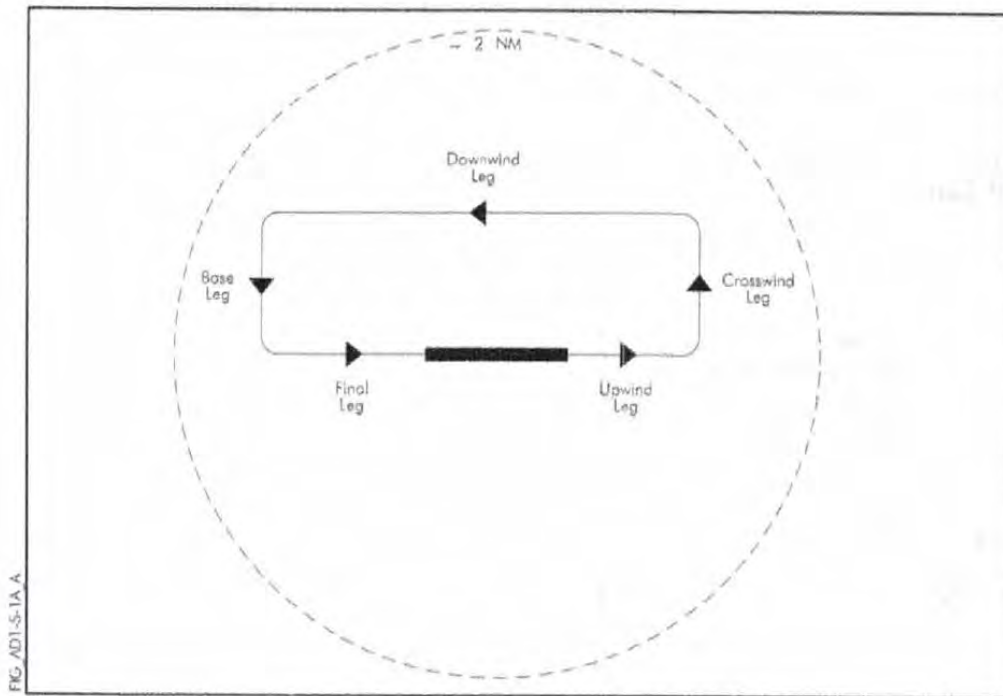
1.1.2 The layout of the circuit is depicted in Figure AD 1.6-1A.

1.1.3 The tracks to be flown when joining are depicted in Figures AD 1.6-1B and AD 1.6-1C.

1.1.4 Both the traffic and non-traffic sides should be identified to avoid should be identified to avoid descending into aircraft already in the circuit.

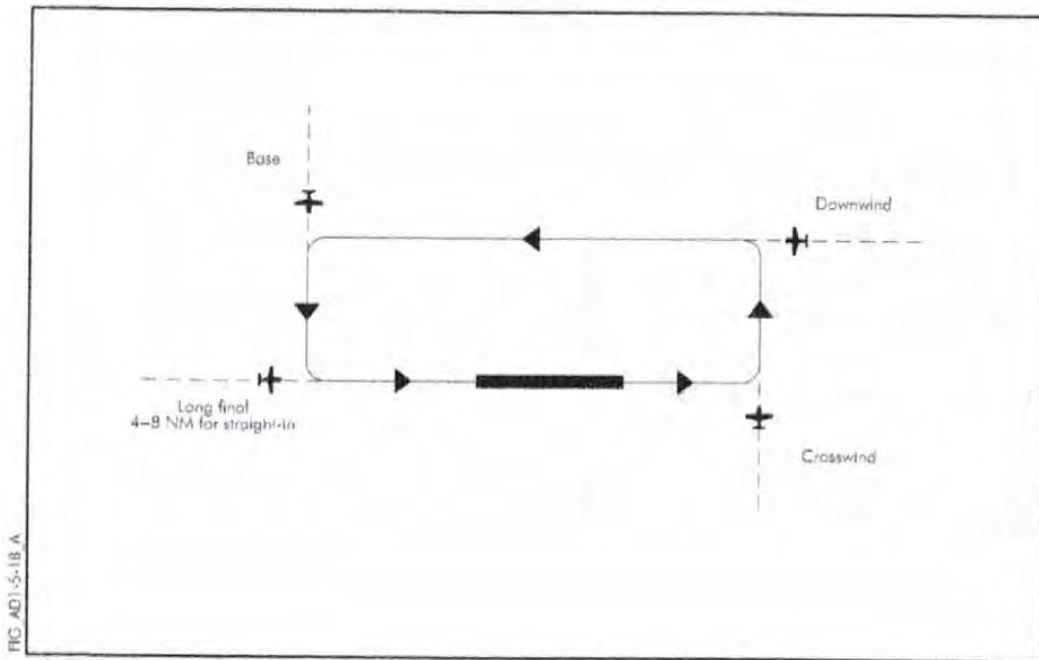
Aerodrome Traffic Circuit

**Figure AD 1.6-1A
Aerodrome Traffic Circuit**

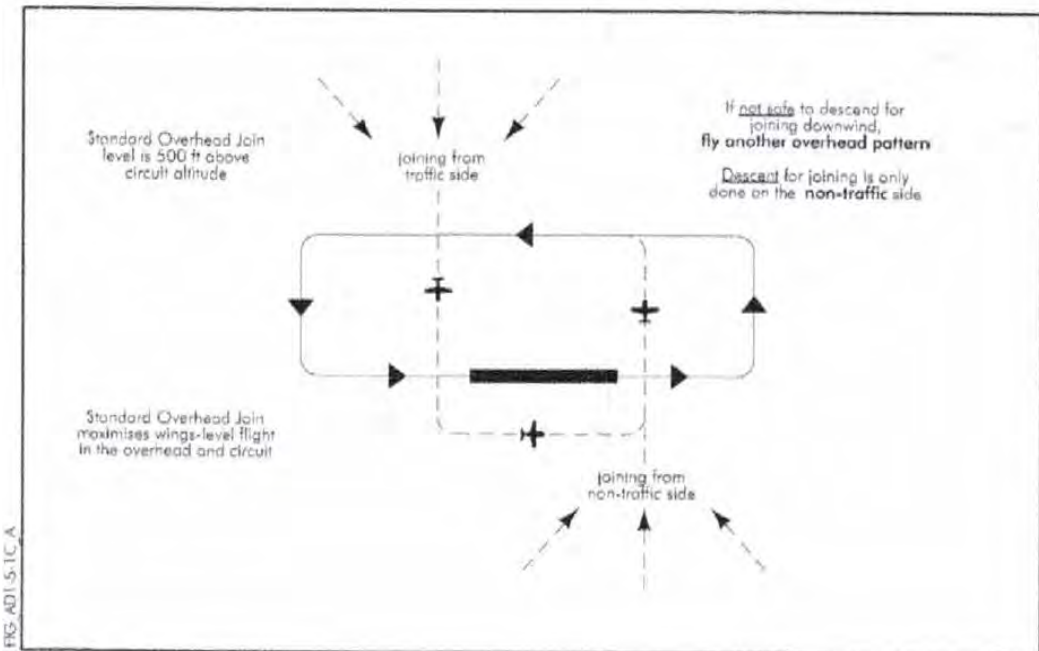


Direct-joining the Circuit

**Figure AD 1.6-1B
Direct-joining the Circuit**



**Figure AD 1.6-1C
Standard Overhead Join**



2.1 Joining Procedures

2.1.1 *The pilot of an aircraft intending to land at an unattended aerodrome, or one where aerodrome flight information service is being provided, may join the circuit via a standard overhead circuit joining procedure as outlined in Figure AD 1.6-1C, or direct into downwind, base leg, or long final as outlined in Figure AD 1.6-1B provided that:*

(a) joining intentions are advised to aerodrome traffic or AFIS if the aircraft is RTF equipped; and

(b) the runway-in-use and aerodrome traffic are properly ascertained (be aware that some aerodromes have alternate circuit patterns for approved aviation activity); and

(c) when making a straight-in approach, or joining crosswind, downwind or base leg, the aircraft is sequenced without causing conflict in such a way as to give priority to aircraft already established in the circuit or established in the standard overhead circuit joining pattern; and

(d) when entering or flying within the circuit, all turns are made in the direction appropriate to the runway-in-use.

2.1.2 *VFR traffic in the circuit should be aware that IFR aircraft conducting instrument approach procedures may join long final. Circuit traffic retains right of way unless weather conditions dictate priority to IFR aircraft on the instrument approach procedure, or if the IFR aircraft is in the final stages of an approach to land. (In all these circumstances additional reporting by the IFR traffic of their position is advised, to ensure the VFR circuit traffic is situationally aware and can also safely sequence with the IFR traffic as it enters the aerodrome traffic circuit on final approach).*

2.1.3 *The principles of see and be seen apply at all times, and pilots are ultimately responsible for achieving and maintaining safe separation whilst joining and operating in an unattended aerodrome circuit.*

2.1.4 *Regardless of whether the flight is performed under IFR or under VFR, pilots must maintain a visual lookout so as to see and avoid other aircraft whilst joining and operating within an unattended aerodrome circuit.*

5.1 Standard Overhead Join Procedure

5.1.1 *The standard overhead joining procedure, which is depicted in Figure AD 1.6-1C, should be followed at unattended aerodromes (where no aerodrome control or AFIS is provided) and at other aerodromes when a pilot is unfamiliar with the aerodrome or is uncertain of circuit traffic. The standard overhead joining procedure is a means of compliance with CAR 91.223(a)(2), which requires a pilot to conform with or avoid the aerodrome traffic circuit*

formed by other aircraft. This procedure is used to determine the runway-in-use and the position of traffic in order to sequence safely. It does not presume a right of way over existing circuit activity.

5.1.2 The following procedures should be followed by pilots:

(a) If the aircraft is RTF equipped, advise aerodrome traffic of joining intentions.

(b) Approach the aerodrome by descending or climbing to 1500 ft or above aerodrome elevation. If a circuit height other than 1000 ft is specified on the aerodrome chart, join at not less than 500 ft above circuit height, or if applicable, the specified joining altitude.

(c) Pass over the aerodrome (keeping it on your left) in order to observe wind, circuit traffic and any ground signals displayed in order to establish the runway-in-use and sequence safely; if these cannot be fully ascertained, continue (wings level) to a point beyond the circuit area (approx. 2 NM) and turn left to return to the aerodrome at or above the joining height as specified in (b) to reassess circuit direction.

(d) Once the circuit direction is established, make all subsequent turns in the direction of the traffic circuit.

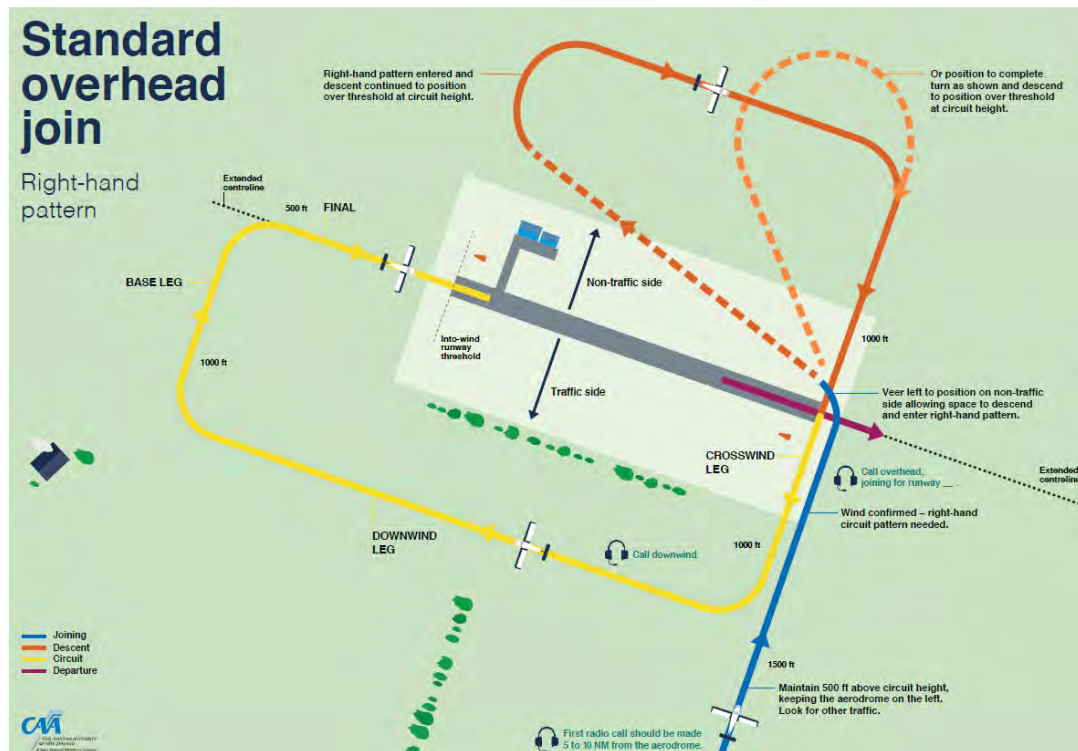
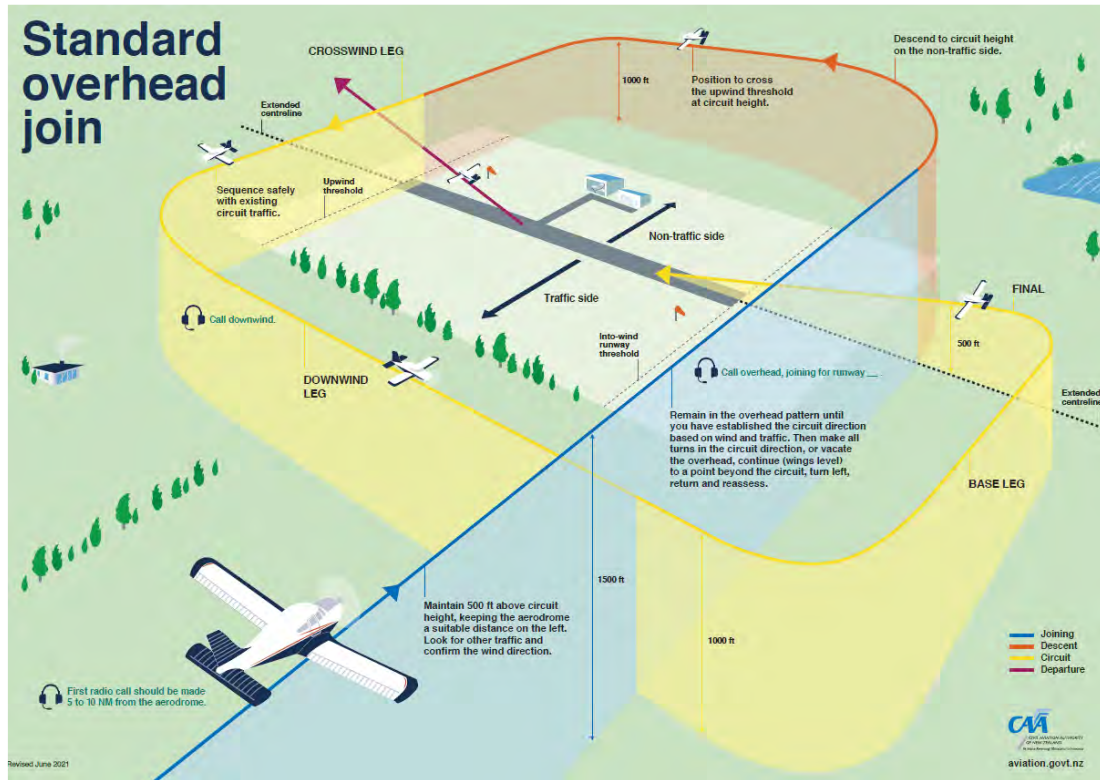
(e) Once the conditions in (c) are ascertained, cross to the non-traffic side, and descend to circuit height.

(f) Turn 90° across wind and pass sufficiently close to the upwind end of the runway to ensure that aircraft taking off can pass safely underneath.

(g) Turn to join the downwind leg of the traffic circuit at a point that ensures adequate spacing with any aircraft in the circuit ahead or behind.¹⁹

¹⁹ https://www.aip.net.nz/assets/AIP/Aerodromes-AD1/AERODROME/HELIPORTS-INTRODUCTION/AD_1.06.pdf

Map 3: Standard Overhead Join



Map 4: Example of Conflict within the Circuit at Rangiora.



7 Users

- The Rangiora Airfield is`
“Available for general use without prior permission of the operator.”²⁰
- As such the airfield is used by resident, locally based and itinerant aircraft transiting through the Rangiora area, both fixed wing and rotary wing aircraft.
- The Rangiora Airfield has become a regular refueling and stop off point for aircraft travelling through the region, due to the airfield being outside of controlled airspace and its relatively close proximity to Christchurch City.
- The resident users occupy some 90 hangars on the airfield for which they pay an annual ground rental to the Waimakariri District Council. The total number of aircraft based on the airfield is unknown but is suggested to be more than 200 aircraft.
- A number of these hangars are occupied by aviation related maintenance and supply organisations allowing for aircraft to be maintained and repaired on the airfield.

7.1 Movements

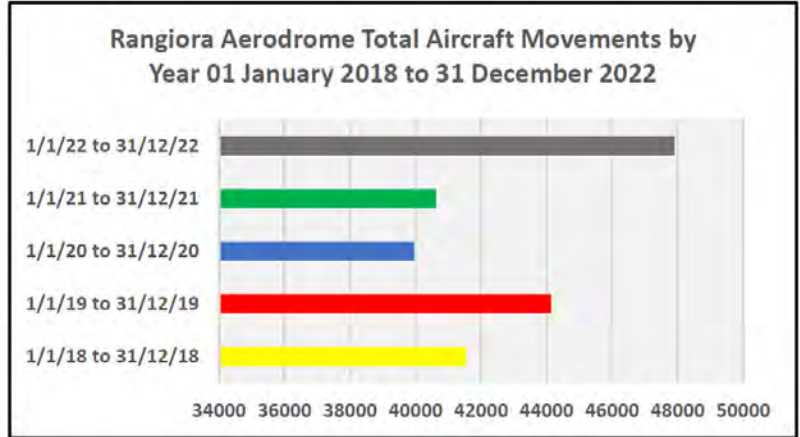
- The number of aircraft movements at the Rangiora Airfield has consistently been over 40,000 movements per year since 2018. These years include the period of the lockdown due to the pandemic.
- With movement numbers in excess of 47,000 for 2022, this number is in excess of the trigger point for the CAANZ to investigate as to whether the Rangiora Airfield becomes certificated under Part 139.
- This makes the Rangiora Airfield extremely busy, without the airpark development that is proposed for the land on the southern side of the airfield.
- If the airpark proposal goes ahead and once completed could effectively increase the number of movements at the Rangiora airfield by another 5,000 movements per year.

7.2 Aimm Movement Monitoring (Automated Intelligent Movement Management)

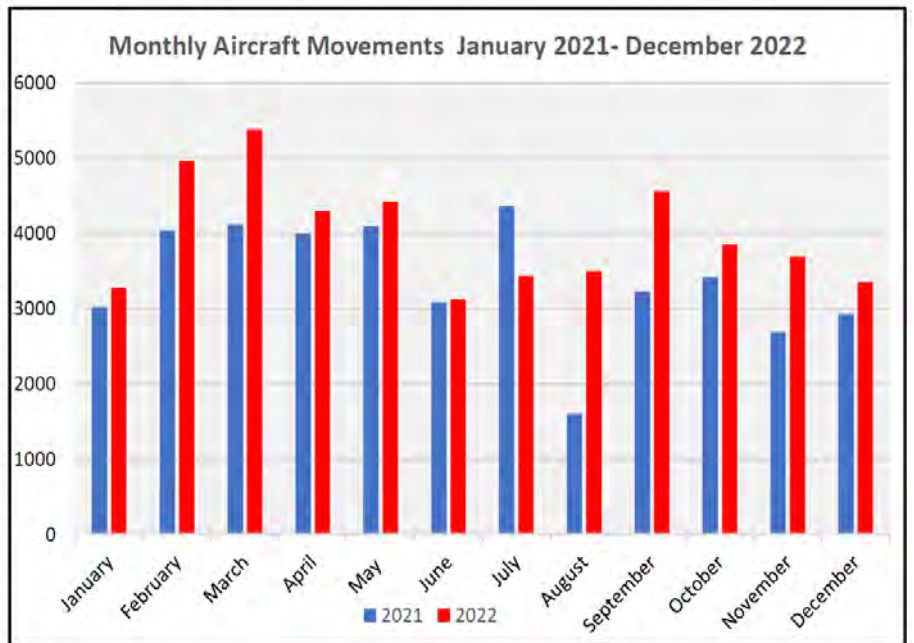
- The WDC has invested in Aimm, a radio-based aircraft identification and monitoring system which records aircraft arrivals and departures, runway use, aircraft type and time of activity. This monitoring process allows the WDC to record and collate accurately aircraft movements and to invoice the operator accordingly.
- Evidence of the Data for the January 2021-December 2022 timeframe is displayed in the following graphs.

²⁰ AIP New Zealand

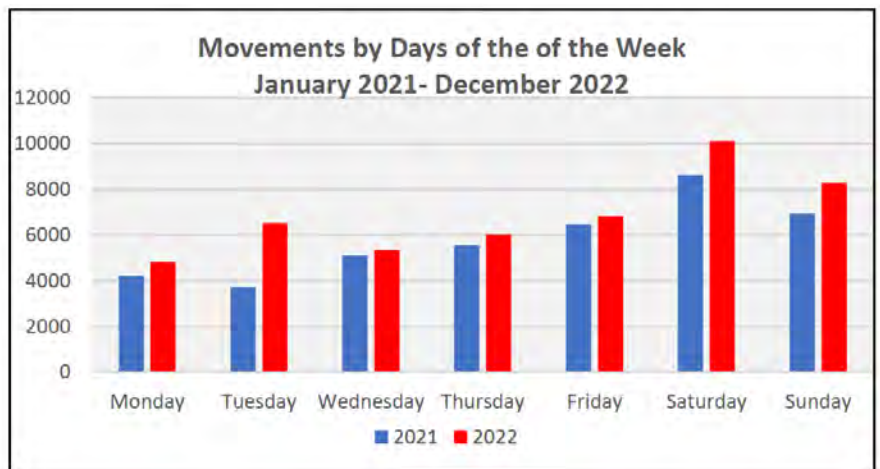
Total Aircraft Movements Over 5 years 01 January 2018 to 31 December 2022	
Date	Total Movements
1/1/22 to 31/12/22	47899
1/1/21 to 31/12/21	40616
1/1/20 to 31/12/20	39937
1/1/19 to 31/12/19	44125
1/1/18 to 31/12/18	41540



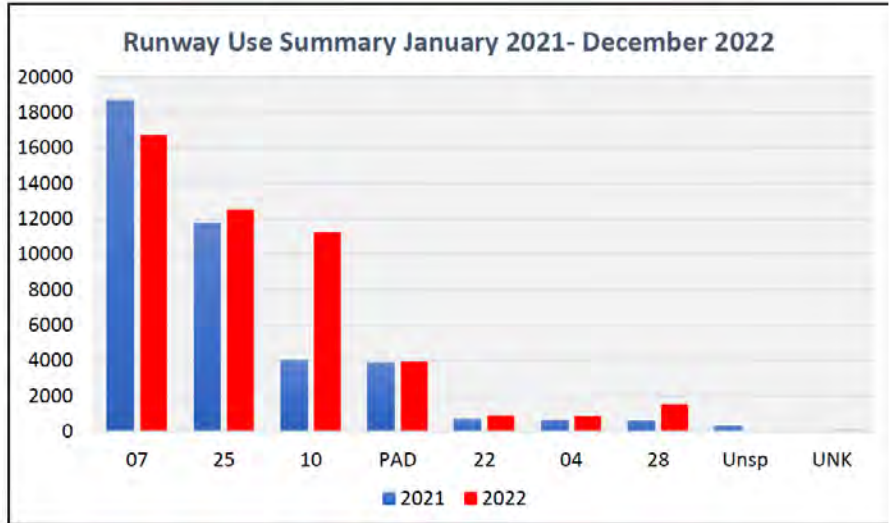
Monthly Aircraft Movements January 2021 to December 2022		
Months	2021	2022
January	3028	3283
February	4042	4968
March	4118	5382
April	4006	4299
May	4097	4428
June	3085	3129
July	4362	3440
August	1608	3505
September	3228	4564
October	3421	3850
November	2691	3693
December	2930	3358
Annual Total	40616	47889



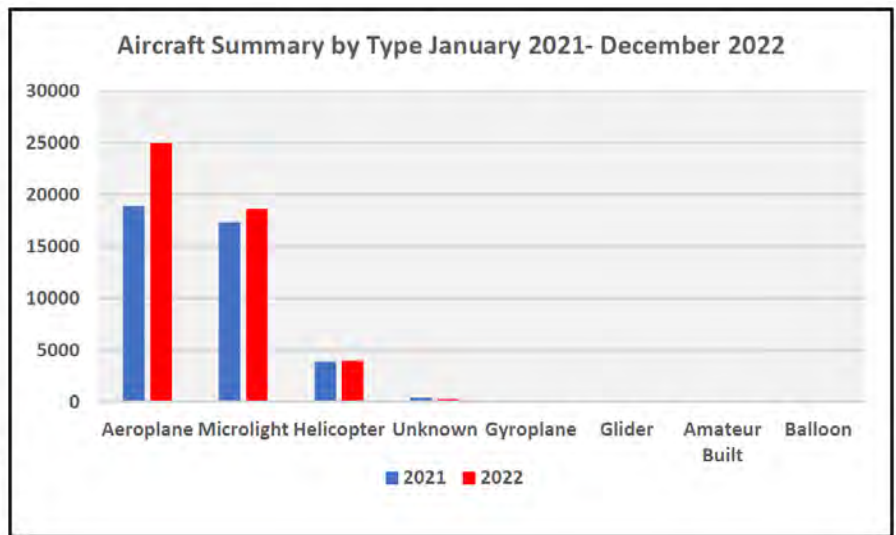
Movements by Days of Week January 2021- December 2022		
Weekday	2021	2022
Monday	4210	4823
Tuesday	3719	6513
Wednesday	5123	5353
Thursday	5534	6018
Friday	6466	6816
Saturday	8625	10105
Sunday	6939	8271
TOTAL	40616	47899



Runway Use Summary January 2021-December 2022		
Runway Nos	2021	2022
07	18693	16725
25	11754	12538
10	4006	11243
PAD	3887	3945
22	694	888
04	654	918
28	616	1556
Unspecified	308	8
UNK	4	78
TOTAL USE	40616	47899



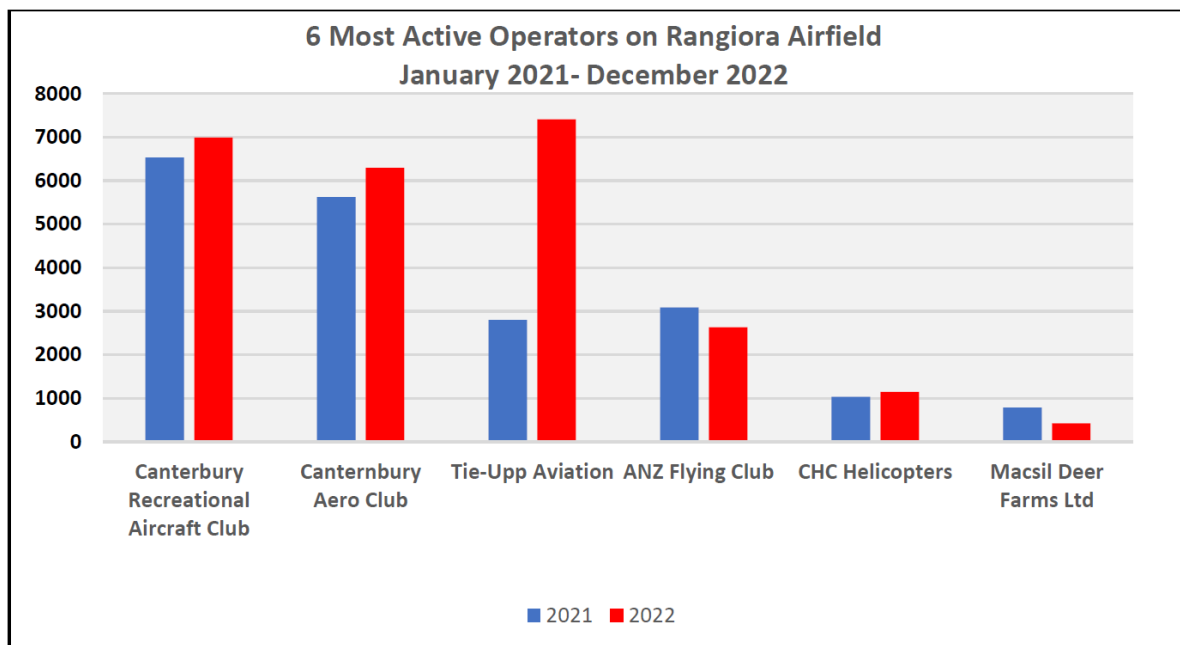
Aircraft Summary by Type January 2021-December 2022		
Aircraft	2021	2022
Aeroplane	18912	25002
Microlight	17359	18650
Helicopter	3913	3953
Unknown	376	261
Gyroplane	49	7
Glider	6	16
Amateur Built	1	9
Balloon	0	1
TOTAL	40616	47899



Aircraft Weight Summary January 2021-December 2022		
Weight Range	2021	2022
Up to 600kg	21,133	26908
600 to 2900kg	18,675	20131
Unspecified	475	462
2900 to 5700kg	331	384
5.7 to 15 Tonne	1	14
15 to 50 Tonne	1	0
Annual Total	40616	47899



6 Most Active Operators January 2021-December 2022			
Operators	2021	2022	TOTAL 2 Years
Canterbury Recreational Aircraft Club	6532	6987	13519
Canterbury Aero Club	5625	6296	11921
Tie-Upp Aviation	2794	7414	10208
ANZ Flying Club	3083	2633	5716
CHC Helicopters	1029	1146	2175
Macsil Deer Farms Ltd	786	422	1208
	19849	24898	44747



7.3 Rangiora Weather

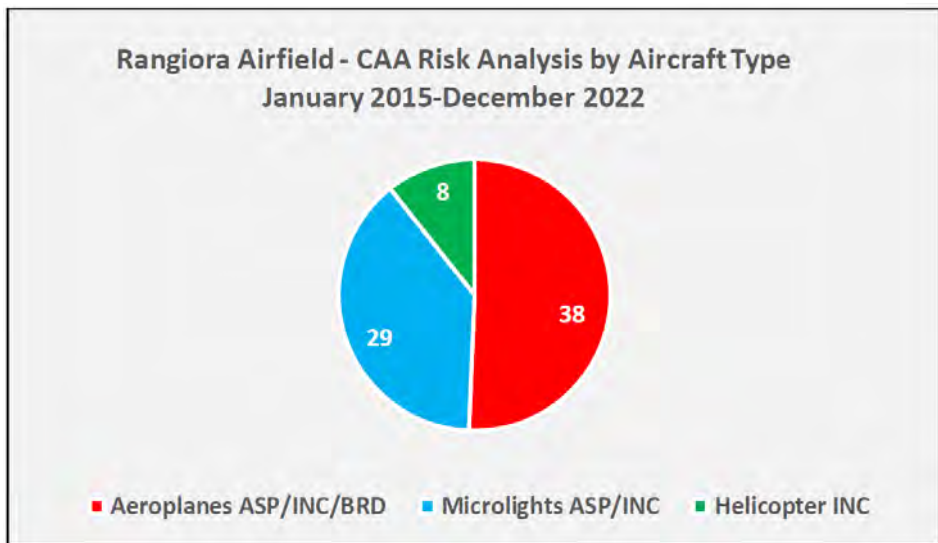
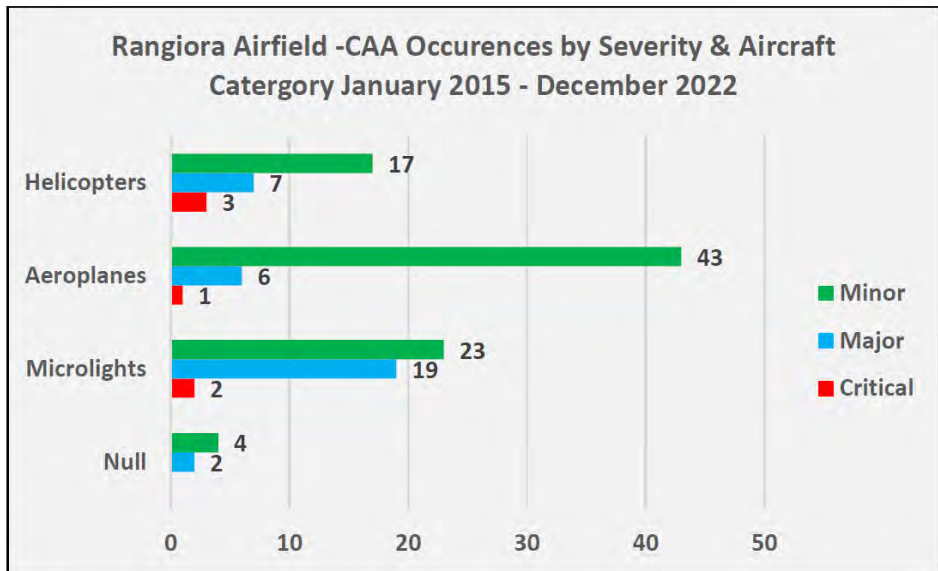
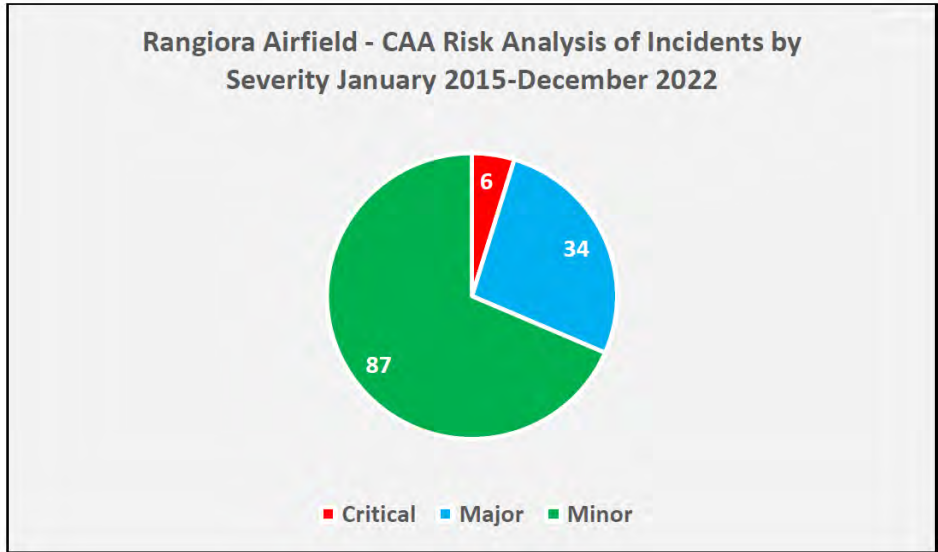
- The weather at Rangiora is influenced by the Southern Alps and the westerly airflow.
- The predominant winds come from the north-west and north-east but can be influenced by sea breezes.
- The temperature ranges from an average 21 degrees in the summer to an average of 11 degrees in the winter.
- With many different types of light aircraft using the Rangiora Airfield, these aircraft all have differing limitations as to how much cross wind they can handle, and this goes hand in hand with the experience level of the pilot.

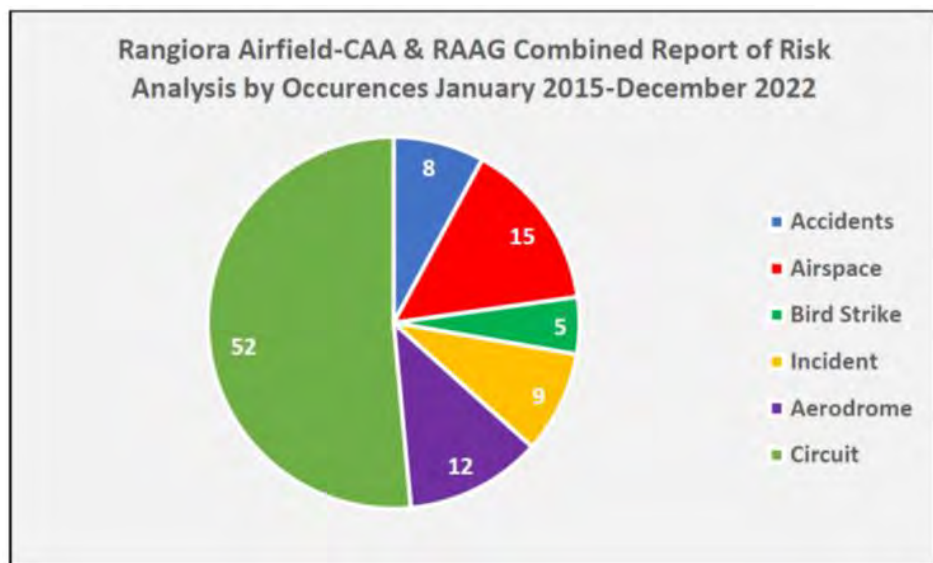
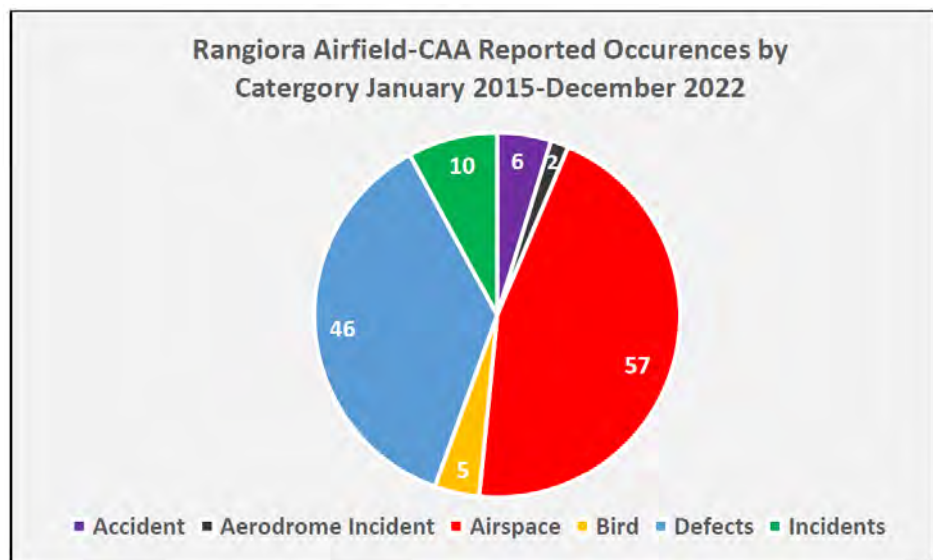
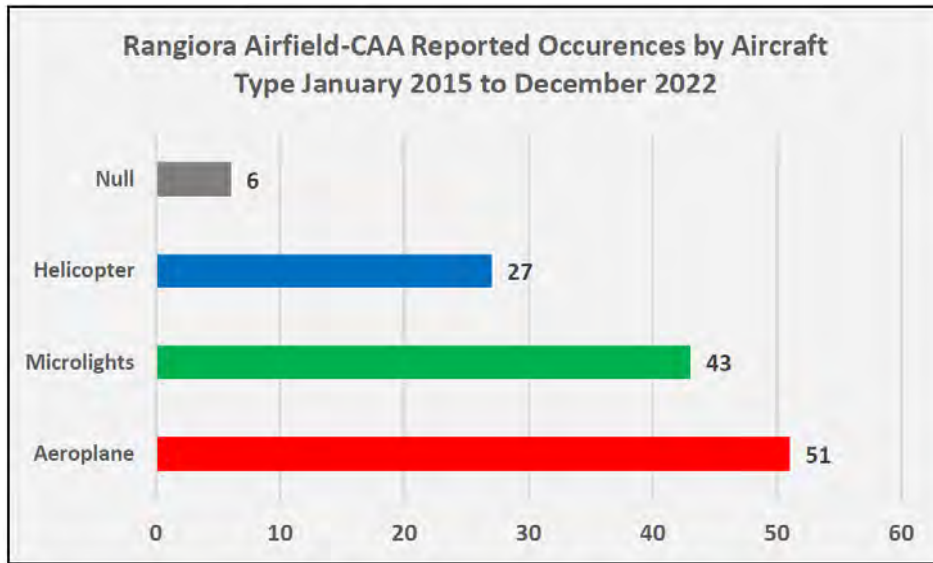
- At different times of the day the wind can swing through many directions, so having multiple runways is of benefit to the pilots of these aircraft who can then select the most into wind runway to take off or land on.
- The only indication of wind direction and speed is via two windsocks. Although accurate at the location of the windsock, the wind may differ at other parts of the airfield.
- Consideration should be given to installing an AWIB. This would then give more certainty as to wind direction, speed and the favoured runway to the pilot using the Rangiora Airfield.

8 Safety

8.1 Accidents and Incidents

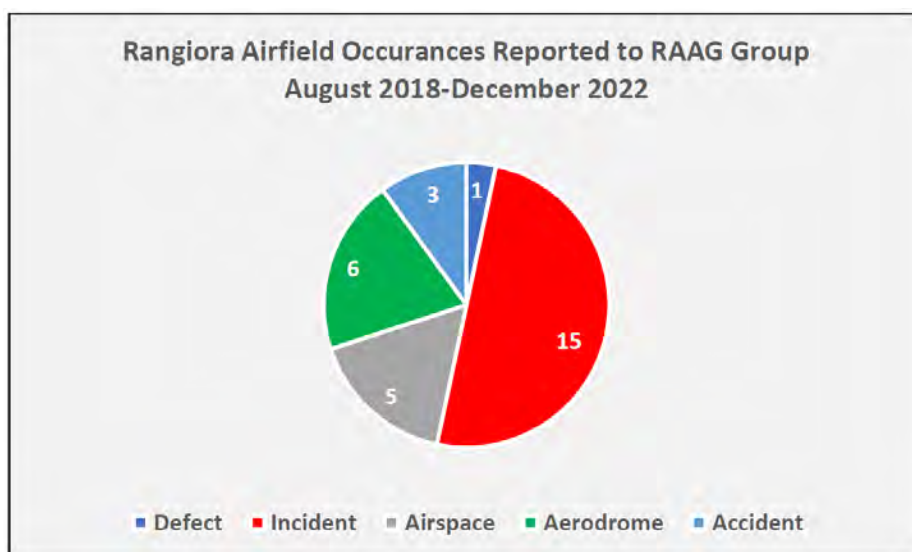
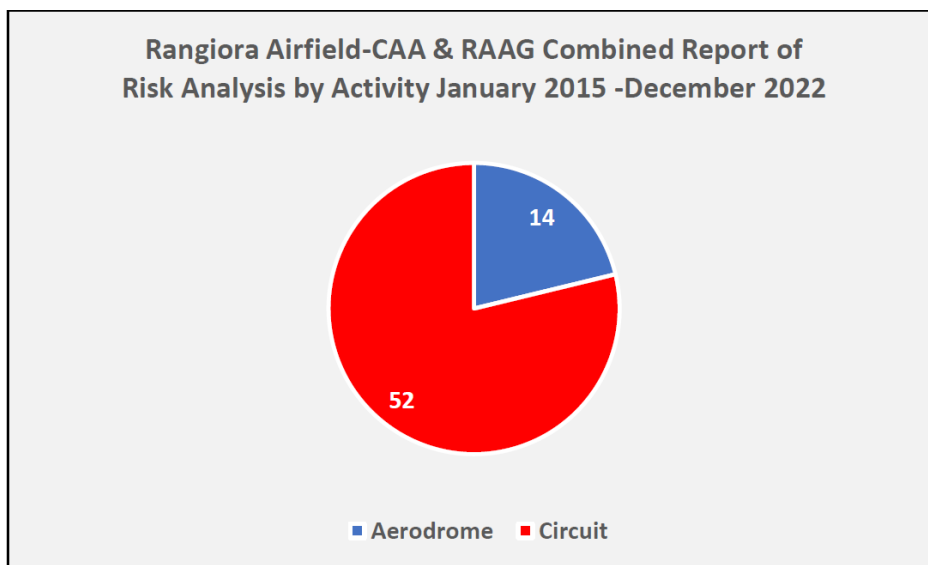
- The following graphs show the number of incidents that have been reported to the CAANZ, as well as known incidents that were not reported to the CAANZ but reported to RAAG.
- There has been some suggestion that there is a certain amount of under reporting, and that the figures shown may not represent the true picture. This is evident in that only three incidents reported to RAANZ in the past two years when the number reported to the CAA by third parties was considerably more than three.
- The reported period covers from 2015 to December 2022 (end of year).
- There have been 122 incidents reported in this period and covers the airfield circuit, airspace, bird strikes, accidents, airfield incidents and aircraft defects.
- We have excluded aircraft defects from the statistics as they are not directly a part of the airfield operations.
- As indicated in the graphs the greatest number of incidents happen within the airfield circuit, with the next highest being in the airspace around the airfield.
- Of the 76 incidents, the following is a breakdown of the categories:
 - 61% Aerodrome circuit
 - 18% Airspace
 - 7% Airfield Incidents
 - 7% Bird strikes
 - 7% Accidents
- The severity is calculated as to how the CAANZ view each incident.
- The incidents by aircraft type show the highest proportion being general aviation aircraft followed by microlights and then helicopters.





8.2 RAAG Incident Reports

- There is no formal system for reporting incidents and occurrences to the airfield operator.
- Incidents are reported to RAAG by someone who has witnessed or has heard about the event, with these incidents reported to the WDC via RAAG at their regular monthly meetings.
- Investigations are carried out by the chair of RAAG and are documented where possible.
- Many incidents which should be reported to the CAANZ by the aircraft operator are not being done so, with RAAG reporting them when they are made aware of them.



9 User and Stakeholder Meetings

- A meeting with Avsafe, WDC Greenspace Manger, CAANZ Aviation Safety Advisor for the South Island and the RAAG Chairman was held prior to the Airfield Users meeting.
- Two meetings were held with users of the Rangiora Airfield. Both meetings were held on the same day, 6th December 2022, with the first being attended by the CRAC and private microlight owners based on the airfield.
- The second meeting was attended by representatives of the mainly General Aviation operators.
- Some 60 airfield users attended each meeting.
- In attendance at both meetings were the WDC Green Space Manager, the CAANZ Aviation Safety Advisor for the South Island and members of RAAG and Councilors from the WDC.
- There was good discussion from the users over a range of topics with one of the main concerns that the users were not fully informed about what was happening on the airfield.
- There was some skepticism on the accuracy of the Aimm reporting system. Avsafe was given a full working demonstration of the Aimm system by another user a few days after the meeting. It is concluded that the information collected from the Rangiora Aimm system is accurate.
- There were many differing views on the “overhead join procedure”, with some pilots not having a clear understanding as to how it worked. The CAANZ Safety Officer clarified some misconceptions. In 2022 CAANZ held virtual Workshops on Overhead Join Procedure, the final one was held at Rangiora.
- Many attending the meetings were surprised by the high number of incidents, and that these were spread over all types of users, not just one particular group.
- Copies of the minutes are found in Appendix 4.
- Emails were also received from other operators who did not attend the meetings.

10 Proposed Airpark

10.1 Development

- There is a proposal before the WDC for an airpark to be developed on the southern side of the Rangiora Airfield, with access to the airfield. The airpark, although in the early stages of design, is proposed to have 20 sites for private aircraft owners and some 37 sites for commercial users with aviation related businesses.
- The sites range in area from approximately 2120 sqm to 1.61 hectares for the private operators and between 3090 sqm and 5080 sqm for the commercial sites.
- Access to the airfield is to be via two single entry points, one at the western end near the residential sites and the other on the eastern end near the commercial sites. These entry points to the Rangiora Airfield are to be controlled via gates with electronic access.
- Consideration will need to be given to developing taxiways on the airfield from the airpark to the runway ends. This is a part of the discussion with the developer, as there may be a land swap between the developer and the WDC.
- The creation of the airpark will have a large impact on the number of aircraft movements. If the 20 private operators fly their aircraft twice a week this would equate to just over 4000 extra movements per year. Add in the commercial activities this could amount to another 4000 movements.
- The type of commercial activities from the airpark may require that the main runway become a sealed runway sometime in the future. A sealed runway would be an attraction for an International Flying School.
- The creation of the airpark allows the airfield activity to increase, but at the same time will put pressure on the current infrastructure of the Rangiora Airfield.
- With careful planning and consultation, with restrictions of access to and from the airfield, the airpark should be successful.

Map 5: Original Development Plan

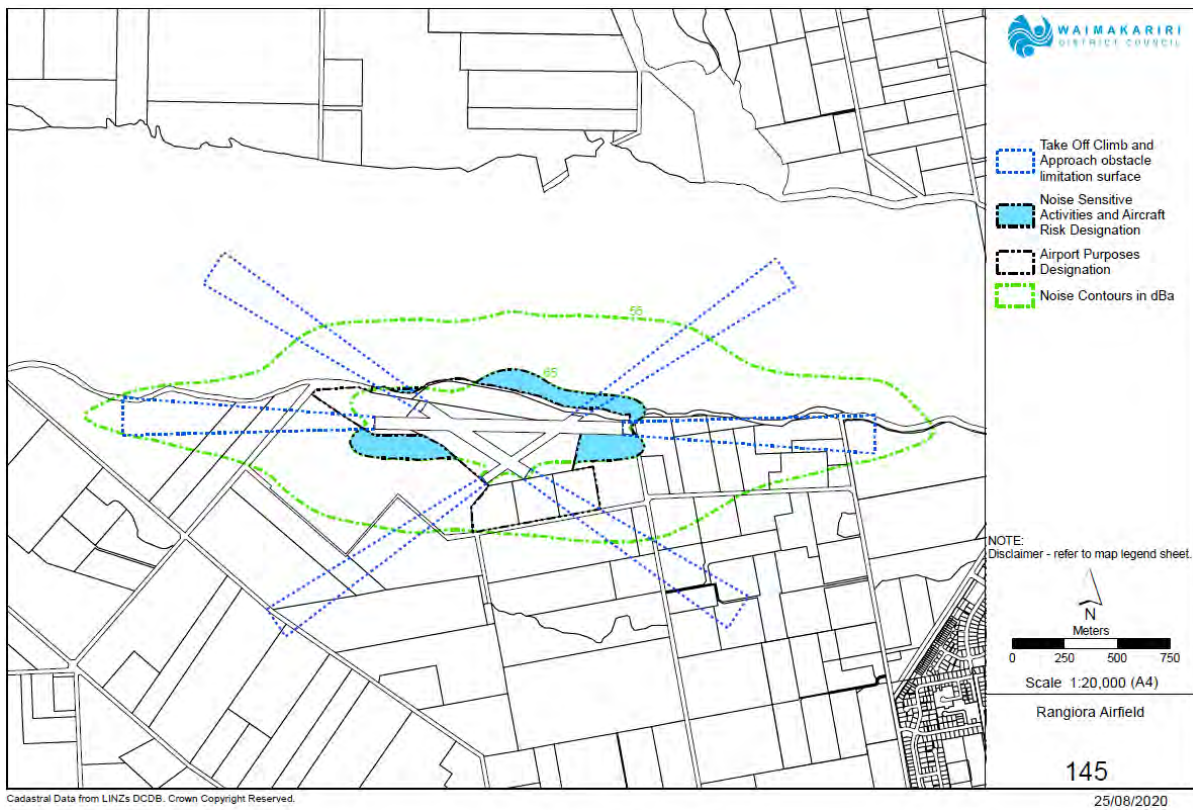
- Rangiora Airfield Boundary in Red.



10.2 Noise Contours

- Most of the proposed airpark development falls within the outer noise contour of 55 dBa of the Rangiora Airfield, with just a small portion on the southwestern corner being outside the boundary.
- It is understood that the WDC have contacted a noise consultancy firm to reassess these boundaries.

Map 6: Noise Contour Boundaries



11 Fees and Charges

One of the most contentious issues on any airfield are the fees and charges, particularly when the airfield is owned and operated by a local council.

Some recreational pilots do not accept that there should be landing fees at any airfield.

The users, many of whom are ratepayers are of the opinion that the airfield is just like any other park or facility in town and that the cost of running that facility should be carried by the ratepayer not by the user of the facility.

Just like any public amenity the cost of running a council owned facility is generally a lot greater than the user thinks it is.

The apportioning of cost can be weighed up as to whether it is “public good” or “private good”.

In general terms any capital expenditure can be seen as “public good”, as the community as this is benefiting the community as a whole, in this case, the airfield is a strategic asset to the region.

Whereas most of the operational costs of running the airfield would be “private good” and therefore the cost should be passed onto the user.

Apart from the known annual income from land rental, there is a very large variation in income from landing fees at Rangiora.

The \$10.00 per day per aircraft fee, currently charged are a long way short of where it needs to be to cover operational costs.

The fee of \$10.00 per day per aircraft is substantially lower than comparable airfields around New Zealand. Most airfields charge a similar amount on a per landing basis.

A survey of similar type airfields in the South Island shows that the average landing fee, on a per landing basis, for a microlight aircraft is \$9.46.

Assuming that the WDC currently receives \$60,000.00 per year for landing fees at the \$10.00 per day rate, this equates to \$2.50 per landing based on the actual movement statistics for the 2022 year.

If the landings were charges at \$10.00 per landing, which is around the average for GA aircraft in New Zealand, then the income would have been \$239,440.00, an increase of nearly \$180,000.00.

This level of income would go a long way to meeting the operational costs of the Rangiora airfield.

The majority of airfields calculate their charges based on the Maximum Gross Take-off Weight (MCTOW) for any particular aircraft. Microlights being the lightest at up to 600kg MCTOW generally pay less than a General Aviation aircraft of up to 1500kg.

Microlight pilots argue that as their aircraft are light, they cause very little damage to the airfield. At Rangiora it is the volume of traffic is what creates the wear and tear not necessarily the weight.

But the reality is it is not just the wear and tear on the runway, but all the other costs associated with the running of the airfield, i.e.

1. Insurance
2. Airfield Mowing
3. Runway maintenance
4. Electricity
5. Water
6. Sewerage
7. Telephones
8. General Expenses
9. Health and Safety and Compliance

Avsafe Consultants Ltd suggests that the WDC reviews the landing fee structure to bring them up to a level where operational costs are covered or to a level which the council considers appropriate.

Below is a table based on the aircraft movements for 2022 showing the revenue which could be generated using a per landing fee rather than the \$10.00 per day per aircraft. This table does not consider a single charge for aircraft carrying out circuits where only one landing is charged.

2022	Movements	Landings	Fee	Income
Aeroplane	25002	12501	\$ 7.00	\$ 87,507.00
Microlight	18650	9325	\$ 5.00	\$ 46,625.00
Helicopter	3953	1977	\$ 7.00	\$ 13,835.50
	47605	23803		\$ 147,967.50

12 Risk Management

12.1 Background

The Waimakariri District Council (WDC) has initiated an airfield development study for Rangiora airfield, which due to the airspace complexity, substantial traffic movements and being close to Christchurch International Airport has raised the requirement for an Aeronautical Study to be undertaken.

12.2 Objectives

The objective is to evaluate the airfield expansion proposals, identify the risks associated with a probable increase in traffic movements and the overall impact on airspace and airfield facilities. Specifically, its impact on current aviation activities and airspace safety, conformity to the current WDC District Council plan/policies and to current applicable CAANZ Rules (CAR's) and Advisory Circulars (AC's).

12.3 Purpose

The purpose of this operational risk management plan is to identify the potential risks associated with the proposed development plan and to identify current and future risks, associated with airfield and airspace safety.

12.4 Depth of Analysis

The depth of risk management planning and practice is demonstrated by:

- The risks were assessed against the Avsafe Risk Matrix.

12.5 Risk Decision

The Operational Risk Management plan was developed to evaluate the risks associated with the proposed development and its potential impact on airfield and airspace safety and airfield security.

12.6 Stakeholder Consultation

Name of Stakeholder	Description of their interest or potential involvement	Consultation required Yes/No	Communication required Yes/No
Waimakariri District Council (WDC)	Oversight and Management of Rangiora airfield facilities and activities is the WDC GM Community & Recreation	Yes	Yes
ECAN	As part of the Resource Consent process	No	No
CAANZ	New Zealand Aviation Regulator	Yes	Yes
Rangiora Airfield Advisory Group RAAG	Oversight and advice to WDC of operational and safety at Rangiora Airfield	Yes	Yes
Rangiora Airfield User Group	Users and lessees at Rangiora Airfield	Yes	Yes
Canterbury Recreational Aircraft Club (CRAC)	CRAC represents the microlight aircraft activities at Rangiora Airfield.	Yes	Yes

12.7 Environmental Activity

Key activity in the environment	Significance (Why is this important?)	Identified risks
Increase in aircraft traffic movements within airfield airspace.	Traffic movements could reach a level that requires CAA Part 139 certification. Potential to increase the number of associated airspace and airfield incidents	HIGH
Safety of all persons within the airport environment.	An increase in vehicles and pedestrians within the airport environs could lead to a degradation in the current level of airport safety.	MEDIUM
Higher levels of usage and pressure placed on existing airfield facilities.	Possible increase in both airfield safety and security.	HIGH
Suitability of proposed land use swap and effect on existing airfield infrastructure.	The current proposals could affect traffic flow (aircraft) and potential for effect on current runways and taxiways.	HIGH
Airfield management	Currently this facility lies under the umbrella of the WDC. The expected increase in traffic and regulatory requirements could necessitate the appointment of an airfield manager.	HIGH
Financial exposure for WDC	Substantial financial contributions by WDC would be required, moderated by having a long-term plan and budgeted accordingly to allow for managed planned growth.	HIGH
Local airspace usage and close proximity to controlled airspace.	The local airspace is already under pressure due to the existing aircraft types and movements, together with the number of incidents generated and the existing different CAR's that traffic operates under.	HIGH
Airfield security	Unauthorised access to the airfield	HIGH

12.8 Rangiora Airfield Operational Risk Matrix

Risk Assessment Criteria								
Responsibility for generated risks lies with: Waimakariri District Council, Airfield Users, Pilots, Flight Training Organisations and CAA Safety Advisory Oversight								
No.	Risk Area/Statement	Impact on ability to deliver objectives	Consequences	Likelihood	Risk level	Risk treatment strategy	Residual Risk	Risk Priority
1	Airfield Management	The airfield falls under the umbrella of the Greenspace department of the WDC. The Greenspace Manager who is effectively the Airfield Manager, has limited knowledge of aviation and the idiosyncrasies that go with it. The Greenspace Manager has inherited the role as that is where it has sat in the past.	High	Likely	4 C	The WDC needs to appoint a fulltime Airfield Manager, reporting to the Greenspace Manager. The role is to monitor activities on the airfield, report incidents and occurrences to the appropriate authorities, carryout maintenance and importantly build a relationship and to liaise with all residents and users of the Rangiora Airfield. Recommendation become CAR 139 certified.	Medium	10
2	Financial Management	Substantial financial contribution input required from WDC.	Very High	Almost Certain	4 A	Long term development plan required to allow for early adjustments to budgeting requirements. Review of user charges and fees	Medium	9
3	Airfield Taxiways	The main taxiway along the northern side of runway 07/25 is very close to the runway. Although it does meet the CAA requirements in distance from the centre line of the runway, the boundaries are not delineated in any way, which could cause an aircraft to become an obstacle for an aircraft landing or taking off from the main runway. Rough Surface of the taxiway 07/25 which could damage an aircraft whilst taxiing.	High	Possible	3 C	Clearly mark the taxiway ends and edges using markers at regular intervals down the length of the taxiway. Resurface with new grass or a surface which is less susceptible to wear and tear.	Low	15
4	Multiple Runways & Vectors	With pilots not making clear and concise radio calls there is a risk of pilots becoming confused to the actual intentions of the aircraft making the call. Two aircraft operating on two separate vectors at the same time which could cause a conflict	Very High	Possible	5 B	Pilots to make concise and clear radio calls stating their intentions, IAW CAR's for operating within an MBZ. Pilots to use the most into wind vector at all times. AWIB Installation – Preferred runway.	High	3

No.	Risk Area/Statement	Impact on ability to deliver objectives	Consequences	Likelihood	Risk level	Risk treatment strategy	Residual Risk	Risk Priority
5	Vehicles on Airfield and Security	Vehicles are being driven around the manoeuvring area coming close to aircraft taxing in the vicinity, together with poor security fencing.	High	Possible	4 C	Develop and Airside Driving permit allowing only authorised vehicles airside. Improve airfield security fencing. Integral part of CAR 139 Certification	Low	12
6	Airfield Circuit	Risk of a Mid-Air collision between two aircraft.	Very High	Likely	5 B	Pilots to be fully brief on the procedures and the layout of the Rangiora Airfield and applicable CAR procedures before arriving or departing. Better training and oversight of recreational users.	Very High	1
		Aircraft joining the circuit incorrectly or conflict	Very High	Likely	5 C	Pilots to follow the CAA published Standard Overhead Join Procedure when joining overhead.	High	2
		Poor radio Communication	High	Likely	4 B	All pilots to make clear and concise radio calls stating their intentions prior to arriving or departing. All pilots and organisations to ensure that they are trained and aware of CAA CARs published communication procedures for operating in an MBZ.	High	5
		Lack of knowledge of the CAA rules by some elements on the airfield. Part 91, 149 and Part 103 microlights.	High	Possible	4 B	Training organisations need to put more emphasis on and application of the CAA Part 91 rules and the applicable rules on or near an airfield.	High	6
		Certain groups think the rules do not pertain or apply to them. Some private aircraft operators are very lax in following the correct procedures.	High	Possible	4 C	A change in safety culture amongst those using the airfield, in particular it is a General Aviation airfield in an MBZ.	High	7
		Two aircraft on the runway at the same time	High	Possible	4 C	Pilots to be trained and become more situationally aware of airfield traffic, also to follow the correct airfield procedures.	Medium	8
		Aircraft cutting in on other aircraft while in the circuit	Very High	Possible	5 B	Educating pilots in correct published circuit procedures and etiquette. Following CAR requirements for circuit joining and procedures	High	4
		Erroneous information from ADSB equipment in MBZ	High	Possible	3 C	Aircraft operating in NZRT airspace and closeness to NZCH airspace to operate only TSO approved ADSB equipment.	Low	13

No.	Risk Area/Statement	Impact on ability to deliver objectives	Consequences	Likelihood	Risk level	Risk treatment strategy	Residual Risk	Risk Priority
Airpark Development								
7	Aircraft Activity	Putting pressure on the runways and taxiways due to extra airfield ground movements	Medium	Almost Certain	3 D	Instigate procedures for utilisation of taxiways and runways by Air Park operators	Low	17
		Unauthorised access to the airfield, especially airside.	High	Possible	3 C	Having only one aircraft access point for entry to airfield airside.	Low	16
		Increase in aircraft movements causing a greater risk in the circuit.	High	Possible	4 C	Air Park aircraft operators to be fully inducted into the airfield procedures and requirements prior to operating from the airfield.	Medium	11
8	Access to airfield from Air Park.	Unauthorised access onto airfield airside from Airpark.	High	Possible	3 C	Good fencing between airfield and Air Park development. Persons to be authorised by WDC. WDC to instigate covenants on the Air Park titles regarding access.	Low	14
9	Pressure from Developer wanting to move faster than WDC are able to.	Developer pushing his agenda without allowing WDC to go through their regulatory process	High	Almost Certain	4 C	WDC and developer to fully understand each parties' timeframes and requirements.	Medium	17

The list below are considered covered or additional identified risks or if instigated would act as part of the risk treatment strategy for one or more of the identified risks:

- Itinerant pilot operation
- Investigate circuit direction for all vectors, with possibility of a change for vectors 10/28.
- Security and access to the CRAC clubrooms as they are deemed to be airside.
- Improve the Part 149 incident reporting process and educate accordingly.
- CAA rules education to improve pilot knowledge and decision making.
- Instigate Just Culture discussions and usage by airfield operators.
- Ensure the Part 91 Right-of-way rules are fully understood to minimise conflict in the circuit.
- Get active participation by all operators in the principals of Safety Management Systems and the application of Part 100²¹

²¹ <https://www.aviation.govt.nz/rules/rule-part/show/100>

12.9 Determining the Level of Risk



			Determining the Level of Risk				
			Consequence Criteria				
			1 – Insignificant	2 – Minor	3 – Moderate	4 – Major	5 – Catastrophic
Likelihood	A -	The consequence is almost certain to occur in most circumstances	Medium (M)	High (H)	High (H)	Very High (VH)	Very High (VH)
	B -	The consequence is likely to occur frequently	Medium (M)	Medium (M)	High (H)	High (H)	Very High (VH)
	C -	Possible and likely for the consequence to occur at some time	Low (L)	Medium (M)	High (H)	High (H)	High (H)
	D -	The consequence is unlikely to occur but could happen	Low (L)	Low (L)	Medium (M)	Medium (M)	High (H)
	E -	The consequence may occur but only in exceptional circumstances	Low (L)	Low (L)	Medium (M)	Medium (M)	High (H)

Matrix* from page 55 of HB 436:2004 issued by Standards Australia to support the Australia / New Zealand Standard for Risk Management (AS/NZS 4360)

NB: The highest consequence tripped for ANYONE "thing you value" sets THE OVERALL CONSEQUENCE (re the Risk Statement under consideration).

Consequence Criteria	Consequence Thresholds (Insert your agreed criteria against the things you value below)
Catastrophic	e.g. Descriptors of catastrophic consequences for 1. People; 2. Services; and 3. Reputation
Major	e.g. Descriptors of major consequences for 1. People; 2. Services; and 3. Reputation.
Moderate	e.g. Descriptors of moderate consequences for 1. People; 2. Services; and 3. Reputation.
Minor	e.g. Descriptors of minor consequences for 1. People; 2. Services; and 3. Reputation.
Insignificant	e.g. Descriptors of insignificant consequences for 1. People; 2. Services; and 3. Reputation.

APPENDICES

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Appendix 1: Rule Part 91.229 Right-of-way rules

Civil Aviation Rule 91.229 Right-of-way rules

- (a) A pilot of an aircraft—
- (1) must, when weather conditions permit, regardless of whether the flight is performed under IFR or under VFR, maintain a visual lookout so as to see and avoid other aircraft; and
 - (2) that has the right of way, must maintain heading and speed, but is not relieved from the responsibility of taking such action, including collision-avoidance manoeuvres based on resolution advisories provided by ACAS, that will best avert collision; and
 - (3) that is obliged to give way to another aircraft, must avoid passing over, under, or in front of the other aircraft, unless passing well clear of the aircraft, taking into account the effect of wake turbulence.
- (b) A pilot of an aircraft must, when approaching another aircraft head on, or nearly so, alter heading to the right.
- (c) A pilot of an aircraft that is converging at approximately the same altitude with another aircraft that is to its right, must give way, except that the pilot operating—
- (1) a power-driven heavier-than-air aircraft must give way to airships, gliders, and balloons; and
 - (2) an airship must give way to gliders and balloons; and
 - (3) a glider must give way to balloons; and
 - (4) a power-driven aircraft must give way to aircraft that are to other aircraft or objects; and
 - (5) all aircraft must give way to parachutes.
- (d) A pilot of an aircraft that is overtaking another aircraft must, if a turn is necessary to avoid that aircraft, alter heading to the right, until the overtaking aircraft is entirely past and clear of the other aircraft.
- (e) For the purpose of paragraph (d), an overtaking aircraft is an aircraft that approaches another from the rear on a line forming less than 70 degrees with the plane of symmetry of the latter.
- (f) A pilot of an aircraft in flight or on the surface must—
- (1) give way to any aircraft that is in the final stages of an approach to land or is landing; and
 - (2) when the aircraft is one of 2 or more heavier-than-air aircraft approaching an aerodrome for the purpose of landing, give way to the aircraft at the lower altitude; and
 - (3) not take advantage of right-of-way under subparagraph (2) to pass in front of another aircraft, which is on final approach to land, or overtake that aircraft.
- (g) A pilot of an aircraft must not take off if there is an apparent risk of collision with another aircraft.
- (h) A pilot of an aircraft taxiing on the manoeuvring area of an aerodrome must—
- (1) give way to aircraft landing, taking off, or about to take off; and
 - (2) when 2 aircraft are approaching head on, or nearly so, stop or, where practicable, alter course to the right so as to keep well clear of the other aircraft; and
 - (3) when 2 aircraft are on a converging course, give way to other aircraft on the pilot's right; and
 - (4) when overtaking another aircraft, give way and keep well clear of the aircraft being overtaken.
- (i) A pilot of an aircraft must give way to any aircraft that is in distress.

Appendix 2: Correspondence Avsafe Consultants to CAANZ re pilot licencing and BFR's

Recommendation to Director CAANZ

CAA Rule Part 149

Following the Swedavia McGregor report, the original Part 149 rule was first established in 1990, to cover recreational aviation activities which included the use of Microlight aircraft, Gliding, and Parachute operations and other recreational types of aviation. This covered nearly all aircraft which were not certificated as a general aviation aircraft by the manufacturer.

In those early days the microlight aircraft were generally not, the sophisticated aircraft that are in use today. They were low speed, low inertia aircraft, whereas today they are high speed composite-built aircraft which are considerably more complex and sophisticated than most of the aircraft used for training by aero clubs and flying schools within New Zealand today.

Microlights make up 26% of all powered aircraft flying in New Zealand as of 12th January 2023

Unfortunately, there are several pilots operating aircraft, whom have been issued pilots certificate from a Part 149 organisation, who think that they are exempt from complying with the Civil Aviation Rules. These few people have little respect for the CAA rules or procedures set by the airfields from which they operate. The actions of these few are putting at risk the safety of the other law-abiding users of this same airspace.

The lack of knowledge is evident, by the statements made by some pilots ie.

- *When did that rule come into force? (When the rule has been in place since 1990),*
- *I didn't know that was a rule.*
- *Part 91 does not apply to us.*
- *because we are a slow aircraft, we do not need to follow the circuit procedure as we can cut in on the faster aircraft that are out wider than us.*
- *We can land anywhere we like.*
- *BFR only took 30 minutes.*
- *Don't need to report incidents.*

103.155 Flight criteria

(a) A pilot shall only operate a microlight aircraft—

(1) by day; and

(2) in VFR meteorological minima equal to or better than those prescribed in 91.301.

(b) A pilot of a microlight aircraft shall not operate—

(1) over any congested area of a city, town, or settlement; or

(2) in controlled airspace or within 3 nautical miles (5.5 km) of an aerodrome certificated under Part 139 unless—

(i) the pilot has gained a pass in the air law examination required by 61.153(a)(6)(i) or an equivalent examination; or

(ii) the pilot is under the direct supervision of the holder of a microlight pilot instructor certificate who meets the requirement of paragraph (b)(2)(i)

The above Part 103.155 rule suggests that a microlight pilot does not need to pass a Part 61 air law examination to be able to fly a microlight, only if they wish to fly in controlled airspace or within 3 nm of an aerodrome certified under Part 139.

This I believe is a part of the problem with some microlight pilots in that they have very little knowledge of the rules of the air, and therefore are putting themselves and many other aviators at risk.

I recommend that the CAA reviews the process of issuing microlight pilot certificates to bring it in line with the CAA Part 61 requirements for a Private Pilot's License.

The standard of examinations, flight instruction and flight testing appear to be of a lesser standard from Part 149 organisations than that of the CAA Part 61 requirements.

Suggest that all pilots who intend to fly powered microlight aircraft are

- instructed by a flight instructor who has completed a CAA approved Instructional Techniques Course,
- that they sit the ASL Private Pilots examinations as per a Part 61 licence holder would be required to do,
- and that the Flight Test and BFR be conducted by a CAA approved Flight Examiner or Instructor.

This then makes the standard the same for all pilots flying powered aircraft and would surely lift the standard of knowledge and application of the rules, as they are all flying in the same airspace.

Appendix 3: Request from CAANZ for an Aeronautical Study of Rangiora Airfield



Mr Grant Macleod
 Green Space Manager
 Community and Recreation
 Waimakariri District Council
 Private Bag 1005
 Rangiora 7440

7th April 2022.

Dear Grant

Requirement to provide an Aeronautical Study - CAR139.21.

In February 2022 the CAA met with representatives from Waimakariri District Council (WDC) and Users of the Rangiora aerodrome. The discussions centred on the airfield being recently designated under the Council District Plan and the short term and long-term plans (LTP) for development of the non-certificated aerodrome operated by WDC.

The Director Civil Aviation (DCA) now considers there are reasonable grounds for a significant change to occur that may affect the operation or use of NZRT. Accordingly, and as per CAR 139.21(a)(1) the DCA is now requiring the Waimakariri District Council (operator of NZRT) to conduct an aeronautical study (*now referred to as the study*). The study must contain sufficient information to enable the DCA to identify and assess the risk to aviation safety of the operation of the aerodrome as per requirements of CAR 139.21(d)(1) &(2). The study scope should be inclusive of, but not limited to:

- an assessment of existing aerodrome infrastructure, and;
- an assessment of all proposed changes to existing aerodrome infrastructure ensuring any new aerodrome infrastructure provides a safe and efficient operational environment for aerodrome users, and;
- consideration of the requirement to provide RESA acceptable to the Director if regular passenger air transport service (RPT) with aircraft having a certificated seating capacity of more than 30 passengers commences, and;
- an assessment of all applicable Civil Aviation Rules to ensure operations at the aerodrome remain compliant throughout, and;
- meaningful consultation with Users and Stakeholders.

The completed study must be provided to the DCA no later than 24 December 2022. After submission of the study the DCA may require further information to be provided before considering if the risk to aviation safety is such that it must be managed under the authority of a qualifying aerodrome operator certificate.

Level 15, 55 Featherston Street, Wellington 6011 – PO Box 3555, Wellington 6140, New Zealand

Tel: +64 4 560 9400, Fax: +64 4 569 2024, Email: info@caa.govt.nz, Web: www.caa.govt.nz

New Zealand Government

Prior to the Determination the DCA will conduct a technical assessment and review of the study as per the requirements of CAR139.23. This is a chargeable activity. If a Determination of qualifying aerodrome is to be advised it will be provided in writing as per the requirement of CAR139.25.

I will be the point of contact for any further queries.

Kind Regards,

Nick Jackson

Nick Jackson
Technical Specialist (Aerodromes) Aeronautical Services Unit

Appendix 4: Meeting Minutes from the Stakeholder Meetings at Rangiora Airfield

Meeting Minutes

Date & Time: Tuesday 6th December 2022 at 4pm

Meeting Type: Presentation

Location: Rangiora Airfield

Attendees: Steve Noad (Chair), Grant MacLeod (WDC), Mike Groome (Avsafe Consultants Ltd), Karen Groome (Avsafe Consultants Ltd), Carlton Campbell (CAA),

Some 60 Airfield Users and Interested Parties

Meeting purpose:

Earlier presentation & consultation meeting (1)

Items:

Steve introduced himself and everyone in the room, then handed over to Grant who advised the purpose of the meeting was CAA requires an aeronautical study to be done due to the number of movements in the airfield, number of incidents reported and the mix of aviation types and runways.

Mike gave an introduction on himself and business and his wife Karen.

Triggers for aeronautical study: number of aircraft moves, types and complexity of movements, general aviation training, helicopters, different variety of aircrafts, aerodrome layout, runways (3), taxiways, operations of neighbouring airfields, number of incidents, aircraft movements and aerodrome structure.

Identify any risks if any and how these can be mitigated.

Current situation, its very congested, the river up here, hangers plotted there, taxiway, out there, there is no markers on where the taxiway is. Lucky being a country airfield, has 3 runways, but this can also create problems of people trying to land.

If you land, just turn right and get off the runway, to allow the person behind you to land, saving them having to go around again.

Standard overhead join is recommended.

Helicopters must stop and have a look both ways before going over the runway.

Make the radio calls on final, one of the big issues is people not making radio calls. When the airspace is busy, tell people where you are, you are required to make a call, this is mandatory.

The runways that are used, 07 is the most used runway, then 25 is the next most used.

3 airfields reasonably close, Loburn, Fernside and Bruce's at Barradale, tracking through there, most of them go to the North (Bruce's one goes to the South, it's not registered on the map. Private runway.)

Shall all be on the same radio frequency, must make the call prior to the entering the NBZ and once you are in it.

Aircraft movements, 2018 just over 41,000, 2019 – 44,000, 2020 – dropped back (Covid), 2021 – 48,000, 2022 – 47,000 (so far), hit 50,000 end of January.

Trigger point for the CAA, is 40,000 movements a year, the director may require the airfield to become certified, doesn't change anything from an operator's point of view, but for management they then have to appoint a CEO, Safety manager, aerodrome manual, Safety management system in place, design of runways.

Allows CAA to have oversight of the airfield in standard audit of the airfields.

130 microlights

Slide showing the top 6 operators, making up 52% of movements.

Incidents around airfield, reported to CAA, not included one's report to Rangiora Advisory Group:

6 accidents reported:

- Aerodrome incidents (running over cones).
- Air space – includes aircraft transiting through.
- Birds
- Defects – aircraft defects – not an airfield issue, aircraft matter only.
- Helicopter and plane near misses
- Not making radio calls
- 8 incidents on the aerodrome, people landing on closed runways.

Some of them are not all Rangiora Airfield, when an incident is reported, they are tagged to the closest airfield.

24 of the incidents are microlights, 38 are airplanes and 8 helicopters.

Rangiora has 2 circuits going one way and another going the other way, for an out of towners it can be quite confusing. People should do a thorough briefing before they come here.

Daniel Smith development, waiting on the Council to give consents, the plan is to turn part of his block into an air park, going to increase the movements 10,000 a year. One access from air park onto airfield, everyone comes out the same way and goes back the same way. It will be good for Rangiora and for this airfield. Mix of activities on the airfield.

Council owns 3 blocks of land; Council can use this land as they wish.

Questions asked:

Council owns airfield and Council & RAAG. team look after it, how do the people see the airfield is managed and are they doing the right thing? Good or bad feedback.

Movement is one landing, touch and go is two movements. Take off is one movement.

Data is from the AIM system the airfield has, category and type of aircraft.

General Aviation is a minor problem with the microlight people,

Runway 10 has the same movements as 25. People believe there is something wrong with the data.

Used to have a take-off fee, they have dropped that, each day you use the airfield is \$10, used to fly each day but I can't now because it would cost me \$3,650 on landing fees. What about a fee for the year for \$600.

This airfield is cheap compared to other airfields around the country. Different systems to everyone around the country, others are doing it at \$10 a landing. Client in Taupo complained about their rate, went somewhere else and realised the fees were more expensive, so went back. Queenstown takes airways and airport fee is just under \$50 to operate there. Most of the aerodromes are trying to keep it between \$10-\$15 per landing. If you go away and are less than 20 minutes it's the one charge, if you are longer than 20 minutes it's another charge.

Incidents and problems in the circuit, any plans that Council are thinking of to fix it. No plans to reduce the vectors, the strip itself is hard up against the boundary, their will need to be a deal done with Daniel Smith to move the strip.

Consideration to an all-weather runway, looking at plans on how to improve the runway and taxiway, may be something simple or might not be. The current runway is 60m wide, a lot wider than that is required (only 30m is required). Re-grassed one side of it and could still use the other side and swapped over.

Use it is getting, why can't it be split into 3 sections, so still using 30m of it, up to Steve etc. on what they wish to do, there is all sorts of ways to do it.

Airspace infringements are just put to Rangiora as the closest airdrome, doesn't look good for Rangiora. 2 of them were helicopters from Christchurch. Study that needs to be done, looks at space around the whole airfield.

Any record of incidents reported to SAC – none reported to SAC. If you have an accident you are obliged to report it.

Displaced thresholds something there will be a recommendation on? It is being looked at right now, trying to get the landing plate updated, will all be to do with the trees/hedge at the end and who can clear it. If there are other obstacles down, there it might go back in. Rules used to say you had to chop it down, these days you need to ask nicely. Most neighbours around airfields are pretty good.

If CAA did dictate to become a certified airfield, what changes would have to happen? It would be security fencing, the airfield itself, the runways would be surveyed to make sure the taxiway is the right distance from runways, there are ongoing costs to it. Under safety management system required for reporting of incidents to owners/operators in this case, Council. Will be to see if there are any trends developing from the airfield. The new manager will take care of this.

Had to deal with the occasional grumpy neighbours, opportunity to introduce covenants should be done, to help protect the airfield, the commercial side of it, that could present a problem for people who are not familiar with Rangiora. Radio calls on a really nice day at the weekend, if increasing the number of airplanes, the radio calls are very busy, how do we deal with that, do we have a separate frequency for the airfield and one for general commentary.

Traffic from Rangiora to Fernside to the transit lane is an issue, has come close to another aircraft when in my circuit, very messy bit of airspace and includes aircraft coming out of Christchurch, a lot of different frequencies, an issue between airways and CAA. Needs to keep everything as simple as possible, don't want to complicate it.

The number of movements recorded, believe there is too many radio calls, when you look at the incidents reported it's due to lack of radio calls.

Would it help if there was an AWIB Automatic weather information broadcast, gives you the weather, runway that's favoured, cloud base, messages on it, put it onto the system, runs 24 hours a day, all by itself. Visitor out of town would know all of the information they required.

Not a control tower, just giving you information.

Cost is about \$1,600 a month, an option to think about and money well spent. CAA might say you need a Unicom in here, its \$50,000 a year to install and \$80,000 to run it. Costs then goes to the pilots and aircraft owners, doesn't give you as much information as the AWIB.

With aerodrome system, will need something to stop the public walking around, if aircrafts have people arriving, they will need to escort them to the hangers. On open days, can have a few thousand people here, but that is an event so would need to let CAA know it's happening, can rope things off, everything can be done, just needs to go through a process.

Meeting closed 5:15pm.

Meeting Minutes

Date & Time: Tuesday 6th December 2022 at 7pm

Meeting Type: Presentation

Location: Rangiora Airfield

Attendees: Steve Noad (chairperson), Grant MacLeod(WDC), Mike Groome (Avsafe Consultants,) Karen Groome (Avsafe Consultants), Paul Williams (WDC) Carlton Campbell (CAA)

Some 60 Airfield Users and Interested Parties

Meeting purpose:

Later presentation & consultation

Items:

Mike information gathering presentation regarding a study.

CAA requires an aeronautical study to be done.

Mike gave an introduction on himself and business and his wife Karen.

Grant advises the letter we received from CAA and why we needed the study to be done, and if Rangiora is to become a certified airfield or not.

Triggers for aeronautical study: number of aircraft movements, types and complexity of aircraft movements, general aviation training, helicopters, different variety of aircrafts, aerodrome layout, runways (3), taxiways, operations of neighbouring airfields, number of incidents, aircraft movements and aerodrome structure.

Structure Airfield owned by WDC, managed by Grant currently, until Airfield Manager employed and started.

For a pilot visiting it can be confusing, left- and right-hand circuits, if briefing done right should be ok.

Not a lot of space here for new hangers, ones that are here, they have just been placed here, not in good locations, made difficult to allow for taxiway, not a lot of room to manoeuvre around.

The runway 60m wide, a lot wider than that is required (only 30m is required).

Standard overhead re-join, should be used all the time. CAA does not allow it to be mandatory, but highly recommended.

Helicopters come and go at low levels, should be stopping and checking the active runway, can't guarantee everyone is listening to the radio calls.

No parachute operations.

Radio calls on final approach, very busy to get the space on the radio but take time and make sure you get the call out.

The data on runways, reporting system airfield users, 07 most active runway, followed by 25.

18,000 odd movements last year, not used as much this year, 40,000 odd movements last year. Up to 48,000 movements so far this year.

Air space around here uncontrolled, air space above Rangiora is controlled. Everyone should be on the same radio frequency.

3 airfields reasonably close, Loburn, Fernside and Bruce's at Barradale, tracking through there, could go right over top of them and not know, if on the radio you should be listening and then you would know.

Aircraft movements, 2018 just over 41,000, 2019 – 44,000, 2020 – dropped back (Covid), 2021 – 48,000, 2022 – 47,000 (so far), hit 50,000 end of January. One of the trigger points because of number of movements.

Certificated, qualifying certificated, certain requirements, slightly lesser than bigger airfield like Christchurch, Timaru etc. Still has to have appointed CEO, Safety manager, aerodrome manual, Safety management system in place, design of runways. Wont effect users of the airfield.

Allows CAA to have oversight of the airfield in standard audit of the airfields.

40,000 movements are well exceeded right now. Movements are jumping up quite a lot this year.

Aim system records all New Zealand & Australian registered aircraft.

Slide showing the top 6 operators, making up 52% of movements.

Incidents around airfield, reported to CAA, not included one's report to Rangiora Advisory Group:

6 accidents reported:

- Aerodrome incidents (running over cones).
- Air space – includes aircraft transiting through.
- Birds
- Defects – aircraft defects – not an airfield issue, aircraft matter only.
- Helicopter and plane near misses
- Not making radio calls
- 8 incidents on the aerodrome, people landing on closed runways.

24 of the incidents are microlights, 38 are airplanes and 8 helicopters.

Must consider the overhead join.

Very helpful would be an AWIB, gives you the weather, runway that's favoured, cloud base, messages on it, put it onto the system, runs 24 hours a day, all by itself. Visitor out of town would get to know all of the information they required.

Part of the study - needs to consider the risks of runway. Also takes into consideration what Daniel Smith is trying to do to. If and when it goes ahead, it will add approximately another 10,000 movements a year. Would be great for the area but is going to create a lot more movements.

Questions asked:

Council owns airfield and Council & R.A.G. team look after it, how do the people see the airfield, good and well kept? Good or bad feedback.

Doesn't feel as busy as the numbers, got a long way to go to get to that point. Often fly here at 6pm on Sunday night and only 2 planes out. Are you planning on taking 25 runway out (Mike confirmed No intention to take runway out).

Really handy having the extra runways there, in case you need to make an emergency landing.

Mike advised there was discussions about making the main runway longer, determined by the trees and obstacles at the end. Haven't had a good look at it for a while. No requirements to have the runway longer.

Looking at areas proposed by Daniel Smith, has key areas, approach to both of those ways, he is right there, is that really very good for Council to look objectively at it say this is a good idea, no one wants to see it goes bigger than the size it is now. He will just sit there and say, 'how much'. Where is that taxi way going to come out? Would you cross the runways Would need to be taxiways to allow from the air park through there. A whole lot of factors in there, don't know what final plans are going to look like.

Would have to have taxiway right down the end, so not obstructing runway, when plan comes out will need to allow for taxiway.

Have all these hangers here but unable to expand. Waiting list for people to put hangers up.

Movement is one landing, touch and go is two movements. Take off is one movement.

Be good if they could be separated out into another category, look at as a separate issue (training aircraft).

Training touch and goes are high risk, needs to be counted.

Data is from the Aiim system the airfield has, category and type of aircraft.

Community, rural and small airfields spread around the place, opportunity to extend, don't turn it down. Specific aircrafts require sealed runways. Huge cost in putting down sealed runways.

(Carlton) Standard overhead re-joining, CAA reluctant to make it mandatory, why is that? If the data is indicating that already, why not be proactive? 4 options you can do, head down wind, pilot's decision, low cloud base, can't do an overhead joining when low cloud base, doesn't permit a mandate for one or the other, pilot's decisions. At the moment a project with CAA and the plates around the country and aware of the variations and messaging around over head join, parachuting and winching. Individual aerodromes requesting their own texts, need standard texts.

As per the presentations earlier on in the year, if you know the conditions of the runway, wind conditions and know the traffic, you can join on one of the legs, in absence and lack of that knowledge appropriate to do the overhead join, the busier the airfield gets, the more the recommendation the overhead join.

(Christchurch Helicopters), 90% near misses are in the overhead re-join.

(Carlton) Difference between helicopter and airplane is within the rule, everyone who is in the pattern has to conjoin with the left- or right-hand pattern, helicopters can either join the pattern or avoid it.

(Carlton) Always approach the field with the field on the left. Doesn't matter which corner of where you come from, always approach field from the left. If there are 2 aircrafts, it should be a follow the leader type thing.

Runway 10, by the hangers, habit with their syndicate, whether it's tying the plane or taxiing it, taxi around it, a lot of people carry on up the runway. On the days when the wind isn't good, which happens here, it could create an incident, for the sake of cutting the fuel, a lot better to go around it than across it.

Why is it that data on accidents and incidents, didn't reflect the largest user of the airport, because they use a different reporting system. Based on CA005, what about Microlights? They are not required to report incidents. Only data got from CAA. RAANZ people who look after Microlight incidents, their data advises they have 6 incidents reported. Not going through the right channel to get to where it needs to. Not reporting their incidents correctly. Data as of 5pm the night before presentation.

Re-entry process is a nightmare and its to hard, CAA said to us, as a group, don't have data, can't track this stuff, conversation going on right now between CAA and 149's, improving and reporting incidents, determine how stringent their re-entry is and reporting.

(Carlton) Things to be careful about with the CAA 005, people think they have weaponised it, if you don't do what your supposed to do, that's not what the systems it's about, it's about keeping the regulator informed, fault with design of their aircraft, reporting point in wrong place, creating a problem for air space congestion, purpose of CAA 005 is trending information so regulator can take appropriate interventions where it's necessary, not used as a weapon against somebody or an organisation that you have a problem with. Part of the issue for Rangiora, some of the attention that is brought on for this aeronautical study is because of the fact there is a reasonable degree of non-compliance by a small

proportion of the population, really its about the whole aviation community, doing their utmost to lift everybody, risk at the moment, don't look after managing this place safety then the following generations wont be able to enjoy the privileges because the community and regulation will come in with oversight and regulation that they don't want, up to us as the aviation community to pull heads in of those individuals who operate outside the box that we loosely call the system.

If you say and do as many audits or surveys and certify this airfield, how is that going to change and make any difference, all of it comes back to skill base and compliance, none of these rules will make a difference.

Making too many rules doesn't fix the problem, about education, about the standards that our organisations put on to those that are a part of our organisations that our instructors are putting good standards in there as well, so retain the privileges you have at the moment, rather than comprising ourselves because of 1 or 2 people who are a bit selfish because they don't fit the system but we all share the same airspace, so we all need to follow the rules.

How do you fix where people are on the wrong channels or when their BFR comes back or retraining, they have had their licence for a long time.

Part of that should be responsibility of the instructors doing the BFR, to make sure during the BFR experience putting through all the operational activity and looking at persons logbook. Most of the requirements are on the instructors to try and uplift it.

CAA needs to look at Compliance and uplift it, some parts of the country don't need a BFR or done within half an hour. (A lot of people disagreed with this comment).

(Carlton) This upcoming year, what CAA are trying to do, starting with an examiner seminar where examiners are renewing instructor's privileges, work on the problem areas, bringing those back in now, unless we get another disruption.

Automatic frequency, most of the aircrafts have dual frequency or radios, turn it to Rangiora frequency 20 miles away, they come in here, 119.1 primary frequency, they never even made a radio call, actually they did, they made it on 119.1. Short brief tone, if don't get that tone makes them think oh no! They are monitoring the second channel, so making the call on the wrong frequency.

What rules are in place people are still going to make mistakes (human error), about our situational awareness, going to happen as people make mistakes. If someone does make a mistake, just do it as a friendly thing. The way you approach the person that makes the mistake is not about pointing the finger. If someone has done something, because we have such a large variety of aircrafts doing different speeds and circuits, some of the general aviation guys seems to be out quite a far way and smaller aircrafts can turn a lot shorter and tend to cut the aircrafts further out off. Technically in the circuit rules says you shouldn't be passing. Each is doing around a 6-minute circuit.

This meeting is about aeronautical circuit, its about the operators, not the airfield or an airspace problem, it's a pilot ability pilot problem, doesn't matter how many rules you make.

Daniel Smith does have a plan for a helicopter to come and go from his site.

In the bigger picture, helicopters are included.

Education side of things would really help out at the Rangiora Airfield. Instructors need to have experience in driving all types of aircrafts. Training standard, everyone needs to lift their game and stop

making their own rules up. It comes down to what you do every day. Small group of people that are creating a problem, that now and again let the side down, it's a risk with their own lives and people around them. Everyone trying to do the right thing and on the radios are talking to each other, it's the way it should be.

Breaking it down the number of incidents compared to the number of movements, it's not that bad, it's the severity of the incidents. It is over the average of what it should be. Higher than normal. On the data, get the plane rego number, day and time, doesn't include pilot's details.

A big help would be CIF and chief pilots of the organisation get together and have a chat about any problems the other might have.

From an airfield perspective, the approach on the 25, if its bumpy, trees are quite tall and road underneath, planes potentially on the runway waiting on you, can get busy and a number of distractions, can be quite close to an aircraft incident. Regarding tree removal these days you have to ask the neighbours nicely if they can cut the trees down.

Radio calls on finals, sometimes tricky to make them, consideration to change the call out system to what they have in the Mt Cook region, use the last 2 letters of their registration, there's is a very busy airspace, they are mostly experienced operators though.

The major consideration is a training airfield, standards procedures are the only way, the re-join is going to have to be explained a lot more times. New posters from CAA show the right-hand turns.

Blown away with the number of incidents, is this information available, some sort of a briefing. The new airfield manager, part of this role will be to collate this information.

Some of the information is people having to divert to Rangiora due to the weather and they haven't briefed themselves on the information for the airfield.

Working through a master plan exercise, separate to aeronautical study, the master plan has been delayed due to waiting for airfield manager to start, going to be a consultation process, talking with advisory group and users on the airfield.

Meeting closed at 8:30pm.

Appendix 5: New Southern Sky



Guidance for Complexity and Density Considerations - in the New Zealand Flight Information Region (NZZC FIR)

Introduction

1. The Civil Aviation Authority is responsible for enabling a safe airspace environment for all commercial and recreational aviation activity, and protecting the public interest through a reliable and responsive aviation regulatory system.
2. As new technologies are introduced into the aviation sector and commercial and private user demand for airspace grows, the complexity and density of the operating environment will continue to evolve. A balanced view of the whole of system will enable the most efficient use of airspace consistent with the safe operation of aircraft and the expeditious flow of air traffic.
3. This document must not be applied as a stand-alone document, but as guidance material to support the requirements under the Civil Aviation Act, Civil Aviation Rules, National Airspace Policy of New Zealand, National Airspace and Air Navigation Plan, ICAO Annexes and Documents, and relevant Policy material. The principles to follow in decision making on airspace matters are as outlined in the National Airspace Policy of New Zealand.
4. The application of this document to diverse operational environments is to support both business as usual, as well as contributing to potential policy, regulatory, and infrastructure considerations under the umbrella of New Southern Sky (NSS) programme.

Authority

5. The Manager Aeronautical Services Unit is the owner of this document and is responsible for the regular review and maintenance of this document. The information and guidance outline within this document does not override the specific decision making functions, responsibilities and processes of the CAA as independent regulator. It will also adhere to the principles articulated within the Regulatory Operating Model and the requirements for consultation set out in Rule Part 71, which govern the designation of airspace.
6. The Complexity and Density Considerations document will provide visibility of the decision making process that may be required as the aviation system evolves in response to the introduction of new technologies. This includes but is not limited to regulatory decisions relating to:
 - a. Airspace design,
 - b. Air traffic management,
 - c. Aerodrome infrastructure,
 - d. Aircraft equipment requirements,
 - e. Conventional and Global Navigational Satellite Systems (GNSS) based infrastructure
 - f. Security and resilience.
7. In creating visibility of these considerations, it will also provide a platform for future project planning by industry and other government agencies as appropriate. The purpose of this platform is to guide and inform project documentation such as business case proposals and associated safety studies.
8. When industry planning documentation requires regulatory input, the CAA expects that any justification or supporting arguments will take into account the guidance contained within the complexity and density considerations document as the situation dictates. In simpler terms, on a case- by-case basis, some considerations may or may not be applicable dependent on the size and scope of any potential aviation proposal. Moreover, some elements of complexity and density may have more or less significance when considered in different contexts.

Guidance

9. A balanced view of 'whole of system' requires consideration of the various elements that contribute to the complexity and density of a piece of airspace. As each area of airspace is unique in its own right, a one-size fits all approach or a prescribed formula is likely to produce an adverse outcome. This guidance material is a tool to assist decision making in an area in which there is no fixed answer.
10. In considering each of the elements from a complementary perspective, for each unique airspace, it increases the probability of achieving the most appropriate safety outcome, with unacceptable risks reduced to an acceptable level. Using traffic volumes as the sole consideration could result in an adverse outcome. It should also be noted that some elements may not be applicable to a given area. The following high-level principles will assist in assessing complexity and density:
 - a. Fit for purpose: what are we trying to achieve?
 - b. Appropriate for the airspace: tailored to meet local requirements
 - c. Risk-based and safety-focused: decisions are made proportionate to the risk
 - d. Equitable: considers all users, including the travelling public
 - e. Whole of system: considers wider impacts on the local environment and the aviation system as a whole
 - f. Consistent: achieving a consistent level of safety across different environments
11. It is important to use relevant and reliable sources of information to enable the best possible outcome, and this should consider both current and future requirements. The quality of the information is as important as the range of information. This can include, but is not limited to:
 - a. Movement data;
 - b. ATS records from flight plans and flight progress strips;
 - c. Occurrence data;
 - d. Previous assessments;
 - e. Airspace modelling;
 - f. Industry intelligence;
 - g. Mapping information including geography, built-up areas, closely located aerodromes and n
 - h. Meteorological records;
 - i. Network resiliency;
 - j. Consultation with stakeholders and airspace users;
 - k. Any other relevant information.
12. The use of anecdotal evidence, assumptions or personal judgement must be clearly stated as such, and include an explanation of the logic used.

Initial assessment

13. There are a number of different scenarios that may result in the requirement for an assessment, the most common would be as the result of an aeronautical study. At the completion of an assessment by the CAA, the CAA will determine an initial outcome or outcomes. These outcomes should avoid a fragmented air navigation system and may include the determination of or a change to: the designation or classification of airspace; air, ground or space based communication, navigation or surveillance requirements; instrument flight procedure and route development; and required services including air traffic control, systems or technology.
14. After the selection of one or more potential solutions, further analysis is required to determine the future impact of any proposed changes on each of the elements including future predicted traffic. This may necessitate further review and may alter outcomes from the initial findings.
15. For example, if an initial assessment suggests a change from controlled airspace to uncontrolled airspace however, the assessed impact of a change to the airspace designation is likely to result in significantly increased VFR traffic numbers, the end conclusion, based on the predicted outcomes, and may determine that the most appropriate outcome is not to change the airspace designation.

Complexity and Density Table

16. The table below provides guidance on elements to consider in the assessment of complexity and density and includes suggestions for classifying an element as less or more complex or dense. The intention is to apply this within the NZCC FIR.
17. For simplicity, a four-scale rating system has been used as a holistic indicator of the level of complexity and density within a specific aviation environment. The suggested classifications for each element range from 0 – 3, with '0' likely to be of little or no consequence and likely to require less examination in the decision-making process and '3' likely to have higher consequence requiring greater examination in the decision-making process. Where, due to differing operations, an element can be classified a number of ways, the assessment should provide the context and how the classification of that element was established.
18. A balanced view of 'whole of system' will form the basis of any assessment which will include an examination of the elements, with those elements deemed likely to have a higher consequence requiring greater examination in the assessment.
19. In most cases, the listed elements do not include specific values such as traffic volumes as this will vary from location to location. For example, a specific volume of traffic may exist in a low complexity environment, that same volume of traffic might be "significant" when considered within the context of a more complex aviation environment.

Unit Procedures and Complexity and Density Considerations

20. Existing unit procedures form part of the internal regulatory function for the determination of aviation requirements, for example, airspace changes and ATS service requirements, amongst other things. In making determinations, the CAA will apply the normal regulatory process and procedures including Aeronautical Services Unit procedures, and as the situation dictates, the principles of complexity and density considerations articulated within this document.
21. Notwithstanding, the CAA will also consider other relevant and appropriate data, analyses and guidance information from domestic and international sources such as ICAO and other foreign regulatory agencies, as well as broader aviation industry experience both foreign and domestic.

	0	1	2	3	Score's
IFR - forecast annual traffic volumes	Nil	Low traffic density	Medium traffic density	High traffic density	0
VFR – forecast annual traffic volumes	Nil	Low traffic density	Medium traffic density	High traffic density	3
Other – forecast annual traffic volumes (e.g. parachuting, gliding, adventure aviation operations, frequent aerial topdressing, low-flying, UAVs/RPAS, rockets, etc)	Nil	Small variation or low volume of other aviation activities	Medium variation or medium volume of other aviation activities	Large variation or high volume of other aviation activities	3
Aerodrome traffic density (Annex 14: Note 1: The number of movements in the mean busy hour is the arithmetic mean over the year of the number of movements in the daily busiest hour; Note 2: Either a take- off or landing constitutes a movement)	Insignificant	Light. Where the number of movements in the mean busy hour is not greater than 15 per runway or typically less than 20 total aerodrome movements.	Medium. Where the number of movements in the mean busy hour is of the order of 16 to 25 per runway or typically between 20 to 35 total aerodrome movements.	Heavy. Where the number of movements in the mean busy hour is of the order of 26 or more per runway or typically more than 35 total aerodrome movements.	2
Peak instantaneous aircraft count, this considers airspace traffic density at peak times	Nil	Low concentration of peak traffic or limited peak traffic periods	Medium concentration of peak traffic or some peak traffic periods	High concentration of peak traffic or frequent peak traffic periods	2
Variety of performance categories and characteristics	All aircraft of similar performance	Aircraft of same or similar performance, with occasional variation	Regular aircraft in one or two performance categories	A wide variety of aircraft performance	3
Aircraft navigation performance and predictability	Aircraft have sophisticated navigation capability, performance and manoeuvrability	Low volume of aircraft have limited navigation capability, performance and manoeuvrability	Some aircraft with limited navigation capability, performance and manoeuvrability	Large number of aircraft with limited navigation capability, performance and manoeuvrability	3
Aircraft navigation and manoeuvrability (for example, an aircraft flying RNP-AR will have limited manoeuvrability)	Aircraft have sophisticated navigation capability, performance and manoeuvrability	Low volume of aircraft have limited navigation capability, performance and manoeuvrability	Some aircraft with limited navigation capability, performance and manoeuvrability	Large number of aircraft with limited manoeuvrability	3

Neighbouring airspace designation and classification and interaction with area under review	Nil	Small impact of proximity airspace designations/classifications	Medium impact of proximity airspace designations/classifications	Large impact of proximity airspace designations/classifications	3
Terrain, including its influence on inflight conditions	Flat terrain	Undulating terrain with limited impact on flight conditions	Terrain which impacts inflight conditions	Mountainous terrain creating significant mountain wave activity or other significant inflight conditions	0

	0	1	2	3	Score's
Geographical features affecting navigation, these may impact IFR and VFR flights differently therefore context is required	Low number of significant geographical features	Some navigational limitations as a result of geographical features	Navigational limitations as a result of geographical features	Geographical features which significantly influence navigation (e.g. mountains affecting flight manoeuvrability)	0
Meteorological conditions	Insignificant local or regional weather phenomena	Some local or regional weather phenomena	Significant local or regional weather phenomena	Significant and extensive local or regional weather phenomena	2
Availability of meteorological information	All required meteorological data available	Some meteorological data available	Limited meteorological data available	No meteorological data available	3
Aerodrome	Non-certificated aerodrome	Certificated aerodrome	Secondary/Other International aerodrome (AIP AD 1.4 – 1: NZDN, NZHN, NZPM, NZRO)	Primary/Major International aerodrome (AIP AD 1.4 – 1: NZAA, NZCH, NZWN, NZQN)	0
Instrument Runway	Other runway	Non-precision approach runway	Precision approach runway, category I	Precision approach runway, category II or III	0
Physical aerodrome capacity, (note: this may vary with changing weather conditions)	Not applicable	High capacity compared to forecast volumes	Medium capacity compared to forecast volumes	Low capacity compared to forecast volumes	2
Aerodrome layout including runway configurations and heliports	Single runway, low traffic density	Multiple runways, including parallel and crossing runways, low traffic density	Single runway, high traffic density	Multiple runways, including parallel and crossing runways, high traffic density	3
Aerodrome traffic patterns, this includes aerodromes in close proximity and traffic in the vicinity, aerodrome operator limitations, day/night activity.	Insignificant traffic	Simple aerodrome traffic patterns	Complex aerodrome traffic patterns from a single aerodrome	Complex aerodrome traffic patterns from multiple aerodromes	3
The type of air traffic services provided including the separation minima applied	Class G: no ATS service	Class G: FIS	Class D: ATC	Class A,B,C: ATC	0

Surveillance – type and coverage	ADS-B surveillance supported by SSR/PSR or equivalent	Full surveillance using one technology (e.g. ADS-B or SSR)	Limited surveillance coverage	No surveillance coverage	2
Type of air-ground communications	Not applicable	Terminal area direct ATS-pilot communications and surveillance	En-route direct ATS-pilot communications and surveillance	Remote en-route HF or CPDLC outside the coverage of ground-based navigation aids	0

	0	1	2	3	Score's
Connectivity of En-route ATS route system: this considers the importance and structure of the ATS routes within the airspace	No ATS routes	Limited ATS route structure	ATS routes connecting certificated aerodromes	ATS routes connecting international aerodromes	0
The start or end of significant phases of flight (climb, descent, change of direction, etc)	Nil	Limited flight paths with significant phases of flight	Some flight paths with significant phases of flight	Multiple flight paths with significant phases of flight	3
Impact of noise contours and other environmental considerations	No concerns	Low volume of concerns or complaints	High volume of concerns or complaints	Environmental or other court ruling	1
Inflight delays	Nil	Minor delays experienced	Medium delays experienced	Major delays experienced	0
Search and rescue (SAR) capability, this may include access, equipment, etc	High SAR capability	Some SAR capability	Limited SAR capability	Nil	2
National security and resiliency requirements	Nil	Low significance	Medium significance	High significance	0
Occurrence data and history	No occurrences	Low risk identified	Medium risk identified	High risk identified	3
Other hazards and threats deemed relevant to the assessment	Nil	Risk assessment determines low risk	Risk assessment determines medium risk	Risk assessment determines high risk	3
Ground-based navigation aid coverage	Full coverage	Partial coverage	Limited coverage	No coverage	3
Availability of conventional ATS routes	Full coverage of conventional ATS routes	Some availability of conventional ATS routes	Limited availability of conventional ATS routes	No conventional ATS routes	3
Ground-based navigation aid coverage and impact on route operating limitation (ROL) of conventional ATS routes	Not applicable	ROL < 7,000 ft	ROL 7,000 ft ≤ 12,000 ft	ROL > 12,000 ft	0

TOPIC: Rangiora Airfield
Interest Groups Representation

TO: Waimakiriri District Council
Grant MacLeod
Greenspace Manager

FROM: Mike Groome
Avsafe Consultants Ltd

DATE 01 March 2023



1. Structure of Airfield Governance Group

Under Option 2, Council Controlled Organisation (CCO), the Rangiora Airfield Authority, would become a standing committee of Council and therefore are appointed to look after the Council interests, not those of a particular individual or group interest.

They are no different than a board of directors who have a duty of care to the organisation.

The makeup of the Rangiora Airfield Authority should be a balance of people with governance experience as well as having experience in their area of expertise and interest.

Because there is such a vast array of different groups on the airfield, it is not feasible or prudent to have a representative from each group on the Airfield Authority, as these people generally have a different agenda to what the council may expect. This then turns into a non-productive group who are always pushing their own agenda.

The Rangiora Airfield Authority should be no more than 6 people.

Suggested Rangiora Airfield Authority makeup. This Committee is to look after the WDCs interest in the airfield.

Council calls for nominations for these positions, as for any leadership position within the organisation, and are appointed by Council for the three-year term of the Council.

2. Rangiora Airfield Authority Appointees

a) 2 x Councillors

Appointed by the Mayor.

b) 1 x person with experience in aviation operational and governance roles.

The aviation experts must have demonstrated experience in aviation, whether as a pilot, aircraft operator, management, or compliance.

c) 1 x Member of the Airfield User Group. (RAAG)

This person should have the knowledge and respect of the wide and varied groups on the airfield.

The Airfield User Group can have more than one nominee, but they go through the same process as any other nominee with the WDC for the one position.

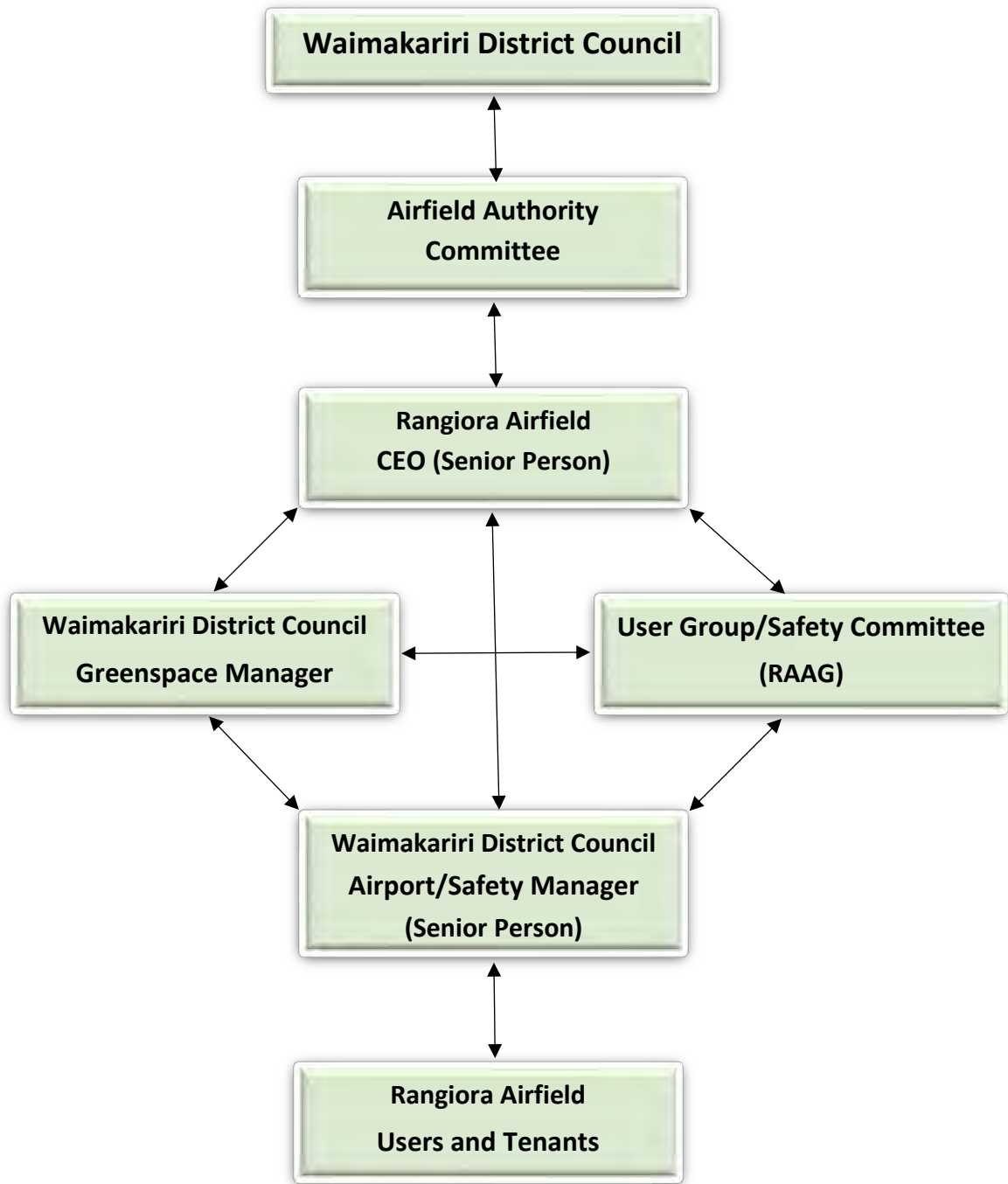
d) 1 x External Business Representative

The business representative can come from the wider community, and is someone who has a genuine interest in the airfield and district, but also brings business and governance experience to the committee.

3. Airfield User Group

- a) With certification, the Civil Aviation Authority (CAA) strongly suggests that the airfield has a 'User Group', or Safety Committee where recommendations made, and issues raised are seen as the collective voice of persons involved in the operation of the airfield.
- b) Rangiora already has a 'User Group/ Safety Committee,' being the Rangiora Airfield Advisory Group (RAAG). RAAG should meet at regular set intervals, so every user of the airfield can discuss any concerns or proposals regarding the airfield.
- c) Due to the number of different interest groups on the airfield, RAAG is the best place to have formal representation from these different interest groups.
- d) RAAG can have an executive with a member of each of the interest groups having a place on that executive.
- e) They then have the opportunity through RAAG to advance any thoughts and ideas to the Rangiora Airfield Authority Committee in a formal way.
- f) Interest groups could have their own committees within the RAAG to discuss common issues, and then bring the consensus to the Rangiora Airfield Authority Committee via the User Group/ Safety Committee Representative.
- g) The User Group/ Safety Committee becomes a very important part of the overall governance and management of the airfield as they are the eyes and ears of the users.

Option 2: Council Controlled Organisation (CCO)





Mr Grant Macleod
Green Space Manager
Community and Recreation
Waimakariri District Council
Private Bag 1005
Rangiora 7440

7th April 2022.

Dear Grant

Requirement to provide an Aeronautical Study - CAR139.21.

In February 2022 the CAA met with representatives from Waimakariri District Council (WDC) and Users of the Rangiora aerodrome. The discussions centred on the airfield being recently designated under the Council District Plan and the short term and long-term plans (LTP) for development of the non-certificated aerodrome operated by WDC.

The Director Civil Aviation (DCA) now considers there are reasonable grounds for a significant change to occur that may affect the operation or use of NZRT. Accordingly, and as per CAR 139.21(a)(1) the DCA is now requiring the Waimakariri District Council (operator of NZRT) to conduct an aeronautical study (*now referred to as the study*). The study must contain sufficient information to enable the DCA to identify and assess the risk to aviation safety of the operation of the aerodrome as per requirements of CAR 139.21(d)(1) &(2). The study scope should be inclusive of, but not limited to:

- an assessment of existing aerodrome infrastructure, and;
- an assessment of all proposed changes to existing aerodrome infrastructure ensuring any new aerodrome infrastructure provides a safe and efficient operational environment for aerodrome users, and;
- consideration of the requirement to provide RESA acceptable to the Director if regular passenger air transport service (RPT) with aircraft having a certificated seating capacity of more than 30 passengers commences, and;
- an assessment of all applicable Civil Aviation Rules to ensure operations at the aerodrome remain compliant throughout, and;
- meaningful consultation with Users and Stakeholders.

The completed study must be provided to the DCA no later than 24 December 2022. After submission of the study the DCA may require further information to be provided before considering if the risk to aviation safety is such that it must be managed under the authority of a qualifying aerodrome operator certificate.

Prior to the Determination the DCA will conduct a technical assessment and review of the study as per the requirements of CAR139.23. This is a chargeable activity. If a Determination of qualifying aerodrome is to be advised it will be provided in writing as per the requirement of CAR139.25.

I will be the point of contact for any further queries.

Kind Regards,

Nick Jackson

Nick Jackson
Technical Specialist (Aerodromes) Aeronautical Services Unit

ID	Task Name	Fixed Cost	Fixed Cost Accrual	Total Cost	Actual	Budget Cost	Task Allowance	Balance Remaining (Cost2)	
0	Project Management for Rangiora Airfield	\$0.00	Prorated	54,266.62	54,266.62	\$860,329.00	\$0.00	\$0.00	
1	1 Initiating	\$0.00	Prorated	\$38,612.62	\$38,612.62		\$25,000.00	\$0.00	
2	1.1 Installation of Electronic Gates and Cameras	\$0.00	Prorated	\$38,612.62	\$38,612.62		\$25,000.00	\$0.00	
3	1.1.1 Quote for Gates	\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00	
4	1.1.2 Report to MTO for sole supplier	\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00	
5	1.1.3 Report Outcome	\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00	
6	1.1.4 Survey of plots for gate positions	\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00	
7	1.1.5 Installation by Vision Systems	\$0.00	Prorated	\$38,612.62	\$38,612.62		\$25,000.00	-\$13,612.62	
8	1.1.6 Communications to airfield users	\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00	
9	1.2 Section 139 Compliance Implementation	\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00	
10	1.2.1 Taxi Ways	\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00	
11	1.2.2 Review of governance structure	\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00	
12	1.2.3 Qualification of Aerodrome	\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00	
13	1.2.4 Operational area plan , internal roads, taxi ways, landing strips	\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00	
14	1.2.5 MORE.. GMAC	\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00	
15	1.2.6 fees review	\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00	
16	2 Leases	\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00	
17	2.1 meeting 24th Feb 4pm, following baseline leases will be finalised	\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00	
18		\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00	
19		\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00	

Project: Project Management fo
Date: Wed 1/03/23

Task		Inactive Summary		External Tasks	
Split		Manual Task		External Milestone	
Milestone		Duration-only		Deadline	
Summary		Manual Summary Rollup		Progress	
Project Summary		Manual Summary		Manual Progress	
Inactive Task		Start-only			
Inactive Milestone		Finish-only			




















ID	Task Name	Fixed Cost	Fixed Cost Accrual	Total Cost	Actual	Budget Cost	Task Allowance	Balance Remaining (Cost2)	
20	3 Water Connection	\$0.00	Prorated	\$0.00	\$0.00		\$81,400.00	\$0.00	14 21 2
21		\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00	
22		\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00	
23		\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00	
24	4 Sewer Connection	\$0.00	Prorated	\$0.00	\$0.00		\$35,750.00	\$0.00	
25		\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00	
26		\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00	
27	5 Runway Reseeding/ Surface Treatment	\$0.00	Prorated	\$15,654.00	\$15,654.00		\$60,000.00	\$0.00	
28	5.1 Reseeding the runway, Fertilise Runway, spray	\$0.00	Prorated	\$15,654.00	\$15,654.00		\$60,000.00	\$44,346.00	
29		\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00	
30	6 Develop Procurement Plans	\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00	
31		\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00	
32		\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00	
33		\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00	
34		\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00	
35		\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00	
36	6.6 CAC (Canterbury Aircraft Club) Mogas project	\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00	
37	6.6.1 Compliance notice	\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00	
38	6.6.2 Lease ground area	\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00	
39	7 Lease Boundary Mapping	\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00	
40	7.1 Planning- Waimapp- GMAC add description	\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00	
41		\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00	

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Task		Inactive Summary		External Tasks	
Split		Manual Task		External Milestone	
Milestone		Duration-only		Deadline	
Summary		Manual Summary Rollup		Progress	
Project Summary		Manual Summary		Manual Progress	
Inactive Task		Start-only			
Inactive Milestone		Finish-only			

ID	Task Name	Fixed Cost	Fixed Cost Accrual	Total Cost	Actual	Budget Cost	Task Allowance	Balance Remaining (Cost2)	14	21	2
42		\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00			
43		\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00			
44	8 Level of Service- Operational Maintenance	\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00			
45	8.1 Road ways- CORDE various	\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00			
46	8.2 Mowing- Delta contract	\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00			
47	8.3 Edging, line trimming, spraying	\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00			
48	8.4 Camera network- operational plan	\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00			
49	8.5 Gate, fence main- Operational plan	\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00			
50	8.6 Runway checking -list all out- check list, weekly comp. check list- Airfield Manager	\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00			
51	8.7 Tree, hedge maintenance	\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00			
52	8.8 Lease auditing	\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00			
53	8.9 Service request monitoring	\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00			
54	9 Communications	\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00			
55	9.1 Plan- work with coms team	\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00			
56	9.2 Airfield webpage	\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00			
57	9.3 branding pot.	\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00			
58	9.4 Higher level of information- Disseminate- news updates- frequently	\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00			
59	9.5 Regular communications channel - 2 way	\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00			
60	9.6 NOTAM	\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00			
61	9.7 Safety meeting- bi-annual	\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00			

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Date: Wed 1/03/23

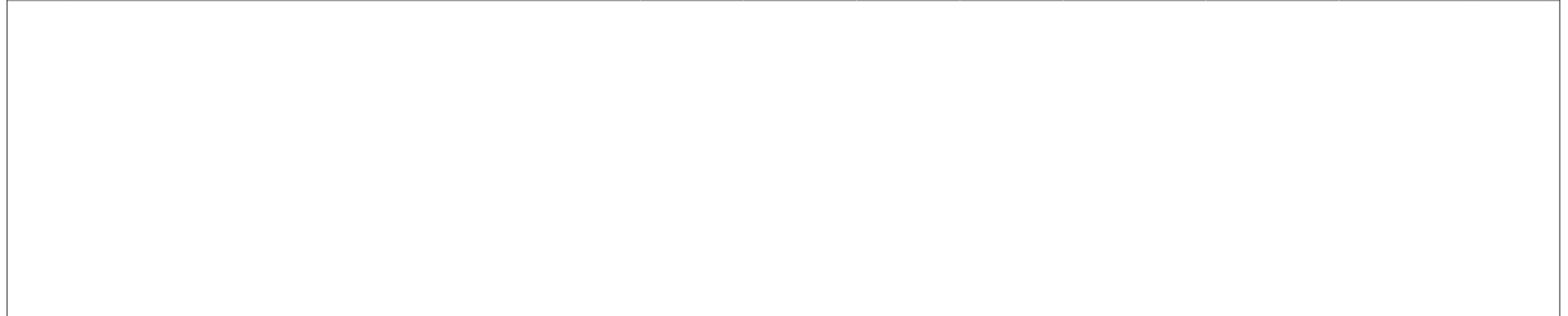
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Split		Manual Task		External Milestone	
Milestone		Duration-only		Deadline	
Summary		Manual Summary Rollup		Progress	
Project Summary		Manual Summary		Manual Progress	
Inactive Task		Start-only			
Inactive Milestone		Finish-only			

ID	Task Name	Fixed Cost	Fixed Cost Accrual	Total Cost	Actual	Budget Cost	Task Allowance	Balance Remaining (Cost2)	
62	10 Relationship Management/Culture	\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00	
63	10.1 Ongoing relationships between council and governance groups, user/interest groups	\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00	
64	10.2 CAA	\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00	
65	10.3 Post designation community relationship	\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00	
66	11 Master Plan	\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00	
67	11.1 Finalise	\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00	
68	11.2 Complete noise Contour, approach fans	\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00	
69	11.3 Confirm CAC involvement	\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00	
70	11.4 Confirm road alignment	\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00	
71	11.5 DASI lodge	\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00	
72	11.6 Heads of agreement with DASI \$\$\$	\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00	
73	11.7 Council Adopt	\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00	
74	11.8 Planning process- (2 years) own drop down DP	\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00	
75	11.9 Financial implication.	\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00	
76	11.10 Priors RD - develop concept plan	\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00	
77	11.11 <New Task>	\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00	
78	12 DASI Airfield Access Agreement	\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00	
79	12.1 <New Task>	\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00	
80	13 Water Connection	\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00	
81	13.1 <New Task>	\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00	
82	13.2 <New Task>	\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00	

Project: Project Management fo
Date: Wed 1/03/23

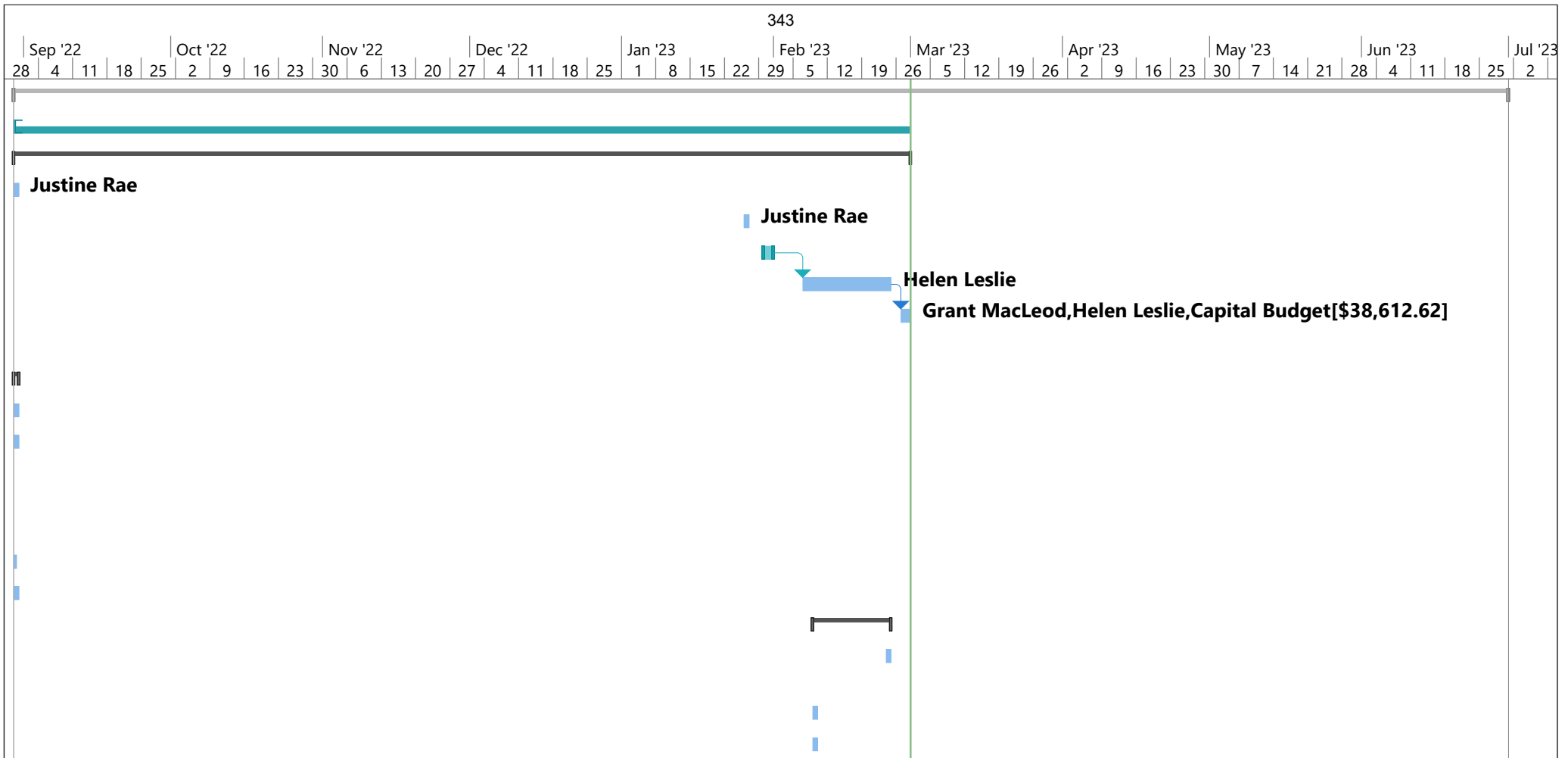
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Split		Manual Task		External Milestone	
Milestone		Duration-only		Deadline	
Summary		Manual Summary Rollup		Progress	
Project Summary		Manual Summary		Manual Progress	
Inactive Task		Start-only			
Inactive Milestone		Finish-only			

ID	Task Name	Fixed Cost	Fixed Cost Accrual	Total Cost	Actual	Budget Cost	Task Allowance	Balance Remaining (Cost2)	
83	13.3 <New Task>	\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00	14 21 2
84	13.4 <New Task>	\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00	
85		\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00	
86	14 Closing	\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00	
87	14.1 Close Project	\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00	
88	14.1.1 Assess Satisfaction	\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00	
89	14.1.2 Summarize Project Results and Lessons Learned	\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00	
90	14.1.3 Review and Recognize Team Performance	\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00	
91	14.1.4 Close Out the Project Records	\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00	
92	14.1.5 Review and Reconcile Financial Performance	\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00	
93	14.2 Contract Closure	\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00	
94	14.2.1 Close Contract	\$0.00	Prorated	\$0.00	\$0.00		\$0.00	\$0.00	

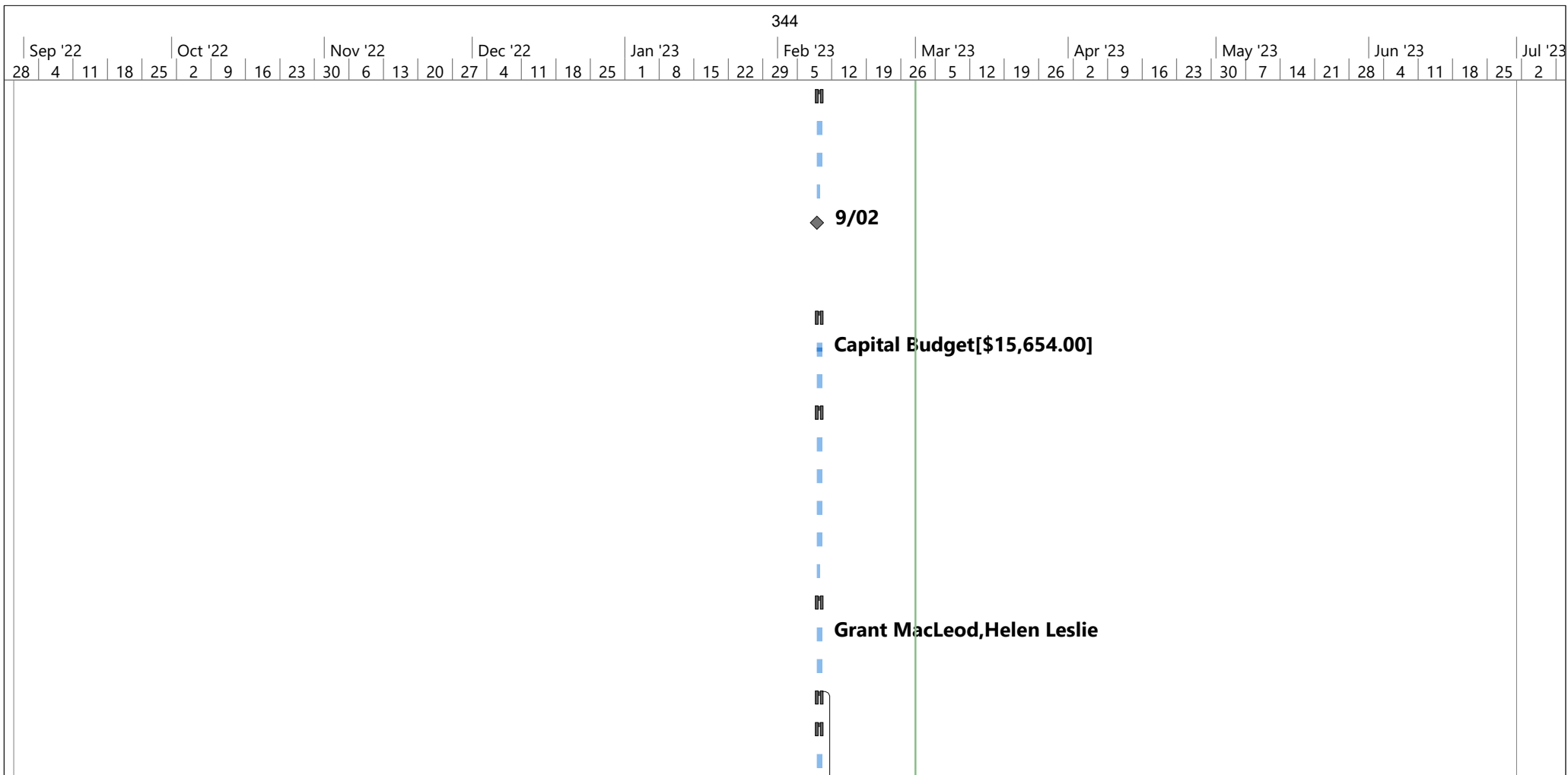


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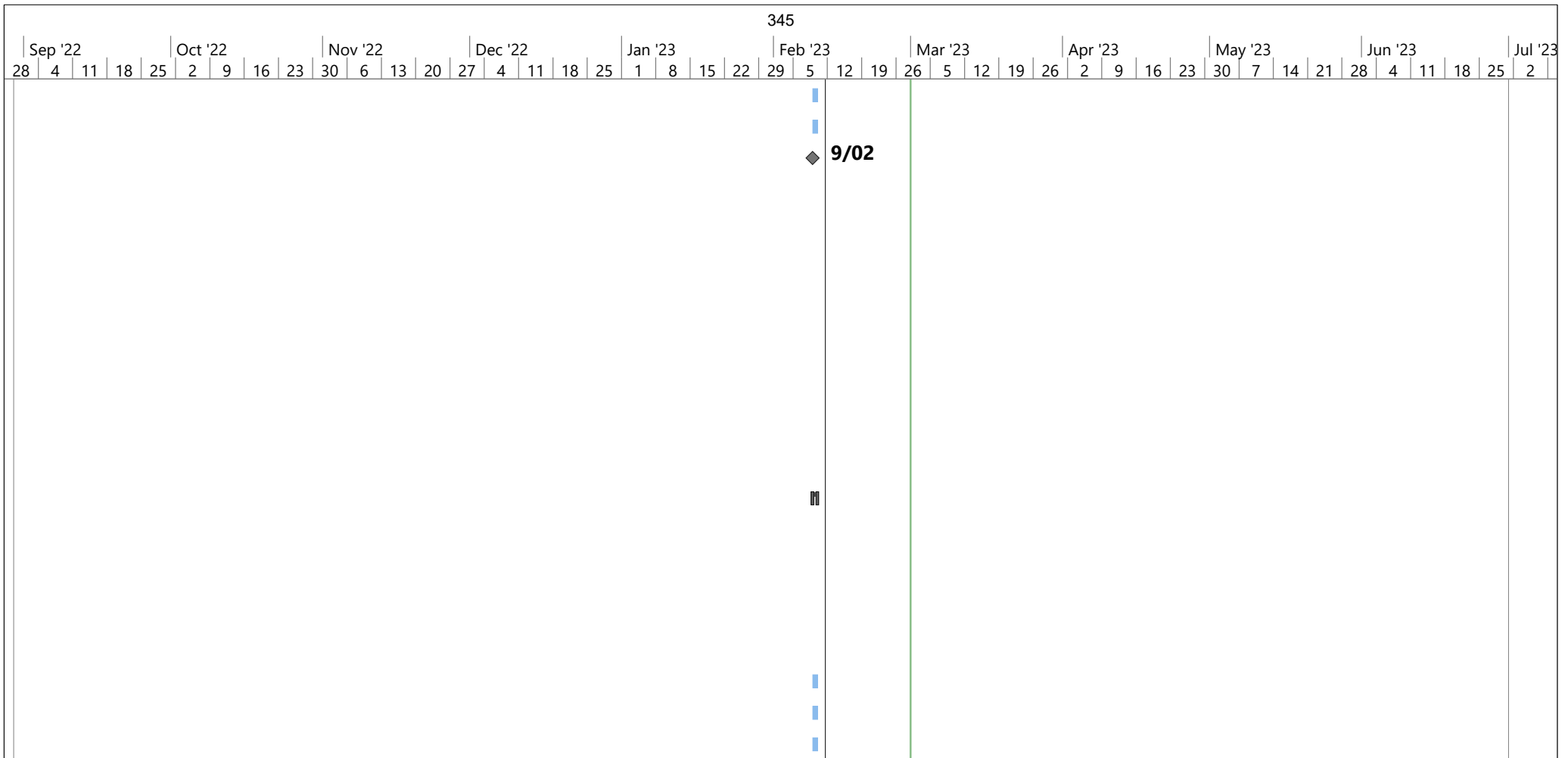
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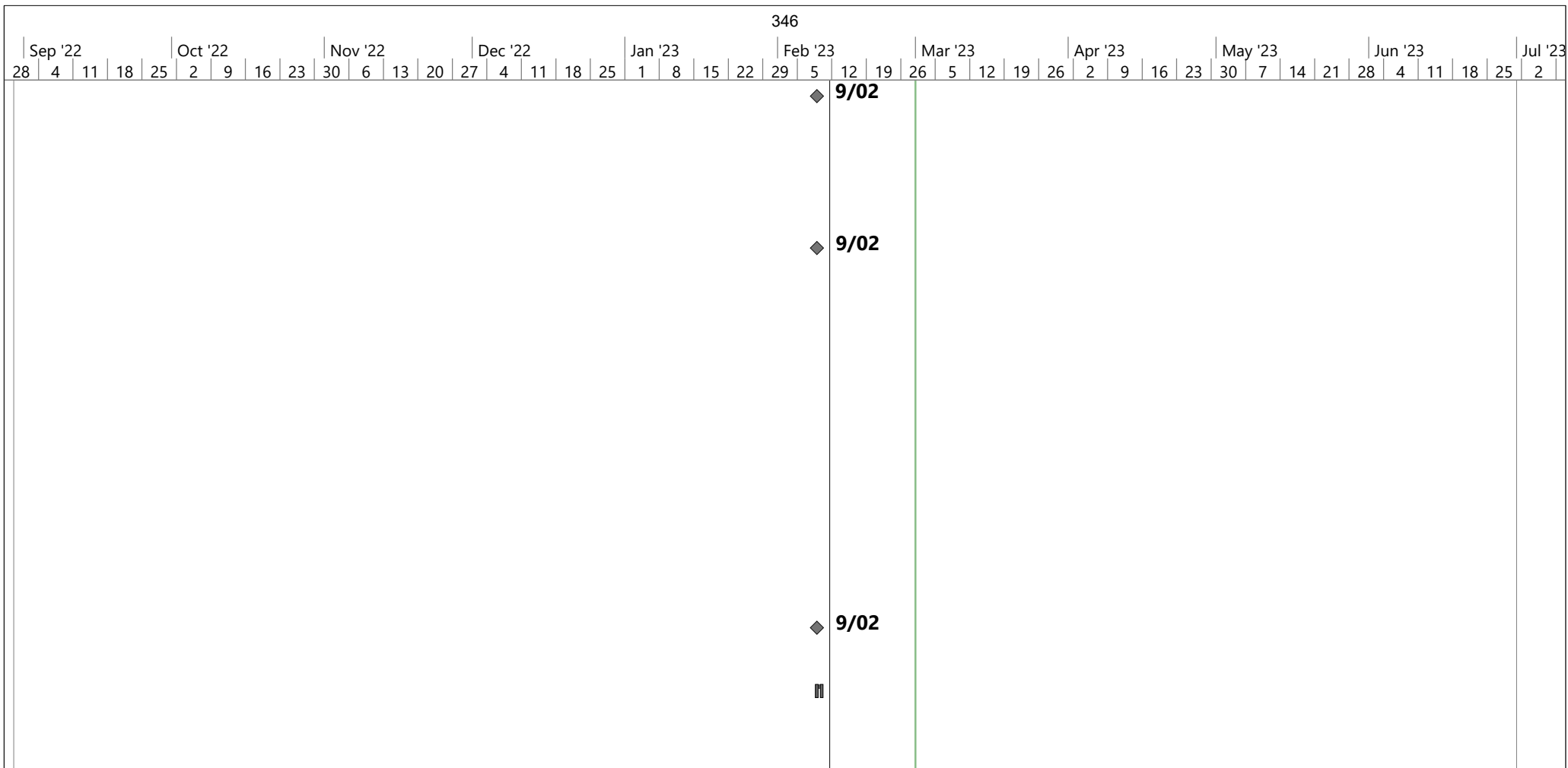
Project: Project Management fo Date: Wed 1/03/23	Task		Inactive Summary		External Tasks	
	Split		Manual Task		External Milestone	
	Milestone		Duration-only		Deadline	
	Summary		Manual Summary Rollup		Progress	
	Project Summary		Manual Summary		Manual Progress	
	Inactive Task		Start-only			
	Inactive Milestone		Finish-only			



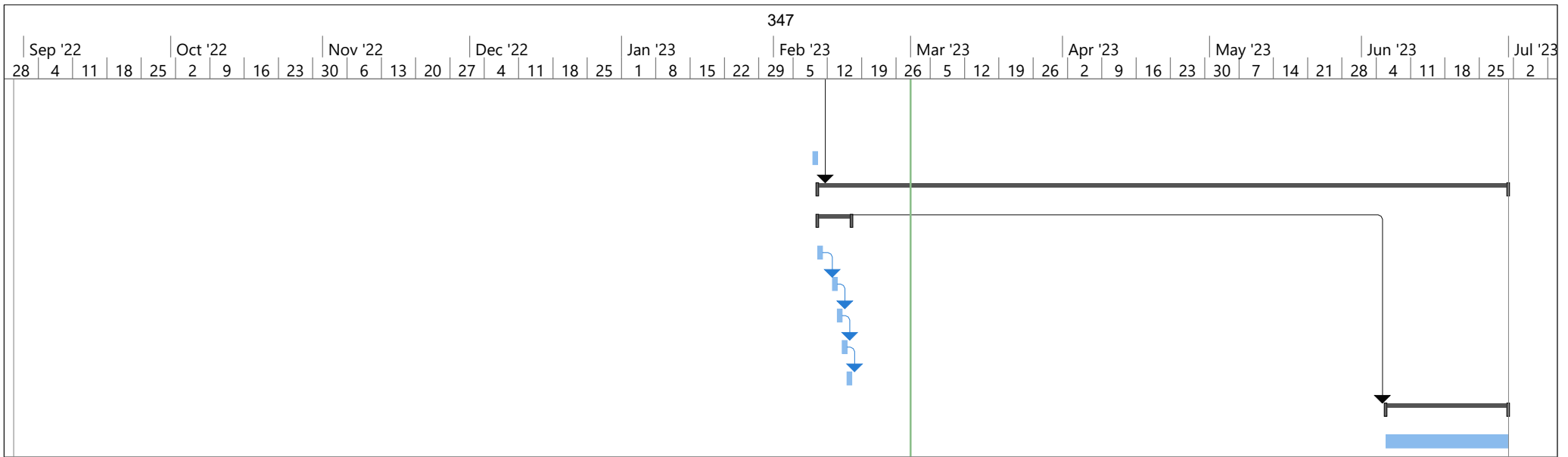
Project: Project Management fo Date: Wed 1/03/23	Task		Inactive Summary		External Tasks	
	Split		Manual Task		External Milestone	
	Milestone		Duration-only		Deadline	
	Summary		Manual Summary Rollup		Progress	
	Project Summary		Manual Summary		Manual Progress	
	Inactive Task		Start-only			
	Inactive Milestone		Finish-only			



Project: Project Management fo Date: Wed 1/03/23	Task		Inactive Summary		External Tasks	
	Split		Manual Task		External Milestone	
	Milestone		Duration-only		Deadline	
	Summary		Manual Summary Rollup		Progress	
	Project Summary		Manual Summary		Manual Progress	
	Inactive Task		Start-only			
	Inactive Milestone		Finish-only			



Project: Project Management fo Date: Wed 1/03/23	Task		Inactive Summary		External Tasks	
	Split		Manual Task		External Milestone	
	Milestone		Duration-only		Deadline	
	Summary		Manual Summary Rollup		Progress	
	Project Summary		Manual Summary		Manual Progress	
	Inactive Task		Start-only			
	Inactive Milestone		Finish-only			



Project: Project Management fo
Date: Wed 1/03/23

Task		Inactive Summary		External Tasks	
Split		Manual Task		External Milestone	
Milestone		Duration-only		Deadline	
Summary		Manual Summary Rollup		Progress	
Project Summary		Manual Summary		Manual Progress	
Inactive Task		Start-only			
Inactive Milestone		Finish-only			

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR INFORMATION****FILE NO and TRIM NO:** EXC-51-14/230418054328**REPORT TO:** COUNCIL**DATE OF MEETING:** 2 May 2023**AUTHOR(S):** Rob Kerr, Three Waters Transition Manager
Kalley Simpson, Three Waters Manager**SUBJECT:** Three Waters Transition: Scope of property transfer**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)
General Manager
Acting Chief Executive**1. SUMMARY**

- 1.1. The purpose of this report is to inform the Council of the request for property information from the Three Waters Reform National Transition Unit and the information provided in relation to land.
- 1.2. As part of the Three Waters Reform (now Affordable Water Infrastructure programme), the National Transition Unit (NTU), part of the Department of Internal Affairs, are undertaking a significant programme of work to arrange the transition to the new Water Service Entities. (WSE).
- 1.3. This includes requests for data and information ranging from asset management planning, GIS, project data, financial and human resources. A significant request that is due¹ 30th April 2023 related to property, contracts and plant such as fleet and equipment.
- 1.4. The Water Services Entities Act 2022 requires the Chief Executive of the WSE to prepare an Allocation Schedule that identifies the land (and assets, liabilities and other matters) that are 'to be transferred' and 'not to be transferred'. In doing so, (s)he must consult with the Local Government.
- 1.5. The Water Services Legalisation Bill proposes to extend these provisions through establishing a default position that all land (and other assets) that are wholly and partially related to the provision of water services are transferred² unless specified in an Allocation Schedule. The Allocation Schedule is prepared by the Chief Executive of the WSE, approved or modified by the Minister who would then recommend the Allocation Schedule to the Governor General to approve by Order in Council.
- 1.6. Noting that in all cases ownership of the Three Waters assets³ would always transfer to the WSE, NTU sought feedback on draft Transfer Principles (closed 30 March). These Principles, among other matters, propose a basis for categorising property and arrangements to put in place where there are multiple uses on a land parcel.
- 1.7. Staff provided feedback on those Principles, with particular concern raised over the approach to multi-value assets such as stormwater basins where there are stormwater, recreation, ecological and landscape values. The view of staff is that a WSE is not well

¹ The information will be provided to NTU prior to the date of this meeting.

² Clauses 42-47 Schedule 1 part 2 Water Services Legislation Bill

³ Note that pipe and related reticulation assets are typically protected by easement or through existing mechanisms. As such, this paper relates to land occupied by 'above ground assets' such as wells, pumping station, reservoirs and basins.

placed to manage these multiple outcomes and ownership of the land should remain with Council and management shared via a relationship agreement.

- 1.8. Further key issues arise with vacant land adjacent to an existing asset that could be used for future expansion of the water services and where the water asset occupies only a part of the land parcel. The return of vacant or surplus land that was transferred to the WSE at nil cost was also raised.
- 1.9. A series of case studies included as attachment i) illustrate the categories of property and a detailed review of every property on which three waters assets are located is included as attachment ii). There are 270 properties in that schedule of which;
 - 1.9.1. 74 are identified as solely used for Three Waters and the land should transfer to the WSE.
 - 1.9.2. 112 are identified as multi-value and should remain in WDC ownership (these are generally stormwater basins). Access for the WSE is covered by a Relationship Agreement.
 - 1.9.3. 18 are partly occupied by Three Waters assets and property ownership is proposed to remain in Council ownership with access for the WSE is covered by a Relationship Agreement. In most cases a subdivision is likely to be the long-term arrangement.
 - 1.9.4. A further 66 properties where assets are located on the road reserve, Crown, private or ECan land.
- 1.10. Noting the requirement in both the Act and the Funding Agreement for the Transition Support Funding to collaborate and cooperate with NTU, staff have provided this information to NTU by the due date of 30 April 2023.

Attachments:

- i. Case studies of land category types.
- ii. Schedules of Land on which Three Waters Assets are located.

2. **RECOMMENDATION**

THAT the Council:

- (a) **Receives** Report No. 230418054328.
- (b) **Note** the schedule of properties submitted to the National Transition Unit which identifies land recommended to be transferred to the new Water Services Entity as well as land that is recommended to remain in Council ownership.
- (c) **Note** the schedule of 270 properties identify the following categories of properties:
 - i. 74 are identified as solely used for Three Waters and the land should transfer to the Water Services Entity.
 - ii. 112 are identified as multi-value and should remain in Waimakariri District Council ownership (these are generally stormwater basins) with access for the Water Services Entity is covered by a Relationship Agreement.
 - iii. 18 are partly occupied by Three Waters assets and property ownership is proposed to remain in Council ownership with access for the Water Services Entity is covered by a Relationship Agreement.
 - iv. A further 66 properties where assets are located on the road reserve, Crown, private or Environment Canterbury land.
- (d) **Circulates** the report to all Community Boards for their information.

3. **BACKGROUND**

- 3.1. The Water Services Entities Act 2022 the Chief Executive of the WSE to prepare an Allocation Schedule that identifies the land (and assets, liabilities and other matters) that are 'to be transferred' and 'not to be transferred'. In doing so, they must consult with the Local Government.
- 3.2. The Water Services Legalisation Bill proposes to extend these provisions through establishing a default position that all land (and other assets) that are wholly and partially related to the provision of water services are transferred⁴ unless it is specified in an Allocation Schedule. The Allocation Schedule is prepared by the Chief Executive of the WSE, approved or modified by the Minister who would then recommend the Allocation Schedule to the Governor General to approve by Order in Council.
- 3.3. Noting that in all cases, ownership of the Three Waters assets (that sit on/under the land⁵) would always transfer to the WSE, NTU sought feedback on draft Transfer Principles (closed 30 March). These principles seek to build on the underlying legislation and provide a more detailed set of principles to implement the legislation.

4. **ISSUES AND OPTIONS**

- 4.1. The relevant objectives proposed by the NTU in the Draft Transfer Principles were:
 - Where an asset has more than one purpose or use, the asset will only transfer if its primary purpose or predominant use relates to providing Water Services or where parties otherwise agree.
 - Land will only transfer where its primary purpose or predominant use relates to providing Water Services or where parties otherwise agree.
- 4.2. Staff provided feedback on those Principles, with particular concern raised over the approach to multi-value assets such as stormwater basins where there is typically stormwater, recreation, ecological and landscape values. The view of staff is that not one of these values predominate, and a WSE is not well placed to manage these multiple outcomes. As such, ownership of the land should remain with Council with management shared via a relationship agreement.
- 4.3. Further key issues were identified:
 - 4.3.1. Vacant land adjacent to an existing asset that could be used for future expansion of the water services or for other purposes.
 - 4.3.2. Protecting against future sale of land that become surplus to the WSE but was acquired by the Council and passed to the WSE at nil cost.
 - 4.3.3. Remediation liability for contaminated sites as a WSE liability on land not transferred (generally AC pipe).
- 4.4. This report provides a schedule of land that respond to the NTU request for information and prepared by staff that identify the land in the following categories. In essence, this is likely to form the first draft of the property section of the Allocation Schedule that will be prepared by the WSE.

⁴ Clauses 42-47 Schedule 1 Part 2 Water Services Legislation Bill

⁵Note that pipe and related reticulation assets are typically protected by easement or through existing mechanism where located in a road corridor, As such this paper related to land occupied by 'above ground assets' such as wells, pumping station, reservoirs and basins.

Land Category	Long term owner of land proposed by staff
Assets on land owned by LGO that are wholly used for water services	Water Services Entity
Assets on land owned by Crown that are wholly or partially used for water services	This is a matter for the Crown and WSE to consider
Mixed-use land – where assets occupy only a portion of the land	Initially remain with Council and covered by a relationship agreement. Potential for subdivision in medium term
Mixed-use land – where there is multiple-values alongside stormwater management	Remain with Council and covered by a relationship agreement
Assets on land owned by third parties	This is a matter for the landowner and WSE to consider
Assets located within the transport / rail corridor	Ownership remains with the road corridor owner
Land that is current vacant but could be used for extension of water services assets in the future	Council. Not included in the schedule provided to NTU

- 4.5. A series of case studies included as attachment i) illustrate the categories of property and a detailed review of every property on which three waters assets are located is included as attachment ii). There are 270 properties in that schedule of which;
- 4.5.1. 74 are identified as solely used for Three Waters and the land should transfer to the WSE.
 - 4.5.2. 112 are identified as multi-value and should remain in WDC ownership (these are generally stormwater basins). Access for the WSE would be covered by a Relationship Agreement.
 - 4.5.3. 18 are partly occupied by three waters assets and property ownership is proposed to remain in Council ownership with access for the WSE is covered by a Relationship Agreement. In most cases a subdivision is likely to be the long-term arrangement.
 - 4.5.4. A further 66 locations where assets are located on the road reserve, Crown, private or ECan land.
- 4.6. Of the properties identified that should remain in WDC ownership, approximately 23 of these have been through an internal Working Group to review pursuant to the Property Acquisition and Disposal Policy (QD-CPT001).
- 4.7. Noting the requirements in both the Act and the Funding Agreement for the Transition Support Funding to collaborate and cooperate with NTU, there are limited options for Council but to comply with the requirements to categorise and provide this information.
- 4.8. Not providing the information would also place the Council on the back foot with any negotiations with NTU/WSE and make it difficult to provide a coherent argument for the principles outlined above. This is not recommended.
- 4.9. Council may decide to amend the categorisation of properties provides to NTU. While the schedule has been provided in accordance with the requested deadline of 30th April 2023, changes to the information would likely to be able to be accommodated. This is more likely with the recent changes in timeframe announced by the Government.

Implications for Community Wellbeing

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

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

5. COMMUNITY VIEWS

5.1. Mana whenua

Te Ngāi Tūāhuriri hapū are likely to be affected by or have an interest in the subject matter of this report as they hold manawhenua rights over the lands and waters within the takiwā as well as any potential role in the proposed governance structure of the new Water Services Entity.

5.2. Groups and Organisations

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

5.3. Wider Community

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

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. Financial Implications

There are no direct financial implications of the decisions sought by this report however there are material financial implications of the overall Three Waters reform.

6.2. Sustainability and Climate Change Impacts

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

6.3 Risk Management

There are risks arising from the recommendations in this report. Notably, the implications of transfer of mixed-use land, particularly where Council and the community has other potential uses for the land is particularly important.

There is the potential for the approach taken in this analysis to conflict with that taken by NTU and the Chief Executive of the WSE.

6.3 Health and Safety

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

7. CONTEXT

7.1. Consistency with Policy

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

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

7.2. Authorising Legislation

- Water Services Entities Act 2022

7.3. Consistency with Community Outcomes

7.3.1. GOVERNANCE

7.3.2. Effect is given to the principles of the Treaty of Waitangi

7.3.2.1. The Council in partnership with Te Ngāi Tūāhuriri Rūnanga, continue to build our relationship through mutual understanding and shared responsibilities.

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

7.3.3.1. The Council makes information about its plans and activities readily available.

7.3.3.2. The Council takes account of the views across the community including mana whenua.

7.3.3.3. The Council makes known its views on significant proposals by others affecting the District's wellbeing.

7.3.3.4. Opportunities for collaboration and partnerships are actively pursued.

7.3.4. ENVIRONMENT

7.3.5. There is a safe environment for all

7.3.5.1. Harm to people from natural and man-made hazards is minimised.

7.3.5.2. Our district has the capacity and resilience to quickly recover from natural disasters and adapt to the effects of climate change.

7.3.5.3. Crime, injury and harm from road crashes, gambling, and alcohol abuse are minimised.

7.3.5.4. Our District is well served by emergency services and volunteers are encouraged.

7.3.6. There is a healthy and sustainable environment for all

7.3.6.1. Harm to the environment from the impacts of land use, use of water resources and air emissions is minimised.

7.3.6.2. Cultural values relating to water are acknowledged and respected.

7.3.6.3. The demand for water is kept to a sustainable level.

7.3.6.4. Harm to the environment from the spread of contaminants into ground water and surface water is minimised.

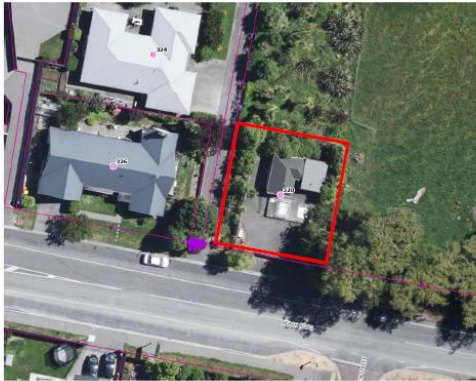
7.3.6.5. The impacts from land use activities are usually only short term and/or seasonal.

7.3.6.6. Soils are protected from erosion and unsustainable land use practices.

7.4. Authorising Delegations

The Council is authorised to consider this matter.

Beach Rd WWPS– 320 Beach Road



- ▶ Pumping Station located on own parcel
- ▶ Three Waters predominate and only use
- ▶ General Transfer Principals apply
- ▶ Staff Preference
 - ▶ Transfer to WSE.

Domain Road WS Headworks, 3719 South Eyre Road



- ▶ Only small area used by 3 Waters for the backup Domain Road WTP site.
- ▶ Part of land has been reclassified for water supply use.
- ▶ 3rd Well and UV upgrade proposed.
- ▶ Staff Preference
 - ▶ Land remains with Council
 - ▶ WSE occupies land through agreement
 - ▶ Future subdivision and transfer of land on which assets lie to WSE

Rangiora WWTP, 141 Marsh Road, Rangiora



- ▶ Multi use - WWTP, Water Unit Yard, SMA, Civil Defence, Dog Pound, Greenspace Storage.
- ▶ Some of land designated for Rangiora Eastern link. Will impact on SMA.
- ▶ Land to south not currently needed for future WWTP upgrades.
- ▶ High level masterplan has been prepared.
- ▶ Staff Preference
 - ▶ Land remains with Council
 - ▶ WSE occupies land through agreement
 - ▶ Future subdivision and transfer of land on which assets lie to WSE

Beswick SMA, in Kaiapoi East Regeneration Area



- ▶ Multi use - stormwater, recreation / amenity, biodiversity (Honda Forest).
- ▶ Difficult to separate stormwater from recreation and biodiversity
- ▶ Staff Preference
 - ▶ Land remains with Council
 - ▶ SE assets transfer
 - ▶ WSE occupies land through agreement
 - ▶ Operates and maintenance stormwater system
 - ▶ Potential for Service level agreement back to Greenspace for maintenance

Ayers Street WS Headworks, 72 Ayers Street, Rangiora Ayers Street WS Headworks, 249 Kingsbury, Rangiora



- ▶ Vacant land to north option to use for future additional storage
 - ▶ WSE could provide storage elsewhere

Staff preference

- ▶ Categorise as 'Not to be transferred'
- ▶ Council may later consider selling to the WSE if they need to expand the system
- ▶ Alternative is to develop for housing or sell to market

Question 3.1: Assets on land owned by LGO

Please populate the table below recording details of water services assets located on land owned by the LGO.

	Address of land	Legal description of land	Records of title	Functions of asset	Details of any public access arrangements (formal or informal)
1	4 Sewell Street, KAIAPOI	PT RURAL SEC 320 - WATER PUMPING STATION - DARNLEY SQUARE -	2175226901	Darnley Square WTP	Nil
2	286 Beach Road, KAIAPOI	Lot 501 DP 476940 - Local Purpose (Utility) Reserve	2175350081	Beach Grove Swale	Informal access
3	2 Tuhoë Avenue, KAIAPOI	LOT 500 DP 471077	2175350029	Beach Grove Swale	Informal access
4	328 Island Road, KAIAPOI	Lot 6005 DP 466640 Lot 700 DP 548694 - Local Purpose (Sewer Pump Station) Reserve	2172500385	Island Road WWPS	Nil
5	207 Lees Road, KAIAPOI	Lot 503 DP 479904 - Utility Reserve	2175402135	Beachvale Drive WWPS	Nil
6	320 Beach Road, KAIAPOI	LOT 1 DP 83191	2175122000	Beach Road WWPS	Nil
7	6 Parnham Lane, KAIAPOI	LOT 1 DP 50353 BLK XV RANGIORA SD PREVIOUSLY ASSESSED AT 1762/405	2176240501	Parnham Lane WWPS	Contiguous with cemetery
8	11 A Ranfurly Street, KAIAPOI	LOT 2 DP 23333	2175101701	Ranfurly Street WWPS	Nil
9	7 Hakarau Road, KAIAPOI	Lot 2 DP 489058 - Utility Reserve	2175100411	Hakarau Road WWPS	Nil
10	20 Hayson Drive, KAIAPOI	Lot 6001 DP 453541- Local Purpose Utility Reserve	2172500163	Wastewater Pumping Station	Nil
11	41 Kaikanui Street, KAIAPOI	LOT 4 DP 354977	2176107603	Kaipoi Sewer	Nil
12	41 A Peraki Street, KAIAPOI	PT LOT 2 DP 26735 PT SUBJ TO & WITH IN T IN R/W	2176149400A	Peraki Wastewater Pumping Station	Nil
13	41 B Peraki Street, KAIAPOI	PT LOT 2 DP 26735 - PT SUBJ TO & WITH INT IN R/W	2176149400B	Peraki Water Headworks	Nil
14	41 C Peraki Street, KAIAPOI	Pt LOT 2 DP 26735	2176149400C	Peraki Water Headworks	Nil
15	41 E Peraki Street, KAIAPOI	Pt LOT 2 DP 26735	2176149400	Peraki Water Headworks	Nil
16	41 F Peraki Street, KAIAPOI	Pt LOT 2 DP 26735		Peraki Water Headworks	Nil
17	34 Sovereign Boulevard, KAIAPOI	Lot 400 DP 434747 - Local Purpose Reserve - Pumping Station	2175400170	Sovereign Boulevard WWPS	Nil
18	19 Barnard Street, KAIAPOI	Lot 6004 DP 461956 - Local Purpose Reserve	2172500272	Barnard Street WWPS	Nil

19	20 Bastings Street, KAIAPOI	LOT 507 DP 57351	2172500923	Wastewater Site Facility 20 Bastings St	Nil
20	96 Otaki Street, KAIAPOI	LOT 1 DP 27596	2176164800	Otaki Street Stormwater Pump Station	LTO for 94 Otaki Street
21	134 Northbrook Road, RANGIORA	LOT 2 DP 348236 LOCAL PURPOSE RESERVE (UTILITY)	2159148900	Wastewater Pumping Station	Nil
22	43 A White Street, RANGIORA	PT RS 53A 269 473	2165323600	Drain/conveyance	Nil
23	40 White Street, RANGIORA	Pt RS 53A 0.083361 Ha		Drain/conveyance	Nil
24	25 B Elizabeth Sreet, RANGIORA	Pt RS 473 0.204910 Ha		Drain/conveyance	Nil
25	15 A Hakarau Road, KAIAPOI	Lot 5 DP 431485	2175100419	Smith Street Well 2	Nil
26	11 A Hakarau Road, KAIAPOI	LOT 4 DP 431485	2175100419	Smith Street Well 3	Nil
27	19 A Hakarau Road, KAIAPOI	LOT 6 DP 431485	2175100419	Smith Street Well 4	Nil
28	27 A Hakarau Road, KAIAPOI	LOT 1 DP 540592	2175100419	Smith Street Well 5	Nil
29	8 Bramleys Road, TUAHIWI	LOT 1 DP 504545	2159130201	Bramleys Road Well	Nil
30	10 A Kesteven Place, WOODEND	Lot 2000 DP 521536 - Stormwater Reserve	2161410007	Coastal Urban Drainage	Nil. Coneyance channel
31	215 Gladstone Road, WOODEND	LOT 2 DP 508553 - Utility Reserve	2161113504	Equestrian Well 2	Nil
32	209 Gladstone Road, WOODEND	Lot 4 DP 483411 - Local Purpose Reserve (Utility)	2161113604	Equestrian Well 3	Nil
33	217 Gladstone Road, WOODEND	LOT 1 DP 508553 - Utility Reserve	2161113503	Equestrian Well 1	Nil
34	13 Clegg Street, WOODEND	Lot 5001 DP 525248 - Pump Station Reserve	2161500056	Clegg Street WWPS	Nil
35	207 A Gladstone Road, WOODEND	Lot 3 DP 483411 - Local Purpose Reserve (Utility)	2161113603	Equestrian Well 4	Nil
36	37 Gladstone Road, WOODEND	LOT 2 DP 28078 - SEWER PUMPING STATION	2161004900	Gladstone Road WWPS	Nil
37	36 Panckhurst Drive, WOODEND	LOT 76 DP 77965 BLK XII RANGIORA SD-SEW ER PUMPING STATION	2161009503	Panckhurst Drive WWPS	Nil
38	5 A Kesteven Place, WOODEND	LOT 2002 DP 521536	2161410012	Kesteven Place WWPS	Nil
39	8 Bramleys Road, TUAHIWI	Lot 1 DP 504545 - Local Purpose Reserve	2159130201	Bramleys Road Well (Woodend)	Nil
40	35 Fearn Drive, WOODEND	Lot 700 DP 513152 - Recreation Reserve	2161104661	McIntosh Drain greenway	Public walkway and ecological values
41	33 A Fearn Drive, WOODEND	Lot 701 DP 513152 - Recreation Reserve	2161104672	McIntosh Drain greenway	Public walkway and ecological values
42	13 A Crossley Avenue, WOODEND	LOT 2005 DP 582033	2161410174	Crossley Avenue SMA	Nil

43	41A Quinn Crescent, WOODEND	LOT 5005 DP 533428	2161500211	Quinn Crescent SMA	Nil. Drainage strip
44	1 A Crossley Avenue, WOODEND	LOT 5006 DP 533428	2161500212	Crossley Avenue SW SMA	Nil. Drainage strip
45	150 Pegasus Boulevard, PEGASUS	LOT 101 DP 394635	2163105801	Pegasus Well 1	Contiguous with golf course
46	37 Gladstone Road, WOODEND	LOT 2 DP 2807	2161004900	Gladstone Road WWPS	Nil
47	15 Atkinsons Lane, PEGASUS	LOT 103 DP 394635	2163160002	Pegasus WTP	Nil
48	73 A Mary Ellen Street, PEGASUS	Lot 110 DP 472587 - Utility Reserve	2163500038	Toby Boxes	Contiguous with road reserve and private property
49	69 A Mary Ellen Street, PEGASUS	Lot 111 DP 472587 - Utility Reserve	2163500039	Toby Boxes	Contiguous with road reserve and private property
50	65 A Mary Ellen Street, PEGASUS	Lot 112 DP 472587 - Utility Reserve	2163500040	Toby Boxes	Contiguous with road reserve and private property
51	63 A Mary Ellen Street, PEGASUS	Lot 113 DP 472587 - Utility Reserve	2163500041	Toby Boxes	Contiguous with road reserve and private property
52	61 A Mary Ellen Street, PEGASUS	Lot 114 DP 472587 - Utility Reserve	2163500042	Toby Boxes	Contiguous with road reserve and private property
53	78 Te Kohanga Drive, PEGASUS	LOT 121 DP 433841	2163200606	Te Kohanga Drive WWPS	Nil
54	18 Pegasus Main Street, PEGASUS	LOT 102 DP 394635 - LOCAL PURPOSE RESERVE	2163160003	Pegasus Main Street WWPS	Nil
55	3 Mary Ellen Street, PEGASUS	LOT 21 DP 417549 TO VEST WDC TA SEC 237A(1) (a) RM ACT	2163500004	Mary Ellen Street WWPS	Nil
56	147 A Infinity Drive, PEGASUS	LOT 60 DP 418989 - LOCAL PURPOSE RESERVE	2163520000	Infinity Drive WWPS	Nil
57	299 Kawari Drive, PEGASUS	LOT 120 DP 418989 - LOCAL PURPOSE RESERVE	2163250104	Kawari Drive WWPS	Nil
58	13 B Reserve Road, WAIKUKU BEACH	LOT 191 DP 71284 -UTILITY RESERVE	2159326801	Waikuku Beach Sewer. Sewer Pump St	Nil
59	133 Kaiapoi Pa Road, WAIKUKU BEACH	SEC 1 SO 15232 BLKS VIII XII RANGIORA S D -RANGIORA- WAIKUKU BEACH DOMAIN	2159174101	Waikuku Beach WWTP	Nil
60	55 A Wards Road, WAIKUKU	Lot 5007 DP 533428 - Local Purpose Reserve	2161410066	Bowmaker Crescent WWPS	Nil
61	937 Two Chain Road, SWANNANOA	LOT 2 DP 323637	2175058300	Mandeville Water Supply hadworks an	Nil
62	258 Swannanoa Road, SWANNANOA	LOT 10 DP 47051 LOT 20 DP 80585 BLK V RA NGIORA SD	2159109107	Fernside Water Supply	Nil
63	219 Woodside Road, OXFORD	LOT 1 DP 26920	2153307400	Gammans WPS	Nil
64	697 Ashley Gorge Road, OXFORD	LOT 1 DP 41693	2153345400	Ashley Gorge Top Flat WWPS	Camp Ground
65	709 Ashley Gorge Road, OXFORD	RS 41248	2153345500	Ashley Gorge Bottom Flat WWPS	Camp Ground
66	709 Ashley Gorge Road, Oxford	RS 41248	2153345500	Ashley Gorge WPS	Camp Ground

67	219 Woodside Road, OXFORD	LOT 1 DP 26920	2153307400	Gammans Reservoir	Nil
68	357 Davis Road, CUST	LOT 20 DP 371867 TO VEST IN COUNCIL X DP	2158002914	Hunters Glen WPS	Nil
69	500 Downs Road, WEST EYRETON	LOT 1 DP 555760	2170014415	Downs Road WPS	Nil
70	334 Bradleys Road, OHOKA	LOT 1 DP 55404 BLK XIV RANGIORA SD PREVIOUSLY ASSESSED AT 1710/238	2174025100	Ohoka Water Supply	Nil
71	566 Mill Road, OHOKA	Lot 2 DP 495408	2174025501	Ohoka Water Supply	Nil

Question 3.3a: Mixed-use land - part of which may transfer to WSE

Please populate the table below recording details of any land on which water services and water services assets are located that have a 'mixed-used' (more than 1 purpose) with one of those purposes being locating/operating water assets/services.

Please set out the purposes of the land and whether the primary use of the land is either for locating/operating the water assets/services, or for some other use (e.g. a recreation park).

#	Address of land	Legal description of land	Records of title	Purposes of land	Does the primary use relate to water assets/services	Details of any public access arrangements
1	20 Ferry Road, KAIAPOI	LOT 1 DP 8874 RS 40148 PT PLANTATION RES 270 BLK XVI RANGIORA SD - TNA - SUBJ TO WALKWAY EASEMENT ON DP 44017	2161124500	Kaiapoi WWTP	Part	Forestry
2	4 Ferry Road, KAIAPOI	RES 48 BLK XVI Rangiora Ferry Res	2161124600	Kaiapoi WWTP	Part	Forestry
3	56 B Feldwick Drive, KAIAPOI	LOTS 129-130 DP 38549 LOT 136 DP 38550 L OT 169 DP 40558 LOT 170 DP 40559 - Feldwick Drain	2175277101	Not Drainage but used for access	No	Walkway
4	233 Beach Road, KAIAPOI	LOT 1 DP 572797	2161124202	Beach Road Stormwater Pumping Station	Part	Bund and future road access
5	77 Raven Quay, KAIAPOI	LOT 3 DP 408759	2176119952	Hilton Street WWPS	Part	Former Red Zone. Open space
6	141 Marsh Road, RANGIORA	Pt Lot 1 DP 3836 - Southbrook Sewer Farm	2159132300	Mixed use: Wastewater, Stormwater and other non three water functions	Part	Significant land areas of non three water uses and function. Designated road corridor
7	11 Pentecost Road, RANGIORA	LOTS 1 4 DP 529017	2159133710	Rangiora Water Supply	Part	Part land vacant. To be subdivided off
8	345 West Belt, RANGIORA	LOT 1 DP 43175	2165700100	West Belt Water Building	Part	Walkway and utility
9	141 B Marsh Road, RANGIORA	Pt Lot 1 DP 3836 - Southbrook Sewer Farm - Ponds - Approx 29 Ha	2159132300A	Mixed use: Wastewater, Stormwater and other non three water functions	Part	Significant land areas of non-three water uses and function. Designated road corridor.
10	141 D Marsh Road, RANGIORA	Pt Lot 1 DP 3836 - Southbrook Sewer Farm - Leased Land - Approx 23.4050 Ha	2159132300B	Mixed use: Wastewater, Stormwater and other non three water functions	Part	Significant land areas of non-three water uses and function. Designated road corridor.
11	141 Marsh Road, RANGIORA	Pt Lot 1 DP 3836 - Southbrook Sewer Farm - Water/Sewer Unit	2159132300D	Mixed use: Wastewater, Stormwater and other non three water functions	Part	Significant land areas of non-three water uses and function. Designated road corridor.
12	141 C Marsh Road, RANGIORA	Pt Lot 1 DP 3836 - Southbrook Sewer Farm - Stock Pound - Approx 950 m2	2159132300E	Mixed use: Wastewater, Stormwater and other non three water functions	Part	Significant land areas of non-three water uses and function. Designated road corridor.
13	243 Gladstone Road, WOODEND	RURAL SEC 39878 BLK XII RANGIORA SD	2161110301	Woodend WWTP	Yes	Forestry
14	140 Chinnerys Road, WOODEND	LOT 2 DP 332890 LOT 1 DP 36880-EASEMENT DP 62221	2159168300	Chinnerys Road WTP	Part	Nil
15	46 High Street, OXFORD	LOT 4 DP 51992	2153333100B	Oxford WWTP	Part	Gravel Pit - being approx. 4.0000 hectares use for processing Sewerage & Rubbish Collection Centre
16	470 Woodstock Road, OXFORD	GAZ 62-1293 RES 1651 BLKS VIII XII OXF ORD SD	2154001800	Waste Water Treatment (Irrigation)	Part	No
17	Near 66 Charles Street, KAIAPOI	LOT 2 DP 17740	2175219960	Charles Street West WWPS	No	Former red Zone land now carpark
18	1121 Tram Road, WAIMAKARIRI DISTRICT	RES 1338	2175026500	Mandeville Water Supply well (Backup)	Part	Nil
19	21 Atkinsons Lane, PEGASUS	Lot 235 DP 403716 Lot 103 DP 394635 - Local Purpose	2163160002	Peagasus WTP Access	Part	Open space

Question 3.3 b: Mixed-use land that remains in WDC ownership

Please populate the table below recording details of any land on which water services and water services assets are located that have a 'mixed-used' (more than 1 purpose) with one of those purposes being locating/operating water assets/services.

Please set out the purposes of the land and whether the primary use of the land is either for locating/operating the water assets/services, or for some other use (e.g. a recreation park).

#	Address of land	Legal description of land	Records of title	Purposes of land	Does the primary use relate to water assets/services	Details of any public access arrangements
1	404 C Williams Street, KAIAPOI	Lots 502-503 DP 432856	2175400654	Sutherland Drive SW Reserve	Part	Recreation and ecology
2	404 E Williams Street, KAIAPOI	LOT 705 DP 452661 - Local Purpose Reserve	2175402000	Sovereign Green SMA	Part	Recreation and ecology
3	404 F Williams Street, KAIAPOI	LOT 706 DP 452661 - Local Purpose Reserve	2175402500	Sovereign Green SMA	Part	Recreation and ecology
4	300 Beach Road, KAIAPOI	Lot 500 DP 485790 - Utility Reserve	2175350145	Beach Grove SMA	Part	Recreation and ecology
5	189 Lees Road, KAIAPOI	Lot 501 DP 460884- Local Purposer Reserve	2175402101	Sovereign Green SMA	Part	Recreation and ecology
6	193 Lees Road, KAIAPOI	Lot 500 DP 460884 - Local Purpose Reserve Utility	2175402100	Sovereign Green SMA	Part	Recreation and ecology
7	9 Hakarau Road, KAIAPOI	Lot 3 DP 489058 - Utility Reserve	2175100412	Stormwater management area	Part	Recreation and ecology
8	3 Hakarau Road, KAIAPOI	Lot 10 DP 489058 - Utility Reserve	2175100418	Stormwater management area	Part	Recreation and ecology
9	2 Raven Street North, KAIAPOI	LOT 1 DP 431485		Stormwater management area	Part	Recreation and ecology
10	12 Ohoka Road, KAIAPOI	Lot 6000 DP 453541- Local Purpose Drainage Reserve	2172500020	Storer Street SMA	Part	Forestry
11	25 C Adderley Terrace, KAIAPOI	LOT 2 DP 83640 PUMPING STATION & PARNHAMS DRAIN	2172024200	Parnhams Drain SWPS, Drain and walkway	Part	Walkway
12	4 Raven Street North, KAIAPOI	Lot 9 DP 489058 - Utility Reserve	2175100417	Stormwater management area	Part	Recreation and ecology
13	21 Barnard Street, KAIAPOI	Lot 6003 DP 461956 - Local Purpose Reserve	2172500269	Silverstream Boulevard South SW Reserve	Part	Recreation and ecology
14	30 Silverstream Boulevard, KAIAPOI	Lot 6002 DP 461956 - Local Purpose Reserve	2172500270	Silverstream Boulevard North SW Reserve	Part	Recreation and ecology
15	39 A Streamside Terrace, KAIAPOI	LOT 5008 DP 476973 - Recreation Reserve	2172500459	Streamside Terrace SMA	Part	Recreation and ecology
16	29 Magnolia Boulevard, KAIAPOI	LOT 3005 DP 342273	2161122346	Moorcroft SMA	Part	Recreation and ecology
17	77 B Courtenay Drive, KAIAPOI	LOT 404 DP 77440	2176326202	Courtenay Down SW Reserve	Part	Recreation and ecology
18	1 Ferry Road, KAIAPOI	LOT 2 DP 83113	2161124402	McIntosh Drain SW Pumping Station	Part	Nil
19	29 Magnolia Boulevard, KAIAPOI	LOT 3005 DP 342273	2161122346	Moorcroft WWPS	Part	Recreation and ecology
20	135 B Courtenay Drive, KAIAPOI	LOT 408 DP 82951	2176323899	Kaikanui SMA	Part	Esplanade Reserve, ecology and recreation values
21	97 Charles Street, KAIAPOI	Pt LOT 9 DP 1280	2175200100	Beswick Street SWPS	Part	Esplanade Reserve
22	41 F Fuller Street, KAIAPOI	LOT 1 DP 52109	2176151001	Walkway and Sunday School Drain	Part	Walkway

23	14 Smith Street, KAIAPOI	LOT 1 DP 260	2175130200	Rugby Park Well	Part	Recreation (Rugby Park)
24	38 Charters Street, KAIAPOI	LOT 116 DP 77440	2176319955	Courtenay South WWPS	Part	Open space
25	38 Charters Street, KAIAPOI	LOT 116 DP 77440	2176319955	Courtenay North WWPS	Part	Open space
26	49 Feldwick Drive, KAIAPOI	Section 5 SO 526896	2175219964	Feldwick Drive WWPS	Part	Open space
27	9 Cass Street, KAIAPOI	Pt RS 320	2175226900	Davie Street Well	Part	Car park
28	82 Sewell Street, KAIAPOI	LOT 4 DP 13845	2175219956	Beswick SMA	Part	Recreation, ecology and other uses
29	30 Adderley Terrace, KAIAPOI	LOT 3 DP 5974	2173037000	Silverstream SMA	Part	Recreation, ecology and other uses
30	1 Goldie Drive, RANGIORA	LOT 1 DP 551342	2166000112	Pentecost SMA	Part	Part of large recreation area
31	116 Northbrook Road, RANGIORA	Lot 401 DP 456375 - Utility Reserve	2165902400	Koura Drive SMA	Part	Multiple value area. Public access, recreation and ecology
32	1 Brantholme Place, RANGIORA	Lot 300 DP 506031 - Stormwater Utility	2165715991	Westpark West SMA	Part	Recreation
33	2 Westpark Boulevard, RANGIORA	Lot 302 DP 506031 - Stormwater Utility	2165715984	Westpark West SMA	Part	Recreation
34	112 Northbrook Road, RANGIORA	Lot 403 DP 456375 - Utility Reserve	2165902402	Koura Drive SMA	Part	Multiple value area. Public access, recreation and ecology. Potential road extension
35	28 Rickton Place, RANGIORA	LOT 14 DP 58644 LOT 57 DP 58861 - STORMWATER DRAIN UTILITY RESERVES	2159493001	Recreation and Stormwater conveyance	Part	Walkway and greenspace
36	24 Oakwood Drive, RANGIORA	LOTS 1001 - 1002 DP 359861 LOCAL PURPOSE RESERVE (STORMWATER)	2165757812	Rangiora Oaks SMA	Part	Greenspace and recreation
37	7 Willowby Lane, RANGIORA	Lot 202 DP 497021 - Utility Reserve	2165015239	Springbrook SMA	Part	Greenspace, ecology and recreation
38	114 Northbrook Road, RANGIORA	Lot 402 DP 456375 - Utility Reserve	2165902401	Koura Drive SMA	Part	Multiple value area. Public access, recreation and ecology. Potential road extension
39	32 Westpark Boulevard, RANGIORA	Lot 304 DP 518260 - Stormwater Utility	2165716140	Westpark East SMA	Part	Recreation
40	21 Sloan Avenue, RANGIORA	LOT 101 DP 462297 - LOCAL PURPOSE RESERVE E - DRAINAGE RESERVE	2159457267	Sloan Avenue SMA	Part	Recreation
41	1 Awa Place, RANGIORA	Lot 102 DP 466433 - LOCAL PURPOSE (STORM WATER) RESERVE	2159410836	Awa Place SMA	Part	Recreation
42	83 Enverton Drive, RANGIORA	Lot 102 DP 466433 - LOCAL PURPOSE (STORM WATER) RESERVE	2159485901	Enverton Drive SMA	Part	Recreation
43	8 Springbrook Close, RANGIORA	Lot 201 DP 497021 - Utility Reserve	2165015238	Springbrook Close SMA	Part	Recreation, ecology
44	12 Goodall Lane (Pvt), RANGIORA	LOT 11 DP 326832	2159499011	Recreation and Stormwater conveyance	Part	Links to 28 Rickton. Recreation
45	92 Ashley Street, RANGIORA	LOT 10 DP 326832	2159499010	North Drain (Timber Lined)	Part	Adjacent to cemetery. Future walkway
46	85 C Ashley Street, RANGIORA	PT RURAL SECS 541 890 980 981 984 1019 1 031 1045 1062 1080 1696 LOTS 22 23 DP 4 4633 LOT 54 DP 46211 LOTS 55 56 DP 46	2165238400	North Drain and walkway	Part	Walkway and greenspace
47	288 C King Street, RANGIORA	LOT 87 DP 61135		North Drain and walkway	Part	Walkway and greenspace
48	185 B White Street, RANGIORA	LOT 22 DP 44633		North Drain and walkway	Part	Walkway and greenspace
49	57 C Ashgrove Street, RANGIORA	Pt RS 984 0.036900 Ha		North Drain and walkway	Part	Walkway and greenspace

50	57 West Belt, RANGIORA	LOT 4 DP 351750	2165300300	Stormwater conveyance	Part	
51	XXX land between 26 and 28 Geddis Street - no address or title			Drain/conveyance	Part	
52	XXX land between 16A and 14B Rata Street - no address or title			Drain/conveyance	Part	
53	18 Chesterfield Place, RANGIORA	Lot 101 DP 469958 - Local Purpose Reserve Drainage	2159410567	Chesterfield Place SMA	Part	
54	57 A River Road, RANGIORA	Lot 103 DP 469958 - Local Purpose Reserve - Drainage	2159410579	Ballarat Road SMA	Part	
55	77 Belmont Avenue, RANGIORA	Lot 506 DP 451472 - Local Purpose Reserve	2165712257	Belmont SMA and Belmont Wastewater Pumping Station	Part	
56	6 Chatsworth Avenue, RANGIORA	Lot 300 DP 556643 - Local Purpose Reserve	2165716308	Chatsworth Avenue SMA	Part	Recreation
57	54 Oxford Road, RANGIORA	Lot 200 DP 512829 - Local Purpose Reserve	2165715934	Charles Upham Drive SMA	Part	Recreation, including conveyance swale alongside road reserve and large dry basin/greenspace
58	1 Acacia Avenue, RANGIORA	LOT 501 DP 383458	2165800227	Acacia Avenue West SMA	Part	Recreation
59	2 Acacia Avenue, RANGIORA	LOT 502 DP 383458	2165800228	Acacia Ave East SMA	Part	Recreation
60	95 Townsend Road, RANGIORA	LOT 250 DP 538723	2166000031	Townsend Fields SMA	Part	Recreation
61	30 Goldie Drive, RANGIORA	Lot 252 DP 561026 - Local Purpose Reserve	2166000192	Townsend Fields SMA	Part	Recreation
62	144 Fernside Road, WAIMAKARIRI DISTRICT	Lot 102 DP 452593 - Local Purpose Reserve	2159200153	Southbrook Pond C SMA	Part	Recreation
63	1 Victoria Street, RANGIORA	LOT 120 DP 1691	2165420900	Lillybrook Park SMA	Part	Recreation
64	300 West Belt, RANGIORA	LOT 4 DP 41961 LOT 7 DP 43228 BLK VI RGA SD LOT 7 RES-EASEMENTS DP 52949	2159456400	Overland flow path	Part	Recreation and access
65	26 Oxford Road, RANGIORA	LOT 1001 DP 352920	2165757760	Sycamore Close Reserve and The Oaks SMA	Part	Recreation
66	284 Flaxton Road, RANGIORA	LOT 1 DP 45749	2159200250	Southbrook WWPS	Part	Solid Waste Transfer Station
67	187/191 Northbrook Road, RANGIORA		2159146900	Northbrook Wetlands SMA	Part	Recreation
68	129 South Belt, Rangiora, End of Coronation Street, RANGIORA	LOT 1 DP 73557	2159206800	Southbrook Park SMA	Part	Recreation and ecology
69	43 Church Street, RANGIORA	LOT 6 DP 15689	2165358300	Dudley Park WTP	Part	Recreation
70	158 Northbrook Road, RANGIORA	LOT 305 DP 460960	2165015033	Sparks Lane SMA	Part	Recreation and ecology
71	30 Epsom Drive, RANGIORA	LOT 502 DP 437458	2165712028	Arlington Park SMA	Part	Recreation
72	4 B Millton Avenue, RANGIORA	RS 41446	2159143600	Milton Ave Gooseneck	Part	Horse riding
73	174 Fernside Road, WAIMAKARIRI DISTRICT	Lot 13 DP 452593	2159200151	Waterway	Part	Ecological values
74	79 Petries Road, WOODEND	LOT 1 DP 389407 BLK XII RANGIORA SD	2161104801	Petries Road SMA	Part	Passive recreational and ecological uses

75	15 Shrimpton Avenue, WOODEND	Lot 5000 DP 525248 - Stormwater Reserve	2161500096	Shrimpton Avenue SMA	Part	Passive recreational and ecological uses
76	17 A Copper Beech Road, WOODEND	Lot 103 DP 503969 - Drainage Reserve	2161112438	Copperbeech SMA	Part	Multiple values for recreation, ecology and stormwater
77	5 A Copper Beech Road, WOODEND	Lot 104 DP 503969 - Drainage Reserve	2161112439	Copper Beach SMA Reserve	Part	Walkways and pedestrian linkages
78	21 A Copper Beech Road, WOODEND	Lot 102 DP 503969- Drainage Reserve	2161112437	Drainage strip	Part	Nil
79	7 A Kesteven Place, WOODEND	LOT 2001 DP 521536	2161410011	Kesteven Place SMA	Part	Nil
80	38 Panckhurst Drive, WOODEND	LOT 78 DP 77965 PT RURAL SEC 689 BLK XI I RANGIORA SD	2161009504	Panckhurst Drive SMA	Part	Passive and active recreational and ecological uses
81	37 A Quinn Crescent, WOODEND	LOT 5003 DP 533428	2161500209	Taranaki Stream Stormwater Reserve	Part	Esplanade Reserve
82	202 Gladstone Road, WOODEND	RS 39605	2161114300	Gladstone Well 1	Part	Recreation (Gladstone Park)
83	202 Gladstone Road, WOODEND	RS 39605	2161114300	Gladstone Well 2	Part	Recreation (Gladstone Park)
84	79 Petries Road, WOODEND	LOT 1 DP 389407	2161104801	Petries Road WWPS	Part	Open space
85	41 Adian Way, LOBURN	LOT 39 DP 301446 - DRAINAGE / ACCESS RESERVE	2149003199	Loburn Lea SMA and WWPS	Part	Recreation
86	31 Fergus Road, LOBURN	LOTS 48 - 53 DP 335448	2149003138	Loburn Lea SMA	Part	Recreation
87	Opp 21 A Lakeside Drive, PEGASUS			Pegasus GWPS	Part	Foreshore of Lake Pegasus
88	15 Te Kohanga Drive, PEGASUS			Pegasus Lake	Part	Recreational Lake
89	2 Northside Drive, WAIKUKU BEACH	Lot 37 DP 457944 - Stormwater Utility Reserve	2159173233	Stormwater basin with multiple values	Part	Informal public access
90	12 Domain Terrace, WAIKUKU BEACH	Pt RES 3224	2159332300	North Oval WWPS	Part	Recreation reserve
91	1 Domain Terrace, WAIKUKU BEACH	Pt RES 3224	2159332300	Waikuku Camp Ground WTP	Part	Camping Ground
92	55 Wards Road, WAIKUKU	Lot 9003 DP 533428 - Local Purpose Reserve	2161410065	SMA with multiple values	Part	Recreational and ecological values
93	1379 Tram Road, WAIMAKARIRI DISTRICT	Lot 1 DP 323637	6640305	Swannanoa Mandeville Well No 2	Part	Nil
94	35 Weka Street, OXFORD	Lot 60 DP 472906- Local Purpose Reserve (Utility Reserve)	2153200145	Weka Street SMA	Part	Recreation
95	14 Kowhai Street, OXFORD	LOT 83 DP 80808-DRAINAGE RESERVE	2153205601	Conveyance and access	Part	
96	19 Main Street, OXFORD	LOT 76 DP 80808 BLK VIII OXFORD SD	2153200113	Stormwater basin	Part	Recreation
97	17 Rata Street, OXFORD	LOT 37 DP 40288 REC RESERVE	2153205600	Conveyance, greenspace and access	Part	Conveyance, green space and access
98	3719 South Eyre Road, Eyrewell	Pt RES 2953	2154002000	Domain Road WTP	Part	Nil
99	1468 North Eyre Road, AIMAARIRI DISTRICT	LOT 3 DP 44143	2170004202	West Eyreton Well 3	Part	Open space recreation
100	1468 North Eyre Road, AIMAARIRI DISTRICT	LOT 3 DP 44143	2170004202	West Eyreton Well 1	Part	Open space recreation

101	30 Goldie Drive, RANGIORA	LOT 252 DP 561026	2166000192	Goldie Drive SW Reserve	Part	Recreation
102	368 Mill Road, OHOKA	Lot 1 DP 541399 SUBJ TO & INT IN ROW	2174060007	Ohoka Rural Drainage	Part	Recreation
103	17 Orbiter Drive, OHOKA	LOT 201 DP 520788	2174001032	Ohoka Rural Drainage	Part	Recreation and ecological
104	956 Tram Road, WAIMAKARIRI DISTRICT	Pt RES 1302	2174039800	Bradleys Road WWPS	Part	Recreation and open space
105	151 Northbrook Road, RANGIORA	PT RURAL SECS 793	2159147001	Rangiora East Reserve	Part	Public access, recreation and ecological values. REL designation
106	90 Parsonage Road, WOODEND	Lot 201 DP 559824 - Local Purpose Reserve	2161348850	Parsonage Road SMA and WWPS	Part	Recreational and ecological values
107	45 Dawsons Road, MANDEVILLE NORTH	Lot 142 DP 453945 - Local Purpose Reserve & Stormwater reserve	2174025100	Ohoka Rural Drainage. Land fully utilised for SMA	Part	Passive Informal Recreation
108	7 Wards Road, MANDEVILLE NORTH	LOT 139 DP 459536 - Local Purpose Reserve	2175024114	Ohoka Rural Drainage	Part	Passive Informal Recreation
109	63 Rangiora Woodend Road, WAIMAKARIRI DISTRICT	LOT 1 DP 53061 LOCAL PURPOSE DRAINAGE RESERVE BLK XI RANGIORA SD PREVIOUSLY ASSESSED AT 21611/451	2161145000	Box Drain	Part	Recreation and ecological
110	65 Rangiora Woodend Road, Waimakariri District	LOT 1 DP 69838	2161145101	Box Drain SMA (In development)	Part	Recreation and ecological
111	65 A Rangiora Woodend Road, Waimakariri District	LOT 2 DP 69838	2161145100	Box Drain SMA (In development)	Part	Recreation and ecological
112	15 Northside Drive, WAIKUKU BEACH	Lot 42 DP 457944 - Utility Reserve	2159173236	Overland flow path and drainage	Part	Walkway and ecological

Question 3.4: Assets on land owned by third parties

Please populate the table below recording details of the water services assets located on land owned by third parties, including details of the LGO occupation rights in respect of such land (e.g. leases, easements in gross etc) and whether the land is Māori land.

#	Address of land	Legal description of land	Records of title (of the third party)	Functions of the asset	LGO occupation rights	Whether the land is Māori land, or is known to have Māori interests
1	20 Bowler Street, KAIAPOI	PT RIVER STOP BANK -PUMPING STATION	2176140501	Bowler Street SWPS	ECan stopbank	
2	90 B Raven Quay, KAIAPOI	PT LOT 12 DP 1280-RAVEN QUAY SEWER PUMP STATION	2176180300D	Raven Quay WWPS	ECan stopbank	
3	33 - 261 Lees Road, KAIAPOI	LOT 33 DP 310812	2161121100	Kaipoi Lakes WWPS		
4	63 Williams Street, KAIAPOI	LOT 2 DP 1465	2176132500	Williams Street SWPS		
5	4 Alexander Lane (Pte), KAIAPOI	FLAT 4 DP 82219 ON Lot 3 DP 74650	2176123802B	Alexander Lane SWPS		
6	120 Ohoka Road, KAIAPOI	LOT 1 DP 15424	2176128000	Dudley Drain GWPS	In watercourse bed	
7	By 90 D Raven Quay, KAIAPOI			Dudley Drain SWPS	ECan stopbank	
8	By 22 Askeaton Drive, KAIAPOI			Feldwick Drain SWPS	In watercourse bed	
9	Near 2 Lees Road, KAIAPOI			EDSS Ocean Outfall		Te Kōhaka o Tūhaitara Trust
10	136 River Road, RANGIORA	Pt RS 2431 SO 3083	2159142802	Western Wells	Ecan	
11	Near 3 Hakarau Road, KAIAPOI			Smith Street Well 1	ECan stopbank	
12	308 Tuahiwi Road, TUAHIWI	Maori Reserve 873 19 Kaiapoi	2161140000	Tuahiwi Road WWPS		
13	By 5 Vaughan Street, SEFTON			Cross Street SMA		
14	677 Mill Road, OXFORD	LOT 2 DP 519842	2153321904	Bay Road WPS		
15	713 Mill Road, OXFORD	RS 6030	2153322100	Bay Road Reservoir		
16	31 Perhams Road, VIEW HILL	LOT 4 DP 42877	2153302600	Chalk Hill Tanks		
17	431 Harmans Gorge Road, VIEW HILL	LOT 5 DP 4633	2154016500	View Hill Reservoir		
18	650 Rockford Road, VIEW HILL	Section 11 RES 2332	2154015100	Rockford Road WPS tanks		
19	674 Woodside Road, OXFORD	Lot 2 DP4089	2153309100	Coopers Creek Tanks		
20	249 Woodside Road, OXFORD	LOT 2 DP 462947	2153307601	Gammans Well		
21	185 Worlingham Road, EYREWELL	LOT 19 DP 58799	2170012610	Poyntzs Road WTP		
22	199 Campions Road, SUMMERHILL	LOT 3 DP 562042	2158002722	Summerhill Pumps		

23	1392 Oxford Road, OXFORD	Pt RS 7231	2158020301	Springbank Well 2		
24	70 Garrymere Road, OKUKU	LOT 18 DP 68653	2150003300	Garrymere Well		
25	1683 Cust Road, Cust	Pt RS 3669	2158016400	Springbank Well 1 and Storage	Designation	
26	1401 Oxford Road, RANGIORA	LOT 1 DP 38542	2158020300	Garrymere WTP		
27	91 Millbrook Lane, OHOKA	LOT 8 DP 321992	2173068408	Millbrook Lane SW Reserve	TBC	
28	By 31 Palmview Drive (Pte), RANGIORA	LOT 60 DP 333196 0	2165644300A	Northbrook Waters WWPS		
29	Near 3 Rowse Street, RANGIORA	Green Street - Paper Road		Middlebrook GWPS	Informal access along swale in paper road	

Question 3.5: Assets located within the transport / rail corridor

Please populate the table below recording details of the water services assets located within the transport / rail corridor, including details of the LGO occupation rights in respect of the rail corridor (e.g. deeds of grant).

#	Location / address of the asset	Legal description of land	Functions of the asset	LGO occupation rights
1	o/s 33 Porter Place, KAIAPOI	Road Reserve	Porter Place Well	
2	Outside 1 Chapman Place, KAIAPOI	Road Reserve	Chapman Place Wastewater Pumping Station	
3	Opp 199 Ohoka Road, KAIAPOI	Road Reserve	Stone Steet SWPS	
4	By 33 A Cridland Street East, KAIAPOI	Road Reserve	Cridland Street SWPS	
5	19 A Moore Street, KAIAPOI (now 18 Kirk Place)	LOT 86 DP 29975	Moore Street WWPS	Former red Zone land now road reserve
6	By 45 Sneyd Sreet, KAIAPOI	Road Reserve	Sneyd Street WWPS	
7				
8	o/s 77 Belmont Avenue, RANGIORA	Road Reserve	Huntingdon Drive WWPS	
9	Green Street, RANGIORA	Road Reserve	Stormwater conveyance	
10	By 8 Willowby Lane, RANGIORA	Road Reserve	Springbrook WWPS	
11	By 118 Cones Road, ASHLEY	Road Reserve	Rakahuri Wastewater Pump Station	
12	By 159 Fernside Road, WAIMAKARIRI DISTRICT	Road Reserve	Fernside Flaxton Road Roundabout SMA	
13	By 32 A Woodend Beach Road, WOODEND	Road Reserve	Woodend Beach WWPS	
14	By 124 Chinnerys Road, WOODEND	Road Reserve	Chinnerys Road Well	
15	By 20 Woodend Road, WOODEND	Road Reserve	Woodend Road WWPS	
16	By 105 A Main North Road (SH1), WOODEND	Road Reserve	Main North Road WWPS	
17	o/s 13 B Reserve Road, WAIKUKU BEACH	Road Reserve	Waikuku Beach Sewer. Sewer Pump Station - part in road reserve	
18	By 39 Kings Avenue, WAIKUKU BEACH	Road Reserve	Kings Avenue WWPS	
19	Opp 20 Rotten Row, WAIKUKU BEACH	Road Reserve	North Oval WWPS	
20	Opp 43 Kings Avenue, WAIKUKU BEACH	Road Reserve	Kings Avenue WTP	
21	Opp 47 Kings Avenue, WAIKUKU BEACH	Road Reserve	Kings Avenue Well 1	
22	Opp 35 Kings Avenue, WAIKUKU BEACH	Road Reserve	Kings Avenue Well 2	
23	By 33 Dunns Avenue, THE PINES BEACH	Road Reserve	Dunns Avenue WWPS	

24	By 76 Dunns Avenue, THE PINES BEACH	Road Reserve	Dunns Avenue North WWPS	
25	Opp 51 Featherstone Avenue, KAIRAKI	Road Reserve	Featherstone Avenue WWPS	
26	By 47 Batten Grove, THE PINES BEACH	Road Reserve	Rinaldi Avenue WTP	
27	Opp 54 Victoria Street, OXFORD	Road Reserve	Victoria Street WWPS	
28	By 9 Weld Street, OXFORD	Road Reserve	Weld Street WWPS	
29	Near 893 Rockford Road, VIEW HILL	Road Reserve	Rockford Road WPS	
30	By 650 Rockford Road, VIEW HILL	Road Reserve	Rockford Road Deep Well	
31	By 40 Sladdens Bush Road, COOPERS CREEK	Road Reserve	Sladdens Bush Road WPS	
32	Opp 407 Watsons Reserve Road, VIEW HILL	Road Reserve	McPhedrons Road WTP	
33	Opp 407 Watsons Reserve Road, VIEW HILL on McPhedrons Road	Road Reserve	McPhedrons Road Well	

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: Gov-32 / 230421056342

REPORT TO: Council

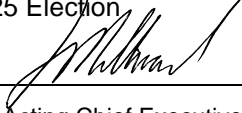
DATE OF MEETING: 2 May 2023

FROM: Sarah Nichols, Governance Manager

SUBJECT: Voting Method and Representation Review for 2025 Election

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

_____ Department Manager

_____  Acting Chief Executive

1. SUMMARY

- 1.1 The purpose of this report is to inform the Council on the method of voting to be used for the 2025 Local Authority Election. In October 2017 the previous Council resolved to use First Past the Post voting (FPP) for the 2022 and 2025 elections. This Council may resolve to change the voting method to Single Transferable Vote (STV), prior to September 2023.
- 1.2 The report also requests that a Representation Review Working Party be established, and members appointed to it, to undertake a review during 2023/24 with the determination to take effect for the 2025 Local Body elections.
- 1.3 The Local Electoral Act 2001 requires local authorities to review their representation arrangements on a regular basis, being at least once every six years. The previous Council undertook a review in preparation for the 8 October 2022 Local Body elections. The recommendation from the Representation Review Working Party was that the status quo (with one minor change) remain, and that another review be carried out in the shorter time frame of three years to allow for the uneven growth in the District to be formally captured by the 2023 Census.
- 1.4 The report also noted the Electoral Officer and Deputy Electoral Officer for the Council, as resolved by the previous Council. The Council must have these positions in place at all times, and this arrangement has continued from the previous Council. Should this Council wish to review the Electoral Officer position a further report would be presented to the Council with options.

Attachments:

- i. Draft Representation Review Working Party Terms of Reference (Trim 230421056350).

2. RECOMMENDATION

THAT the Council:

- (a) **Receives** report No. 230421056342.
- (b) **Notes** Anthony Morton from Electionz.com as the Electoral Officer for the Council.
- (c) **Notes** Sarah Nichols from the Council as the Deputy Electoral Officer for the Council.

- (d) **Authorises** staff to advertise the intention of the First Past the Post (FPP) voting system for the 2025 local authority elections and report back to the Council before August 2023.
- (e) **Establishes** a Representation Review Working Party and approves the Terms of Reference. (Trim 230421056350), which once established, will meet regularly on Thursday mornings.
- (f) **Appoints** Mayor Gordon and Councillors,, (being one councillor from each ward) to the Representation Review Working Party.
- (g) **Approves** one member (non-Councillor) from each of the Rangiora-Ashley, Kaiapoi-Tuahiwi, Woodend-Sefton and Oxford-Ohoka Community Boards being appointed by their respective Boards to be members of the Representation Review Working Party.
- (h) **Notes** a report will come before Council for consideration on the Maori ward matter following consultation with Ngāi Tūāhuriri Rūnanga and consideration of amendments to the Local Government Electoral Act legislation.
- (i) **Circulates** a copy of this report to each Community Board.

3. **BACKGROUND**

Voting System

- 3.1 Under the FPP (First Past the Post) electoral system, the candidate with the most votes wins. This is a very simple method of electing candidates and is widely used throughout the world. It was used in New Zealand for Parliamentary elections up until the introduction of MMP (Mixed Member Proportional) in the 1996 general election. STV stands for Single Transferable Vote. In its simplest form, STV means that voters are able to rank candidates in order of preference, rather than simply pick their most preferred candidate for each vacancy. Although FPP is very simple, some people have argued that the results of an FPP election may not always reflect the wishes of the majority of voters, whilst anecdotal public feedback is that the STV systems is confusing and cumbersome.
- 3.2 In 2002 the Council resolved to consult with the community before making the decision to hold the 2004 and 2007 elections by using the FPP method as opposed to the STV method. Information was sent out with the rates instalment notices and an advertisement was placed in the Northern Outlook. Of the responses received in 2002, 782 favoured retention of the FPP system and 277 favoured a change to STV.
- 3.3 In 2008, the Council resolved to retain the FPP system and advertised its intentions for public submission and did this again in 2011, 2017 and 2020. No public feedback by way of demand of poll with the required voter percentage was received to change the voting system.
- 3.4 It is proposed that the Council retain the FPP system and advertise its intentions for public submission, prior to confirming the voting method.
- 3.5 In the 2022 Local Authority Elections 67 Territorial and Regional Councils used the FPP system and 11 Councils used the STV system. The Department of Internal Affairs is responsible for the oversight of any changes relating to voting methods or processes including on-line voting options.

Representation Review

- 3.6 As defined by the Local Electoral Act, Representation Reviews are reviews of the representation arrangements for the local authority. In the case of territorial authorities, they include the basis of election for councillors (at large, wards or a mix of both), and the establishment (or dis-establishment) of community boards. The review determines for each local authority the detailed arrangements on the number of electoral subdivisions (if any), their boundaries, names and number of members to be elected.
- 3.7 There are a number of steps that the Local Government Commission recommends as part of best practice when considering representation reviews. These include, but not limited to:
- i. Giving consideration to significant changes in population in some areas which impact on fair representations; ie approximate equality between councillors in the numbers represented.
 - ii. Council and community views on community boards, retention or disestablishment and the size of those boards.
 - iii. Consideration of preliminary consultation with the community, including Maori.
 - iv. Identifying communities of interest. Communities of interest can be defined in terms of such characteristics as: sense of community identity and belonging reinforced by distinctive physical and topographical features; similarities in economic or social activities; similarities in the demographic, socio-economic and/or ethnic characteristics of the residents of a community; distinct local history of an area; local iwi; dependence on shared facilities and services in an area including schools, recreational and cultural facilities, retail outlets, transport and communication links. The LGA, s14(1)(c) states “when making a decision, a local authority should take account of the interests of future as well as current communities.”
 - v. Determining effective representation for identified communities of interest and consider fairness of representation. This includes the +/- 10% rule of average population size per ward or constituency. For local authorities, a minimum of five Councillors to a maximum of 29 Councillors is permissible, in addition to the Mayor.
- 3.8 The Local Electoral Act requires local authorities to review their representation arrangements on a regular basis. Previously, this was required to take place every triennium, but an amendment to the Act in 2002 meant that local authorities could determine their representation on the first occasion either in 2003 or 2006, and subsequently, at least once every six years after the first determination. A review may be undertaken after three years but local authorities are not required to do so. The Waimakariri District Council carried out its initial review in 2003 and subsequent reviews in 2009, 2015 and 2020.
- 3.9 The Council is required by statute to apply the ‘ordinary resident population’ figures derived either from the most recent Census or from population estimates prepared by Statistics New Zealand. The population data that most accurately reflects its current situation must be applied. Staff are also required to keep the Local Government Commission, the Surveyor-General of Land Information New Zealand and the Government Statistician (Statistics New Zealand) informed of progress with the Representation Review. Information is also required to be furnished to the Remuneration Authority and the Secretary for Local Government (Department of Internal Affairs).

- 3.10 In July 2022, the Government announced the introduction of the Local Government Electoral Legislation Bill (the Bill) which would amend the Local Electoral Act particularly around how councils consider specific Māori representation (Māori wards and Māori constituencies). This Bill is currently going through Parliament, and a recent announcement advised that due to the North Island severe weather events there would be a delay to the provisions requiring councils to consider Māori representation as part of their representation review until after the 2025 local government elections. Councils will still have the ability to optionally consider Māori representation. The other proposals in the Bill which would come into effect when the Bill is passed (expected to be in this Parliamentary term) is an update to the process for tied elections, including an automatic judicial recount before any coin toss and enabling all candidates to submit electronic nominations.

Youth Vote

- 3.11 Following the Supreme Court ruling the country's current voting age of 18 was discriminatory, other amendments to the Local Electoral Act are anticipated to be introduced in the next three months relating to the youth vote, enabling 16 and 17 year olds to vote in the 2025 Local Body elections. It is estimated that 130,000 youth will be entitled to vote in the October 2025 local body elections. Statistics on how many people will be eligible in Waimakariri is currently unavailable, however it will have some impact on the Representation Review and preparations for the election processes.

Electoral Officers

- 3.12 It is noted that the Electoral Officer is an appointment which can only be made by the Council. The Council must have an appointed Electoral Officer at all times and they retain the position until death or resignation or the Council appoints otherwise. This Council has used the services of Electionz.com for some time and the officer, Anthony Morton. The company has a good understanding of the District requirements. The contract for the associated services with Electionz.com is an operational matter and for practical purposes is with the Electoral Officer's company. Although the Deputy Electoral Officer is capable and experienced of overseeing the election process, by utilising a specialist company the Council maintain a level of independent advice and responsibility as the Deputy Electoral Officer has an ongoing relationship with all elected members. A deputy electoral officer has all the powers of the Electoral Officer, and is not subject to directions of any local authority or community board in exercising the powers or carrying out the duties of the Act. The Electoral Officer can appoint the deputy officer, and is supportive of Sarah Nichols continuing in the role.

4. ISSUES AND OPTIONS

Voting System

- 4.1. Councils must choose one of two voting systems for the Council Elections, being either First Past the Post (FPP), or the Single Transferable Vote (STV). In 2017 the Council confirmed its intention to retain the FPP voting system for the 2022 and 2025 local government elections. This report reaffirms that decision of the previous Council.
- 4.2. There is an opportunity for the community to poll for a change of method. The local authority must give public notice of the right of 5% of the electors to demand a poll on the future electoral system. Ninety days must be given following the public notice allowing electors to gather sufficient signatures to demand that a poll be held to change the electoral system. After which time the local authority may resolve to undertake a poll of electors.

Representation Review

- 4.3. The recommendation from the Representation Review Working Party for the 2022 Local Body Election was that the status quo remain with the retention of boundaries, number of elected members, ward and community board names. One minor change was proposed involving the Rangiora-Ashley Subdivision with a membership of six (rather than five) members from the Rangiora (urban) subdivision and two (rather than three) community board members from the Ashley (rural) subdivision. The recommendation followed consultation, a hearing and discussion by the Working Party and was confirmed by Council on 2 November 2021. There were no appeals to the final proposal.
- 4.4. The Representation Review Working Party for the 2022 Local Body Election noted the uneven growth in the District that had occurred after the 2018 Census. In particular, the north-eastern area of the District was experiencing high growth (and has continued to do so). It was raised at that time that staff would recommend to the incoming Council that another Representation Review occur in early 2023, ahead of the 2025 local body elections to better reflect growth patterns. Representation Reviews and changes to electoral membership and boundaries require the most current Census data to be utilised rather than council building or projected growth statistics.
- 4.5. Census data from the 2023 Census is expected to be released by Statistics NZ towards the end of the year, however associated work can begin, without the current population data, to assist with the work programme and compliance of completion of key aspects. Since 2018, building consent data shows there have been 678 dwellings built in Kaiapoi, 739 in Rangiora and 1,450 in Woodend/Pegasus. It is considered that more work will be required to assess appropriate representation proposals for 2025, with significant boundary changes involved due to the population shifts that have occurred since the last Census.
- 4.6. When the 2009 Representation Review was undertaken an independent Chairperson was appointed. In 2015 and 2021 it was considered unnecessary to appoint an independent Chairperson given the proposed balanced membership of the working party, with their combined knowledge of local communities and the best practice processes that would be followed in accordance to the Local Government Commission guidelines and legislative requirements, and the staff knowledge of legislation and statistics. For the proposed upcoming Review, it is considered that the majority of the work can be done utilising existing in-house staff knowledge, in conjunction with members of the working party to provide for a balanced process. This will also assist in prudent budgetary control. The matter could be reviewed, after informal consultation has occurred and prior to the Special Consultative Process occurring, with potential short term, targeted specialist knowledge being sought, if deemed necessary. The Representation Review is subject to appeal and objections to the Local Government Commission. An appeal occurred in 2016 overturning one aspect of the Council resolution involving the creation of the Woodend-Sefton Community Board. There was no appeal in 2022.

Maori Wards

- 3.13 The Local Electoral Act provided that Maori wards or constituencies may be established for territorial authorities and can be achieved either by way of a Council resolution or as the outcome of a poll of electors. Due to the North Island severe weather events, there has been a delay to the provisions requiring councils to consider Māori representation as part of their representation review until after the 2025 local government elections. Councils will still have the ability to optionally consider Māori representation.

- 4.7. Based on currently released census data relating to Maori Electoral Population (MEP) and General Electoral Population (GEP) the district currently does not have enough people enrolled on the roll to enable a Maori ward being established based on the formula provided by the Local Government Commission and the present number of councillors. This information will be worked through further, subject to Electoral Act considerations and consultation with Ngāi Tūāhuriri Rūnanga prior to November 2023. Previous consultation with Ngāi Tūāhuriri Rūnanga ahead of the confirmed 2022 election process held no appetite for the establishment of a Maori Ward. If the Council resolve otherwise it would have an effect on the Representation Review outcomes, therefore some timeframes outlined in this report may require amendment.
- 4.8. It is intended a report be brought before the Council at its November meeting for consideration following consultation with the Rūnanga.

Electoral Officers

- 4.9. The Council must have an Electoral Officer appointed at all times and the previous Council formally appointed Anthony Morton, of Electionz.com as the Electoral Officer for the Council. Often a staff member will be chosen by the Electoral Officer (in conjunction with Chief Executive approval), to be the Deputy Electoral Officer, however the previous Council also chose to formally appoint Sarah Nichols as the Deputy Electoral Officer. Both Anthony Morton and Sarah Nichols are suitably qualified and experienced to run the election process for the Local Body elections. These positions continue indefinitely until such a time as a Council formally resolves differently.
- 4.10. The Management Team has reviewed this report and support the recommendations.

5. COMMUNITY VIEWS

5.1. Groups and Organisations

- 5.1.1. The public has an opportunity to express an opinion regarding the voting method by way of seeking a poll after Council's decision is advertised. There is no evidence that the community has had a change of opinion since the survey undertaken in 2002.
- 5.1.2. Should the Council resolve to continue with the FPP system, advertising will be undertaken in August of the proposal, noting the opportunity to demand a poll.
- 5.1.3. Ngāi Tūāhuriri Rūnanga will be consulted regarding a Maori ward, ahead of any advertising.
- 5.1.4. The process for consultation regarding the Representation Review itself is outlined in the legislation and the timetable provides for the formal consultation process in June/September 2024 with informal consultation occurring with the community in later 2023/early 2024.
- 5.1.5. It is recommended that the Representation Review Working Party hold several information/drop in sessions during the informal consultation process to enable stakeholders and interested members of the community to informally share their views in relation to the Representation Review. These views would assist the Working Party establishing a draft proposal for Council consideration and subsequent Special Consultative Process in later 2024.

5.2. Wider Community

As per above comments.

6. **IMPLICATIONS AND RISKS**

6.1. **Financial Implications**

- 6.1.1. The Council would be faced with the costs of a poll should one be demanded. Should the Council decide to use the STV method, as opposed to the FPP method, the actual costs of election may increase slightly by way of processing costs due to the greater complexity of the method. That exercise has not been investigated, but a report could be sought from the Returning Officer.
- 6.1.2. The Governance unit hold budget allocation for the Representation Review process. There is minimal operational budget and staff time for the 2023/24 financial year to undertake informal consultation and information gathering before formulating the proposal that will be consulted on through a Special Consultative Process. There is budget allocation of \$25,000 allocated for Statistics NZ certified maps and associated documentation that is required as part of the final process.
- 6.1.3. If an independent Chairperson for the Representation Review Working Party was appointed, additional budget would need to be sourced to cover associated costs. A report would come back to the Council detailing costs and outline of the specific requirements, if needed.

6.2. **Community Implication**

The community has opportunities to input into the process and potentially change the representation of elected membership at Council and Community Boards, and the names of those Community Boards. The community has the right to be represented fairly across the district with proportional number of elected members.

6.3. **Risk Management**

Limited risk to the Council as legislative processes are followed and the community consulted. There is a financial risk if additional funding is sought through the LTP for additional consultation and expertise to complete the project. Currently it is deemed appropriate to keep the work in-house.

6.4. **Health and Safety**

Not applicable.

7. **CONTEXT**

7.1. **Policy**

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

Legislation

Local Electoral Act 2001 and Local Government Act 2002.

The most relevant sections of the legislation are contained in Part 1A sections 19A to 19Y of the Local Electoral Act 2001 and sections 27 to 34.

New Zealand Geographic Board Act 2008 and Locality Definition and Naming AS NZS 4819-2011.

7.2. **Community Outcomes**

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

7.3. **Delegations**

The Council is delegated by legislation to make decisions related to voting systems.

The Local Government Commission confirms the final determination of the Representation Review, following recommendations of the Council and subject to appeal from the community.

Appendix A: Timelines diagram

Figure 1 below is a summary of the timelines leading up to a round of local government elections. Refer to the relevant sections in these guidelines for detailed information about the associated requirements.

Figure 1 includes the dates relating to choosing electoral systems and establishing Māori wards/constituencies that must be met for any new resolutions to apply in the upcoming local government elections.

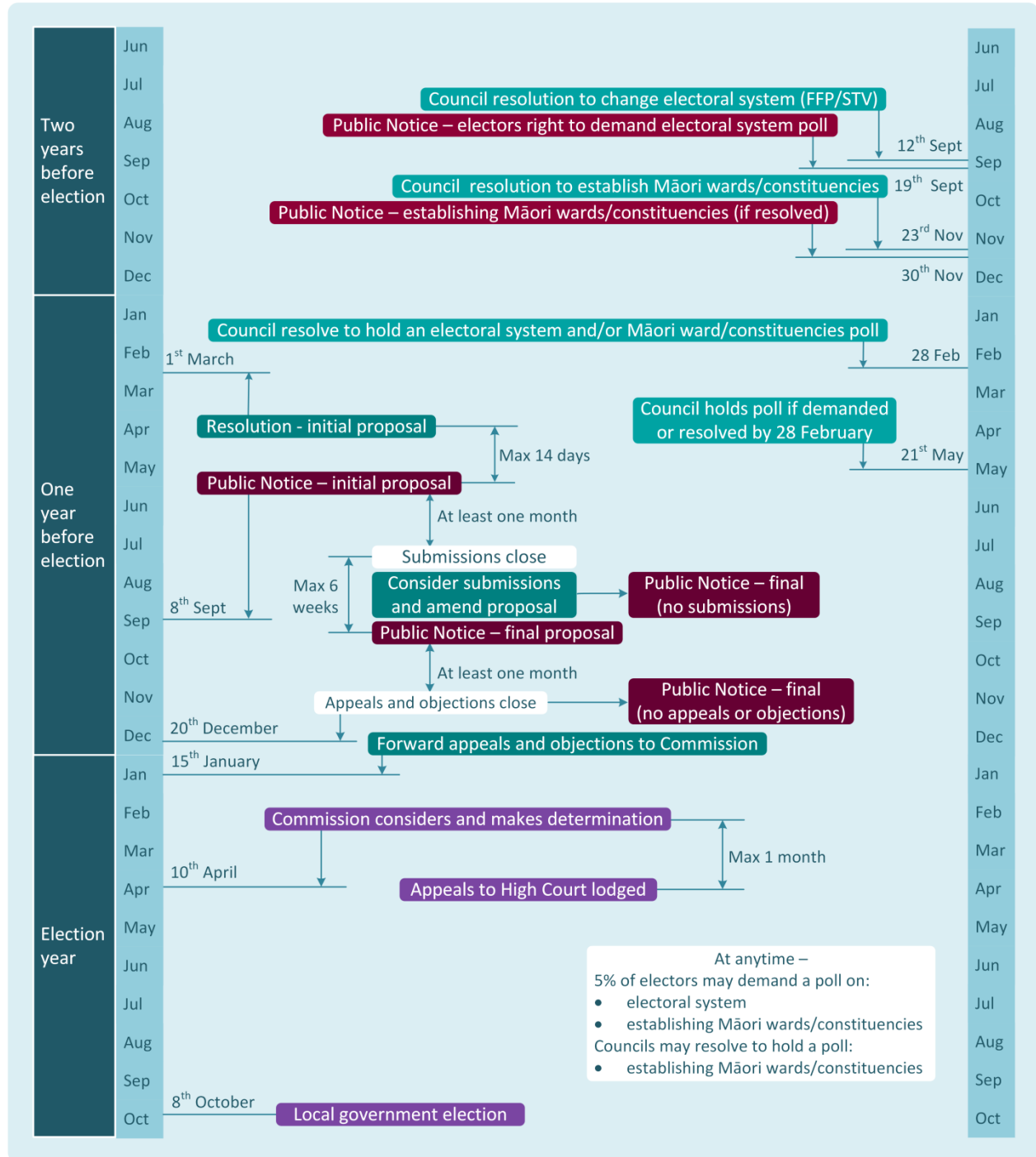


Figure 1: Timelines leading up to local government elections



TERMS OF REFERENCE COUNCIL AND COMMITTEES

2023 Representation Review Working Party

1. Establishment

The Working Party is established May 2023, following Council resolution and subsequent appointments by the Districts four Community Boards.

The Working Party shall be dis-established following the adoption of the Representation Review by Council (October/November 2024), subject to any appeal, objection and determination of the Local Government Commission.

2. Membership

Mayor D Gordon
Councillor xxx from Kaiapoi-Woodend ward
Councillor xxx from Rangiora-Ashley ward
Councillor xxx from Oxford-Ohoka ward
Community Board member xxx from Kaiapoi-Tuahiwi community
Community Board member xxx from Rangiora-Ashley ward
Community Board member xxx from Woodend-Sefton community
Community Board member xxx from Oxford-Ohoka ward.
Sarah Nichols, Governance Manager, WDC
Chief Executive, WDC

3. Quorum

A quorum at any meeting of the Representation Review Working Party be half the appointed membership (including vacancies) therefore a quorum of four (4) is required.

4. Chairperson

The membership of the Working Party (excluding staff) will choose a Chairperson from the Working Party membership.

If neutrality as Chair is unable to be maintained then the Working Party may seek approval from Council to re-consider the appointment of an independent Chairperson.

5. Terms of Reference

5.1 Abide by the legislative timeframes and that of Council resolution.

5.2 Undertake the following

- a) Examine the underlying principles of representation as set out in the *Local Electoral Act 2001*, s.4, as these apply to the Waimakariri District;
- b) Identify communities of interest currently existing within the Waimakariri District and consider new communities of interest;
- c) Examine the options available to territorial authorities for providing fair and effective representation for individuals and communities, namely –



TERMS OF REFERENCE COUNCIL AND COMMITTEES

2023 Representation Review Working Party

- Election of councillors 'at large',
 - Election of councillors from wards,
 - Election of councillors through a mix of wards and 'at large' elections;
 - the desirability of Community Boards;
 - the most appropriate number of Councillors;
 - the most appropriate number of Community Board members
 - if Wards are proposed, the number of Wards;
 - if subdivisions and communities are required;
 - the estimated costs for the preferred option, and any other options proposed for consideration;
- d) Consult with the current four Community Boards; Ngāi Tūāhuriri Rūnanga; and any other group identified as having a direct interest in the review;
- e) Hold a minimum of two, informal drop-in/information sessions within the wards to gain stakeholders and community views prior to May 2024, as part of the initial pre-consultation information gathering to assist with formulating a proposal for Council prior to full public consultation scheduled for June/July 2024.
- f) Prepare a Draft Consultation document for Council consideration at its May 2024 meeting to undertake a Special Consultative Procedure ahead of hearings and final proposal consideration by the Council later in 2024.

6. Budget

Notes that the Governance unit hold budget allocation for the Representation Review process. There is minimal operational budget and staff time for the 2023/24 financial year to undertake informal consultation and information gathering before formulating the proposal that will be consulted on through a Special Consultative Process. There is budget allocation of \$25,000 allocated for Statistics NZ certified maps and associated documentation that is required as part of the final process. If extensive promotion was recommended by the Working Party additional budget would need to be sought from the Council.

If an independent Chairperson for the Representation Review Working Party was appointed, additional budget would need to be sourced to cover associated costs.

7. Expertise

Principal Council staff assisting the working party will be:

- Chief Executive
- Governance Manager, Sarah Nichols (Project Manager)
- Governance Support Officer, Emma Stubbs

From time to time outside expertise may be required and the Working Party has the authority to consult with outside persons with specialist knowledge relevant to the spirit of the Representation Review should the need arise. Other specialist in-house staff will be called upon by the Working Party to contribute with advice from time to time (ie Communications, GIS mapping, Policy team (surveys and populations) during the Working Party duration.



TERMS OF REFERENCE COUNCIL AND COMMITTEES

2023 Representation Review Working Party

8. Administration

All meetings will have agendas and be minuted. Documentation will be kept, as required and appropriate for the Local Government Commission, which assists their review of evidence and assessment prior to the Commission issuing the final determination. The Governance team will provide administration support.

9. Frequency of Meeting

As required, however due to the workflows of staff and elected members it is proposed that all working party meetings occur on Thursdays from 9.30am to 11.30am, commencing mid-September 2023. Meetings are anticipated to be monthly until such time as Council has considered public submissions (October 2024), ahead of the determination of the Local Government Commission.

DRAFT

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: Gov-32/230126009761

REPORT TO: COUNCIL

DATE OF MEETING: 25 May 2023

AUTHOR(S): Sarah Nichols, Governance Manager

SUBJECT: Local Government New Zealand (LGNZ) Annual Conference Attendance 2023

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

Department Manager



Acting Chief Executive

1. SUMMARY

1.1. This report is to seek Councillor(s) to accompany the Mayor to the Local Government New Zealand Conference (LGNZ) and LGNZ Excellence Awards being held in Otautahi Christchurch from 26 to 28 July 2023.

Attachments:

- i. LGNZ Conference and Awards Programme (Trim Ref 230421056569)
- ii. Elected Member Conference and Training Course Attendance Policy (Trim 230126009764).

2. RECOMMENDATION

THAT the Council:

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

3. BACKGROUND

3.1. Each year the LGNZ hosts a national conference in a different location within New Zealand; this year it is being held in Christchurch, at Te Pae Christchurch Convention Centre, 188 Oxford Terrace, Christchurch.

3.2. The Council Policy (*attached*) is for one Councillor to attend with the Mayor and Chief Executive. The Deputy Mayor, if available, should be able to participate in at least one LGNZ Conference during the triennium cycle. Any nominated Councillor can only attend once in any given triennium cycle (unless the conference is held in Canterbury), to enable other members to attend. In 2018 the Conference was held in Christchurch, and as no accommodation or travel was required, it was resolved that more Councillors than outlined in the Council Policy would attend, therefore the Council may choose to again allow more Councillors to attend the conference.

- 3.3. The previous LGNZ Conference was held in Palmerston North in 2022 whereby the Deputy Mayor Neville Atkinson attended with the Mayor. In July 2021 the conference was held in Blenheim with Councillors Williams and Redmond accompanying the Mayor and Chief Executive. Although the Council Policy states that only one Councillor is to accompany the Mayor and Chief Executive to the annual conference, the Council agreed that two Councillors could attend in 2021 as there were no accommodation costs which would contribute to an offset of the conference registration fees.

4. **ISSUES AND OPTIONS**

- 4.1. This year's conference's theme is SuperLocal which celebrates giving power and decision-making back to communities.
- 4.2. The conference usually attracts approximately 500 participants. Attendance enables knowledge sharing and networking opportunities as the programme is designed to be a platform to discuss a range of topical matters. The programme is *attached*. On return, the attending Mayor and Councillor(s) will submit a report/discussion notes to colleagues to share information gained during the Conference.
- 4.3. The conference commences at 8.30am with a Hui on Wednesday 26 July 2023 which requires pre-registration followed by Council hosted Tours and the afternoon is set aside for a Hui for Young Elected Members and the LGNZ AGM. The day concludes with the official Welcome Reception from 6 to 8pm. The primary conference commences on Thursday 27 July with 'Through the Looking Glass – a glimpse into the future with Frances Valentine' as an optional add-on breakfast session, followed by various talks from 10am to noon, with Council breakout sessions scheduled in the afternoon. Friday 28 July commences with the Mayors Taskforce for Jobs AGM breakfast followed by the address from the Leader of the Opposition Christopher Luxton at 9.10am, Managed Retreat in Practice with Jamie Simmonds and the LGNZ Chief Executive address at 10.40am. The afternoon includes a panel discussions on 'The Big Question – What is SuperLocal' and 'Transporting our communities into the future' and finally a speech by Abbas Nazari followed by the Presidents wrap up and the closing ceremony.
- 4.4. There are no implications on community wellbeing by the issues and options that are the subject matter of this report. However attendance by elected members enhances information and future decision making for the community benefit.
- 4.5. As the conference is local and a good networking opportunity, first time councillors are encouraged to attend to enhance their understanding of Local Government.
- 4.6. The Management Team has reviewed this report.

5. **COMMUNITY VIEWS**

5.1. **Mana whenua**

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

5.2. **Groups and Organisations**

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

5.3. **Wider Community**

The wider community is not likely to be affected by, or to have an interest in the subject matter of this report. However, the conference provides benefit, particularly to members, to gain a greater understanding about Local Government and provides both learning and networking opportunities.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1 **Financial Implications**

- 6.1.1 Full conference early-bird registration cost is \$1,495 if booked/paid by 11 June 2023. This full conference cost increases to \$1,605 after the early bird cut off for standard registration.
- 6.1.2 Attendance for day registration is available at a rate of \$895 per day excluding breakfast. There are additional social and partner programmes available, however, the attendance of a partner of a delegate will be at the personal cost of the elected member. Partners are not eligible to attend business sessions.
- 6.1.3 The full conference registration includes attendance at conference business sessions catering, Simpson Grierson welcome reception (Wednesday) and the Fulton Hogan conference dinner and EXCELLENCE Awards function (Friday). In addition, the Fortysouth breakfast session (Thursday) and Council hosted tours (Wednesday) are an additional charge of \$60 and \$35, respectively.
- 6.1.5 Costs are met by the training and travel operational Governance budget. The conference registration is funded from the training budget, which has a current balance of \$6,125. Accommodation and travel expenses are not applicable as the conference is held locally in Christchurch. The funding would be from the 2022/23 financial year as registration would be paid prior to July 2023. The indicative cost of attendance per delegate is \$2,730. A summary of indicative costs is outlined below:

	Per delegate
Standard Registration	\$1,495
Fortysouth Breakfast	\$60
Council hosted tours	\$35
Incidental claims	\$100
Excluding GST	\$1,690

A separate management operational budget meets the costs associated with the Chief Executive attending the conference.

6.2 **Sustainability and Climate Change Impacts**

The recommendations in this report do not have sustainability and/or climate change impacts. Travel is minimised with car-pooling occurring where possible.

6.3 **Risk Management**

Cancellation of the Conference is potentially possible due to changes to members plans. Should a delegate be unable to attend the conference due to unforeseen circumstances, a substitute may attend in their place, subject to general Council agreement. Any cancellation of a delegate's attendance will result in a reduced refund of fees paid.

The conference cancellation policy states that registration cancellations notified before 2 June 2023 will incur a \$100 administration charge. Refunds requested before 30 June 2022 will incur a 50% refund of fees paid, and after this date no refunds will be allowed, except with the discretion of the LGNZ. If the conference is cancelled for reasons beyond the control of LGNZ, the registration fee will be refunded after the deduction of a \$150 administration fee.

6.3 **Health and Safety**

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

7. CONTEXT

7.1 Consistency with Policy

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

7.2 Authorising Legislation

Not applicable.

7.3 Consistency with Community Outcomes

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

7.4 Authorising Delegations

The Council has the delegation to decide attendees of the LGNZ Conference as per elected member conference and training course attendance policy S-CP 0905 dated March 2023.



Conference programme

Two days of inspiring local leadership.



Pre-conference and Opening – Wednesday 26 July 2023

TIME	SESSION
8.00am	Registration opens
8.30am - 2.00pm	<u>Te Maruata Hui</u> <i>Te Maruata is for Māori elected and appointed members. Pre-registration required</i>
11.30am	<u>Council Hosted Tours</u> <i>Pre-registration required</i>
12.00 - 4.30pm	<u>Young Elected Members (YEM) Hui</u> <i>Young Elected Members is for elected members under the age of 40. Pre-registration required</i>
2.30 - 4.30pm	LGNZ AGM
4.30pm	Conference Opening: Mihi Whakatau
6.00pm	Welcome Reception <i>Sponsored by <u>Simpson Grierson</u></i>
8.00pm	Day concludes

Conference Day One – Thursday 27 July 2023

TIME	SESSION
7.00am	Registration opens
7.30am	Through the looking glass - a glimpse into the future with Frances Valintine <i>Optional add-on breakfast sponsored by Fortysouth. Pre-registration required</i>
9.00am	Welcome
9.10am	President's Address LGNZ President
9.25am	Te Maruata Address Bonita Bigham & Iaeen Cranwell , Co-chairs – Te Maruata Rōpū Whakahaere
9.40am	Government Address
9.55am	Decision making for the future - lessons from Sophie Howe <i>Sponsored by Chorus</i>
10.45am	Young Elected Member Address
11.00am	Connect and refuel break
12.00pm	Breakout sessions Five one-hour sessions to choose from: <ul style="list-style-type: none"> • New ways to fund and finance local government - an interactive seminar with Linda Meade • Solutions for the new reality of climate impacts. Better Informed, Better Decisions - A learning session with case studies sponsored by Aon • Good Governance for CEO Pay - A workshop and case study brought to you by Strategic Pay • Using construction to create better local economic, social and community outcomes for Māori - progressive procurement strategies with Warner Cowin • How Active are Our Communities? A Sport NZ presentation
1.00pm	Breakout sessions Five one-hour sessions to choose from: <ul style="list-style-type: none"> • Civic centres reimagined: how Tauranga City Council is revitalising the heart of Aotearoa's fifth largest city - Interactive Learning Session brought to you by Willis Bond • Taking a Loveable approach to delivering infrastructure for Future Communities - a GHD Workshop • Getting Future Fit: Digital Tools to Support Spatial Strategy - a presentation and learning lab brought to you by Beca • Asset Management 101 - making good strategic decisions about infrastructure with Ross Copland • Implementing the new Resource Management reforms successfully
2.00pm	Connect and refuel break Networking lunch; "Stronger Councils, Safer Communities" How Amazon Web Services (AWS) is investing in New Zealand and supporting communities. <i>Pre-registration required</i> <i>Sponsored by AWS</i>
3.00pm	Our Journey to Balance - Ōtautahi Christchurch
3.45pm	Inaugural SuperLocal Political Debate sponsored by Newsroom Moderated by Mark Jennings Labour - Speaker TBC National - Invited Green Party - Eugenie Sage ACT - Simon Court NZ First - Invited Te Pāti Māori - Invited
4.35pm	It's a Wrap – the debate dissected
5.00pm	Day concludes

Conference Day Two – Friday 28 July 2023

TIME	SESSION
7.00am	Registration opens
7.30am - 9.00am	Breakfast: Mayors Taskforce for Jobs AGM <i>Mayor Max Baxter welcomes you to the MTFJ AGM. Celebrate our successes this year and shape our vision for the future.</i> <i>Pre-registration required</i>
9.00am	Welcome back
9.10am	Address from Leader of the Opposition Christopher Luxon
9.40am	Managed Retreat in Practice with Jamie Simmonds
10.40am	LGNZ Chief Executive address Susan Freeman-Greene
11.00am	Connect and refuel break
12.00pm	The Big Question - What is SuperLocal? A Panel on Reimagining Local Government Moderator: Rohan O'Neill Stevens Panelists: Tara Moala, Helmut Modlik, Caren Rangj
1.00pm	Transporting our communities into the future panel Moderator: Penny Hulse Panelists: Dean Kimpton, Brad Olsen, Alex Walker
2.00pm	Connect and refuel break
3.00pm	From Tampa refugee to Fulbright scholar Abbas Nazari
3.45pm	President's wrap
4.00pm	Closing ceremony
4.30pm	Day concludes
6.30pm	Fulton Hogan Conference Dinner and LGNZ Awards Night

Optional Events – 26 to 28 July 2023

Wednesday 26 July

- 8.30 - 2.00pm [Te Maruata Hui](#)
Te Maruata is for Māori elected and appointed members. Pre-registration required
- 11.30am [Council Hosted Tours](#)
Pre-registration required
- 12.00 - 4.30pm [Young Elected Members \(YEM\) Hui](#)
Young Elected Members is for elected members under the age of 40. Pre-registration required
- 2.30 - 4.30pm LGNZ AGM
Pre-registration required

Thursday 27 July

- 7.30 - 8.45am **Through the looking glass - a glimpse into the future with [Frances Valentine](#).**
Optional add-on breakfast sponsored by [Fortysouth](#). Pre-registration required
- 2.00 - 3.00pm AWS Networking Lunch
Sponsored by [AWS](#), pre-registration required

Friday 28 July

- 7.30 - 9.00am **Breakfast: Mayors Taskforce for Jobs AGM**
Mayor Max Baxter welcomes you to the MTFJ AGM. Celebrate our successes this year and shape our vision for the future. Pre-registration required

Council Elected Member Conference and Training Policy

1. Purpose

The Council is required to give effect to the purpose of Local Government which is described in the *Local Government Act 2002* (the Act). The purpose enables democratic and effective local decision-making and action, by and on behalf of, communities to meet the present and future needs by playing a broad role in promoting the social, economic, environmental and cultural well-being of their communities, taking a sustainable development approach.

2. Policy context

Elected members are responsible for making decisions on matters such as the services council will provide, the standard they are provided to, how they will be paid for and what bylaws need to be made. Elected members have a governance role in council as well as being an elected representative of the community.

3. Policy objective

3.1. Local Government Conference (LGNZ annual conference)

A report will be considered by the Council each March/April to determine attendance.

The Mayor, one Councillor, together with the Chief Executive, may represent the Council at the Local Government Conference annually.

The Deputy Mayor, if available, be able to attend at least one LGNZ Conference during the triennium cycle.

Any nominated Councillor can only attend one LGNZ Conference in any given triennium cycle (unless being held in Canterbury), to enable other members to attend.

When the LGNZ Conference is held in Canterbury, the Council will consider sending up to ten Councillors.

3.2. Local Government Rural and Provincial meetings

The Mayor and one Councillor plus the Chief Executive may represent the Council at the LGNZ Rural and Provincial meetings. If the Mayor and/or Chief Executive are unable to attend, then a representative may attend in their place. This could be a Councillor, Community Board member or staff member (i.e. up to a maximum of three, including the Mayor). These meetings are usually held in Wellington three times per year.

3.3. Local Government Zone 5/6 meetings

The Mayor and one Councillor plus the Chief Executive may represent the Council at the LGNZ Zone 5/6 meetings. If the Mayor and/or Chief Executive are unable to attend, then a representative may attend in their place. This could be a Councillor, Community Board member or staff member (i.e. up to a maximum of three, including the Mayor). These meetings are usually held three times a year.

When the meeting is held in Canterbury, the Mayor may approve up to five members attending.

3.4. Approval for Councillor training attendance

The Mayor, or in his/her absence, the Deputy Mayor, will approve all training courses, conferences and seminars attended by members of the Council and notify the Governance Manager via a submitted form (Trim 210308038654). This will be reported as part of the Mayor's monthly diary report to Council.

Training courses (and conferences) can also be approved via a report to the Council.

Attendance at overseas conferences for any elected member shall be approved by the Council via a formal report.

The member will provide a verbal report back on conference/training to the appropriate Committee or Council portfolio update section of the meeting.

3.5. Community Board Members

Approval for Community Board Members to attend conferences or training within New Zealand (excluding in-house) will be via formal Community Board report, consideration and resolution.

Any Community Board member attending a conference is required to provide a written report on the learnings/highlights to be published in the next available Board agenda for public accountability, and circulated to all elected members. Any training session will be verbally reported back at the next meeting.

3.6. LGNZ National Community Board Conference (held every two years)

At least one Community Board member from each Community Board may attend the Conference and represent their community.

It is permissible for a Councillor appointed to a Community Board to attend the LGNZ Community Board Conference. However the related registration and expenses will come from the Community Board training budget and not the Council training budget.

4. Questions

Any questions regarding this policy should be directed to the Governance Manager in the first instance.

5. Relevant documents and legislation

- *Local Government Act 2002*

6. Effective date

7 February 2023

7. Review date

March 2026.

8. Policy owned by

Manager, Governance

9. Approval

Approved and adopted by the Waimakariri District Council on 7 February 2023.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR INFORMATION**

FILE NO and TRIM NO: EXC-57 / 230420055525

REPORT TO: COUNCIL

DATE OF MEETING: 2 May 2023

AUTHOR(S): Jeff Millward – Acting Chief Executive

SUBJECT: Health, Safety and Wellbeing Report – April 2023

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

Department Manager



Acting Chief Executive

1. SUMMARY

- 1.1. This report provides an update to the Council on Health, Safety and Wellbeing matters between mid-March 2022 and mid-April 2023. The dashboard reporting in the appendices cover trends between mid-March 2022 and mid-April 2023.
- 1.2. There were eleven incidents which occurred from mid-March 2023 and mid-April 2023 which resulted in 680 hours lost time to the organisation. Ongoing lost time from historic incidents is reported in Appendix A.
- 1.3. Planning of Anti-Skid Driver Training and 4WD Training is underway.
- 1.4. Adverse Interaction with a member of the public continuing, with increased security.
- 1.5. Planning of an internal Safe Plus audit is underway.
- 1.6. Rangiora Airfield incident reporting.

Attachments:

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

2. RECOMMENDATION

THAT the Council:

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

3. BACKGROUND

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

4. ISSUES AND OPTIONS

4.1. Incidents and accidents

- 4.1.1. Mid-March 2023 to mid-April 2023 has shown an increase in Property/Vehicle damage. HS&W are currently reviewing the Property/Vehicle damage statistics over the past year to look at patterns and prevention measures. Theft has been present in our Aquatic Facilities. Police have been engaged and the offender found. Reminders to the public regarding personal belongings have been issued. Investigations are underway to ensure hazards and competencies are compliant and current.

4.2. Training

- 4.2.1. The Health, Safety & Wellbeing Coordinator has commenced the planning of Anti-Skid Driver Training and 4WD Training. As our long-standing resident trainer for 4WD Training is no longer operating, we have arranged for both types of driver training to be provided through Driver Safety Programmes NZ Limited.

4.3. Adverse Interaction

- 4.3.1. The continued adverse interaction with a member of the public has progressed in the past month with further phone calls, text messages and consistent emailing. Due to this there has been instruction from the police to call 111 if there is mention of a threat to buildings, people, or self-harm. This is by no means to worry staff, as there has been no direct threat made. As an added precaution, security at the Rangiora Service Centre has been extended.

4.4. Safe Plus Internal Audit

- 4.4.1. Planning of an internal Safe Plus audit is underway. The Audit is conducted by the HS&W Team. It is a way to engage staff from all areas of the organisation. It asks about three things that really matter for good health and safety performance: leadership, worker engagement and risk management.
- 4.4.2. The anonymous responses from the self-assessment create a snapshot of how our staff think the organisation is doing in health and safety. This process can identify differences in thinking between different teams, roles across the organisation.
- 4.4.3. The assessment is likely to take place in late May 2023

4.5. Rangiora Airfield incidents

- 4.5.1. There has been a discussion around the incident reporting for the Rangiora Airfield and how we can capture these. It is likely at this stage the reports will be referred to the WDC Health, Safety & Wellbeing Team for application to our system. The investigation process and how this will work is still in progress.

Implications for Community Wellbeing

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

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

5. COMMUNITY VIEWS

5.1. Mana whenua

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

5.2. Groups and Organisations

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

5.3. Wider Community

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

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. Financial Implications

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

6.2. Sustainability and Climate Change Impacts

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

6.3 Risk Management

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

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

6.4 Health and Safety

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

7. CONTEXT

7.1. Consistency with Policy

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

7.2. Authorising Legislation

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

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

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

7.3. **Consistency with Community Outcomes**

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

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

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

7.4. **Authorising Delegations**

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

Appendix A

Date	Person type	Occurrence	Event description	Response
19/03/2023	Non-Employee	Property/Vehicle Damage	A wallet was stolen from bag at Dudley pool	Person of interest caught
20/03/2023	Employee/Volunteer	Near Miss	Excess build-up of mud and debris in the digger, especially under the operating peddles. This can be dangerous while operating.	The mud and debris were cleaned promptly. Cleaning and properly maintaining after each use was discussed at the toolbox meeting.
23/03/2023	Employee/Volunteer	Injury	An employee was sitting down writing notes, when they got up, they twisted their knee and their kneecap popped out slightly.	Staff member managed to pop it back in. Medical attention needed and ongoing. Employee has returned to work on light duties.
24/03/2023	Non-Employee	Property/Vehicle Damage	Another bag was riffled through by the same person that stole a wallet previously at the pool. They were noticed by the customer and later picked up by police.	Person of interest caught.
29/03/2023	Employee/Volunteer	Property/Vehicle Damage	Staff member opened the dash draw in the Ute and the handle broke.	Repairs done. No further investigation required.
29/03/2023	Employee/Volunteer	Injury	Staff member got a papercut with thick paper on their index finger knuckle.	No medical attention needed.
31/03/2023	Employee/Volunteer	Injury	A staff member went to the aid of a lady who looked like she was going to fall down outside the WDC offices. She wouldn't accept help and promptly fell over, knocking into the side of the staff member's knee. The staff member heard a click/pop from their knee and instant pain.	Member of the public was fine. Staff member is on crutches and recovering well daily.
4/04/2023	Employee/Volunteer	Property/Vehicle Damage	The front driver's wheel of the ditch witch trailer caught fire whilst towing. The front axle of the ditch witch trailer has disc brakes. This was extinguished with an extinguisher from the employee's truck. This is possibly the first time the trailer has been used loaded since it was serviced very recently. After the fire, the discs were observed to be dirty	Mechanics have investigated the trailer, stating there was possibly too much grease in the axle. Investigation ongoing. Further enquiries to the manufacturer have been requested.

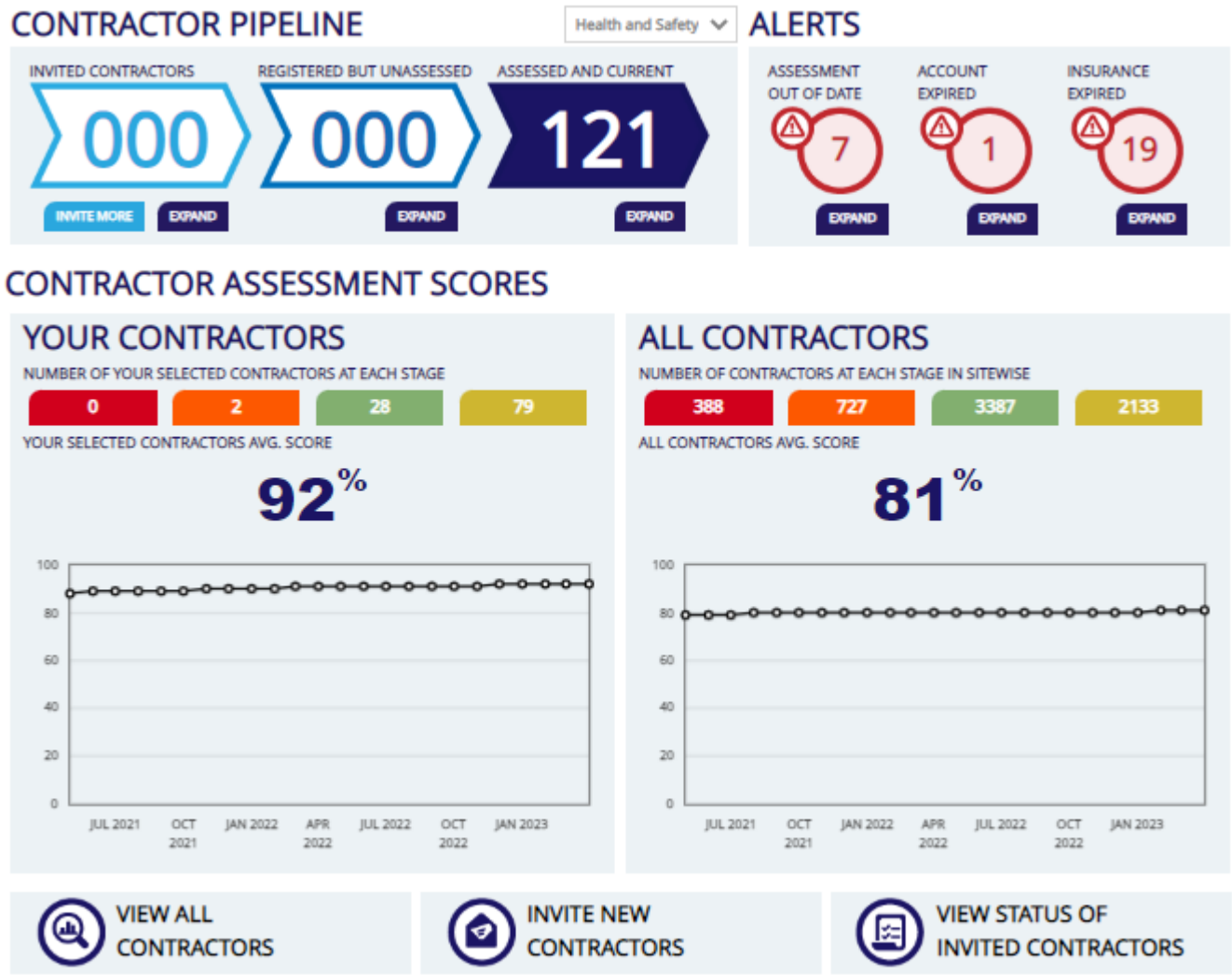
			around the axel and were covered with carbon on both the left and right sides.	
5/04/2023	Non-Employee	Near Miss	Employees had a work site set up with a stop/go. A milk tanker drove on the grass verge and got stuck.	The employees extended the work site to enclose the tanker until it was pulled out.
8/04/2023	Non-Employee	Near Miss	Contained Fire in the refuse pit compactor. A handheld vacuum cleaner was placed in the pit and when compacted the lithium battery caught fire. Member of the public did not read the signage outlining the requirements. Information is on the website and signage in place.	Fire managed appropriately, Suggestion to talk to the Communication Team about running a story on what happened to raise awareness again of hazards of batteries.
11/04/2023	Non-Employee	Property/Vehicle Damage	Break-in at Southbrook Resource Recovery Park Kiosk. Person broke through the rear fence and went through to Kiosk and removed sliding window and attempted to remove the tills. (even though the tills were empty)	higher level of crime generally taking place in the community. With the rebuild/upgrade in approx. 4 yrs time, could look to replace deer fencing with security fencing. Police have viewed footage. Repair to the Kiosk has been done. Waiting on a quote replace existing glass with toughened glass. Fence has been repaired.

Lost Time Injuries - Aquatics:	2019 to current	Injury One: Currently fully unfit Date of injury 28 June 2019 Weekly contracted hours = 30 4,776 hrs lost to date
Water Unit:	2023 (current)	Injury Two: Currently fully unfit until 15 th May (commencing on 4hrs per day) Date of injury: 23 March 2023 Weekly contracted hours = 40 680 hrs lost to date.

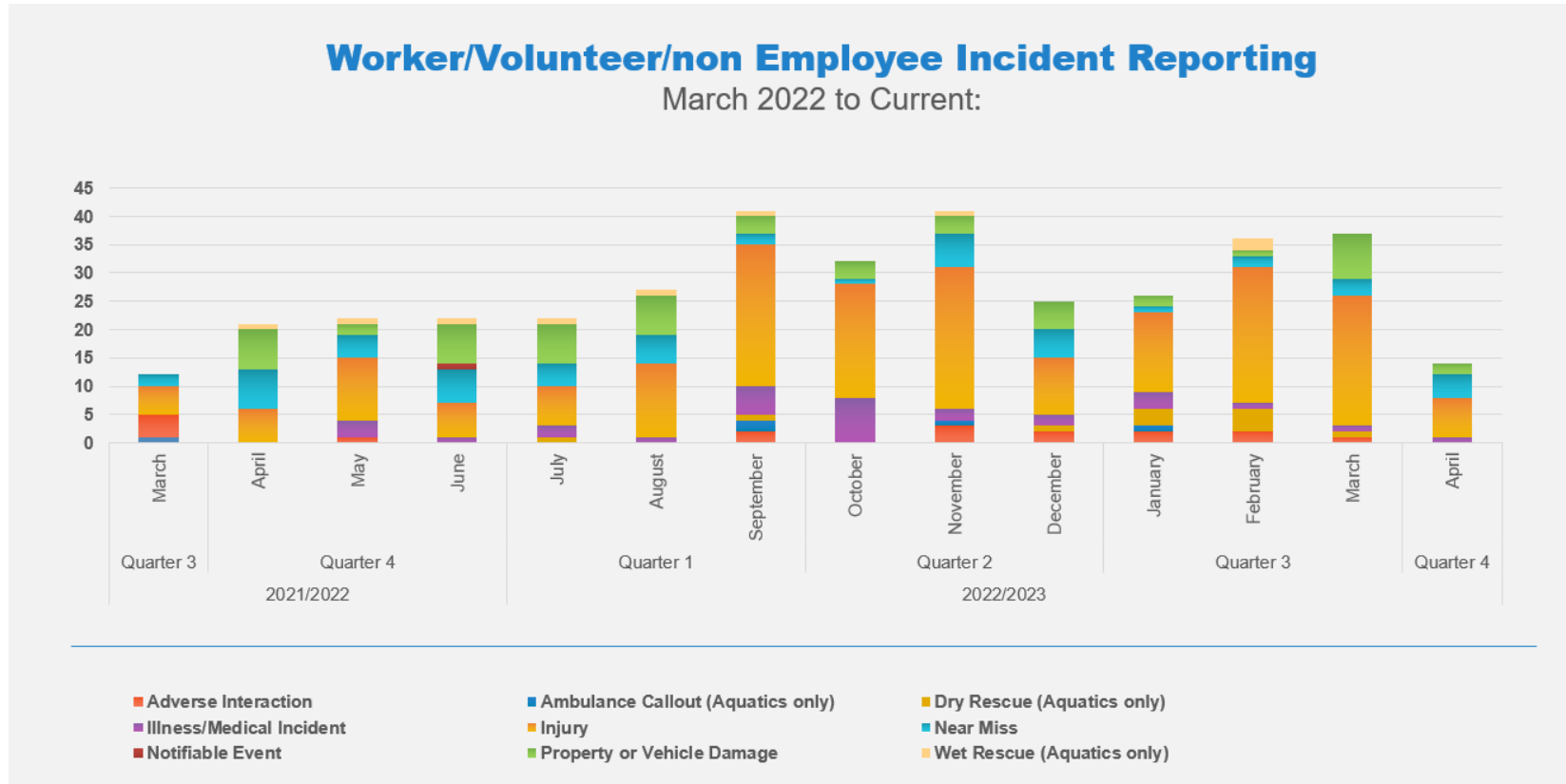
Lead Indicators

Safety Inspections Completed (Workplace Walkarounds)	2023	Workplace Walkarounds: Distributed for March with 6 returns so far. Reminders sent. 17 in total.
Training Delivered	2021/2022	People Trained: No training for April. Planning of Anti-Skid, 4WD, Asbestos and Confined Space Awareness is underway.

Appendix B

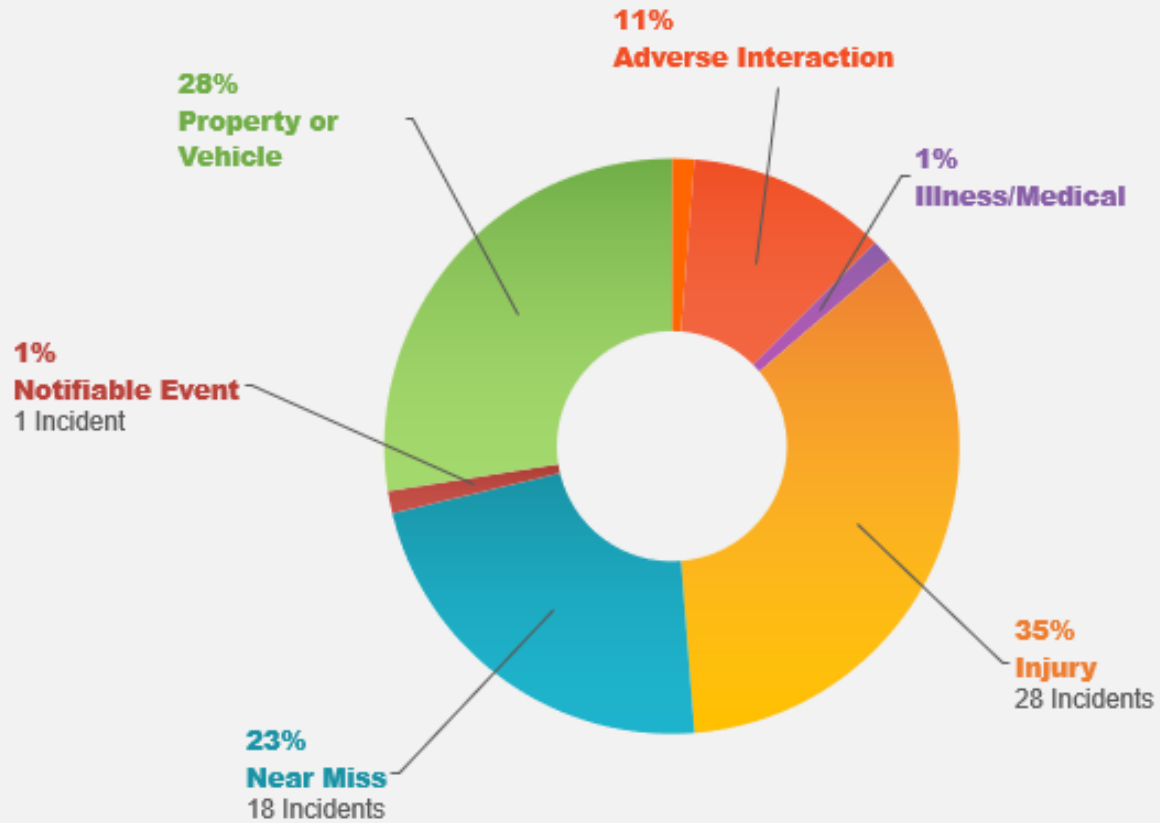


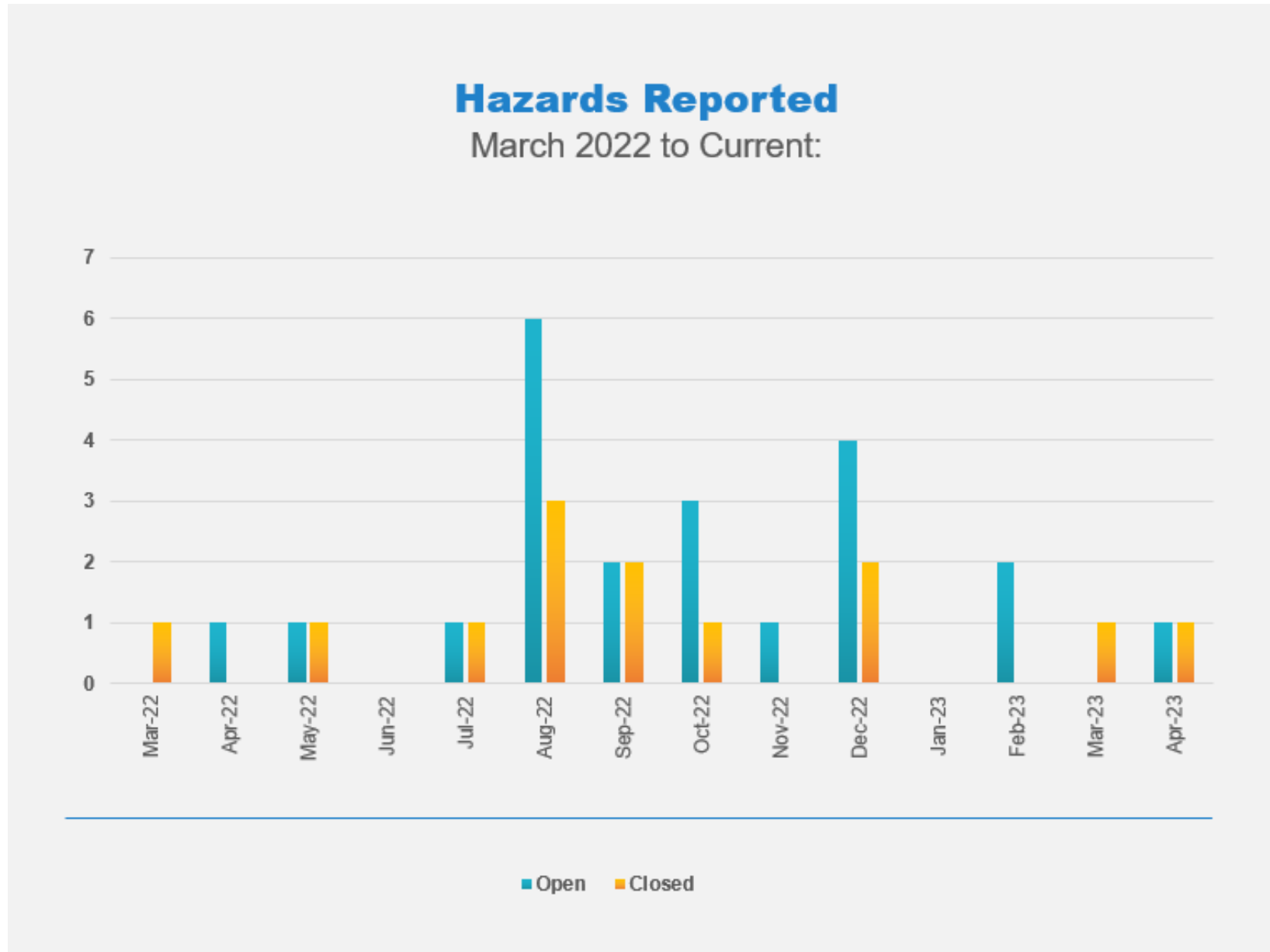
Appendix C



Worker/Volunteer Incident Reporting

March 2022 to Current:





MINUTES OF A MEETING OF THE COMMUNITY AND RECREATION COMMITTEE HELD IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA ON TUESDAY 21 MARCH 2023 AT 3:30PM.

PRESENT

Councillors P Redmond (Chairperson), A Blackie, R Brine, B Cairns and N Mealings.

IN ATTENDANCE

Councillors N Atkinson T Fulton, J Goldsworthy, J Ward and P Williams.

J Millward (Acting Chief Executive), C Brown (General Manager Community and Recreation), G MacLeod (Community Greenspace Manager), M Greenwood (Aquatics Manager), D Roxborough (Implementation Project Manager – District Regeneration), L Sole (Content and Discovery Team Leader), J Kirkwood (Reader and Reference Services Team Leader) and C Fowler-Jenkins (Governance Support Officer).

1 APOLOGIES

Moved: Councillor Redmond

Seconded: Councillor Blackie

THAT an apology for absence be received and sustained from Mayor Gordon.

CARRIED

2 CONFLICTS OF INTEREST

There were no conflicts declared.

3 CONFIRMATION OF MINUTES

3.1 Minutes of the meeting of the Community and Recreation Committee held on 21 February 2023

Moved: Councillor Cairns

Seconded: Councillor Brine

THAT the Community and Recreation Committee:

- (a) **Confirms** the circulated Minutes of the meeting of the Community and Recreation Committee, held on 21 February 2023 as a true and accurate record.

CARRIED

3.2 Matters arising (From Minutes)

PUBLIC EXCLUDED MINUTES (Refer to public excluded agenda)

3.3 Minutes of the public excluded portion of the Community and Recreation Committee Meeting Tuesday 21 February 2023

4 DEPUTATIONS

Nil.

5 REPORTS

5.1 Regeneration Transfer of Budget Between Projects – D Roxborough (Implementation Project Manager – District Regeneration)

D Roxborough spoke to the report which was an update of some recent forecasts for some of the projects in the regeneration and earthquake programme which had signalled possible increases and decreases. Some of the options had been covered in the report however the recommendation was to cover the forecast shortfall in some of the earthquake recovery recreation projects. One of the overspends was the non-slip treatment to the boardwalk at the Riverview terraces outside the Five Peaks pub. The other project was currently underway which was the decommissioning of the dewatering pumps that were used in the regeneration project. He noted that both projects were managed effectively and both of the activities were funded through the earthquake recovery loan therefore the overspend had no effect on the amount borrowed or rates.

Councillor Williams asked how long the earthquake recovery loan stayed available for staff to keep utilising it for overspends. Councillor Williams believed this budget should be closed off and that staff should be seeking funding for this project through the normal process rather than reassigning it. D Roxborough explained that the recommendation in the report was not to draw down any more money it was utilising budget that was already there and reassigning it from one project to another.

Councillor Williams stated this work was not in the original projects for the earthquake recovery loan. The work was on regeneration land however should be presented to the Councils Long Term Plan for the extra funds while the earthquake loan should be eventually put to bed. D Roxborough agreed however noted that these projects already existed in the works programme and had for a long time. It was just that a some of the projects had been forecast to come in as over budget and a some to come in under budget therefore it was just shifting some budget from one project to another. C Brown noted that the this question had been raised before when the Council had meetings regarding using the earthquake loan for other initiatives. He understood that if the Council were to remove projects from the earthquake loan to the recreation account the impact on rates would be similar. None of the projects identified were new and if staff were to bring a new project to the Council to consider they would not be doing that as part of earthquake loan funding.

Councillor Redmond thought Councillor Williams was referring to the fact that the regeneration seemed to be an ongoing matter that kept giving in one sense. He noted that there had been changes, with the portfolio that Councillor Blackie oversaw being disestablished. At this particular point there was no extra money being requested it was simply a reallocation of funds to achieve the balance required.

Councillor Cairns asked if staff were prematurely giving away money to the Community Hub when it could potentially be required for the Corcoran Reserve viewing platform. D Roxborough noted that at this stage staff were recommending retaining the budget for the viewing platform. J Millward noted that the budget that was in the Councils Long Term Plan had been forecast taking inflation into account.

Moved: Councillor Blackie

Seconded: Councillor Cairns

THAT the Community and Recreation Committee:

(a) **Receives** Report No. 230303029954.

- (b) **Approves** the re-assignment up-to \$50,000 of forecast unspent budget from completed Regeneration projects in the 2022/23 year; with up-to \$45,000 transferred to the Earthquake Regeneration (Recreation) activity to cover forecast project shortfalls in the current financial year, and the balance (nominal \$5,000) to transfer to Kaiapoi Community Hub and Croquet project.
- (c) **Approves** the retention of the current Corcoran Reserve Viewing Platform project budget in future year of the Regeneration programme, with this project to be reviewed as part of the 2024/34 Long Term plan as required.
- (d) **Notes** that staff would submit a further report to consider the Kaiapoi Food Forest project budget.
- (e) **Circulates** this report to Kaiapoi-Tuahiwi Community Board for their information.

CARRIED

5.2 Library Update to 9 March 2023 – P Eskett (District Libraries Manager)

L Sole took the report as read highlighting the Rangatahi engagement over the summer period. Rangatahi Fridays ran over January and included some wonderful outdoor games and a barbeque. These events coincided with a very busy period for the libraires team over the holidays. On January 4 2023 they had close to 2,000 people visit across the three libraries. It was a positive sign that there was an increase in new memberships over this period including people new to the district and whanau that had previously had very little or no contact with libraries in the past. These events while low key were a very valuable way to connect and reconnect with young people and families encouraging a habit of lifelong learning. It was important that the Library service continued to provide healthy opportunities for young people to connect inside and outside of library spaces. One of the strengths of libraries was that they worked to foster a sense of belonging. Seeing young people lining up to get on the barbeque to serve older members of the community and helping with games may seem like a small gesture but it was quite a special experience. In the past L Sole had seen the way that these small gestures flourished into future connections and paved the way for ongoing connections for youth. The success of these events reiterate the value of partnerships as a proven way for libraires to strengthen relationships with young people.

Councillor Cairns noted in item 4.3 of the report that the libraires content and discovery team were working with 3D printing. He asked if staff were proposing to put these 3D printers in all libraries or only some and did they have the space available to house them. He noted that anecdotally it had been 10,000 people per month going through the libraries. He asked for an updated number of people that utilised the libraires. L Sole noted that 3D printing was just one of a number of digital opportunities that libraries staff were in the process of planning. The plan was to have a high spec 3D printer at Rangiora Library as a hub. These were quite bulky devices however it was possible that they could use one in a mobile setting in the future. C Brown explained that there was the Citizen Advice Bureau area at the Rangiora Library which could be utilised for some of the education and learning around technology and some study space. There was not enough space at the other libraries when considering technology opportunities. In terms of the numbers in the last 12 months, the door count was for 78,823 people and the library website visits recorded 96,826. This did not reflect the number of books that were getting checked out or the amount of digital books that were being read.

Councillor Redmond assumed the library charged for photocopying. He asked if they were proposing to charge for 3D printing and what was the basis of the charge rate. L Sole explained that 3D printers used a filament product, which

was a plant based resin and the standard rate was around thirty cents per gram of material which was a standard rate used by Christchurch City Council, Selwyn District Council and Ashburton District Council.

Councillor Williams noted that in the report there were a lot of Māori names and beside there was a the English translations. In item 4.2 of the report there were Rangatahi Fridays where it noted that these groups of Rangatahi were causing disruptions. He asked what a Rangatahi and hapori meant. He noted that there needed to be an English translation beside it when the words were used. L Sole explained that Rangatahi meant youth and hapori was community. C Brown noted that staff had a conversation around that, there were different levels of understanding in terms of peoples competency in te reo and they needed to reflect that. Staff would ensure that where they were using the word in Māori the first time in the report they would include the English name in brackets next to it however they would also provide a glossary at the back of the document.

Councillor Fulton noted with interest and enthusiasm local history and heritage in Waimakariri and the ReCollect digital archive which he thought was a tremendous project. He asked if there would be a communications plan to make sure that the message got out to all those clubs and organisations in the district. J Kirkwood noted that it would be launched publicly in the next few months and as part of the launch the staff were currently working on a marketing and promotional strategy and they would also be working with groups around the community on how to could use it effectively.

J Kirkwood noted that the ReCollect Heritage platform would have an official launch in the next two months. In the second quarter of 2021 Waimakariri Libraries was able to create a one year role for a local heritage librarian using New Zealand Libraries Partnership Programme (NZLPP) funding. They were fortunate to be able to job share this position between two existing library staff members. One of the many outcomes of their work was the ReCollect platform. ReCollect allowed the community to preserve, share, tell and celebrate their stories and memories of life in the Waimakariri District. The platform would allow anyone to browse the content but people could also create an account and contribute photographs, sound recordings, video, posters, programmes or flyers; the list was endless. Library staff would vet the content and curate it and could work with groups on digitisation projects. They were starting the collection with over 600 items.

Councillor Redmond asked if they were looking at downloading, for example, the Kaiapoi Advocate which had ceased publishing, all their past issues. J Kirkwood noted that would be a big project, there was always copyright issues so they were trying to work with Creative Commons.

Councillor Redmond asked if people were able to download information themselves. J Kirkwood replied that people could add their own content if they had photos at home they could put that onto the platform, staff would then vet the content before putting it live on the site.

Moved: Councillor Mealings

Seconded: Councillor Brine

THAT the Community and Recreation Committee:

- (a) **Receives** Report No. 230309033019.
- (b) **Notes** the customer service improvements, including Rangatahi (young people) Fridays, ReCollect Heritage Platform and experiential technology service developments that have contributed positively to community outcomes by Waimakariri Libraries from – 18 November 2022 – 9 March 2023.
- (c) **Circulates** the report to the Boards for their information.

CARRIED

Councillor Mealings commented that she loved the work the libraries were doing and that the library report was always her favourite. It never ceased to surprise or amaze her the things that the libraries got up to. She was looking forward to the ReCollect site to be launched. Councillor Mealings believed that the work libraries staff did across all of our Rangatahi was marvellous and gave people a safe space that everybody belonged and everybody was included whether they were young or old.

6 CORRESPONDENCE

Nil.

7 PORTFOLIO UPDATES

7.1 Greenspace (Parks, Reserves and Sports Grounds) – Councillor Al Blackie.

- The Motorhome Park in Kaiapoi was up and running, it had been open for a month and was already full. The park was bringing vitality and money into the town.
- Te Kohaka o Tuhaitara Trust – Greg Byrnes had resigned. The Trust was now running under two people. The Trust upgraded the head ranger to acting manager and was running the park side of things. They had also employed someone to run the Waikuku Beach Camp. They had gone out to a professional recruitment agency to replace the General Manager. Once a new General Manager had been appointed they would reassess the situation.
- Silverstream Reserve had its first outdoor function planned for Sunday 19 March 2023 but it was rained out and moved to the Eyreton Hall and had been a big success.
- Silverstream Reserve – the Student Volunteer Army carted shingle for the paths.
- Sail GP – teams linked up with a yacht club and the Canadian Yacht Club linked up with Kairaki Yacht Club and did a clean up of the beach and river mouth. They also did some planting at the Te Kohaka Park.

7.2 Community Facilities (including Aquatic Centres, Multi-use Sports Stadium, Libraries/Service Centres, Town Halls and Museums) – Councillor Robbie Brine.

- The Tactix Netball team would be playing at the MainPower Stadium for two games.
- 11,000 plus covid cases last week – this was still impacting on Councils ability to serve our community.

7.3 Community Development and Wellbeing – Councillor Brent Cairns.

- Volunteer Expo - 28 organisations - on average 15 groups at each venue, Kaiapoi was held on Saturday 18 March 2023, the one at Pegasus Community Centre would be held on Friday 24 March at 5pm and Rangiora Library at 10am on Saturday 25 March 2023.
- Next Steps website launch, invitations had been sent out and was scheduled for 29 March 2023 5pm at Woodend Community Centre. This is perfect timing as Loneliness survey results had been provided - national data, had asked for Waimakariri data.
- Food Banks were still performing at higher than normal levels when compared to last year, but steady. Fruit and Vegetable stands were seeing large volumes of surplus being shared and this was good when produce from people's back yards was plentiful, however there may be an issue as we head into winter.

- Pegasus Woodend food forest had another volunteer day, the local MenzShed had generously donated seating and tables and the community were supporting this project with more and more donations of trees and plants.
- Currently there were 29 food forests at various stages of development/growth.

7.4 **Waimakariri Arts and Culture – Councillor Al Blackie.**

- T Sturley (Community Team Manager) was finalising the Arts Strategy which was in its final stages.
- Sculpture installation at MainPower Stadium was no longer happening as the donators had not liked any of the artwork presented by the artists and had withdrawn the funding at the last minute.

8 **QUESTIONS**

Nil.

9 **URGENT GENERAL BUSINESS**

Nil.

10 **MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED**

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

Moved: Councillor Redmond

Seconded: Councillor Blackie

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:

Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public-
10.1 Minutes of public excluded portion of Community and Recreation Committee meeting of 21 February 2023	Good reason to withhold exists under section 7	To protect the privacy of natural persons, including that of deceased natural persons (s 7(2)(a)).

CARRIED

CLOSED MEETING

Resolution to resume in Open Meeting

Moved: Councillor Redmond

Seconded: Councillor Brine

THAT open meeting resumes and the business discussed with the public excluded remains public excluded.

CARRIED

NEXT MEETING

The next meeting of the Community and Recreation Committee will be held on Tuesday 23 May 2023 at 3.30pm.

There being no further business the meeting closed at 4.27pm.

CONFIRMED

Chairperson
Councillor Philip Redmond

Date

WAIMAKARIRI DISTRICT COUNCIL

MINUTES OF THE MEETING OF THE DISTRICT PLANNING AND REGULATION COMMITTEE HELD IN THE COUNCIL CHAMBER, RANGIORA SERVICE CENTRE, 215 HIGH STREET, RANGIORA, ON TUESDAY, 21 MARCH 2023, AT 1PM.

PRESENT:

Councillors A Blackie (Chairperson), N Atkinson, B Cairns, T Fulton and J Goldsworthy.

IN ATTENDANCE

Councillors N Mealings, P Redmond and P Williams.

E Neilson and H Harwood (Simpson Grierson).

J Millwards (Acting Chief Executive), T Tierney (General Manager Planning, Regulation and Environment), S Hart (General Manager Strategy, Engagement and Economic Development), V Thompson (Senior Advisor, Business and Centres), M Bacon (Development Planning Manager), W Taylor (Manager Building Unit), B Charlton (Environmental Services Manager), B Wiremu (Emergency Management Advisor) and A Connor (Governance Support Officer).

1 APOLOGIES

Moved: Councillor Blackie

Seconded: Councillor Goldsworthy

THAT an apology for absence be received and sustained from Mayor Gordon.

CARRIED

2 CONFLICTS OF INTEREST

There were no conflicts of interest declared.

3 CONFIRMATION OF MINUTES

3.1 Minutes of the meeting of the District Planning and Regulation Committee held on Tuesday 21 February 2023

Moved: Councillor Fulton

Seconded: Councillor Goldsworthy

THAT the District Planning and Regulation Committee:

- (a) **Confirms** the circulated Minutes of the meeting of the District Planning and Regulation Committee, held on 21 February 2023, as a true and accurate record.

CARRIED

3.2 Matters arising (From minutes)

3.3 Notes of the workshop of the District Planning and Regulation Committee held on Tuesday 21 February 2023

Moved: Councillor Atkinson

Seconded: Councillor Cairns

THAT the District Planning and Regulation Committee:

- (a) **Receives** the circulated notes of the workshop of the District Planning and Regulation Committee, held on 21 February 2023.

CARRIED

4 DEPUTATIONS

Nil.

5 REPORTS

5.1 132 Percival Street Temporary Carpark Development and P120 Restriction – Vanessa Thompson (Senior Advisor, Business and Centres)

V Thompson spoke to the report.

A Blackie noted the car park was shingle and questioned how the parking would be controlled. V Thompson stated they would be using parking wheel stops and would monitor with regular parking enforcement.

Moved: Councillor Atkinson Seconded: Councillor Cairns

THAT the District Planning and Regulation Committee:

- (a) **Receives** Report No. 221121201456.
- (b) **Notes** the recent construction of a temporary unsealed carpark at 132 Percival Street providing an additional 28 car parks to the public town centre supply in Rangiora.
- (c) **Notes** that the Council approved the use of 132 Percival Street as a temporary unsealed carpark on 4 October 2022.
- (d) **Notes** the applied P120 parking restriction aligns with the existing restriction in the Council carpark located at 136 Percival Street, immediately adjacent to the new carpark area.
- (e) **Approves** the P120 restriction and notes that the parking schedule will be updated to reflect the changes.

CARRIED

6 CORRESPONDENCE

Nil.

7 PORTFOLIO UPDATES

7.1 District Planning – Councillor Tim Fulton

- District Plan review process was continuing however was delayed by six months due to implications of dealing with the RMA. Council staff had written to the Minister of Environment seeking a two year extension and were confident it would be supported.
- Plan Implementation Unit were continuing to work through court consents. There was excellent continuing conversation with the people whose consents they were.
- There was a new member of staff joining the Planning Team.

7.2 Civil Defence and Regulation – Councillor Jason Goldsworthy

- Had amazing staff and volunteer contribution to the response from the North Island Flooding.
- All compliance was progressing and building consents running smoothly.

7.3 **Business, Promotion and Town Centres – Councillor Brent Cairns**

- New Zealand Motorhome Association park in Kaiapoi had seen an increased number of people coming into the town. Had 40 to 50 campervans in the park every week. Sailings of the River Queen were full and businesses had reported their sales had increased. Kiosk at the park was filled with business flyers. Had also set up QR codes for people to scan and get special deals. This had also been suggested to the Rangiora and Oxford Promotions Associations.
- Oxford Promotions Action Committee held their Annual General Meeting. They had a minor issue with only having a Chairperson and no Treasurer or Secretary however were hoping to resolve within the next month.
- Good Street development was looking to be completed in May. Businesses had been struggling with the disruption.
- The Flamingo Scooters agreement ha been extended for one year.
- Eats and Beats event in Rangiora was successful and saw many donations.
- Pegasus/Woodend/Ravenswood town centre plans were being developed and Oxford would be next.
- Reflections Trust had decided to close its operations. They held events such as the Waimakariri Light Party, Children's Day and Community Christmas Lunch.

8 **QUESTIONS UNDER STANDING ORDERS**

9 **URGENT GENERAL BUSINESS**

NEXT MEETING

The next meeting of the District Planning and Regulation Committee will be held on the 18 April 2023.

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 2.37PM.

CONFIRMED

Councillor A Blackie

Date

MINUTES OF THE MEETING OF THE UTILITIES AND ROADING COMMITTEE HELD IN THE COUNCIL CHAMBER, RANGIORA SERVICE CENTRE, 215 HIGH STREET, RANGIORA, ON TUESDAY, 21 MARCH 2023, AT 9.00AM.

PRESENT

Councillor N Mealings (Chairperson), Councillors R Brine, P Redmond, J Ward, P Williams

IN ATTENDANCE

Councillors N Atkinson, B Cairns (via teams) and T Fulton.

J Millward (Acting Chief Executive), G Cleary (General Manager Utilities and Roding), J McBride (Roding and Transport Manager), K Simpson (Three Waters Manager), D Young (Senior Engineering Advisor), K LaValley (Project Delivery Manager), K Straw (Civil Projects Team Lead), R Kerr (Flood Recovery Programme Manager), T Matthews (Project Engineer), J Recker (Stormwater and Waterways Manager) and E Stubbs (Governance Support Officer).

1 APOLOGIES

Moved: Councillor Ward

Seconded: Councillor Brine

That an apology for absence be moved and sustained from Mayor D Gordon.

CARRIED

2 CONFLICTS OF INTEREST

No conflicts of interest were declared.

3 CONFIRMATION OF MINUTES

3.1 Minutes of the meeting of the Utilities and Roding Committee held on Tuesday 21 February 2023.

Moved: Councillor Ward

Seconded: Councillor Brine

THAT the Utilities and Roding Committee:

- (a) **Confirms** the circulated Minutes of the meeting of the Utilities and Roding Committee held on 21 February 2023, as a true and accurate record.

CARRIED

3.2 Matters arising (From Minutes)

Nil

3.3 Notes of the workshop of the Utilities and Roding Committee held on Tuesday 21 February 2023

Moved: Councillor Redmond

Seconded: Councillor Williams

THAT the Utilities and Roding Committee:

- (a) **Receives** the circulated notes of the workshop of the Utilities and Roding Committee, held on 21 February 2023.

CARRIED

PUBLIC EXCLUDED MINUTES

(These Minutes were considered in the public excluded portion of the meeting)

3.4 Minutes of the public excluded portion of the Utilities and Roothing Committee meeting Tuesday 21 February 2023.

4 DEPUTATION/PRESENTATIONS

4.1 Proposed Railway Road Cycleway – James Flanagan and Rebecca Parish (Rangiora PAK'nSAVE)

J Flanagan introduced himself as the owner/operator of Rangiora PAK'nSAVE and R Parish as Head of PAK'nSAVE Property South Island. He noted that they had presented to the Rangiora-Ashley Community Board when they considered the matter on 8 March 2023 (Trim: 230306030286).

J Flanagan explained that PAK'nSAVE had grave safety concerns regarding the cycleway, particularly with heavy vehicle movement through the loading operation on the corner of Station and Railway Roads. PAK'nSAVE also had concerns regarding locating the cycleway alongside the uncontrolled railway crossing on Railway Road.

R Parish commented on the obligation of the Council to prioritise Health and Safety. While they understood cyclists were important, they had significant concerns regarding the cycleway as heavy vehicles may accidentally veer into the cycleway, which children perceived as safe. She believed safety concerns should be considered prior to the detailed design phase and requested that the Council pause the process and consider safety.

Councillor Williams asked if there were other heavy vehicle movements in that area. J Flanagan noted several commercial operations, such as North Canterbury Truck and Trailer Services, Carters, Rangiora NPD Fuel Station and North Canterbury Engineering, which heavy vehicles visited regularly.

Councillor Williams further enquired if the heavy vehicles were using Marsh Road, and J Flanagan replied he did not believe so as the road was primarily shingle.

R Brine noted that 24,000 vehicles used Southbrook Road per day, of which over 1,000 were heavy vehicles and asked if it was PAK'nSAVE's position that Southbrook Road was a more viable option for cyclists. J Flanagan replied that they believed Railway and Southbrook Roads were both unsafe.

Councillor Redmond commented on concerns from residents regarding vehicles using Marsh Road – Waikoruru Road as a shortcut from the east to PAK'nSAVE. He asked how many heavy vehicle movements PAK'nSAVE had per day. J Flanagan advised there were between 20 to 30 vehicles between 7am and 5pm. The conditions on their resource consent were, however, for movements between 7am and 7pm.

Councillor Redmond further asked if the heavy vehicles route was specified in PAK'nSAVE's resource consent. J Flanagan commented that the routing circuit was discussed heavily in the design phase.

Councillor Mealings questioned where PAK'nSAVE would consider installing the cycleway. J Flanagan believed the future eastern bypass link would be a good option, the road did not need to be present for the cycleway to be built.

Item 8.1 "Approval of Scheme Design for Consultation – Transport Choices Project 2 – Railway Road / Torlesse Street / Coronation Street / Country Lane" was taken at this time. The Minutes have been recorded as per the agenda.

5 REPORTS

5.1 Flood Mapping Freeboard and Floor Level Technical Practice Note – G Cleary (General Manager Utilities and Roading) and K LaValley (Project Delivery Manager)

K LaValley spoke to the report, which sought the Committee's recommendation to the Council to endorse the Flood Mapping Freeboard and Floor Level Technical Practice Note and associated process. As key points had been previously discussed at a Council workshop, she would take the report as read.

K LaValley had liaised with the Planning Unit following the discussion regarding recession planes at the previous workshop and noted that there were no changes in the Recession Plane Rules in the Proposed District Plan, and breaches to the Recession Plane would still trigger a Resource Consent. However, the Planning Unit were aware that finished floor levels could impact Recession Planes, and they were developing an approach to minor infringements with regard to Recession Planes.

Councillor Redmond asked how the Flood Mapping Freeboard and Floor Level Technical Practice Note fit the existing policy. K LaValley explained that there was an existing policy or practice note, however, the current practice followed the Draft Practice Note.

Councillor Williams questioned how accurate flood modelling was. K LaValley advised that district flood models had recently been reviewed and staff had confidence the models were robust. However, there were always uncertainties associated with models and allowances needed to be made for possible variances.

Councillor Williams asked if the three new pumps had been taken into consideration. K LaValley replied that the models were based on pumps and other infrastructure not operating, which provided additional confidence if there were failures. Councillor Williams asked about the probability of failure, and K LaValley explained that many factors needed to be considered, including power failure. The type of events considered for finished floor levels were more significant events that infrastructure could deal with.

Moved: Councillor Redmond

Seconded: Councillor Williams

THAT the Utilities and Roading Committee:

(a) **Receives** report No. 200108001550.

AND

THAT the Utilities and Roading Committee recommends:

THAT the Council:

(b) **Endorse** the Flood Mapping Freeboard and Floor Level Technical Practice Note and associated process (Record No. 200106000520 and 220323042890).

(c) **Notes** that the processes and requirements in this Technical Practice Note will be used by staff when setting minimum floor levels in relation to building, subdivision and land development in the district.

(d) **Notes** that the Technical Practice Note may need to be revised once the Proposed District Plan is adopted to reflect the proposed changes to the natural hazards chapter.

- (e) **Notes** that the Technical Practice Note was a living document and may be amended by the General Manager Utilities and Roading, 3 Waters Manager or Project Delivery Manager with any major changes to be brought to the Council for endorsement.

CARRIED

Councillor Redmond commented that the recommendation was to formalise Practice Notes already in use to minimise the risk of water entering houses. It was uncertain times with heavier and more frequent rainfall events, and foundation levels were something they could address now. The Council needed to consider the bigger picture by preparing for more significant events, which assisted in protecting people's larger asset.

Councillor Williams commented that he was not confident that flood mapping was 100% correct. However, it was important that the district was prepared for adverse events. He noted the extra building cost added to new builds, however, it was better to err on the side of caution.

Councillor Brine reflected on issues he had with found with raising floor levels and the effect that had on recession planes – The Council needed to bear in mind the consequences of decisions. He agreed that the Council needed to be looking to the future.

Councillor Mealings liked that the occupant as well as neighbouring properties were protected. It was also providing clarity to staff to stand by recommendations. With minimum standards it could difficult to make the case that something better could be done. Minimum floor levels were set to protect dwellings, however, in low-lying areas it was not always possible to rely on engineering solutions.. It was important to future proof as much as possible.

Councillor Redmond appreciated there were costs involved, however it was the Council who was blamed following adverse events.

5.2 **Ashley Street Stormwater Upgrade** – T Matthews (Project Engineer), J Recker (Stormwater and Waterways Manager)

J Recker provided a brief background on the Ashley Street Stormwater Upgrade. He noted that the scope of work had been reduced from since the previously accepted design. Further modelling and cost/benefit analysis had found that the full benefits of the project would not be realised until the capacity in the downstream North Drain had been improved. The work to upgrade the existing sumps would not increase capacity, however, would reduce the risk of blockages which had been identified in several flood events. The proposed work did not prevent further upgrade of the stormwater system in the future.

Moved: Councillor Williams

Seconded: Councillor Redmond

THAT the Utilities and Roading Committee:

- (a) **Receives** Report No. 230308032092.
- (b) **Approves** the recommendation to upgrade the existing sumps to back entry double sumps along Kingsbury Avenue.
- (c) **Notes** that this was a reduced scope of work from the previously accepted design of stormwater pipe upgrades on Kingsbury Avenue and Ashley Street, and had come about due to the construction estimate for this upgrade being beyond the available budget.

- (d) **Notes** that Council staff would monitor any future flooding along Good Street, Kingsbury Avenue and Golding Avenue intersection. When capacity improvements were made in North Drain, Council should consider the stormwater capacity upgrade to further reduce the depth of flooding.
- (e) **Notes** that a road reseal was planned for this area in 2024/25 financial year, so any future upgrades would require trenching through the new seal.
- (f) **Notes** that a water renewal was to be included within the same contract, however, this would now likely be done as a standalone project, which was expected to increase its cost.
- (g) **Notes** that the Council would continue receiving complaints with the time it takes for the water to drain away.

CARRIED

Councillor Williams believed it was a sensible approach and staff could come back if needed.

Councillor Redmond supported the recommendation and commented the original design had a large cost with minimal benefit when the main issue was downstream.

Councillor Mealings believed it was a common-sense approach that did not discount the ability to upgrade in the future.

5.3 **July 2022 Flood Response Update** – K Simpson (Three Waters Manager), J McBride (Roading and Transport Manager) and R Kerr (Flood Recovery Programme Manager)

R Kerr noted it was a progress update report following on from previous reports. There were 21 investigations remaining to complete. While those remaining were the most difficult, they were being worked through. The capital works investigations would flow through into future decisions.

R Kerr highlighted three tables in the report, firstly related to capital works undertaken under the emergency works budget at an approved \$3.82 million, secondly the proposed works for the next and subsequent financial years which were in the current forecast and thirdly around \$2 million of work which was currently unfunded.

Councillor Mealings asked for clarification on the Bradleys Road/ Vicenza culvert upgrade and K Simpson advised that R Kerr and team were working with landowners, a contractor had been engaged and work would begin in the near future. It was a cost share arrangement with the landowner.

Moved: Councillor Ward

Seconded: Councillor Williams

THAT the Utilities and Roading Committee:

- (a) **Receives** Report No. 230306030501.
- (b) **Notes** that investigations, funded physical works and maintenance actions arising from the July 2022 floods were well advanced, with the majority expected to be completed prior to winter 2023.

- (c) **Notes** that the investigations were identifying a range of potential capital projects which were being managed as follows:
- Three projects with a combined estimated costs of \$790,000 were proposed in the FY23/24 draft Annual Plan.
 - Nine projects with a combined estimated cost of \$6.35 million were included in outer years of the long Term Plan.
 - A further ten projects that were currently not included in any forecasts would be investigated and scoped further and offered for consideration in the next Long Term Plan process (2024-2034) or the Three Water Reforms Transition process.
- (d) **Circulates** this report to all Community Boards for information.

CARRIED

Councillor Ward thanked staff commenting it was work that needed to be invested in.
Councillor Williams had confidence pumps would not fail.

6 **CORRESPONDENCE**

Nil.

7 **PORTFOLIO UPDATES**

7.1 **Roading** – Councillor Redmond

- **Kerb and Channel Renewals**
Good Street was progressing well and work on Geddis Street would begin soon.
- **Butchers Road Culvert**
Was nearing completion.
- **Southbrook Road / Torlesse Street / Coronation Street Intersection**
Work was continuing on the intersection.
- **Mulcocks Road Right Turn Bay**
Work had begun on the installation of the Right-turn-bay on Skewbridge Road at Mulcocks Road. Construction would be complete toward the end of March.
- **Pavement Rehabilitation**
Failed areas on Oxford Road were being addressed.
Revells Road rehabilitation was in progress.
- **Footpath Renewal**
Eyre Place and Otaki Street in Kaiapoi were underway.
- **Gravel Roads**
Had received a number of complaints regarding the state of shingle roads in the district, J McBride and G Cleary had advised they were addressing some of the those issues.

7.2 **Drainage, Stockwater and Three Waters (Drinking Water, Sewer and Stormwater)** – Councillor Williams

Water:

- **Temporary Chlorination Update**
Feedback for the Cust Application had been submitted to the Water Regulator. Communications regarding chlorination would be going out soon.
- **Monthly Compliance**
The report had been electronically submitted.

Wastewater:

- Treatment Plants
Planting at Woodend and Kaiapoi Treatment plants was planned for spring.

Stormwater:

- Max Wallace Drive
Residents had raised a number of drainage issues.
- Drainage Advisory Groups
Meetings had been well attended.
An Ohoka Stream walk was to be held this Thursday with Advisory members.

7.3 **Solid Waste** – Councillor BrineKerbside Collections:

- Bin Audits:
28% of bins were contaminated, 3% received a gold star and the remainder received 'educations'.
- There had been several missed areas in recent months which was to be taken up further with Waste Management.
- All collections scheduled for ANZAC Day would be scheduled for collection the following day.

Southbrook RRP:

- A new manager had been appointed at the transfer station.

Cust Rural Recycling Facility

- CCTV Cameras had been installed at Cust.

7.4 **Transport – Mayor Dan Gordon**

Mayor Gordon was not present to provide a report.

8 MATTERS REFERRED FROM THE RANGIORA-ASHLEY COMMUNITY BOARD

8.1 Approval of Scheme Design for Consultation – Transport Choices Project 2 – Railway Road / Torlesse Street / Coronation Street / Country Lane – K Straw (Civil Projects Team Leader), A Kibblewhite (Senior Project Engineer) and J McBride (Roading and Transportation Manager)

D Young introduced the report noting that this, and the three following cycle route reports, had been considered by the relevant Community Boards and referred to the Committee for approval. During Board consideration the cycle routes had been reviewed section by section in a detailed manner. The purpose of the report was to approve the scheme concept to go out for consultation. This phase of consultation was not for the whole community, however, would rather focus on affected parties on route including PAK'nSAVE as a key stakeholder.

D Young reported that the Council had already adopted the Cycle Network Plan which had effectively approved the routes. There had been some discussion that PAK'nSAVE may not have been appropriately consulted, and staff recognised in hindsight that there could have been a better engagement with interested parties. Staff, was aware of PAK'nSAVE's concerns, however, if the Committee chose to delay the work the Council would lose the external funding and the cycleway would therefore not be constructed. Currently the Council had only a \$500,000 annual budget for cycleways which would be insufficient for the work to be done satisfactorily. If Council chose to fully fund the work there would be a significant impact on rates.

D Young believed the identified safety concerns were manageable with a wide range of engineering options, such as barriers or requiring cyclists to get off their bikes. He acknowledged that the design would require careful consideration to maximise safety, however this would be an opportunity to build a safe place for cyclists to pass through the area. While the Railway Road cycle route from Southbrook to the Town Centre had challenges, it remained the best option. There were significant heavy vehicle movements associated with M10, and any cyclist interaction on Flaxton and Todds Roads further impact congestion on Southbrook Road.

D Young reiterated that the scheme concept had been recommended from the Rangiora-Ashley Community Board for approval. During their consideration of the matter the Board had been through the design page by page and the issues had been clearly laid out.

Councillor Mealings referred to the intersection redesign and enquired if there was any opportunity to create more room for vehicle turning. K Straw advised that a consultant would be engaged to look at potential future layouts of the level crossing intersection area. KiwiRail and WSP were investigating broader opportunities to improve the intersection. What had not been considered was a minor or intermediate upgrade which could be done as part of the cycleway work and improve the turning circle.

Councillor Williams noted his concerns regarding children cycling on busy roads. He asked if staff could present a report addressing whether the funding would be better spent to start the cycle route on the eastern bypass link and bring that work forward. It would link Southbrook with the MainPower Sports Stadium and keep children safe. He knew the landowner would work with the Council on the project. D Young noted that was the decision of the Committee, however, he cautioned about the significant complexities and timeframe required with that approach. Currently, the Council did not own and had no rights to the land required, as the designations over the required land for the road were going through the Proposed District Plan process. In addition, funding for the project was not budgeted for another 10 to 13 years, and while that could be brought forward, there were still significant negotiations with the landowners to work through, including its significant impact on active farm operations. Furthermore, the purpose of the route was to link the Passchendaele path to the Rangiora Town Centre, a path through a paddock to the east may be underutilised as it did not take cyclists to the town centre.

Councillors Mealings and Redmond questioned if urgent reconsideration of the southern portion of the cycleway would impact the funding available for the project. D Young advised that the deadline for funding was the end of June 2024. However, he believed that achieving a detailed design that staff had confidence in, that left the State Highway and ran along an undetermined route through the Council sewerage area and paddocks, across Marsh Road, with a rail crossing would not be achievable in the required timeframe. In addition, the Council would also need to make changes to the application for funding and provide an explanation for changing the route that had funding approval. Finally, he advised that staff would not be able to provide a very high-level feasibility report in a month.

In response to a question from Councillor Ward, D Young noted that all routes considered had been through a multi-criteria analysis to consider a range of matters. The route west of Mitre10 had scored poorly on the health and safety due to several issues, including the garage, the Flaxton Road intersection and the Ellis and Todds Roads intersection (which had many heavy vehicle movements).

Councillor Ward again enquired about the eastern bypass route. D Young noted that staff were prepared to abide by the Committee's decision, however he reiterated his previous concerns about the narrow timeframe, the complexities of negotiations, and lack of current funding. G Cleary highlighted that to put in a route along the future eastern road link would realistically take years. He further explained that currently there were two recognised significant deficiencies in the cycle network. The first was the roundabout at Pegasus/Ravenswood and the second was Southbrook and these deficiencies were immediate issues. Funding was available to provide the best route that staff had been able to design, which closed the gap and completed the route from the centre of Rangiora to Christchurch. PAK'nSAVE had outlined their concerns and advice from staff was that they were willing to work with them to try and elevate their concerns. The advice from staff was therefore that any delay would create a risk of not being able to complete the project while the funding window was available. G Cleary added that he believed a future cycle link along the eastern bypass was essential, however, that would be supplementary to the Southbrook route rather than a replacement.

Councillor Mealings asked if approving the scheme concept today would prevent staff from pursuing other avenues if it was determined during the consultation phase that effective solutions could not be found. D Young explained that the pre-implementation funding had been approved, and the next big goal was to submit the implementation plan for which the Council would seek the construction costs from Waka Kotahi. The implementation report plans were detailed, and if in two to three months' time there was uncertainty about design there was significant risk that the implementation funding would not be approved.

Councillor Mealings questioned if staff believed they had enough options to work through to find solutions for issues on the cycle route. D Young was confident there were, he highlighted that a key part of the process was the Road Safety Audit that would be carried out to provide an independent, expert review on the design. Staff were happy to work with appropriate parties in order to do all that was possible to minimise risk, for example PAK'nSAVE may choose to engage their own Road Safety expert to provide evidence toward design.

Councillor Brine sought clarity on the traffic movements on Southbrook Road and heavy vehicle statistics, however, staff did not have them on hand, but traffic counts indicated heavy vehicle numbers were not insignificant. Councillor Brine then asked if K Straw and D Young were both qualified engineers and it was confirmed they were.

Councillor Fulton asked if it would be possible to develop a portion of the trail as a gravel track on the eastern route with minimal encumbrance on the landowner. D Young advised that discussion could be had with the landowner if the Committee requested.

Councillor Redmond commented that the need for safety as paramount and D Young explained that 100% was not an achievable or appropriate level to guarantee. Staff aimed for zero risk, however, there was an element of judgement. Councillor Redmond then asked if a Safety Audit could be completed now and brought back to the Committee for the following meeting and staff advised that was possible.

Councillor Williams was concerned that securing funding for the cycleway was being placed before the safety of the children who would be using it. He did not see an alternative to the eastern route, as all other links had heavy vehicle traffic. D Young noted that staff believed the recommended scheme concept would achieve both safety and secure funding. He commented that Rangiora was not alone in having heavy vehicle traffic and many cycleways were currently being constructed to make that interaction safer.

Councillor Atkinson asked if the possibility of having the cycleway along the railway line on the opposite side of the tracks had been considered. D Young advised that the option had been raised, however, had not yet been explored in depth. Nonetheless staff were very much engaged with KiwiRail in discussing the intersection and he believed it was a good suggestion that could be put forward to KiwiRail.

Moved: Councillor Williams

Seconded: Councillor Ward

THAT the Utilities and Roothing Committee:

- (a) **Requests** a Safety Audit of the proposed scheme concept in relation to Southbrook.
- (b) **Requests** a reconsideration of alternative routes in the Southbrook area.
- (c) **Notes** staff will present a further report to the next Utilities and Roothing Committee meeting.

CARRIED

A Division was called

For: Councillors Redmond, Ward and Williams

Against: Councillors Brine and Mealings

3:2

Councillor Williams had significant concerns regarding the safety of children using the cycleway, with the issues raised by PAK'nSAVE the largest barrier. It was not just the 20 daily truck movements from PAK'nSAVE, but also the other businesses in the area that had heavy vehicle movements. He did not feel confident that a safe environment could be created for children. Councillor Williams also believed that the consultation needed to be wider to include people from all over Rangiora who would use the cycleway. Due to the uncertainties regarding use of agricultural land or a path along the railway line, he believed further work was required.

Councillor Ward was supportive of the motion as she believed there needed to be further research into the possibility of using the land adjacent to the railway line or the farm. She noted the health and safety concerns around Mitre 10 and believed they were relevant to the proposed route also. With a change of Government funding may be immediately available for a bypass link. In the meantime the Council needed to find a solution for a safe route and she therefore suggested a pause to find an interim solution until construction of the eastern link road and cycleway to connect Passchendaele to Northbrook Road.

Amendment

Moved: Councillor Mealings

Seconded: Councillor Brine

THAT the Utilities and Roothing Committee:

- (a) **Approves** the Scheme Concept as per Attachment i of this report for the purposes of consultation.
- (b) **Notes** that staff would present the approved Scheme Concept to directly impacted residents and stakeholders for feedback.
- (c) **Notes** that feedback from the consultation would be fed into the Detailed Design, and that the Detailed Design will be reported back to the Board in May 2023.
- (d) **Notes** the scheme concept requires the removal of seven on street car parking spaces at the locations detailed within the draft No Stopping Schedule included as Attachment iii of this report, and that the final approval of any parking spaces to be removed will be included within the detailed design report in May 2023.

- (e) **Notes** that any parking to be removed as result of the Scheme Concept would be communicated directly with the immediate adjacent residents.
- (f) **Notes** that the scheme concept required the removal of 12 existing street trees, which were required to be replaced in alternative locations as noted in attachment iv of this report, and that final approval of the removal of any street trees would be included within the detailed design report in May 2023.
- (g) **Notes** that the removal of street trees had been discussed with Greenspaces, who are represented on the Project Control Group. Greenspace are supportive of the removal of the identified trees provided that they are replaced elsewhere along the length of the route.
- (h) **Notes** that this project is funded through the “Transport Choices” funding stream (which was still subject to final signing and confirmation), and this requires that all works is complete by June 2024.
- (i) **Notes** that the funding agreement between Waka Kotahi and the Waimakariri District Council is dependent on the site having been through an independent Road Safety Audit process, which will proceed upon acceptance of this report, and that the safety audit may result in further minor design changes.
- (j) **Notes** that other options can be pursued if adequate solutions cannot be found with affected parties.

LOST

A Division was called

For: Councillors Brine and Mealings

Against: Councillors Redmond, Ward and Williams

2:3

The resolution was lost and the original motion remained the substantive motion

Councillor Mealings commented that the recommendation to approve the scheme concept came from the Rangiora-Ashley Community Board who had discussed the matter robustly and in detail. Cycleways improved safety and were not just for children getting to school, there were many people in and outside of the district who used cycleways. The route was the most direct path on the roads that they had available, while the eastern bypass was in planning, there was not a date for that yet and there was a lot that needed to be completed first. Southbrook Road was unsafe for cyclists and the Council ran the risk of losing the opportunity to improve safety for cyclists through Southbrook due to the required timeframes. The recommendation was to approve the scheme concept to go for consultation and work with affected parties such as PAK'nSAVE to ascertain if a solution could be found. This approach was the only way to retain the funding that Council had and it was not prioritising funding over safety. She did not know if the Railway Road route would be any safer, however, she would like to find out. She believed the recommendation from the Community Board provided the most leeway and options to explore all possibilities.

Councillor Brine agreed with the sentiments of Councillor Mealings. The cycleway was not just for children. He was a regular cyclist through Southbrook and he currently walked his bike through sections as in reality it was too dangerous to ride. He was frustrated by comments by colleagues regarding the eastern bypass as the Council had been advocating for the bypass for over 20 years, and there was no guarantee that it would be built. He did not believe there was a comparison between the 30 to 40 traffic movements behind PAK'nSAVE and the dangers cyclists currently faced on Southbrook Road. He urged Councillors to listen to the recommendations of the two highly qualified engineers before them.

Councillor Atkinson noted that he did not have a vote on the matter, however, agreed with Councillor Brine. Recommendation (j) allowed the design to proceed with the 90% of the cycleway that there was no argument with, while still investigating options in the PAK'nSAVE area. He did not believe money was being put over safety, the money was available and staff were working to make funding fit a recognised project, that approach did not take away from safety – Waka Kotahi, KiwiRail and the Council would never allow that. He believed the project should be allowed to proceed and noted that the public consultation would provide further feedback to be fed into the Detailed Design. He suggested developing a cycleway through farmland may be suitable as a recreational route, however, would not be meet the needs of commuters or those cycling to schools. The cycleway was not just for cyclists but also for modes such as walking and mobility scooters and their needs also needed to be considered. He urged Councillors to support the amendment as provided the opportunity to move forward while also investigating other options.

Councillor Mealings commented that mixed use paths were being created all around the country for the purpose of trying to make alternatives to vehicle use safer. The proposed route was the shortest line between two destinations and whenever people were not in a vehicle that was important. The recommendations did not preclude finding a good solution to the area that raised concern. If it was found through consultation and design that an adequate solution could not be found, then the decision to not proceed could be made then and nothing was lost. She urged members to make best use of the funding provided by Waka Kotahi. Delay now would mean losing funding leaving ratepayers to foot the bill in the future.

Councillor Ward commented that the funding expired at the end of June 2024. This provided time for staff to report back to the following Utilities and Roading meeting regarding further options. There were potentially safer routes such as the eastern side of the railway line, or through farmland that should be explored. She reiterated the need to pause the process to look at safer options, and believed that could be achieved without holding up the process for too long or impacting on funding.

Councillor Redmond supported the motion as he believed there needed to be further information around safety aspects and he was sympathetic to the concerns expressed by PAK'nSAVE. Rather than a 'build it and they will come' approach he would like to know if there were alternative routes and the safety aspects of the existing scheme design.

Councillor Brine did not support the motion. He compared the two truck movements an hour on Railway Road to the large number of truck movements on Southbrook Road. In front of them they had two qualified engineers and two people with a good knowledge of the area – it must be possible to find a solution that was able to remove cyclists from Southbrook Road. The eastern bypass was not a solution at this time and it still required funding. He referred to his 41 years of road safety experience as a member of the police.

Councillor Williams in his right of reply believed there were many more than two truck movements on Railway Road when other businesses were taken into consideration. He did not believe the motion to further investigate options for safety was holding things up. The National Government had indicated they would support the Eastern Bypass.

8.2 **Approval of Design – Transport Choices Project 4 – Rangiora On-Road Cycle Lane**
 – K Straw (Civil Projects Team Leader), Allie Mace-Cochrane (Project Engineer) and J McBride (Roading and Transportation Manager)

K Straw and D Young introduced the report noting that the recommendation was to approve the design. If approved it would move forward to implementation and there would be discussion with impacted residents as the project progressed. The report would be taken as read and staff were happy to answer any questions.

D Young noted that they had just received an email from Waka Kotahi who had expressed some concern around the interaction between cycles and traffic. Barriers had been designed in some key parts and staff would go back to Waka Kotahi to discuss in further detail. Any material changes to design would be brought back to the Rangiora-Ashley Community Board.

Moved: Councillor Ward

Seconded: Councillor Brine

THAT the Utilities and Roading Committee:

- (a) **Approves** the Design as per the Design Drawing Set (Trim 230216020671), noting that the staff would then implement the works.
- (b) **Approves** the No Stopping Schedule as per the Schedule of No Stopping Restrictions (Trim 230217021456).
- (c) **Notes** that staff would inform impacted residents and stakeholders prior to works being implemented.
- (d) **Notes** that the works as designed would result in the loss of 40 on-street, car parking spaces, though out the length of the project, at the locations specified within the Schedule of No Stopping Restrictions (Trim 230217021456).
- (e) **Notes** that this project is funded through the “Transport Choices” funding stream (which was still subject to final signing and confirmation), and this requires that all works were completed by June 2024.
- (f) **Notes** that the funding agreement between Waka Kotahi and the Waimakariri District Council was dependent on the site having been through an independent Road Safety Audit process, which would proceed upon acceptance of this report, and that the safety audit may result in further minor design changes.

CARRIED

Councillor Ward thanked staff for their work.

Councillor Williams advised that he had voted against the recommendation at Community Board level, however, was now happy to support. He wanted the Council to be mindful that another 40 carparks were being lost for the project.

9 MATTERS REFERRED FROM THE WOODEND-SEFTON COMMUNITY BOARD

9.1 Approval of Scheme Design for Consultation – Transport Choices Project 3 - Woodend to Pegasus Footpath – K Straw (Civil Projects Team Leader), A Mace-Cochrane (Project Engineer) and J McBride (Roading and Transportation Manager)

K Straw and D Young spoke to the report which had been through a similar process as the previous cycleway reports. The main issue from a Waka Kotahi perspective was that they had not picked up that the footpath between Woodend and Pegasus was not part of the Transport Choices funding application. The section would be addressed as part of future walking and cycling links.

At the northern end of the link (exiting Woodend) the design involved utilising the shoulder of the state highway as the berm had a large drain and power poles present. Staff believed it was an effective use of space, however Waka Kotahi had yet to come back in agreement meaning there was potential for a material change to design in that location. D Young noted that the recommendation was for scheme design approval and drop in sessions would be held.

Councillor Mealings asked what were the ramifications on the recommendation if it were not possible to use the road shoulder exiting Woodend. D Young said there was the possibility to mitigate by increasing safety elements around it, otherwise it may result in a change of alignment. Any material change would need to return to the Committee for consideration.

Moved: Councillor Redmond

Seconded: Councillor Brine

THAT the Utilities and Roading Committee:

- (a) **Approves** the Scheme Design as per Attachment i of this report for the purposes of consultation.
- (b) **Notes** that staff would present the approved Scheme Design to directly impacted residents and stakeholders for feedback.
- (c) **Notes** that feedback from the consultation would be fed into the Detailed Design and that the Detailed Design would be reported back to the Woodend-Sefton Community Boards and the Utilities and Roading Committee in May 2023 for their approval before procurement begins.
- (d) **Notes** that the Scheme Design would be distributed to Greenspace's Landscape Architect for comment around amenity options, which would be fed into the Detailed Design and reported back to the Community Board, and Utilities and Roading Committee.
- (e) **Notes** that the Scheme Design requires the removal of 40 on-street car parking spaces at the locations detailed within the draft parking removal schedule included as attachment iii. of this report, and that the final approval of any parking spaces to be removed will be included within the detailed design report in May 2023.
- (f) **Notes** that any parking to be removed as a result of the Scheme Design would be communicated directly with the immediately adjacent residents.
- (g) **Notes** that staff have designed two links; one as a connection to Pegasus and one as a connection to Ravenswood. Both of these were on the approved Network Plan, however, the Transport Choices Funding application only allowed for the Ravenswood connection.

- (h) **Notes** that the Pegasus footpath connection would only proceed if there was adequate budget to do so.
- (i) **Notes** that staff were working closely with Waka Kotahi to co-ordinate this cycleway project with the planned Woodend Safety Improvement project that was currently being designed.
- (j) **Notes** that this project was funded through the “Transport Choices” funding stream (which was still subject to final signing and confirmation), and this required that all works be complete by June 2024.
- (k) **Notes** that the funding agreement between Waka Kotahi and the Waimakariri District Council was dependent on the site having been through an independent Road Safety Audit process, which would proceed upon acceptance of this report, and that the safety audit may result in further minor design changes.
- (l) **Notes** a small corner snipe of land may be required for the purposes of constructing the cycleway, and that staff upon approval of this report would enter negotiations with the relevant land owners to purchase the required land, noting that a report approving purchase would be brought back to the Council.

CARRIED

Councillor Redmond noted that the project was discussed intensively at the Woodend-Sefton Community Board meeting, and acknowledged the time staff had put into attending Board meetings and detailing the schemes map by map. The Board had been supportive of the proposal, the only issue raised was the removal of on street carparking. Where there was parking to be removed the Board request that removal of carparking be communicated to residents.

10 MATTERS REFERRED FROM THE WOODEND-SEFTON AND KAIAPOI-TUAHIWI COMMUNITY BOARDS.

10.1 Approval of Scheme Design for Consultation – Transport Choices Project 1 - Woodend to Kaiapoi Cycleway – K Straw (Civil Projects Team Leader), G Kempton (Senior Project Engineer) and J McBride (Roading and Transportation Manager)

D Young introduced the report noting that it had been presented to both the Woodend-Sefton and Kaiapoi-Tuahwi Community Boards in some detail with good comments and questions. There had considerable discussion with Kaiapoi-Tuahwi around recommendation (a) and they had added to the recommendation the note that staff would take into consideration the issues raised by the Board. The Board did not want to hold up the process but wished for staff to consider around 8-10 different elements as they progressed with the project. In particular there had been some good conversation around reconsideration of the Smith Street/ Sidey Quay alignment.

Councillor Mealings asked about properties occupying road reserve. D Young advised there were 7-8 properties with varying occupation of the road reserve. Staff had door-knocked these properties and everyone met had been aware they were occupying road reserve and were happy to work with Council.

Moved: Councillor Redmond Seconded: Councillor Mealings

THAT the Utilities and Roading Committee:

- (a) **Approves** the Scheme Design as per Attachment i of this report for the purposes of consultation noting the matters that staff had indicated they would consider or amend.

- (b) **Approves** the amendment of the Walking and Cycling Network Plan to include Ranfurly Street (between Walker Street and Smith Street) in lieu of Walker Street and Bridge Street.
- (c) **Approves** the change in priority at the Ranfurly Street / Dale Street intersection, with Dale Street being required to “STOP” for traffic on Ranfurly Street and Old North Road.
- (d) **Approves** the implementation of a “Give Way” priority control at the Sandhills Road / Fullers Road intersection, giving the Sandhills Road traffic priority.
- (e) **Notes** that the Scheme Design was based on an Off-Road shared Path for the full length of Old North Road.
- (f) **Notes** that staff would present the approved Scheme Design to directly impacted residents and stakeholders for feedback.
- (g) **Notes** that district wide consultation completed mid 2022 included two options to get this cycleway from Smith Street to Pineacres, and that “Option B” is the option preferred by staff and recommended within this report.
- (h) **Notes** that feedback from the consultation would be fed into the Detailed Design, and that the Detailed Design would be reported back to the Community Boards and the Utilities and Roading Committee in May 2023 for their approval before procurement begins.
- (i) **Notes** that the scheme design requires the removal of five on-street car parking spaces on Ranfurly Street at Sidey Quay and that the final approval of any parking spaces to be removed will be included within the detailed design report in May 2023.
- (j) **Notes** that any parking removal as result of the Scheme Design would be communicated with the immediate adjacent residents.
- (k) **Notes** that upon acceptance of this report, the Council’s Property Team would commence work with various stakeholders to create new easements as required to allow the route to progress, and that the relevant stakeholders were willing to support the project.
- (l) **Notes** that the recommendations within this report would require the reclamation of road reserve currently occupied by private residencies along Old North Road, and that this had been discussed with the relevant property owners.
- (m) **Notes** that staff were working closely with Waka Kotahi to co-ordinate this cycleway project with the planned Woodend Safety Improvement project that was currently being designed.
- (n) **Notes** that this project is funded through the “Transport Choices” funding stream (which was still subject to final signing and confirmation), and this requires that all works was complete by June 2024.
- (o) **Notes** that the funding agreement between Waka Kotahi and the Waimakariri District Council was dependent on the site having been though an independent Road Safety Audit process, which would proceed upon acceptance of this report, and that the safety audit may result in further minor design changes.
- (p) **Notes** a small piece of land would be required for the purposes of constructing the cycleway, and that staff upon approval of this report would enter negotiations with the relevant land owners to purchase the required land, noting that a report approving purchase would be brought back to the Council.

- (q) **Notes** that the revised scheme design incorporating suggested amendments would be reported back to the Kaiapoi-Tuahiwi Community Board.

CARRIED

Councillor Redmond noted that he had included the final recommendation so that any amendments could be reported back to the Kaiapoi-Tuahiwi Community Board. There had been good discussion and a number of helpful suggestions from members.

Councillor Mealings commented that retrofitting cycleways was always complex and at the granular level staff would be dealing with individual property owners.

Councillor Brine noted the approach taken by the Committee to allow this project to continue while continuing consultation, compared to the pause on the cycleway project earlier in the agenda.

Councillor Redmond, in right of reply, commented that there had been no contentious issues with this link, rather constructive discussion around minor details.

11 MATTERS FOR INFORMATION

- 11.1 **Cust Water Main Renewals 2022/23 – Request to Engage Water Unit** – J Singh (Civil Design / CAD Technician) and S Fauth (Utilities Projects Team Leader)
(Report No. 230214019258 to the Management Team meeting of 20 February 2023)

Moved: Councillor Ward

Seconded: Councillor Brine

THAT the Utilities and Roding Committee:

- (a) **Receives** the information in Item 11.1.

CARRIED

12 QUESTIONS UNDER STANDING ORDERS

Nil.

13 URGENT GENERAL BUSINESS

Nil.

14 MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED

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

Moved: Councillor Ward

Seconded: Councillor Brine

THAT the public is excluded from the following parts of the proceedings of this meeting

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

Meeting Item No. and subject	Reason for excluding the public	Grounds for excluding the public-
14.1 Minutes of public excluded portion of Community and Recreation Committee meeting of 21 February 2023	Good reason to withhold exists under section 7	To protect the privacy of natural persons, including that of deceased natural persons (s 7(2)(a)).
14.2 Report from Management Team meeting of 6 March 2023	Good reason to withhold exists under section 7	To carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (s 7(2)(i)).
14.3 Report from Management Team meeting of 6 March 2023	Good reason to withhold exists under section 7	To carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (s 7(2)(i)).
14.4 Report from Management Team meeting 13 March 2023	Good reason to withhold exists under section 7	To carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (s 7(2)(i)).

CARRIED

CLOSED MEETING

The Public Excluded section of the meeting occurred from 11.30am to 11.35am.

OPEN MEETING

Moved: Councillor Williams

Seconded: Councillor Mealings

THAT open meeting resumed and that the business discussed with the public excluded remains public excluded.

CARRIED

NEXT MEETING

The next meeting of the Utilities and Roading Committee would be held on Tuesday 18 April 2023 at 9am.

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 11.35AM.

CONFIRMED



Chairperson

18 April 2023

Date

MINUTES FOR THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD HELD IN THE KAIKANUI ROOM, RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI ON MONDAY, 20 MARCH 2023 AT 4PM.

PRESENT

J Watson (Chairperson), S Stewart (Deputy Chairperson), A Blackie (Arrived at 5.42pm), N Atkinson, T Bartle, T Blair, and R Keetley.

IN ATTENDANCE

B Cairns (Kaiapoi-Woodend Ward Councillor) and P Redmond (Kaiapoi-Woodend Ward Councillor).

C Brown (Community and Recreation Manager), J McBride (Roading and Transport Manager), D Roxborough (Implementation Project Manager – District Regeneration), D Young (Senior Engineering Advisor), K Straw (Civil Projects Team Leader), V Thompson (Senior Advisor Business and Centres), H Belworthy (Intermediate Landscape Architect – District Regeneration), G Kempton (Senior Project Engineer), K Rabe (Governance Advisor), and A Connor (Governance Support Officer).

There was two members of the public present.

1 APOLOGIES

Moved: J Watson

Seconded: T Bartle

THAT an apology for lateness be received and sustained from A Blackie, who arrived at 5.42pm.

CARRIED

2 CONFLICTS OF INTEREST

There were no conflicts of interest declared.

3 CONFIRMATION OF MINUTES

3.1 Minutes of the Kaiapoi-Tuahiwi Community Board –20 February 2023

Moved: J Watson

Seconded: R Keetley

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Confirms** the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 20 February 2023, as a true and accurate record.

CARRIED

3.2 Matters Arising (FROM MINUTES)

J Watson, R Keetley and S Stewart met to discuss the Patchina's Walkway Project and were now waiting for quotes for the proposed work. B Cairns noted the Locky Dock proposal had been turned down by Waka Kotahi.

3.3 Notes of the Kaiapoi-Tuahiwi Community Board Workshop – 20 February 2023

Moved: J Watson

Seconded: S Stewart

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the notes of the Kaiapoi-Tuahiwi Community Board workshop held on 20 February 2023.

4 DEPUTATIONS AND PRESENTATIONS

Nil.

5 ADJOURNED BUSINESS

Nil.

6 REPORTS

6.1 Smith Street, Kaiapoi – Approval to reduce the Speed Limit on Smith Street to 50km/h – J McBride (Roading and Transport Manager)

J McBride spoke to the report noting that approval was being sought to lower the speed limit on Smith Street, Kaiapoi to 50km/h, under the Setting of Speed Limits Rule 2022. A proposed 50km/h speed restriction for this section of Smith Street was consulted upon during in November 2022.

N Atkinson questioned if Waka Kotahi had indicated if they would accept this change. J McBride noted this change was on the Council's section of road and not on State Highway One (SH1).

N Atkinson the asked why this was not being done in unison with Waka Kotahi so that the speed was reduced to 50km/h all the way across the bridge to Lineside Road. J McBride explained that Waka Kotahi had advised that they would not be changing the speed limit at this time. However, the Council could not delay the reduction of the speed limit on this section of the road as the new "Waimak Junction" development was imminent and the traffic signals were currently being installed. The Council had timing constraints as the resource consent stated the traffic signals had to be operational before the business could be operating.

P Redmond enquired if consideration had been given to lowering the speed limit to 60km/h. J McBride noted that constant feedback received regarding speed limits was that people did not like the continuous change of speed limits. Staff had therefore recommended 50km/h to extend the current 50km/h and keep the speed consistent.

Moved: J Watson

Seconded: S Stewart

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 230203015254.

AND

THAT the Kaiapoi-Tuahwi Community Board recommends:

THAT the Council:

- (b) **Approves** a change to the speed limit on Smith Street, Kaiapoi, between SH1 motorway southbound ramp and the existing speed threshold 90-meters east of the Smith Street Bridge, noting that this would then be submitted to the Director at Waka Kotahi under section 2.6 of the *Setting of Speed Limits Rule 2022*, requesting approval to proceed with the implementation.
- (c) **Notes** that consultation on a 50km/h speed limit on Smith Street, Kaiapoi (between SH1 motorway southbound ramp and the Cam River Bridge) was undertaken in 2022 and this was supported by 52% of respondents, with the remaining 48% of respondents opposed to the change.

LOST
4:2

J Watson commented that she supported the proposed reduction in speed limits in this area. S Stewart agreed and believed that a consist speed limit in all the streets in the area was important.

N Atkinson noted he would not support the motion, as he held the opinion that Waka Kotahi should change the speed limit over the bridge to Lineside Road at the same time. He noted that section of the road was very dangerous, and 80km/h was too high, and Waka Kotahi needed to support and action their claims regarding safety.

P Redmond agreed with N Atkinson that changing the speeds simultaneously would be better, however, the area had changed and became more urban, 80km/h was therefore no longer a feasible speed.

J Watson replied it was better to be safe now than safe later.

Revocation of resolution at same meeting

N Atkinson advised that the Council's Roothing Team has advised via e-mail that the resource consent the new "Waimak Junction" development was subject to the reduction of the speed limit on this section of the road to 50km/h. If the speed limit was not reduced then the developer would have to alter and resubmit the resource consent. He therefore recommended that the Board revoke its previous resolution as per section 23.4 of the Standing Orders and reconsider the motion.

Moved: N Atkinson

Seconded: T Bartle

THAT the Kaiapoi-Tuahwi Community Board:

- (a) **Revokes** its previous resolution taken at this meeting in accordance with section 23.4 of the Standing Orders.
- (b) **Notes** that 75 percent of the members present, and voting agreed to the revocation the previous decision.

CARRIED

The Board again voted on the previous motion.

Moved: J Watson

Seconded: S Stewart

THAT the Kaiapoi-Tuahiwi Community Board:

(a) **Receives** Report No. 230203015254.

AND

THAT the Kaiapoi-Tuahiwi Community Board recommends:

THAT the Council:

- (b) **Approves** a change to the speed limit on Smith Street, Kaiapoi, between SH1 motorway southbound ramp and the existing speed threshold 90-meters east of the Smith Street Bridge, noting that this would then be submitted to the Director at Waka Kotahi under section 2.6 of the *Setting of Speed Limits Rule 2022*, requesting approval to proceed with the implementation.
- (c) **Notes** that consultation on a 50km/h speed limit on Smith Street, Kaiapoi (between SH1 motorway southbound ramp and the Cam River Bridge) was undertaken in 2022 and this was supported by 52% of respondents, with the remaining 48% of respondents opposed to the change.

CARRIED

6.2 **Approval of Scheme Design for Consultation – Transport Choices Project 1 - Woodend to Kaiapoi Cycleway** – K Straw (Civil Projects Team Leader),

D Young, G Kempton and J McBride were present during the consideration of the report. K Straw spoke to the report and highlighted the following points:

- The original plan had the cycleway running along Walker and Bridge Streets. Staff were now proposing that the cycleway continue down Ranfurly Street and crossing at Smith Street. This was to allow for good connectivity to the stop bank walkways, the start of the Passchendaele Path and the Kaiapoi Town Centre.
- Consultation would only be with key stakeholders not the whole community.
- The effected parties that were occupying road reserve were all supportive of the land being reclaimed and were more concerned regarding vehicle speeds.
- There may be a challenge regarding where the proposed cycleway entered Māori Reserve 873 in Tuahiwi. However, staff had followed up on the Cultural Report which should pick up on any issues.

R Keetley questioned how many bikes would be able to fit in the island refuge. K Straw noted it would be one bikes length deep and was currently designed to be three metres wide however that could be changed.

N Atkinson highlighted the fact that there were generally five to six cars stacked to turn right at the Smith and Ranfurly Streets intersection. K Straw advised that would be up to the Board whether they wished to retain the full turning bay rather than installing a refuge crossing. There would be flexibility to move the refuge island back towards the motorway.

N Atkinson questioned if this was an opportunity to close-off the right turn entrance into Charles Street, and have the traffic relocated to Sewell Street. K Straw noted people would be discouraged from turning right into Charles Street, rather than completely closing-off the right turn entrance.

T Bartle asked if the barrier between the cycleway and the road was necessary as Ranfurly Street was already very narrow. K Straw suggested it could be made smaller, however, staff would not recommend completely removing the barrier for safety reasons

N Atkinson sought clarity on how many car parks would be removed on Ranfurly Street. K Straw clarified that staff had been mindful regarding retaining car parks and only two or three on Ranfurly Street would be lost.

C Brown commented that there may be an opportunity to design a Landscaping Plan at this early stage. K Straw confirmed there was a healthy budget allowance for landscaping and tree planting along the different sections of the cycleway.

In response to a question from P Redmond K Straw confirmed that provision had not been made for lighting.

Moved: N Atkinson

Seconded: R Keetley

THAT the Kaiapoi-Tuahiwi Community Board:

(a) **Receives** Report No. 230131011994.

AND

THAT the Kaiapoi-Tuahiwi Community Board recommends:

THAT the Utilities and Roading Committee:

- (d) **Approves** the Scheme Design as per Attachment i of this report for the purposes of consultation noting the matters that staff had indicated they would consider or amend.
- (e) **Approves** the amendment of the Walking and Cycling Network Plan to include Ranfurly Street (between Walker Street and Smith Street) in lieu of Walker Street and Bridge Street.
- (f) **Approves** the change in priority at the Ranfurly Street / Dale Street intersection, with Dale Street being required to "STOP" for traffic on Ranfurly Street and Old North Road.
- (g) **Approves** the implementation of a "Give Way" priority control at the Sandhills Road / Fullers Road intersection, giving the Sandhills Road traffic priority.
- (h) **Notes** that the Scheme Design is based on an Off-Road shared Path for the full length of Old North Road.
- (i) **Notes** that staff would present the approved Scheme Design to directly impacted residents and stakeholders for feedback.
- (j) **Notes** that district wide consultation completed mid 2022 included two options to get this cycleway from Smith Street to Pineacres, and that "Option B" was the option preferred by staff and recommended within this report.
- (k) **Notes** that feedback from the consultation would be fed into the Detailed Design, and that the Detailed Design would be reported back to the Community Boards and the Utilities and Roading Committee in May 2023 for their approval before procurement begins.

- (l) **Notes** that the scheme design requires the removal of five on-street car parking spaces on Ranfurly Street at Sidey Quay and that the final approval of any parking spaces to be removed would be included within the detailed design report in May 2023.
- (m) **Notes** that any parking removal as result of the Scheme Design would be communicated with the immediate adjacent residents.
- (n) **Notes** that upon acceptance of this report, the Council's Property Team would commence work with various stakeholders to create new easements as required to allow the route to progress, and that the relevant stakeholders are willing to support the project.
- (o) **Notes** that the recommendations within this report would require the reclamation of road reserve currently occupied by private residencies along Old North Road, and that this has been discussed with the relevant property owners.
- (p) **Notes** that staff were working closely with Waka Kotahi to co-ordinate this cycleway project with the planned Woodend Safety Improvement project that was currently being designed.
- (q) **Notes** that this project is funded through the "Transport Choices" funding stream (which was still subject to final signing and confirmation), and this requires that all works was complete by June 2024.
- (r) **Notes** that the funding agreement between Waka Kotahi and the Waimakariri District Council was dependent on the site having been through an independent Road Safety Audit process, which would proceed upon acceptance of this report, and that the safety audit may result in further minor design changes.
- (s) **Notes** a small piece of land would be required for the purposes of constructing the cycleway, and that staff upon approval of this report would enter negotiations with the relevant landowners to purchase the required land, noting that a report approving purchase would be brought back to the Council.

CARRIED

N Atkinson commended the significant work that had been done and the great design features which had been included, despite many challenges.

R Keetley noted he was looking forward to using the cycleway.

J Watson praised staff for doing a fantastic job, which was going to make Kaiapoi a wonderful place to cycle through.

6.3 **Kaiapoi Town Centre Market Temporarily Located at 131 Raven Quay** –
V Thompson (Senior Advisor Business and Centres)

V Thompson spoke to the report and noted that representatives from the existing market were not opposed to there being another market in Kaiapoi, however, they preferred it did not operate on the same day and time as the existing market.

S Stewart questioned if the proposed market had been approached about starting at noon and running till 3pm. V Thompson stated they would prefer to operate during the morning, however, would be open to starting later.

P Redmond sought clarity on when the market would be operating. V Thompson advised that the market preference to operate on Saturdays as that was busier for shopping. Nonetheless, if they had to operate on a Sunday, they would consider it.

P Redmond further noted the clause in the original report regarding not selling competing product was removed and enquired as to the reason. V Thompson clarified that was covered in the trade competition clause that had been added. Staff would strongly recommend the market did not compete with Williams Street businesses.

N Atkinson commented that the market could sell clothing which would be in competition with stores such as Blackwell's and sought clarity on how that would be dealt with. V Thompsons explained that the competition clause referred more to hospitality businesses. The Council did have a Mobile Vendor Policy which stated that they could not be in direct competition with brick-and-mortar business.

T Bartle questioned how the policies and guidelines were enforced. V Thompson noted that in this scenario a recurring reserve booking was proposed. This meant the Council's Greenspace Unit would monitor the booking through their system and ensure they were complying. If they were found in breach, the Council could terminate the booking.

P Redmond asked how much both markets were paying to operate on Council land. V Thompson noted that the Charles Street market did not pay any rental fee. The proposed market would pay the reserves booking of about \$27 per day.

Moved: S Stewart

Seconded: J Watson

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 230306030071.
- (b) **Approves** the presence of the market located temporarily at 131 Raven Quay under a recurring reserve booking for an initial term of three months, to be rolled over in three month booking blocks thereafter in compliance with the reserves booking system, should the market continue to operate without incident.
- (c) **Requests** the market organisers at 131 Raven Quay to start at 12 noon and run till 3pm on a Saturday so as not to clash with the current farmers market in Charles Street.
- (d) **Restricts** food trucks supplying similar refreshments as other official businesses in the Kaiapoi town centre.
- (e) **Requests** staff to report back six months after the opening date of the new market to update the Kaiapoi-Tuahiwi Community Board.
- (f) **Notes** that a Health and Safety plan was required to be submitted with bookings accepted under the reserves booking system as managed through the Greenspace Unit.
- (g) **Notes** that alternative locations were potentially available should the market be successful and need to be relocated to another site (at the Kaiapoi-Tuahiwi Community Board and/or Council's discretionary approval) due to progression of commercial development at 131 Raven Quay or the market's growth.
- (h) **Notes** that the market was currently proposed to occur at the same time as the existing Farmers Market (on Charles Street).

CARRIED

S Stewart noted she had spoken to the existing market and their preference was that there was no another market operating in Kaiapoi at the same time. There were existing food businesses open in the area and having food trucks would be in direct competition with them.

J Watson agreed with S Stewart, however, operating during the afternoon was a good compromise and it may bring more people to the town.

N Atkinson noted markets brought vibrancy to the town, however, the Council needed to ensure that they did not compete with the bricks-and-mortar.

P Redmond did not support the same activity operating in the same area at the same time and would have preferred to see the market operating on a Sunday. He also questioned why the existing market was not paying any rent. C Brown replied there was only one market in the district that paid a commercial rate to the Council as a commercial entity. There were differences between markets as some charged a commercial rate to stall holders and some just scraped by. The ones that were not returning a profit were considered just as important for social and cultural wellbeing.

Consideration of Item 6.1 “Smith Street, Kaiapoi – Approval to reduce the Speed Limit on Smith Street to 50km/h” was resumed at this time. The Minutes have been recorded as per the agenda.

6.4 **Approval of the Kaiapoi-Tuahiwi Community Board Plan 2022-25.** – Kay Rabe (Governance Advisor)

K Rabe took the report as read.

Moved: J Watson

Seconded: R Keetley

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 230124008533.
- (b) **Approves** the Kaiapoi-Tuahiwi Community Board Plan 2022-25 (Trim 230308031830).
- (c) **Authorises** the Chairperson to approve the final version of the Kaiapoi-Tuahiwi Community Board Plan 2022-25, if any further minor editorial corrections were required.

CARRIED

6.5 **Application to the Kaiapoi-Tuahiwi Community Board’s Discretionary Grant Fund 2022/23 – Kay Rabe (Governance Advisor)**

K Rabe spoke to the report.

Moved: N Atkinson

Seconded: J Watson

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 230223024757.

- (b) **Approves** a grant of \$500 to the Kaiapoi Rugby Football Club towards the replacement of the External Defibrillator (AED) cabinet.
- (c) **Approves** a grant of \$240 to the Kaiapoi Community Garden towards the installation of directional signage on the Kaiapoi Bourgh School fence.
- (d) **Approves** a grant of \$500 to the Relay for Life Fundraising Committee towards the costs of hosting a Relay for Life event.

CARRIED

N Atkinson felt they were all worthwhile projects.

7 CORRESPONDENCE

Nil.

8 CHAIRPERSON'S REPORT

8.1 Chairperson's Report for February and March 2023

Attended Waka Kotahi meeting. Pushed the Skewbridge repairs and they would be looking at it in the near future.

Moved: J Watson

Seconded: T Bartle

THAT the Kaiapoi-Tuahwi Community Board:

- (a) **Receives** the report from the Kaiapoi-Tuahwi Community Board Chairperson (TRIM:230314034608).

9 MATTERS REFERRED FOR INFORMATION

- 9.1 **Oxford-Ohoka Community Board Meeting Minutes 15 February 2023.**
- 9.2 **Woodend-Sefton Community Board Meeting Minutes 13 February 2023.**
- 9.3 **Rangiora-Ashley Community Board Meeting Minutes 15 February 2023.**
- 9.4 **Submission on the Review into the Future of Local Government – Report to Council meeting 7 February 2023 – Circulates to all Boards.**
- 9.5 **Ratification of the Council submission to variation 1 of the Proposed District Plan – Report to Council meeting 7 February 2023 – Circulates to all Boards.**
- 9.6 **Submission on the Water Services Legislation Bill and Water Services Economic Efficiency and Consumer protection Bill – Report to Council meeting 7 February 2023 – Circulates to all Boards.**
- 9.7 **Establishment of a Property Portfolio working Group – Report to Council meeting 7 February 2023 – Circulates to all Boards.**
- 9.8 **Review of Elected Member Conference and Training Policy – Report to Council meeting 7 February 2023 – Circulates to all Boards.**
- 9.9 **Health, Safety and Wellbeing Report January 2023 – Report to Council meeting 7 February 2023 – Circulates to all Boards.**
- 9.10 **UV Treatment Strategy and Rationale – Report to Council meeting 8 February 2023 – Circulates to all Boards.**
- 9.11 **Aquatics February Update – Report to Community and Recreation Committee meeting 21 February 2023 – Circulates to all Boards.**

9.12 **July 2022 Flood Response Update - Report to Utilities and Roading Committee meeting 21 February 2023 – Circulates to all Boards.**

Moved: J Watson

Seconded: R Keetley

THAT the Kaiapoi-Tuahiwi Community Board

(a) **Receives** the information in Items 9.1 to 9.12.

10 MEMBERS' INFORMATION EXCHANGE

N Atkinson

Nothing to report.

T Bartle

- Attended three Drainage Board meetings. There was a consistent theme where they were not as prepared as they should be. They also felt there was a breakdown between the Council and the contractors.

A Blackie

Nothing to report.

T Blair

- Attended Darnley Club meeting. Took three van loads of people to Orana park and went very well so will be doing again. Had agreed on a new van which would arrive in January 2024. They were short on volunteers.
- Attended the Gypsy Fair.

P Redmond

- Attended Waimakariri Eyre Cust rating District meeting. Normal rates increase proposed, and assets were in good order.
- Attended Greater Christchurch Partnership Transport meeting. Possible trackless trams or light rail to mitigate congestion and travel times was proposed.
- Attended Council Strategy Day.
- Attended Southbrook School Travel Plan Working Group.
- Attended Facilities and Consents Fee Waiver Subcommittee. New terms of reference to include resource consents and building consents.
- Attended Swannanoa School Fair.
- Attended Waimakariri Water Zone Committee meeting. Weed control programme by Waimakariri District Council and Environment Canterbury. Ashley Rakahuri River care Group presented and suggest the Boar request them to present in the future.

Brent Cairns

- Volunteer events were taking place in the libraries and Pegasus Community Centre.
- Kaiapoi Brownies were running an event in the red sone tracking the different animals.
- Beach Road roading repairs and the resulting corrugations would be repaired.
- Rangiora promotions aske for additional funding to help get them through hard times which may result in a review of different associations and how they are funded.
- Attended Accessibility Training and was insightful.
- Kaiapoi Food Forest had garden clubs and other large groups of people visiting. They would be holding a Food Forest Design Course in Rangiora.

- Attended Integrated Transport Strategy workshop. Discussed key transport challenges facing the district.
- Motorhome Association could not believe the increase of people staying. 30 April 2023 was the proposed date for their official opening.

S Stewart

- Attended Integrated Transport Strategy workshop.
- Attended Waimakariri Water Zone Committee meeting.
- Attended Kaiapoi Community Garden open day. Was very well attended and was a great success story.

R Keetley

- Attended RSA Annual General Meeting.
- Attended All together Kaiapoi Garden Competition.
- Waiting for pricing from contractor regarding Patchina's Walkway.
- Met with Historical Society for their monthly get together.

11 CONSULTATION PROJECTS

11.1 Kaiapoi Historic Railway Station Building Relocation

<https://letstalk.waimakariri.govt.nz/kaiapoi-historic-railway-station>

Consultation closes Thursday 6 April 2023.

11.2 Environment Canterbury Draft Annual Plan 2023/24

<https://www.ecan.govt.nz/your-region/plans-strategies-and-bylaws/annual-plans/>

Consultation closes Monday 3 April 2023.

11.3 Huihui Mai – Greater Christchurch Partnership

<https://www.greaterchristchurch.org.nz/>

Consultation closes Sunday 26 March 2023.

The Board noted the consultation projects.

12 REGENERATION PROJECTS

12.1 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 updates on the Regeneration projects.

13 BOARD FUNDING UPDATE

13.1 Board Discretionary Grant

Balance as at 28 February 2023: \$4,872.

13.2 General Landscaping Budget

Balance as at 28 February 2023: \$49,490.

The Board noted the Board funding updates.

14 MEDIA ITEMS

Nil

15 QUESTIONS UNDER STANDING ORDERS

Nil

16 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

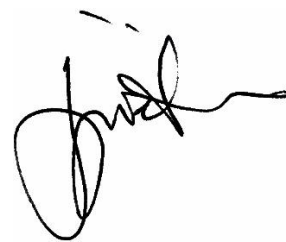
Nil

NEXT MEETING

The next meeting of the Kaiapoi-Tuahiwi Community Board would be held at the Ruataniwha Kaiapoi Civic Centre on Monday 17 April 2023 at 4pm.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 6.02PM.

CONFIRMED



Chairperson

17 April 2023

Date

MINUTES FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD HELD IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA ON WEDNESDAY 5 APRIL 2023 AT 7PM PRESENT

T Robson (Chairperson), S Barkle (Deputy Chairperson), M Brown, R Harpur, N Mealings, P Merrifield and M Wilson.

IN ATTENDANCE

G Cleary (General Manager Utilities and Roothing), J McBride (Roothing and Transport Manager), T Kunkel (Governance Team Leader) and C Fowler-Jenkins (Governance Support Officer).

There was one member of the public present.

1. APOLOGIES

Moved: N Mealings Seconded: P Merrifield

THAT an apology for absence be received and sustained from T Fulton.

CARRIED

2. PUBLIC FORUM

2.1. Tash Hinds

T Hinds advised that she was a resident in McJarrows Road on the corner of Victoria Street in Oxford. She raised safety concerns about the intersection which currently had a give way sign with poor visibility due to hedges. McJarrows Road and Victoria Street were also had very narrow carriageways in a 100km/h zone and motorists travelling down the road therefore had to use the shoulder of the road when passing which was risky at the intersection.

On 7 March 2023 there was an accident, when a car did not stop at the intersection and collided with the back of stationary vehicle. The driver stated that they had not seen any signage leading up to the intersection. T Hinds also pointed out that there were several creeks and culverts in the vicinity of the intersection which distracted drivers. Since the accident road markings had been renewed which T Hinds acknowledged was an improvement, however, there were still motorists driving straight through the intersection.

T Hinds noted that the attending police at the accident also expressed their concerns about the safety of the intersection and had subsequently lodged a report that the intersection required further attention. Residents were requesting an increase in signage prior to the intersection, the give way to be changed to a stop sign and for consideration to be given to reducing the speed limit on McJarrows Road.

T Robson thanked T Hinds for speaking to the Board. He noted that the Board were considering the installation of a stop sign at the intersection later during the meeting.

3. CONFLICTS OF INTEREST

There were no conflicts declared.

4. **CONFIRMATION OF MINUTES**

4.1. **Minutes of the Oxford-Ohoka Community Board – 7 March 2023**

Moved: N Mealings Seconded: M Brown

THAT the Oxford-Ohoka Community Board:

- (a) **Confirms** the circulated Minutes of the Oxford-Ohoka Community Board meeting, held on 7 March 2023, as a true and accurate record.

CARRIED

4.2. **Matters Arising**

Nil.

4.3. **Notes of the Oxford-Ohoka Community Board Workshop – 7 March and 22 March 2023**

Moved: M Wilson Seconded: R Harpur

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the notes of the Oxford-Ohoka Community Board Workshop held on 7 March and 22 March 2023.

CARRIED

5. **DEPUTATIONS AND PRESENTATIONS**

Nil.

6. **ADJOURNED BUSINESS**

Nil.

7. **REPORTS**

7.1. **Request approval for Stop Controls on Powells Road at McJarrows Road / Victoria Street – S Biner (Senior Transportation Engineer)**

J McBride spoke to the report which sought the Board's approval to change the intersection control at the Powells Road / Victoria Street / McJarrows Road intersection. The intersection had been assessed for sight distance and had not complied with the requirements of a give way control. To maintain the give way control and achieve the sight distance required the Council would be required to do remedial work which would likely remove the hedge currently at the intersection.

S Barkle enquired what extra visuals would be fitted if a stop sign was installed at the intersection. J McBride replied that there would be no change to the sightlines, however, advanced warning signage would be installed. If a stop sign replaced the existing give way sign, the stop markings would be painted on the road. She noted that the limit lines had been refreshed, however, they had not been permanently marked because the Council anticipated changes to the intersection in the near future.

M Brown enquire if there were any other intersections in the Board's area that would qualify for similar treatment. J McBride noted that she was not aware of any, and identifying other intersections would require the further assessment intersections. However, staff were currently working through a number of rural intersections to assess what could be done to make them more visible.

In response to a question from S Barkle, J McBride explained that the previous speed limit review had focused more on the town fringes and speed limits of several roads around Oxford township had therefore been reduced. She believed that these particular roads had not been included. The Council was currently working to develop its Speed Management Plan and there would be an opportunity to include these roads.

N Mealings queried what the trigger had been for assessing this intersection. J McBride replied that the assessment was generated from a service request from a resident.

Moved: M Brown

Seconded: R Harpur

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 230109001491.
- (b) **Approves** the following intersection control changes pursuant to Section 2 of the Land Transport Rule: Traffic Control Devices 2004, with effect from the date of installation of the appropriate signage:

Item	Road to be Controlled	Road to Remain Uncontrolled	Type of Control to be Imposed	Type of Control to be Revoked
1	Powells Road (south leg of intersection)	Victoria Street & McJarrows Road	Stop	Give Way
2	Powells Road (north leg of intersection)	Victoria Street & McJarrows Road	Stop	Give Way

- (c) **Circulates** this report to Utilities and Roading Committee for information.
- (d) **Notes** that staff would work with the landowner at 479 McJarrows Road to trim the hedge on the southwest corner of the intersection to improve visibility.

CARRIED

7.2. Application to the Oxford-Ohoka Community Board's Discretionary Grant Fund 2022/23 – K Rabe (Governance Adviser)

T Kunkel took the report as read.

R Harpur asked if the Waimakariri Kennel Association were painting the new building. T Kunkel confirmed that it was the building that they shared with the North Canterbury Kennel Association.

N Mealings commented that she visited the building, which was the old building that was located near the squash courts, and which was not in good condition.

Moved: N Mealings

Seconded: R Harpur

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 230310033042.
- (b) **Approves** a grant of \$500 to the Waimakariri Kennel Association Inc towards the cost of repainting its Clubrooms.

CARRIED

N Mealings commented that the building needed maintenance. She noted that the Waimakariri Kennel Association brought in people from all over the South Island to dog shows and recently at the Champ Show they had received praise over social media. Dog shows brought people to Mandeville and the Oxford-Ohoka Ward area which was good for the district's economy and the Club. She believed the funds would be put to good use.

7.3. **ANZAC Day Services – K Rabe (Governance Advisor)**

T Kunkel spoke to the report which requested the appointment of Board representatives to attend the three ANZAC Services that would be held in the Oxford-Ohoka Ward area. She noted changes had been made to the normal format with wreaths being laid at the Ohoka and West Eyreton Services in conjunction with the Council representatives. The Board would lay its own individual wreath at the Oxford Service.

T Robson asked if there would be a parade in Oxford this year or if they were doing the trimmed down version. T Kunkel replied that the service would be held at the Oxford Cenotaph.

Moved: P Merrifield

Seconded: M Brown

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 230310033207.
- (b) **Appoints** Board members R Harpur and S Barkle to attend the Ohoka Anzac Day service to be held at 11am on Monday, 24 April 2023, at the Ohoka Hall, Mill Road and to lay a wreath on behalf of the community, noting that the wreath will be laid in conjunction with the Council representative.
- (c) **Appoints** Board member P Merrifield to attend the Oxford Anzac Day service to be held at 9am on Tuesday, 25 April 2023, and to lay a wreath on behalf of the community.
- (d) **Appoints** Board members M Brown and M Wilson to attend the West Eyreton Anzac Day service to be held at 12noon on Tuesday, 25 April 2023, and lay a wreath on behalf of the community at West Eyreton, noting that the wreath will be laid in conjunction with the Council representative.

CARRIED

7.4. **Amendments to Standing Orders for the Oxford-Ohoka Community Board – T Kunkel (Governance Team Leader)**

T Kunkel spoke to the report which included the amendments highlighted at the all Boards' Briefing in March 2023. There was a minor amendment relating to definition, pecuniary interests, and members attending meeting via an audio-visual link.

Moved: R Harpur Seconded: M Wilson

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 230322039604.
- (b) **Adopts** the updated Community Boards Standing Orders 2023 (Trim 230314034912), effective from 7 April 2023.

CARRIED

8. CORRESPONDENCE

8.1. **Letter from Tash Hinds regarding road safety concerns in the Oxford area**

(Trim 230308031570)

T Robson tabled a petition submitted by T Hinds from residents in the area of McJarrows Road and Victoria Street intersection regarding the installation of a stop sign at the intersection and the potential lowering of the speed limit along McJarrows Road.

8.2. **Letter from Ed Sard about Oxford Town signage**

(Trim 230329043514)

T Robson stated that this issue had been raised at a meeting of the Oxford Promotions Action Committee which requested that the Oxford town entrance sign required maintenance. He noted the sign referred to in E Sard's letter was not the one that required work. The 'Experience Oxford' signs were the ones that needed further attention. T Kunkel undertook to follow up on this matter

Memo from Heike Downie regarding the Waimakariri Integrated Transport Strategy Project (Trim Ref: 230321039242)

Moved: N Mealings Seconded: S Barkle

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the correspondence from Tash Hinds (Trim 230308031570).
- (b) **Receives** the correspondence from Ed Sard about Oxford Town Signage (Trim 230329043514)
- (c) **Receives** the correspondence from Heike Downie reading the Waimakariri Integrated Transport Strategy Project (Trim 230321039242).

CARRIED

9. CHAIRPERSON'S REPORT

9.1. Chairperson's Report for March 2023

- Ashley Gorge Advisory Group Meeting:
 - Vegetation clearance on Ashley Gorge Road as well as the road works being carried out.
 - Held a working bee on 5 April 2023 to clear undergrowth from the Reynolds Heritage Pavilion. This went well and a significant area had been cleared. There were plans for another working bee in the future.
 - The tracks and trapping programme had been ramped up as had the fundraising efforts so there was money to winterise their tracks. Working on two new tracks as well as a community engagement plan with the Department of Conservation.
- Oxford A & P Show – well attended, received lots of good feedback.
- Youth Development Grant Committee Meeting considered an application, for a breakfast club at Rangiora High School. This would entail providing breakfast meals once a week for any student that may need it. The applicant worked as a youth worker at the school and therefore had a fair idea of the need in the school community. The project would start off as a trial one day a week and if it went well, there may be an opportunity to extending the trial.

Moved: S Barkle

Seconded: P Merrifield

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report (Trim. 230327042305) from the Oxford-Ohoka Community Board Chairperson.

CARRIED

10. MATTERS FOR INFORMATION

- 10.1. Rangiora-Ashley Community Board Meeting Minutes 8 March 2023.
- 10.2. Woodend-Sefton Community Board Meeting Minutes 13 March 2023.
- 10.3. Kaiapoi-Tuahiwi Community Board Meeting Minutes 20 March 2023.
- 10.4. Drainage and Stockwater Alternative Rating Structure – Report to Council meeting 7 March 2023 – Circulates to all Boards.
- 10.5. Submission on Proposals for the Smoked Tobacco Regulatory Regime – Report to Council meeting 7 March 2023 – Circulates to all Boards.
- 10.6. Pecuniary Interests Register – Report to Council Meeting 7 March 2023 – Circulates to all Boards.
- 10.7. Amendments to Standing Orders for Council, Committee, Sub-Committees and Hearing Panels – Report to Council meeting 7 March 2023 – Circulates to all Boards.
- 10.8. Health, Safety and Wellbeing Report February 2023 – Report to Council meeting 7 March 2023 – Circulates to all Boards.
- 10.9. Enterprise North Canterbury's Six-Month progress and financial report to 31 December 2022, six month progress report on the promotion of the Waimakariri District to 31 December 2022 and Draft Statement of Intent for the Financial year beginning 1 July 2023 – Report to Audit and Risk Committee 14 March 2023 – Circulates to all Boards.
- 10.10. Waimakariri District Council Spraying and Chemical Usage – Waterways and Roding Spraying Information – Report to CWMS Waimakariri Water Zone Committee meeting 6 March 2023 – Circulates to all Boards.

10.11. Library Update to 9 March 2023 – Report to Community and Recreation Committee meeting 21 March 2023 – Circulates to all Boards.

10.12. July 2022 Flood Response Update – Report to Utilities and Roading Committee 21 March 2023 – Circulates to all Boards.

Moved: P Merrifield

Seconded: M Wilson

THAT the Oxford-Ohoka Community Board:

(a) **Receives** the information in Items.10.1 to 10.12.

CARRIED

11. MEMBERS' INFORMATION EXCHANGE

M Brown:

- Attended the Oxford Promotions Action Committee Annual General Meeting – all four officers had stood down. They were fortunate to elect a Chairperson and the current officers were staying on for thirty days until officers could be appointed.
- Had contact from a resident about the Cust Domain and not being allowed to run equine lessons there because Council had stopped that practice. He contacted the Council via T Fulton and had received a response from the Council stating that users were not to run profit generating businesses on Council land. The lessons being held however were not part of the club that runs the group at the Domain and no funds were going back into the club. He gave the local the name and contact details of the Rangiora-Ashley Community Board Chair if they wished to talk with their community board as the Domain is not in the Boards area.
- Provided T Robson with ideas for the Boards Facebook page.
- Contacted the Council about the weed problem at the West Eyreton number two well site.

R Harpur:

- Attended a meeting of Millfield residents, and Councillor Williams was also in attendance. The topic of discussion was the drainage network going through Millfield. There was around thirty five people in attendance and there was a good discussion on the flooding issues around Mandeville. They would be holding a further meeting.
- Attended the Oxford A&P Show. Very impressed with the quality of the activities.

P Merrifield:

- Attended the Oxford Museum Meeting and made some suggestions regarding how they could promote themselves for free and suggested that they apply to the Board for funding for new lights.
- Attended a working bee.
- Started sending out the S42A to people for the Woodstock Quarry.

M Wilson:

- Attended several education meetings across the cluster and had been able to have discussions around the sharing of information of things that were happening at Council such as the next steps, the Waimakariri Access Group and plugging into the principal network.
- Attended a meeting with W Howe and another with E Wood around alcohol and drug harm prevention. Looking at refocusing around what kind of data was available, what was happening in Waimakariri and the agencies that were involved. They knew the gaps and what support was needed and where time and resources would be best spent.
- Attended the next steps launch which was an excellent resource. It was a simple easy to access website which linked to services and agencies. They had thought carefully about how to reach people in the community. She encouraged Board Members to spread the message in their networks.

- Waimakariri Health Advisory Group.
 - Working Group around the terms of reference which was similar to what was happening in the alcohol and drug harm prevention group and looking at a clearer direction, evidence based and advocacy for the best health outcomes for Waimakariri. The criteria of the membership and who needed to be at the table.
 - Meeting of the full group and feedback from some who had attended the rural health hui. There was no decision yet on the localities for Te Whatu Ora which was holding up a few things, but the time taken to develop those localities was worth spending the time. There was a lot unknown but seemed to be a positive feel to what was going on particularly rural health.
 - The Working Group around the data met but realized they were not sure of which data and the purpose of that data.
- Ohoka Residents Association Meeting – discussed Plan Change 31. There was some frustration that the flying fox was still not able to be used but understanding that the process towards that had come about because of a complaint.
- Public Meeting on vape stores on 13 April 2023 ay the Pegasus Community Centre.

S Barkle

- Integrated Transport Strategy Stakeholder Group Workshop One – Met with people over various sectors in the community to discuss transport, gaps, levels of importance and future planning.
- Woodstock Quarry Update Meeting – Section 42 report was released by ECan. There were a lot of information that did not meet criteria and lot more detail/mitigating factors that would need to be solved for any further action. Next step is to wait and see how the applicant responds to this report.
- Water Race Meeting – First meeting of the year. Questions were asked about planting along stock races and the needs to access for maintenance. A brochure should have been received by all stock race rated properties to inform them of their responsibility and good practices. Also, good to note that if overflows of stock races are occurring you can send in a service request which will go to Waimakariri Irrigation Limited's to look into. They may need to restrict flow. The final Waimakariri Irrigation Limited's shareholder's vote.
- Submission Workshop – Worked with other Board Members on preparing submissions for Environment Canterbury and Waimakariri District Council Annual Plans.
- Ohoka Stream Site Visit – Site visit with key staff and Ohoka drainage advisory group. Saw some recent works off Christmas Rd. This has lowered the stream level and will allow it to hold more capacity when needed. Looked at another site at the end of Silverstream as an area that may need some works completed also.

12. CONSULTATION PROJECTS

12.1. Draft Annual Plan 2023/24

<https://letstalk.waimakariri.govt.nz/draft-annual-plan-2023-24>

Consultation closes 17 April 2023.

12.2. Wolffs Road Suspension Bridge

T Robson noted that he posted information about the Wolffs Road Bridge on the Board's Facebook page and had been overwhelmed with feedback. People seemed to be very passionate about the bridge and 1,338 people had clicked on the link since his post on 29 March 2023. He had also shared it on some community pages and there had been a number of comments which were mostly positive.

The Board noted the consultation projects.

13. BOARD FUNDING UPDATE

13.1. Board Discretionary Grant

Balance as at 31 March 2023: \$2,039.

13.2. **General Landscaping Fund**

Balance as at 31 March 2023: \$13,090.

The Board noted the funding update.

14. **MEDIA ITEMS**

Nil

15. **QUESTIONS UNDER STANDING ORDERS**

Nil.

16. **URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

Nil.

NEXT MEETING

The next meeting of the Oxford-Ohoka Community Board was scheduled for 7pm, Wednesday 3 May 2023 at the Oxford Town Hall.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 8.01pm.

CONFIRMED

Chairperson

Date

MINUTES FOR THE MEETING OF THE WOODEND-SEFTON COMMUNITY BOARD HELD IN WAIKUKU BEACH HALL, 1 BRIDGE STREET, WAIKUKU BEACH ON TUESDAY 11 APRIL 2023 AT 5.30PM.

PRESENT

S Powell (Chairperson), B Cairns, I Fong, R Mather, P Redmond, M Paterson, and A Thompson.

IN ATTENDANCE

Mayor D Gordon.

J Millward (Acting Chief Executive), S Fauth (Utilities Projects Team Leader), H Belworthy (Intermediate Landscape Artist), A Mace-Cochrane (Transportation Engineer), S Binder (Senior Transportation Engineer), H Downie (Senior Advisor Strategy and Programme), M Maxwell (Strategy and Business Manager), T Kunkel (Governance Team Leader) and A Connor (Governance Support Officer).

There was one member of the public present.

1 APOLOGIES

There were no apologies.

2 CONFLICTS OF INTEREST

There were no conflicts of interest declared.

3 CONFIRMATION MINUTES

3.1 Minutes of the Woodend-Sefton Community Board – 13 March 2023

Moved: A Thompson

Seconded: B Cairns

THAT the Woodend-Sefton Community Board:

- (a) **Confirms**, as a true and accurate record, the circulated Minutes of the Woodend-Sefton Community Board meeting, held on 13 March 2023.

CARRIED

3.2 Matters Arising

3.3 Notes of the Woodend-Sefton Community Board Workshop – 13 and 21 March 2023

Moved: R Mather

Seconded: A Thompson

THAT the Woodend-Sefton Community Board:

- (a) **Receives** the notes of the Woodend-Sefton Community Board Workshops, held on 13 and 23 March 2023.

CARRIED

4 DEPUTATIONS AND PRESENTATIONS FROM THE COMMUNITY

Nil.

5 ADJOURNED BUSINESS

Nil.

6 REPORTS

6.1 Endorsement for Proposed Upcoming Works at Norton Place, Woodend – S Fauth (Utilities Projects Team Leader)

S Fauth spoke to the report and highlighted the following points:

- This option was developed as a response to the flooding in 2019.
- Staff were wanting to progress with a 'do minimal' solution that would bring the existing infrastructure to an acceptable level for a one in five year event. However, if there were a one in 100 year event there would be a similar outcome to the 2019 event.
- AEP stood for Annual Exceedance Probability. A 1% AEP was a one in 100 year event, 3% one in 50 year event and 20% one in five year event.

P Redmond questioned if the recommended solution would reduce the level of water entering properties. S Fauth stated for the level of event that caused water to enter the property that would be expected to happen again. Residents had expressed frustration regarding ponding in the reserve when there was heavy rainfall, and the proposed solution would assist with those issues.

B Cairns asked if the flood effected resident had any feedback to the proposed solution. S Fauth replied that they had not been in contact with affected residents since the latest iteration of the design after they held a street meeting regarding basin design options.

B Cairns wondered why there was no feedback from residents after communications went out and queried if staff had any thoughts as to why residents had made no contact. S Fauth noted a letter had been sent to the residents however it did not specifically request feedback. He noted that when staff had previously spoken to residents they preferred the upgrades to the pipe work over the water basin.

P Redmond asked if the recommended solution considered the greater number of events and high impact events predicted in the future. S Fauth noted the model used was based on predicted climate change and rainfall levels for a 50 year period. The proposed changes were for a 50 year event level of service. J Millward noted the previous issue was due to the intensity of rainfall over a short period of time.

S Powell questioned if deployment of a pump would be feasible. S Fauth replied that a pump could be deployed to assist with moving the water during the winter months prior to the works being carried out if required.

A Thompson asked if staff had any insight as to why the rainfall caused such widespread impacts. S Fauth noted it was the rainfall intensity in 2019 that was the major catalyst. The level of rain was more like a one in 200 year level event for the one hour period when water entered a residents house. The past two years events were more prolonged rainfall that allowed the water to drain away.

Moved: I Fong

Seconded: R Mather

THAT the Woodend-Sefton Community Board:

- (a) **Receives** Report No. 230224025812.

- (b) **Note** following the recommendation from the Community Board, staff will proceed to Utilities and Roading Committee for approval of the upgrading existing sump option. Following the decision from the Utilities and Roading Committee, Council staff would complete design and proceed to construct.

AND

THAT the Woodend-Sefton Community Board recommends:

THAT the Utilities and Roading Committee:

- (c) **Approves** the recommendation to proceed with design and construction of the upgrading existing sump option in 2023/24.
- (d) **Notes** that there would still be an issue of lack of secondary flow path out of Norton Place for extreme events. However, the 50 year level of service was maintained to prevent flooding of private property, by routine sump maintenance. It was likely Council would continue receiving complaints due to ponding in road reserve and the time it took for the water to drain away.
- (e) **Notes** that this was a reduced scope of work from the previously accepted design of overland flow path through Norton Reserve and Hewitts Road and had come about due to the practical challenges and constraints of the current localised topography and construction estimate for this upgrade being beyond the available budget.
- (f) **Notes** that in events great than 1 in 100 years, overland flow path would continue to follow the natural low point towards the property.
- (g) **Notes** that this option could be integrated into any future stormwater upgrades along Hewitts Road.

CARRIED

I Fong noted this had been an issue for some time.

R Mather felt there was a bigger issue the Council would need to deal with however something needed to be done.

P Redmond stated this was not a desirable solution overall however was better than nothing.

6.2 Woodend Sefton General Landscaping Budget – H Belworthy (Intermediate Landscape Architect)

H Belworthy spoke to the report which provided information on projects for the Board's 2022/23 General Landscape budget.

R Mather questioned if it would be better to wait for the new facility to be built at the Sefton Domain before the beautification of the Sefton Domain entrance was carried out. H Belworthy noted she had spoken with staff who were working with the Sefton Domain Advisory Group, and they felt it was a good idea to complement the build project. The proposed works were very basic however it was up to the Board if they would prefer to do something bigger.

R Mather then asked how much of the cost was for hedge trimming. H Belworthy replied it was around \$5,000 for hedge trimming.

I Fong noted he was on the Sefton Hall Committee and they would have to landscape alongside the new hall after it was constructed and he believed it would be better to wait until the Sefton Hall Committee had its plan in place.

S Powell noted the Gladstone Dog Park was in need of shelter and equipment to entertain dogs. She had spoken to the MenzShed and they would be able to help with construction however they would need funding for materials.

M Paterson questioned what would happen if the previous sign budget already allocated ran over budget and there was insufficient budget to complete the project. H Belworthy stated that at this stage the project was within the budget allocated. S Powell noted the next financial year was in July 2023 and the Board could allocated more funding if required. J Millward noted there was an equity reserve, therefore, if the project went slightly over budget it would not be of concern.

A Thompson concurred that Sefton Domain was an asset for the area that had been there a long time and would be there for a lot longer. He felt doing some plantings now and giving them time to become established for when the new building was completed would not be a bad thing.

Moved: P Redmond

Seconded: A Thompson

THAT the Woodend-Sefton Community Board:

- (a) **Receives** Report No. 230324041274.
- (b) **Notes** the Board currently has \$13,090 available to allocate to general landscape projects within the Woodend Sefton ward.
- (c) **Approves** the allocation of \$8,800 towards the Sefton Domain Entrance Beautification - Vaughn Street and approves the Sefton Domain Advisory Group working with Greenspace staff to approve the final design.
- (d) **Notes** that if approved, staff would consult with the Sefton Domain Advisory Group on the proposed concept design for Sefton Domain Entrance.
- (e) **Approves** the allocation of \$4,290 towards biodiversity planting at Waikuku Beach Pond as seed funding to support staff applying to the Green Philanthropy fund for this project.
- (f) **Notes** should the application to the Green Philanthropy fund be unsuccessful, staff would utilise the budget on a smaller scale to remove exotic weeds and infill native plants where possible.

P Redmond felt the proposed entrance would add value to the domain and be more inviting. This was a small amount of funding to be spent in Sefton which previously had not had a lot of money spent in the area.

A Thompsons felt if the project was well thought out then investment in the plantings would be an asset.

R Mather stated she was against this recommendation as Sefton Domain was a special place and she felt the Board should look at it as part of the bigger project.

S Powell moved the following amendment:

Moved: S Powell

Seconded: I Fong

THAT the Woodend-Sefton Community Board:

- (a) **Receives** Report No. 230324041274.
- (b) **Notes** the Board currently had \$13,090 available to allocate to general landscape projects within the Woodend Sefton Ward.

- (c) **Requests** staff to bring back a report in relation to costings of equipment and shelter at the Gladstone Dog Park in conjunction with the Menzshed.
- (d) **Approves** the allocation of \$4,000 towards biodiversity planting at Waikuku Beach Pond as seed funding to support staff applying to the Green Philanthropy fund for this project.
- (e) **Notes** should the application to the Green Philanthropy fund be unsuccessful, staff will utilise the budget on a smaller scale to remove exotic weeds and infill native plants where possible.
- (f) **Notes** any balance to be used towards replanting the native shelterbelt to replace the hedge at Waikuku Beach.

CARRIED

P Redmond and A Thompson against

S Powell noted she loved the Sefton Domain, however due to the proposed works there she did not want any work done by the Board to be ruined during construction and felt the project should be looked at in the future. She noted improvements to Gladstone Dog Park had been discussed by the Board several times.

I Fong agreed with S Powell and felt this motion fit in well with what the involved groups had discussed.

B Cairns supported this motion and agreed the Gladstone Dog Park was in need of improvements.

6.3 Amendments to Standing Orders for the Woodend-Sefton Community Board – Thea Kunkel (Governance Team Leader)

This report was withdrawn.

6.4 ANZAC Day Services 2023 – Kay Rabe (Governance Advisor)

Moved: S Powell

Seconded: M Paterson

THAT the Woodend-Sefton Community Board:

- (a) **Receives** report No. 230320037803.
- (b) **Appoints** Board member(s) M Paterson and A Thompson to attend the Woodend War Memorial service to be held at 6pm on Monday 24 April 2023 at the Woodend War Memorial site, School Road, Woodend and to lay a wreath on behalf of the community.
- (c) **Appoints** Board member(s) S Powell and R Mather to attend the Sefton Domains service to be held at 6pm on Monday 24 April 2023 and to lay a wreath on behalf of the community. Noting that the wreath will be laid in conjunction with a Council representative.
- (d) **Appoints** Board member(s) I Fong, R Mather and S Powell to attend the Pegasus dawn service at the lake to be held at 6am on Tuesday 25 April 2023.

CARRIED

7 CORRESPONDENCE

7.1 Memo from Heike Downie (Senior Advisor – Strategy & Programme) regarding Waimakariri Integrated Transport Strategy Project

Moved: R Mather

Seconded: I Fong

THAT the Woodend-Sefton Community Board:

- (a) **Receives** the correspondence regarding the Waimakariri Integrated Transport Strategy Project (Trim Ref: 230321039242).

CARRIED

8 CHAIRPERSON'S REPORT

8.1 Chairperson's Report for March 2023

S Powell noted she had met with residents who lived between the Pegasus roundabout and Waikuku as well as Mayor Gordon, P Redmond and J Caygill from Waka Kotahi. The residents had concerns regarding the installation of a median barrier on SH1 from Pegasus roundabout north for number of reasons including access to their homes with farm machinery. J Caygill took many of their concerns on board and a wide centre line was considered as there was between Woodend and Pine Acres and reducing the speed limit to 60km/h. Mayor Gordon had spoken to the Council and he would be writing a letter on behalf of the Council to Waka Kotahi regarding this matter. S Powell suggested that a letter be written on behalf of the Board as well. There was general consensus that the Board was happy for the Chair to co-sign the letter to Waka Kotahi.

Moved: S Powell

Seconded: M Paterson

THAT the Woodend-Sefton Community Board:

- (a) **Receives** the report from the Woodend-Sefton Community Board Chairperson (TRIM: 230405047724).

CARRIED

9 MATTERS FOR INFORMATION

- 9.1 Oxford-Ohoka Community Board Meeting Minutes 7 March 2023.
- 9.2 Rangiora-Ashley Community Board Meeting Minutes 8 March 2023.
- 9.3 Kaiapoi-Tuahiwi Community Board Meeting Minutes 20 March 2023.
- 9.4 Drainage and Stockwater Alternative Rating Structure – Report to Council meeting 7 March 2023 – Circulates to all Boards.
- 9.5 Submission on Proposals for the Smoked Tobacco Regulatory Regime – Report to Council meeting 7 March 2023 – Circulates to all Boards.
- 9.6 Pecuniary Interests Register – Report to Council Meeting 7 March 2023 – Circulates to all Boards.
- 9.7 Amendments to Standing Orders for Council, Committee, Sub-Committees and Hearing Panels – Report to Council meeting 7 March 2023 – Circulates to all Boards.
- 9.8 Health, Safety and Wellbeing Report February 2023 – Report to Council meeting 7 March 2023 – Circulates to all Boards.
- 9.9 Enterprise North Canterbury's Six Month progress and financial report to 31 December 2022, six month progress report on the promotion of the Waimakariri District to 31 December 2022 and Draft Statement of Intent for the Financial year beginning 1 July 2023 – Report to Audit and Risk Committee 14 March 2023 – Circulates to all Boards.

- 9.10 Waimakariri District Council Spraying and Chemical Usage – Waterways and Roading Spraying Information – Report to CWMS Waimakariri Water Zone Committee meeting 6 March 2023 – Circulates to all Boards.
- 9.11 Library Update to 9 March 2023 – Report to Community and Recreation Committee meeting 21 March 2023 – Circulates to all Boards.
- 9.12 July 2022 Flood Response Update – Report to Utilities and Roading Committee 21 March 2023 – Circulates to all Boards.

Moved: B Cairns

Seconded: P Redmond

THAT the Woodend-Sefton Community Board:

- (a) **Receives** the information in Items 9.1 to 9.12.

CARRIED

10 MEMBERS' INFORMATION EXCHANGE

A Thompson

Nothing to report.

B Cairns

- Pegasus Residents' Group were wanting to host more kids events. He had put them in contact with staff members from Kaiapoi High School and Pegasus Primary School to form a committee with students to assist with the set up and organisation of events.
- Due to Rangiora Promotions requesting further funding Council staff were reviewing how promotion of events could be funded in the future. The Boards area did not have a promotions association and were currently effectively missing out on funding.
- Attend the Volunteer Expo which was well attended.
- Attended North Canterbury Neighbourhood Support event. Was able to engage and sign up more residents some of which indicated they would like to be street leaders. Was so popular they needed more Good Home vouchers to put in the welcome bags.
- Attended Pegasus/Woodend Food Forest volunteer event. Plants were growing well and had survived the summer thanks to M Paterson and his watering system. Was meeting with Greenspace to construct a windbreak. New seating and tables had been provided by the local MenzShed so the members had a space to have coffee.

I Fong

- Attended Pegasus Residents' Group meeting.
- Attending Waimakariri Health Advisory Group meeting.
- Waikuku Residents' Association had a lack of interest so was proposing advertising again for someone to lead on this initiative.
- Residents Association was being registered as an Emergency Hub.

P Redmond

- Attended Waiora Links Community Trust Board meeting. Work was progressing on collating information ready to apply for funding. Also preparing for the Volunteer Expo.
- Attended Waimakariri District Council Te Reo course. Provided an opportunity for staff and elected members to learn Te Reo each Friday at lunchtime.
- Attended Woodend-Sefton Community Board Annual Plan workshop. Three Board members discussed priorities for the Waimakariri District Council and Environment Canterbury Annual Plans.
- Attended Akona (LGNZ) Zoom workshops on Te Tiriti o Waitangi and social media.
- Attended Community Organisation Grants Scheme (COGS) workshop. Was well attended and was an opportunity for community organisations to find out about COGS funding and for COGS on what areas they should allocate funding to.

- Attended Volunteer Expo. 18 Groups had stall.
- Attended Launch of 'Next Steps' website. A new website offering information and assistance to a variety of needs in North Canterbury.
- Attended GreyPower meeting.
- Staff would be attended Ronel's Community Cuppa to discuss the Draft Annual Plan.

M Paterson

- Assisting Greenspace staff with signage for the Owen Stalker Park.
- Attended Woodend Residents' Association meeting. Asked members to come up with small projects for Woodend. Had been discussions regarding a Civil Defence Hub which they were keen for.

R Mather

- Attended Woodend-Sefton Community Board workshop. There were good discussions regarding cycleways.
- Attended meeting with Governance staff to discuss public excluded items and conflicts of interest. Was very helpful to clarify and help with understanding of procedures.
- Attended 'The Woodpecker' meeting. Was an opportunity for deliverers to provide feedback to The Woodpecker Community Trust.

11 CONSULTATION PROJECTS

11.1 Waimakariri District Council Draft Annual Plan 2023/24

<https://letstalk.waimakariri.govt.nz/draft-annual-plan-2023-24>

Consultation closes Monday 17 April 2023.

11.2 Wolffs Road Suspension Bridge

<https://letstalk.waimakariri.govt.nz/wolffs-road-suspension-bridge>

Consultation closes Monday 17 April 2023.

11.3 Kaiapoi Historic Railway Station Building Relocation

<https://letstalk.waimakariri.govt.nz/kaiapoi-historic-railway-station>

Consultation closes Thursday 6 April 2023.

12 BOARD FUNDING UPDATE

12.1 Board Discretionary Grant

Balance as at 31 March 2023: \$4,710.

12.2 General Landscaping Fund

Balance as at 31 March 2023: \$13,090.

13 MEDIA ITEMS

14 QUESTIONS UNDER STANDING ORDERS

15 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

NEXT MEETING

The next meeting of the Woodend-Sefton Community Board is scheduled for 5.30pm, Monday 8 May 2023 at the Woodend Community Centre, School Road, Woodend.

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 6.35PM.

CONFIRMED

Chairperson

Date

Unconfirmed

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR INFORMATION**

FILE NO: GOV-18 / 230427059115
REPORT TO: Council
DATE OF MEETING: 2 May 2023
FROM: Dan Gordon, Mayor
SUBJECT: Mayor's Diary
 Wednesday 29 March – Tuesday 26 April 2023

1. SUMMARY

Attend regular meetings with the Chief Executive, Management Team and staff.

Wednesday 29 March	Meetings: Waitaha Primary Health Finance and Risk Committee; Mayor Bryan Cadogan, Clutha District Council; residents re proposed solar farm; Mayor Marie Black; Enterprise North Canterbury Board Attended: Launch of 'Next Steps' website
Thursday 30 March	Meetings: Ashgrove School Student Councillors; Minister Parker (phone call) re implementation of Medium Density Residential Standards (MDRS); residents re cat charity; Local Government NZ (LGNZ) National Council Attended: Funeral of Kierin Brown
Friday 31 March	Speech: to a group on 'Three Waters' Attended: Race Unity Day Young Persons' Art Awards and presented certificates; Civic Reception hosted by Mayor Sam Broughton; function for those with disabilities, their carers and friends
Saturday 1 April	Welcomed all involved in the Cancer Society's 'Relay for Life', and also participated Attended: Oxford A&P Show
Sunday 2 April	Meeting: Kaiapoi Art Expo
Monday 3 April	Meetings: Communities 4 Local Democracy Oversight Group; residents re 1) wetlands at Tuahiwi; 2) Cust cemetery; 3) SH1 Woodend concerns; Grey Power NZ Federation President Hosted: Citizenship Ceremony, welcoming 18 new citizens
Tuesday 4 April	Interviews: Compass FM; The Platform, with Michael Laws Visited: Noaia Charitable Trust Meetings: Workshop on Rooding Programmes for the Long Term Plan; monthly meeting of Council Participated in fundraising quiz for Air Training Corps

Wednesday 5 April	<p>Meetings: Communities 4 Local Democracy Plenary Group; Chief Executive Review Committee; Mayor Bryan Cadogan; Waitaha Primary Health Board</p> <p>Interview: David Hill, North Canterbury News</p>
Thursday 6 April	<p>Meeting: Resource Management Reform Local Government Steering Group</p> <p>Attended: and spoke at Swannanoa School's 150th anniversary celebration, unveiling the commemorative sculpture</p> <p>Participated in the 'Footsteps of Christ' walk with students of St Patrick's Kaiapoi, St Joseph's Rangiora and Rangiora New Life School</p>
Tuesday 11 April	<p>Interview: Compass FM</p> <p>Meetings: Rangiora Health Hub; Council workshop/briefings</p>
Wednesday 12 April	<p>Meetings: Preview agenda for Greater Christchurch Partnership (GCP); LGNZ Zone Chairs; presentation to the Rangiora-Ashley Community Board on the Health Hub</p> <p>Attended: Ronel's Community Cuppa at Pegasus</p>
Thursday 13 April	<p>Meetings: Minister McAnulty re Three Waters Reform; Communities 4 Local Democracy Oversight Group; with staff re Cycleway Safety Analysis; NZ Council for Civil Liberties re Strengthening Democracy (webinar)</p> <p>Attended: Morning tea with residents of refurbished Meyer Place units in Oxford</p> <p>Interviews: Newstalk ZB; RNZ Checkpoint; TV1 News</p>
Friday 14 April	<p>Meetings: GCP Committee Sub-Group; GCP Committee; Mayor Phil Mauger; resident re boundary backflow prevention; Associate Professor Te Maire Tau</p>
Saturday 15 April	<p>Meeting: On-site at Railway Road re cycleway route</p> <p>Conducted: Prize draw at the 'Back to Basics' Expo</p> <p>Attended: RSA Rangiora Brass Band's 'A Salute to Edinburgh'</p>
Monday 17 April	<p>Meetings: Communities 4 Local Democracy Oversight Group; Dan Rosewarne MP; Mayor Bryan Cadogan; Chair of West Coast Regional Council; with Councillors re Three Waters Reform</p> <p>Attended: South Island Primary Schools' Basketball Tournament</p>
Tuesday 18 April	<p>Interview: Compass FM</p> <p>Meetings: Utilities and Roading Committee; Rangiora Fire Brigade building project; GCP Approval Pathway for the Urban Growth Programme of Work</p>
Wednesday 19 April	<p>Meetings: GCP Sub-Group; Mayor Bryan Cadogan</p>
Thursday 20 April	<p>Meetings: LGNZ Zone 5 & 6; LGNZ National Council update on Three Waters</p> <p>Deputy Mayor hosted Citizenship Ceremony, welcoming 18 new citizens. Councillor Goldsworthy attended launch of Te Tahi Youth.</p>
Friday 21 April	<p>Meetings: Communities 4 Local Democracy Plenary Group; LGNZ Zone 5 & 6</p>
Sunday 23 April	<p>Deputy Mayor welcomed participants in the Ride of Respect</p>

Monday 24 April	Attended: spoke, and laid wreath at Woodend Anzac Service
Tuesday 25 April Anzac Day	Attended: and laid wreath at the Kaiapoi Anzac Dawn Service. Attended: laid wreath and spoke at the Kaiapoi Citizens' Service, the Rangiora Service and the Tuahiwi Service

THAT the Council:

- a) **Receives** report N°. 230427059115



Dan Gordon
MAYOR