

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: EXT-26 / 220907154870

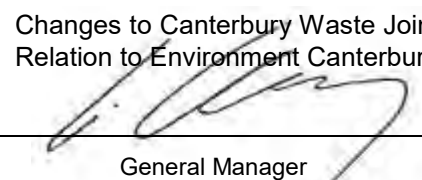
REPORT TO: SOLID & HAZARDOUS WASTE WORKING PARTY
COUNCIL

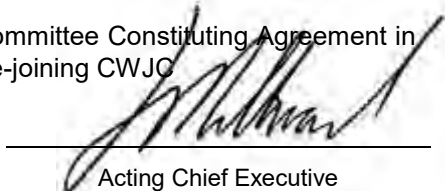
DATE OF MEETING: 22 September 2022
4 October 2022

AUTHOR(S): Kitty Waghorn, Solid Waste Asset Manager

SUBJECT: Changes to Canterbury Waste Joint Committee Constituting Agreement in Relation to Environment Canterbury Re-joining CWJC

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


General Manager


Acting Chief Executive

1. SUMMARY

- 1.1. This report seeks a recommendation from the Solid & Hazardous Waste Working Party for Council to support amending the Canterbury Waste Joint Committee (CWJC) Constituting Agreement, as per the following resolution from the CWJC meeting on 5 September 2022, *that the Canterbury Waste Joint Committee:*
1. *Receive the information in the report and adopt the attached updated Constituting Agreement (to be signed by each Member Council).*
- 1.2. This follows on from all member Councils' ratification of the decision on 2 August 2022 to invite Environment Canterbury (ECan) to re-join the CWJC on the same terms and conditions as its previous membership, which resulted in a formal invitation being issued to ECan in April 2022. ECan subsequently accepted the terms of joining the committee, and committed to contribute \$48,000 of funding in the 2022/23 financial year.
- 1.3. The Constituting Agreement (the Agreement) has been updated to accommodate this change. Other changes have been made that would enable other Canterbury Councils to join the CWJC, address the requirements of Clause 30A of the Local Government Act, and includes updates to reference current standards and legislation, and alters some wording for clarity.
- 1.4. After discussions at the meeting about the wording of Clause 19 VOTING, the wording of 19(a) has been amended clarify how Councils with more than one representative must vote with regard to setting of policy and/or a commitment to expenditure.
- 1.5. Each member Council, including ECan, has to ratify the amended Constituting Agreement by way of a Council resolution, in order for the updated document to be confirmed and subsequently signed by all member-Councils. The Agreement has to be signed by all Councils before it comes into effect.

Attachments:

- i. Report to Canterbury Waste Joint Committee: Updated Constituting Agreement 2022 (220907154883)
- ii. Final Version Amendments to the Constituting Agreement of the CWJC 7 September 2022 (220908155837)

- iii. Unconfirmed Open Minutes Canterbury Waste Joint Committee Meeting 5 September 2022 (220908156277)

2. RECOMMENDATION

THAT the Solid & Hazardous Waste Working Party recommends:

THAT the Council:

- (a) **Receives** Report No. 220907154870.
- (b) **Supports** the proposed updates to the Canterbury Waste Joint Committee Constituting Agreement, as recommended by the Canterbury Waste Joint Committee at their meeting on 5 September 2022.
- (c) **Notes** that the Canterbury Waste Joint Committee has the delegated authority to deal with all matters relating to the volumes of solid waste sent for disposal through regional waste minimisation initiatives identified by the Committee.

3. BACKGROUND

- 3.1. At the meeting of 2 August 2021 the Canterbury Waste Joint Committee (CWJC) resolved *That the Canterbury Waste Joint Committee: Recommends to member Councils that: Environment Canterbury be invited to become a member of the Committee on the same terms and conditions as its previous membership.*
- 3.2. Following the ratification of the decision to invite Environment Canterbury (ECan), with confirmation having been received from each member council, a formal invitation was issued to ECan in April 2022. ECan accepted the terms of joining the committee and committing to contribute \$48,000 in the 2022/23 financial year in accordance with the agreed rate of 25% of the total funding allocation.
- 3.3. At their meeting on 5 September 2022, the CWJC considered a staff report (appended as *Attachment i*) that recommended the Committee adopt the updated Constituting Agreement, which has to be ratified and signed by each member Council. Environment Canterbury Cr Peter Scott raised a question around the wording of Clause 19 of the draft Constituting Agreement, and it was agreed that this may have to be re-worded for clarity.
- 3.4. The CWJC staff recommendation was approved, as per the appended unconfirmed minutes of the meeting (*Attachment iii*). The Christchurch City Council's Legal unit has subsequently reviewed Clause 19 of the draft Constituting Agreement and changed the wording in 19(a) for clarity. The final version of the Constituting Agreement for ratification by member Councils by way of Council resolution is appended in *Attachment ii*.
- 3.5. Cr. Brine is the Waimakariri District Council's representative on the Committee, and supported the staff recommendation and the amendments to the Constituting Agreement.

4. ISSUES AND OPTIONS

- 4.1. The Constituting Agreement (the Agreement) has been updated to include ECan as a funding and voting member of the CWJC, and now allows for other Councils in the Canterbury Region to join the CWJC under the terms and conditions that apply for District Councils. Staff note that Waitaki District Council would therefore have the option of joining the CWJC in future.
- 4.2. Other amendments (shown in the tracked-changes copy of the updated Agreement in Attachment i) have been made that:
 - 4.2.1. Address the requirements of Clause 30A of the Local Government Act.
 - 4.2.2. Changing the effective date of the Agreement to the date the last Council signs the Agreement, from a specified calendar date.

- 4.2.3. Minor modifications to wording (e.g. change “shall” to “will”) and updates to standards and legislative requirements.
 - 4.2.4. Removes reference to the Canterbury Hazardous Waste Subcommittee, but enables the CWJC to appoint a subcommittee when necessary.
 - 4.2.5. Allows a Council to withdraw from the CWJC under certain conditions.
 - 4.2.6. Updates the quorum, voting requirements and delegations of the CWJC.
 - 4.2.7. Increases the funding amount to \$192,000 per year, and updates the funding allocation schedule.
- 4.3. The discussions around Clause 19(a) were centred on the intent of the wording, with Cr Peter Scott asking if this required all CCC and ECan elected members to vote as a ‘bloc’. It was confirmed that it was intended for each Council’s elected members to vote as one, and not necessarily in agreement with the other Council’s representatives.

- 4.4. The subsequent legal review of Clause 19 VOTING has resulted in the following highlighted wording in the draft Agreement being changed from:

19 Notwithstanding anything to the contrary in Model Standing Orders NZS 9202:2003 voting at meetings of the Committee will be:

(a) in respect of any matter where the decision relates to the setting of policy and/or a commitment to expenditure, by majority, one vote each, but for the members appointed to represent the Christchurch City Council and the Canterbury Regional Council their votes may only be cast the same way and may not be split.

(b) in respect of all other matters, on the basis of one vote per member, by ordinary majority.

To the following (changed wording shown in red):

19 Notwithstanding anything to the contrary in Model Standing Orders NZS 9202:2003 voting at meetings of the Committee will be:

(a) in respect of any matter where the decision relates to the setting of policy and/or a commitment to expenditure, by majority one vote each. Where a Member Council, by virtue of this Constituting Agreement is represented by more than one elected member, the elected members of that Member Council must vote unanimously.

(b) in respect of all other matters, on the basis of one independent vote per elected member, by ordinary majority.

- 4.5. Note that this change clarifies the intent of clause 19(a), and also provides some flexibility should membership of the CWJC change in future to increase or decrease the number of member Councils with representation by more than one elected member.
- 4.6. In order to amend the Constituting Agreement, the Committee is required to request all member councils to individually resolve to support the proposed changes to the Agreement, by a resolution at a Council meeting. Once written confirmation of all Councils’ support for this change is confirmed, the updated Agreement will be circulated for signing, after which it will become operative.
- 4.7. The CWJC has the delegated authority to deal with all matters relating to the volumes of solid waste sent for disposal through regional waste minimisation initiatives identified by the Committee, including but not limited to allocating the annual funding of the joint committee as set out in the Agreement.

Implications for Community Wellbeing

There are implications on community wellbeing by the issues and options that are the subject matter of this report. The CWJC fund projects throughout the Canterbury region, many of which are tangibly beneficial to community wellbeing. The most recent local examples were the funding of a larger chiller for Satisfy Food Rescue which has increased their food-storage capacity by over 20%, and providing seed funding for the Waimakariri Bike Project which has helped members of the community learn to repair their own bikes and which has also resulted in 57 bikes being repaired and re-homed.

- 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 likely to be affected by, or have an interest in the subject matter of this report. There is a good alignment between mātauranga Māori and the aims of the CWJC to reduce waste and its impacts on the environment.

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. Local groups are able to seek funding for waste minimisation initiatives. Including ECan in the CWJC provides additional resources and access to a region-wide or more holistic view which can be valuable when considering a wide range of projects from throughout the region.

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. Local initiatives that are funded in other Council areas could be expanded into other Districts. One example is the expansion of the Battery Recycling project, which provides a more visible option for residents to drop off household batteries at no charge, and which is lower-cost for our Council. Another is the Waste-Free Periods programme, delivered by Kate Meads, which provides high-school and intermediate-school pupils with information about alternatives to single-use period products.

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. Financial Implications

There are financial implications of the decisions sought by this report.

The funding percentages proposed in the Agreement have changed slightly for most member Councils, as population estimates have been updated from 2018 to 2020 Census results. This has increased our Council's funding proportion from 9.75% to 10.05%, however with ECan now committed to funding \$48,000 of the total \$192,000 budget there will be a decrease the funding call from other Councils.

Table 6.1 shows the changes to funding contributions based on last year's decision to increase funding from \$112,000 to \$192,000, an update to the population estimates, and from the current proposal to include ECan in the CWJC with a commitment to paying 25% of the total funding.

Councils	Estimated population ¹	Funding %	Estimated population ²	Funding %	Funding prior to 2022/23	2022/23 funding excl. ECan	2022/23 funding incl. ECan
Christchurch	388,500	62.4%	394,700	61.28%	\$69,888.00	\$119,808.00	\$88,244.94
Waimakariri	60,700	9.75%	64,700	10.05%	\$10,920.00	\$18,720.00	\$14,465.28
Hurunui	12,850	2.06%	13,300	2.06%	\$2,307.20	\$3,955.20	\$2,973.54
Selwyn	62,200	10.0%	69,700	10.82%	\$11,200.00	\$19,200.00	\$15,583.16
Ashburton	34,500	5.55%	35,400	5.50%	\$6,216.00	\$10,656.00	\$7,914.54
Kaikoura	3,830	0.62%	4,220	0.66%	\$694.40	\$1,190.40	\$943.49
Waimate	7,940	1.27%	8,240	1.28%	\$1,422.40	\$2,438.40	\$1,842.26
Mackenzie	4,670	0.75%	5,420	0.84%	\$840.00	\$1,440.00	\$1,211.77
Timaru	47,300	7.6%	48,400	7.51%	\$8,512.00	\$14,592.00	\$10,821.02
Totals	622,490	100%	644,080	100%	\$112,000.00	\$192,000.00	\$144,000.00
ECan funding					\$0.00	\$0.00	\$48,000.00 ³
Total funding					\$112,000.00	\$192,000.00	\$192,000.00

Table 6.1: Impacts of CWJC Funding Decisions

Notes:

- 1 2018 population from June 2018 Statistics NZ Subnational Estimates.
- 2 2020 population from June 2020 Statistics NZ Subnational Estimates.
- 3 ECan contribution covers 25% of total funding commitment

The budget for CWJC projects is included in the Waste Minimisation Account in the Annual Plan, and is funded by Landfill Levy income.

6.2. Sustainability and Climate Change Impacts

The recommendations in this report do have sustainability and/or climate change impacts. The aim of the CWJC is to fund innovative projects that will reduce waste to landfill across the Canterbury region. All councils will work together to address issues around sustainability and climate change through this work.

6.3 Risk Management

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

There is a risk that one of more member Councils may not support the proposed updates to the Agreement, which would mean the current Agreement would remain in force and ECan would not be able to join the CWJC. Staff consider that this is a minor risk, as all member Councils have previously supported extending the invitation to ECan to re-join the CWJC.

6.3 Health and Safety

There are not health and safety risks arising from the adoption/implementation of the recommendations in this report, as this Agreement covers the terms of reference of the CWJC, and not physical works.

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:

The Canterbury Waste Joint Committee is a joint committee of the Councils appointed in accordance with clauses 30 and 30A of Schedule 7 of under the Local Government Act 2002.

Waste Minimisation Act:

S42 requires Councils to promote effective and efficient waste management and minimisation within its district, and S43(1) requires Councils to adopt a waste management and minimisation plan to give effect to S42, and under S43(1)(c) state how the plan is to be funded. Our use of Landfill Levy income to fund regional projects through CWJC is included in our WMMP.

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 healthy and sustainable environment for all

- Harm to the environment from the impacts of land use, use of water resources and air emissions is minimised
- Low carbon, climate-resilient development in the district is promoted to be compatible with a 1.5 degree C national and global carbon budget
- People are actively encouraged to participate in improving the health and sustainability of our environment

Core utility services are sustainable, low emissions, resilient, affordable; and provided in a timely manner

- Waste recycling and re-use of solid waste is encouraged and residues are managed so that they minimise harm to the environment
- Renewable energy technologies and their efficient use is encouraged
- Climate change considerations are incorporated into all infrastructure decision-making processes
- Good procurement practice and effective long-term planning ensures services are affordable and value for money for the community
- Infrastructure services are managed in a way that reduces emissions over time

7.4. Authorising Delegations

In accordance with the Constituting Agreement, all member councils need to support the resolution before any actions can be taken.

This Council has the delegated authority to consider the recommendations in this report.

4. Updated Constituting Agreement 2022

Reference / Te Tohutoro: 22/1105811

Report of / Te Pou
Matua: Rowan Latham, WSP

General Manager /
Pouwhakarae: Jane Davis, Infrastructure, Planning and Regulatory Services

1. Brief Summary

- 1.1 The purpose of this report is to update the Committee on the process of inviting Environment Canterbury (**ECan**) to participate as a member of the Committee.
- 1.2 This requires an update to the Committee's Constituting Agreement, which will incorporate the reinstatement of ECan and a number of other amendments consistent with the requirements of clause 30A of Schedule 7 of the Local Government Act 2002.

2. Officer Recommendations Ngā Tūtohu

That the Canterbury Waste Joint Committee:

1. Receive the information in the report and adopt the attached updated Constituting Agreement (to be signed by each Member Council).

3. Detail Te Whakamahuki

3.1 Invitation for Environment Canterbury to rejoin the committee.

At the meeting of 2 August 2021 the Committee resolved as follows:

That the Canterbury Waste Joint Committee (CWJC):

1. *Recommends to member Councils that Environment Canterbury be invited to become a member of the Committee on the same terms and conditions as its previous membership.*

3.2 Invitation accepted by Environment Canterbury

Following the ratification of the decision to invite ECan (Confirmation received from each member council), a formal invitation was issued in April 2022.







ECan's response is attached, noting it has accepted the terms of joining the committee and committing to contribute \$48,000 in FY2023 in accordance with the agreed rate of 25% of the total funding allocation (See **Attachment A**).

3.3 Updating the Constituting Agreement

Following legal advice, the staff group have prepared an updated Constituting Agreement which needs to be ratified by each member council (including ECan) by way of a Council resolution in accordance with Schedule 7 of the Local Government Act 2002. (See **Attachment B**).

For visibility of amendments to the current Constituting Agreement the marked up version is attached. See (**Attachment C**).

Attachments / Ngā Tāpirihanga

No.	Title	Page
A  	A - ECan acceptance of invitation	11
B  	B - Draft CWJC Constituting Agreement	12
C  	C - Marked Up Draft CWJC Constituting Agreement	23

In addition to the attached documents, the following background information is available:

Document Name	Location / File Link
Not applicable	Not applicable

Confirmation of Statutory Compliance / Te Whakatūturutanga ā-Ture

Compliance with Statutory Decision-making Requirements (ss 76 - 81 Local Government Act 2002).

(a) This report contains:

- (i) sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages; and
- (ii) adequate consideration of the views and preferences of affected and interested persons bearing in mind any proposed or previous community engagement.

(b) The information reflects the level of significance of the matters covered by the report, as determined in accordance with the Council's significance and engagement policy.

Signatories / Ngā Kaiwaitohu

Authors	Eilidh Hilson - Waste Minimisation Officer Ross Trotter - Manager Resource Recovery
Approved By	Ross Trotter - Manager Resource Recovery Lynette Ellis - Head of Transport & Waste Management Jane Davis - General Manager Infrastructure, Planning & Regulatory Services



Customer Services
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200 Tuam Street
PO Box 345
Christchurch 8140
www.ecan.govt.nz/contact

23 June 2022

Jimmy Chen
Chair of the Canterbury Waste Joint Committee
Councillor – Hornby Ward
PO Box 73016
Christchurch 8154

Tēnā koe Jimmy,

Invitation to Environment Canterbury to join the Canterbury Waste Joint Committee

Thank you for your letter (dated 18 March 2022) and invitation to re-join the Canterbury Waste Joint Committee.

Following the recent approval at the Regional & Strategic Leadership Committee (22 June 2022), I am pleased to accept your invitation on behalf of Environment Canterbury Regional Council to re-join the Canterbury Waste Joint Committee, starting in the 2022/23 financial year.

While Environment Canterbury previously chose to withdraw from the committee in 2011, we have always supported the aims of the Committee and waste minimisation efforts. Over these past 11 years we have also continued to support the Committee at a staff level and have found these staff relationships extremely productive and look forward to strengthening them further as a member of the Committee.

We understand the need for greater regional collaboration and alignment across the region. We support a regional approach to waste management and minimisation and our current Long-Term Plan 2021-31 includes Level of Service 25.1 to 'partner with the Canterbury region's city and district councils to progress waste minimisation', an aim we see as aligning with the intentions of the Canterbury Waste Joint Committee.

Once our acceptance has been confirmed we will elect a representative to the Committee, until this has been confirmed please contact Graham Aveyard (Principal Science Advisor - Contaminated Land, Waste & Hazardous Substances – Contaminated.Land@ecan.govt.nz, +64 27 236 7417) for further information.

I look forward to hearing from you and working with the Committee on regional waste minimisation projects and the possible development of a Regional Waste Infrastructure Strategy.

Ngā mihi,

Jenny Hughey
Chair, Environment Canterbury

**CONSTITUTING AGREEMENT OF THE
CANTERBURY WASTE JOINT COMMITTEE**

**ASHBURTON DISTRICT COUNCIL
CANTERBURY REGIONAL COUNCIL
CHRISTCHURCH CITY COUNCIL
HURUNUI DISTRICT COUNCIL
KAIKOURA DISTRICT COUNCIL
MACKENZIE DISTRICT COUNCIL
SELWYN DISTRICT COUNCIL
TIMARU DISTRICT COUNCIL
WAIMAKARIRI DISTRICT COUNCIL
WAIMATE DISTRICT COUNCIL**

CONSTITUTING AGREEMENT

CANTERBURY WASTE JOINT COMMITTEE

MEMBERS:

ASHBURTON DISTRICT COUNCIL, CANTERBURY REGIONAL COUNCIL

CHRISTCHURCH CITY COUNCIL, HURUNUI DISTRICT COUNCIL, KAIKOURA DISTRICT COUNCIL, MACKENZIE DISTRICT COUNCIL, SELWYN DISTRICT COUNCIL, TIMARU DISTRICT COUNCIL, WAIMAKARIRI DISTRICT COUNCIL, and WAIMATE DISTRICT COUNCIL, and their successors, all local authorities under the Local Government Act 2002 (collectively "the Councils" and individually "a Council")

BACKGROUND AND COMMITTEE TERMS OF REFERENCE

The Canterbury Waste Joint Committee is a joint committee of the Councils appointed in accordance with clauses 30 and 30A of Schedule 7 of the Local Government Act 2002. The terms of reference for the Committee, are that the Committee will deal with all matters relating to the volumes of solid waste sent for disposal through regional waste minimisation initiatives identified by the Committee, including but not limited to allocating the annual funding of the joint committee as set out in this Agreement.

TERMS OF THIS AGREEMENT:

EFFECTIVE DATE

1. This Agreement comes into effect on the date the last Council signs this Agreement.

COMMITTEE

2. Pursuant to clause 30(1) and (5) of Schedule 7 to the Local Government Act 2002 the Councils will appoint and constitute a joint committee to be known as the Canterbury Waste Joint Committee ("the Committee").
3. The Committee will consist of a maximum of thirteen members as follows:
 - (a) three elected members of the Christchurch City Council;
 - (b) two elected members of the Canterbury Regional Council;
 - (c) eight members made up of one elected member from each of the other Councils.
4. The Committee will report to the Councils at least annually on the exercise of the Committee's functions.

SUBCOMMITTEE

5. The Committee may :
 - (a) appoint a Subcommittee of the Committee pursuant to clause 30(2) of Schedule 7 of the Local Government Act 2002;

- (b) ensure at least one elected member of each of Christchurch City Council and another Council will be members of the Subcommittee. The chairperson of the Subcommittee will be an elected member of the Committee. In all other respects the composition of the Subcommittee will be as determined by the Committee from time to time;
- (c) direct the Subcommittee in such manner as it sees fit from time to time as provided for in clause 30(4) of Schedule 7 of the Local Government Act 2002;

TERMS AND CONDITIONS OF ENTRY

- 6. The Councils agree that other councils in the Canterbury Region may join the Committee, if the council wishing to join accepts the terms and conditions of this Agreement that apply to the District Councils on the Committee. The council wishing to join the Committee is accepted as a member by signing this Agreement (with the new councils name added) and by providing a signed copy of the Agreement to each of the Councils.
- 7. If the council wishing to join the Committee wants any amendment to the terms and conditions of this Agreement, the Councils will only allow the other council to join on such terms and conditions as are agreed unanimously by the Councils and in accordance with clause 8(a).

VARYING THIS AGREEMENT

- 8. This Agreement may be varied:
 - (a) by written agreement between the Councils (and, for the avoidance of doubt, the Committee is not authorised to amend this Agreement) except for any amendment required in order to comply with a change in any applicable law, in which case this Agreement may be amended at the written request of any Council (sent to the other parties) to the minimum extent required to comply with the change in the applicable law; or
 - (b) in the manner provided in clause 6 and clause 25 of this Agreement.

WITHDRAWAL OF COUNCIL

- 9. A Council may only withdraw from the Committee if that Council has complied with all of its obligations under this Constituting Agreement for that funding year, and up to the date of withdrawal and agrees to satisfy its continuing obligations (if any) in a manner which is satisfactory to all of the remaining Councils.

AVOIDANCE OF DISCHARGE

- 10. The Councils declare that they have each resolved that the Committee (and any Subcommittee) will continue to function after a triennial election with the same delegated functions, duties, powers and voting rights that existed prior to that election and accordingly the Committee and any Subcommittee will not be discharged under clause 30(7) of Schedule 7 to the Local Government Act 2002.

QUORUM

- 11. The quorum for a meeting of the Committee is seven members at least one of whom is a member appointed by Christchurch City Council.

12. Any mayor who is a member of the committee solely by operation of section 41A(5) of the Local Government Act 2002 is not counted as a member of the committee for the purposes of determining the quorum.
13. The quorum for a meeting of a Subcommittee will be:
 - (a) half of the members if the number of members (including vacancies) is even, or
 - (b) a majority of members if the number of members (including vacancies) is odd, and;in both cases at least one of whom is a member of Christchurch City Council and one of whom is a member of another Council.

APPOINTMENT AND DISCHARGE OF MEMBERS

14. The power to discharge a member of the Committee and to appoint another in his or her stead, may only be exercised by the Council that made the appointment.

CHAIRPERSON AND DEPUTY

15. The Committee will appoint a chairperson (who must be an elected member appointed by Christchurch City Council) and a deputy chairperson (who must be an elected member appointed by another Council other than Christchurch City Council).

MEETINGS/STANDING ORDERS

16. Meetings of the Committee will be held at Christchurch (unless otherwise agreed) at such times as may be appointed and as are necessary for the performance of the functions, duties and powers delegated under this Agreement. The rules regulating the proceedings of the Committee will be those set out in NZS 9202:2003 "Model Standing Orders for Meetings of Territorial Authorities, Regional Councils and Community Boards" as varied in accordance with this Agreement. For the purposes of the NZS 9202:2003 the "principal administrative officer" means the Chief Executive of the Christchurch City Council or their delegate.
17. Attendance of meetings via telephone or video links from venues outside Christchurch is permitted. Such additional venues will be publicly notified in the same way as the main meeting is notified, and will be open to the public in the same way as the main meeting.
18. Any resolution requiring a decision on a matter of significance to be considered at a meeting of the Committee must be the subject of prior notice which ensures that each member is fully and fairly informed of the background and rationale for any proposal to be considered and the period of notice must be sufficient to enable every member to consult with their appointing Council.

VOTING

19. Notwithstanding anything to the contrary in Model Standing Orders NZS 9202:2003 voting at meetings of the Committee will be:
 - (a) in respect of any matter where the decision relates to the setting of policy and/or a commitment to expenditure, by majority, one vote each, but for the members appointed to represent the Christchurch City Council and the Canterbury Regional Council their votes may only be cast the same way and may not be split.

(b) in respect of all other matters, on the basis of one vote per member, by ordinary majority.

20. To the extent that it may be necessary all of the Councils will procure an amendment to their standing orders to permit voting on the basis set out in clause 19.

CASTING VOTE

21. In all cases where there is an equality of votes the chairperson will have a casting vote. Where a casting vote is to be exercised the following principles will apply:

- (a) the casting vote is to be used in the best interests of the Canterbury community represented by the Councils considered together;
- (b) the casting vote is to be used in the best interests of the Councils considered together;
- (c) the Committee members will use their best endeavours to avoid use of a casting vote, by obtaining consensus;

the casting vote will not to be used unreasonably in favour of any one Council.

DELEGATIONS

22. Each Council has delegated the following responsibilities to the Committee: Authority to deal with all matters relating to the volumes of solid waste sent for disposal through regional waste minimisation initiatives identified by the Committee, including but not limited to allocating the annual funding of the joint committee as set out in this Agreement.

FUNDING

23. The annual funding amount for regional waste minimisation will be \$192,000 per year. This amount will be adjusted annually for inflation using the annual percentage change in the Consumers Price Index at June of each subsequent year. Should the annual funding amount need to be increased, the Committee will provide a detailed proposal for consideration by all Councils.
24. All Councils will contribute towards the funding of joint regional waste minimisation initiatives, shared in accordance with the percentages set out in the table in Schedule 1 of this Agreement.
25. Schedule 1 may be updated from time to time by resolution of the Committee, only to redistribute the funding obligation of the Councils in a manner that more accurately reflects the then current population figures or to reflect new member Councils.
26. Each Council will ensure that it pays its due proportion of all such expenditure on the due date for payment, without deduction or set off.

ADMINISTRATIVE COSTS

27. Christchurch City Council agrees to provide such management, administrative, secretarial and accounting services as the Committee will reasonably require at no cost to the other Councils. Nothing in this clause will prevent any Council agreeing to make a contribution towards those costs.
28. For the avoidance of doubt, where Christchurch City Council is directed by the Committee to source any such services (ie other than from its own existing staff), or a Council employs a staff member for a shared services position (to progress waste minimisation and management initiatives

for the benefit of all Councils), the costs incurred will be recoverable from the Councils under clause 24.

GOOD FAITH NEGOTIATIONS

29. In the event of any circumstances arising that were unforeseen by the Councils at the time of entering into of this Agreement or in the event of a dispute in any way relating to this Agreement the Councils will negotiate in good faith to resolve that dispute or to add to or vary this Agreement in order to resolve the impact of those unforeseen circumstances in the best interests of:

- (a) the Councils represented on the Committee considered together; and
- (b) the Canterbury community represented by the Councils considered together.

ARBITRATION

30. Any dispute arising out of the interpretation of this Agreement, including any question regarding its existence, validity or termination, which cannot be resolved by good faith negotiations under clause 29 will be referred to arbitration.

31. If the Councils are unable to agree upon the appointment of a single arbitrator within 10 working days of the receipt of written notification of the desire of a party to have a dispute arbitrated, or if any arbitrator agreed upon refuses or fails to act within 10 working days of his or her appointment, then any party may request the President for the time being of the Canterbury District Law Society to appoint an arbitrator and the arbitration will be carried out in accordance with the Arbitration Act 1996. For the purposes of this clause "working day" has the meaning attributed to those words in Section 2 of the Resource Management Act 1991.

32. In this clause time is of the essence and the Councils agree to be bound by any arbitration decision, determination or award.

SERVICE OF NOTICES

33. Any notice required to be served under this Agreement may be served in the manner provided in Section 152 of the Property Law Act 1952 and in any event will be deemed to be served if actually received.

34. A notice under clause 33 must be addressed:

- (a) in the case of Christchurch City Council or the Committee for the attention of the Legal Services Manager at the Civic Offices, 53 Hereford Street, Christchurch (PO Box 73013, Christchurch); and
- (b) in the case of every Council other than Christchurch City Council, for the attention of the Principal Administrative Officer of the Council to whom the notice is addressed, to that Council at its principal administrative office.

SIGNATURES

SIGNED on behalf of the **ASHBURTON
DISTRICT COUNCIL** by:

Signature

Name/Title

Date

SIGNED on behalf of the **CANTERBURY
REGIONAL COUNCIL** by:

Signature

Name/Title

Date

SIGNED on behalf of the **CHRISTCHURCH CITY COUNCIL** by:

Signature

Name/Title

SIGNED on behalf of the **HURUNUI DISTRICT COUNCIL** by:

Signature

Name/Title

Date

SIGNED on behalf of the **KAIKOURA DISTRICT COUNCIL** by:

Signature

Name/Title

Date

SIGNED on behalf of the **MACKENZIE DISTRICT COUNCIL** by:

Signature

Name/Title

Date

SIGNED on behalf of the **SELWYN
DISTRICT COUNCIL** by:

Signature

Name/Title

Date

SIGNED on behalf of the **TIMARU DISTRICT
COUNCIL** by:

Signature

Name/Title

Date

SIGNED on behalf of the **WAIMAKARIRI
DISTRICT COUNCIL** by:

Signature

Name/Title

Date

SIGNED on behalf of the **WAIMATE
DISTRICT COUNCIL** by:

Signature

Name/Title

Date

Schedule 1 – Estimated population and funding percentages

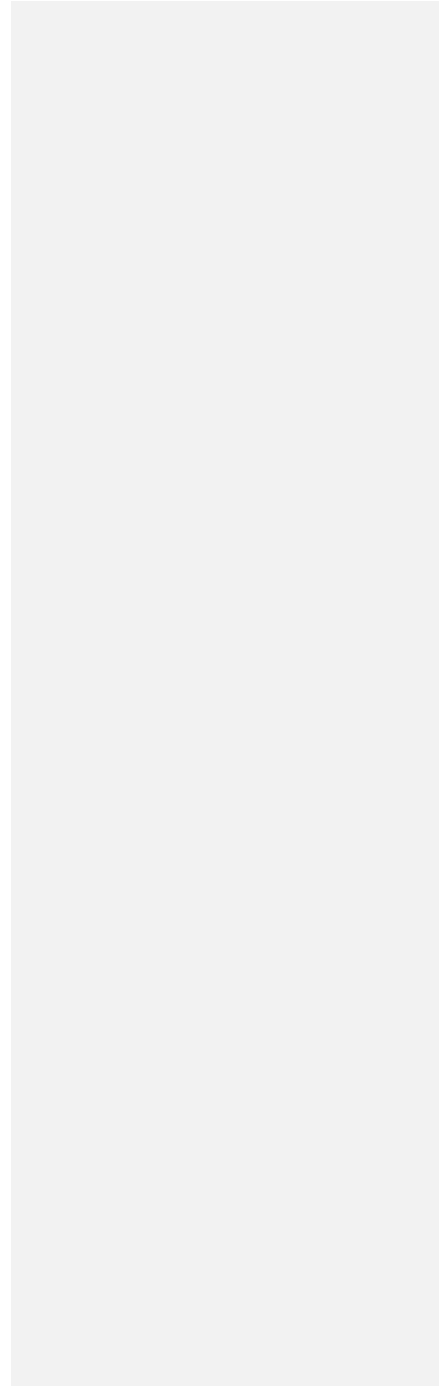
Councils	Estimated population *	Funding %
Christchurch	394,700	61.28
Waimakariri	64,700	10.05
Hurunui	13,300	2.06
Selwyn	69,700	10.82
Ashburton	35,400	5.5
Kaikoura	4,220	0.66
Waimate	8,240	1.28
Mackenzie	5,420	0.84
Timaru	48,400	7.51
Total	644,080	100% (to cover 75% of the total annual funding)
ECan		(to cover 25% of the total annual funding)

* June 2020 Statistics New Zealand Subnational Estimates

**CONSTITUTING AGREEMENT OF THE
CANTERBURY WASTE JOINT COMMITTEE**

(Population data updated 2-September-2019)

ASHBURTON DISTRICT COUNCIL
CANTERBURY REGIONAL COUNCIL
CHRISTCHURCH CITY COUNCIL
HURUNUI DISTRICT COUNCIL
KAIKOURA DISTRICT COUNCIL
MACKENZIE DISTRICT COUNCIL
SELWYN DISTRICT COUNCIL
TIMARU DISTRICT COUNCIL
WAIMAKARIRI DISTRICT COUNCIL
WAIMATE DISTRICT COUNCIL



CONSTITUTING AGREEMENT

CANTERBURY WASTE JOINT COMMITTEE

MEMBERS:

ASHBURTON DISTRICT COUNCIL, CANTERBURY REGIONAL COUNCIL

CHRISTCHURCH CITY COUNCIL, HURUNUI DISTRICT COUNCIL, KAIKOURA DISTRICT COUNCIL, MACKENZIE DISTRICT COUNCIL, SELWYN DISTRICT COUNCIL, TIMARU DISTRICT COUNCIL, WAIMAKARIRI DISTRICT COUNCIL, and WAIMATE DISTRICT COUNCIL, and their successors, all local authorities under the Local Government Act 2002 (collectively "the Councils" and individually "a Council")

BACKGROUND AND COMMITTEE TERMS OF REFERENCE

The Canterbury Waste Joint Committee is a joint committee of the Councils appointed in accordance with clauses 30 and 30A of Schedule 7 of under the Local Government Act 2002. The terms of reference for the Committee, are that the Committee -with delegated authority to -will deal with all matters relating to the volumes of solid waste sent for disposal through regional waste minimisation initiatives identified by the Committee, including but not limited to allocating the annual funding of the joint committee as set out in this Constituting Agreement.

TERMS OF THIS AGREEMENT:

EFFECTIVE DATE

- This Agreement shall come into effect on 1 July 2011 the date the last Council signs this Agreement.

COMMITTEE

- Pursuant to clause 30(1) and (5) of Schedule 7 to the Local Government Act 2002 the Councils shall will appoint and constitute a joint committee which shall to be known as the Canterbury Waste Joint Committee ("the Committee").
- The Committee shall will consist of a maximum of eleven-thirteen members as follows:
 - (a) three elected members of the Christchurch City Council;
 - (a)(b) two elected members of the Canterbury Regional Council;
 - (b)(c) eight members made up of one elected member from each of the other Councils.
- The Committee shall will report to the Councils at least annually on the exercise of the Committee's functions.

SUBCOMMITTEE

- The Committee may :

Commented [SG1]: We have made amendments to this agreement to address the requirements of clause 30A of the LGA02.

These amendments also partly address the point in our email on 12 August raising the possibility that the joint committee may have been deemed to be discharged under clause 5 of schedule 1AA of the LGA02 Amendment Act 2014.

Although the signing of this new agreement by the Councils (and the resolutions then made by each Council when they sign this agreement, re delegations and avoiding discharge of the Committee) will address the position for the future, each Council/ the Committee may still wish to seek advice on whether and how clause 5 applies in relation to any previous decisions of the committee.

Commented [SG2]: We have added wording to the background to make it clear that this deals with the TOR for the Committee

This is because it is a requirement of a joint committee agreement that the committee's terms of reference are included in the agreement (clause 30A(2)(c) of Sch 7 of the LGA02).

The specific responsibilities delegated to the committee by each Council must also be set out (clause 30A(2)(d) LGA02). See delegations in clause 20(18) below.

Commented [TR3]: Yes, still the scope, no TOR that I'm aware of

Commented [SG4]: Ross – is this still the scope of /TOR for the Committee

Commented [SG5]: Rather than use this wording you could instead nominate a new date if you wished, that would be after every Council has signed – eg 'comes into effect on 1 January 2023'.

Commented [SG6]: The original constituting agreement provided for 14 members but that was when Banks Peninsula DC still existed. It provided for 2 EM from Ecan, so we have amended the agreement to reflect the same.

Commented [SG7]: We have been advised that references to the Canterbury Hazardous Waste subcommittee can be removed, and there is no need for the constituting agreement to include that the Committee can appoint other subcommittees as it has this statutory right under the LGA02 (unless prohibited by the Council's)

Commented [TR8]: Although no specific Hazard Waste Subcommittee I think we should leave in the provision to for a subcommittee to be formed.
If agreed all references to 'subcommittee' to be reinstated

Commented [SG9R8]: Ross – we have left in the clause but made appropriate amendments. We assume (b) and (c) are still desired generally and have deleted (d), which is not required now the rest of the clause applies generally to any subcommittee that might be appointed

- (a) appoint a Subcommittee of the Committee ~~to be known as the Canterbury Hazardous Waste Subcommittee ("the Subcommittee")~~ pursuant to clause 30(2) of Schedule 7 of the Local Government Act 2002;
- (b) ensure at least one elected member of each of Christchurch City Council and another Council ~~wish~~ shall be members of the Subcommittee. The chairperson of the Subcommittee ~~wish~~ shall be an elected member of the Committee. In all other respects the composition of the Subcommittee ~~wish~~ shall be as determined by the Committee from time to time;
- (c) direct the Subcommittee in such manner as it sees fit from time to time as provided for in clause 30(4) of Schedule 7 of the Local Government Act 2002;
- ~~(d) appoint such other subcommittees as it sees fit from time to time.~~

TERMS AND CONDITIONS OF ENTRY

6. The Councils ~~may only allow agree that~~ other councils ~~in the Canterbury Region~~ ~~may~~ join the Committee, ~~on such if the council wishing to join accepts the terms and conditions of this Agreement that apply to the District Councils on the Committee. The council wishing to join the Committee is accepted as a member by signing this Agreement (with the new councils name added) and by providing a signed copy of the Agreement to each of~~ ~~as are agreed unanimously by~~ the Councils.
7. ~~If the council wishing to join the Committee wants any amendment to the terms and conditions of this Agreement, the Councils will only allow the other council to join on such terms and conditions as are agreed unanimously by the Councils and in accordance with clause 8(a).~~

VARYING THIS AGREEMENT

8. This Agreement may be varied:
- (a) ~~by written agreement between the Councils (and, for the avoidance of doubt, the Committee is not authorised to amend this Agreement) except for any amendment required in order to comply with a change in any applicable law, in which case this Agreement may be amended at the written request of any Council (sent to the other parties) to the minimum extent required to comply with the change in the applicable law; or~~
 - (b) ~~in the manner provided in clause 6 and clause 25 of this Agreement.~~

WITHDRAWAL OF COUNCIL

- 6-9. A Council may only withdraw from the Committee if that Council has complied with all of its obligations under this Constituting Agreement ~~for that funding year, and up~~ to the date of withdrawal and agrees to satisfy its continuing obligations (if any) in a manner which is satisfactory to all of the remaining Councils.

AVOIDANCE OF DISCHARGE

- 7-10. The Councils declare that they have each resolved that the Committee (and ~~the any~~ Subcommittee) ~~shall~~ will continue to function after a triennial election with the same delegated functions, duties, powers and voting rights that existed prior to that election and accordingly the

Commented [SG10]: Ross – let us know if you are happy with the amendments we've suggested – they should make it easier for Waitaki DC to join (or any other District Council that may in future leave and then want to rejoin) – provided they are happy to join/rejoin on the same terms as the other District Councils

The effect of clause 5 is that all the Councils are deciding by signing this Agreement now, that Waitaki can join on the same terms.

However, if Waitaki wanted other amendments to the Agreement then clause 6 reflects the current requirements of the Agreement, that all Councils must be unanimous on any changes (which could include that the new Council joining must pay the legal costs to make any variations to the Agreement)

Commented [TR11]: Yes, happy with clauses

Commented [SG12]: This new clause addresses clause 30A(2)(e) LGA02

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Commented [SG13]: Ross - you asked us to look at the 'when a council leaves the Committee' provision. We think this clause means it is easy for a Council to withdraw, but we imagine all the other Council's would still want a Council to pay their funding share for that year (rather than leave on the verge of payment meaning the other Councils would have to wear their part of the cost?). The wording we have added addresses that point.

Commented [TR14]: Agreed

Committee and ~~the any~~ Subcommittee ~~wi~~shall not be discharged under clause 30(7) of Schedule 7 to the Local Government Act 2002.

QUORUM

~~11.~~ The quorum for a meeting of the Committee is ~~six~~ seven members at least one of whom is a member appointed by Christchurch City Council.

Commented [SG15]: Updated to seven to meet the requirements of clause 30A(6)(b)(ii)

~~12.~~ Any mayor who is a member of the committee solely by operation of section 41A(5) of the Local Government Act 2002 is not counted as a member of the committee for the purposes of determining the quorum.

~~8.~~

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~~9-13.~~ The quorum for a meeting of ~~the a~~ Subcommittee ~~shall will~~ be:

- (a) half of the members if the number of members (including vacancies) is even, or
- (b) a majority of members if the number of members (including vacancies) is odd, and;

in both cases at least one of whom is a member of Christchurch City Council and one of whom is a member of another Council.

APPOINTMENT AND DISCHARGE OF MEMBERS

~~40-14.~~ The power to discharge a member of the Committee and to appoint another in his or her stead, may only be exercised by the Council that made the appointment.

CHAIRPERSON AND DEPUTY

~~44-15.~~ The Committee ~~wi~~shall appoint a chairperson (who must be an elected member appointed by Christchurch City Council) and a deputy chairperson (who must be an elected member appointed by another Council other than Christchurch City Council).

MEETINGS/STANDING ORDERS

~~42-16~~ Meetings of the Committee ~~wish~~ shall be held at Christchurch (unless otherwise agreed) at such times as may be appointed and as are necessary for the performance of the functions, duties and powers delegated under this Agreement. The rules regulating the proceedings of the Committee ~~wish~~ shall be those set out in ~~NZS 9202:2004~~ ³ "Model Standing Orders for Meetings of Territorial Authorities, Regional Councils and Community Boards" as varied in accordance with this Agreement. For the purposes of ~~clause 25 of the~~ NZS 9202:200~~3~~⁴ the "principal administrative officer" means the Chief Executive of the Christchurch City Council or ~~his~~^{their} delegate.

Commented [SG16]: There is a newer version of the Model standing orders – NZS 9202: 2003 – would you like to update to this or is the Committee still using the 2001 standing orders?
Commented [TR17]: Updated version

~~43-17~~ Attendance of meetings via telephone or video links from venues outside Christchurch is permitted. Such additional venues will be publicly notified in the same way as the main meeting is notified, and will be open to the public in the same way as the main meeting.

~~44-18~~ Any resolution requiring a decision on a matter of significance to be considered at a meeting of the Committee must be the subject of prior notice which ensures that each member is fully and fairly informed of the background and rationale for any proposal to be considered and the period of notice must be sufficient to enable every member to consult with ~~his or her~~^{their} appointing Council.

VOTING

~~45-19~~ Notwithstanding anything to the contrary in Model Standing Orders NZS 9202:~~2004~~²⁰⁰³ voting at meetings of the Committee ~~shall~~^{will} be:

(a) in respect of any matter where the decision relates to the setting of policy and/or a commitment to expenditure, ~~by majority, one vote each, but for the members appointed to represent the Christchurch City Council and the Canterbury Regional Council their votes may only be cast the same way and may not be split;~~

~~(i) by the members appointed to represent the Christchurch City Council, three votes (which votes may only be cast as a block and may not be split);~~

~~(ii) by the members appointed to represent the other Councils, one vote each;~~

~~(b) in respect of any matter delegated by any one or more of the Councils on the basis that a specified voting regime will apply, in accordance with that specified regime;~~

~~(c)~~ ^(b) in respect of all other matters, on the basis of one vote per member, ~~by majority~~^{by ordinary majority}.

Commented [SG18]: Ross - We have amended this clause to make it clear that CCC and Ecan do not have a veto over the other Councils in voting on matters of policy or expenditure (which you said was the current practice) – the voting on these issues is still determined by majority, but the CCC and Ecan votes must all be cast the same way. However, for all other matters the voting by CCC and Ecan members can be split.
Commented [TR19]: Agreed

~~46-20~~ To the extent that it may be necessary all of the Councils ~~wish~~ shall procure an amendment to their standing orders to permit voting on the basis set out in clause ~~46~~¹⁹.

Commented [SG20]: We are not clear what (b) means/what is the intent of this clause but we recommend deleting it, assuming there are no Councils that have made any other delegations relevant to this clause?

It appears this provision would potentially allow one Council to make a delegation that specifies a voting regime that all Councils would then have to comply with, and they don't get a say on that. Eg one council could say every council only gets one vote (not 3 for CCC and 2 for Ecan) when voting on a certain matter??

We doubt the Committee intends that to be the case.

CASTING VOTE

~~47-21~~ In all cases where there is an equality of votes the chairperson ~~wish~~ shall have a casting vote. Where a casting vote is to be exercised the following principles ~~wish~~ shall apply:

(a) the casting vote is to be used in the best interests of the Canterbury community represented by the Councils considered together;

(b) the casting vote is to be used in the best interests of the Councils considered together;

- (c) the Committee members wish shall use their best endeavours to avoid use of a casting vote, by obtaining consensus;

the casting vote wish shall not be used unreasonably in favour of any one Council.

DELEGATIONS

~~48-22. Each Council has delegated the following responsibilities to the Committee: All delegations made by the Councils to the Committee shall record the functions, duties and powers that have been delegated in writing and may set out:~~

- ~~(a) Authority to deal with all matters relating to the volumes of solid waste sent for disposal through regional waste minimisation initiatives identified by the Committee, including but not limited to allocating the annual funding of the joint committee as set out in this Agreement, the extent to which the Council may be bound in respect of those delegated functions, duties and powers that are delegated;~~
- ~~(b) the limit (if any) to which the Council can be committed to expenditure of funds in pursuance of those delegated functions, duties and powers;~~
- ~~(c) the circumstances in which (if any) the Council can withdraw those delegated functions, duties and powers in whole or in part.~~

FUNDING

~~49-23.~~ The annual funding amount for regional waste minimisation will be \$~~442192~~000 per year. This amount will be adjusted annually for inflation using the annual percentage change in the Consumers Price Index at June of each subsequent year. Should the annual funding amount need to be increased, the Committee will provide a detailed proposal for consideration by all Councils.

Commented [SG21]:

We have assumed the delegated authority referred to at the beginning (and now moved here) is the only delegation made by each Council to the Committee, and that Ecan will also make this delegation to the Committee before/ when signing the agreement.

Let us know if there are any other delegations that should be referred to, as clause 30A(2)(d) requires the Agreement to specify 'what responsibilities (if any) are to be delegated to the committee by each local authority'

The possibility of future delegations made by the Councils to the Committee and therefore requiring addition to this clause of the Agreement, can be addressed as a written variation to the Agreement (given any further delegations is a reasonably important issue)

24. All Councils will contribute towards the funding of joint regional waste minimisation initiatives, ~~unless otherwise expressly agreed at the time, shared as follows:~~shared in accordance with the percentages set out in the table in Schedule 1 of this Agreement.

25. Schedule 1 may be updated from time to time by resolution of the Committee, ~~only to redistribute the funding obligation of the Councils in a manner that more accurately reflects the then current population figures or to reflect new member Councils.~~

Commented [SG22]: We have moved the table to the Schedule

Councils	Estimated population and funding*	%
Christchurch	388,500	62.4
Waimakariri	60,700	9.75
Hurunui	12,850	2.06
Selwyn	62,200	10.0
Ashburton	34,500	5.55
Kaikoura	3,830	0.62
Waimate	7,940	1.27
Mackenzie	4,670	0.75
Timaru	47,300	7.6
TOTAL	622,400	100

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* June 2018 Statistics New Zealand Subnational Estimates

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~~The funding obligation of the Councils may be redistributed between them from time to time as decided by the Committee to more accurately reflect the then current population figures.~~

20-26. Each Council wish shall ensure that it pays its due proportion of all such expenditure on the due date for payment, without deduction or set off.

ADMINISTRATIVE COSTS

27. Christchurch City Council agrees to provide such management, administrative, secretarial and accounting services as the Committee wish shall reasonably require at no cost to the other Councils. Nothing in this clause wish shall prevent any Council agreeing to make a contribution towards those costs.

Commented [SG23]: Should anything be added to this list (or added to the exclusion, which we've now made a separate clause)

Commented [TR24]: We need to exclude the 'shared resource' expenses as these need to be accounted for separately as possibly reimbursed. The outcome will be determined at the next meeting.

Commented [SG25R24]: We have added reference to cover this

24-28. For the avoidance of doubt, where Christchurch City Council is directed by the Committee to source any such services (ie other than from its own existing staff), or a Council employs a staff

Commented [SG26]: Is this correct – it would only be by direction of the Committee?

Commented [TR27]: yes

member for a shared services position (to progress waste minimisation and management initiatives for the benefit of all Councils), the costs incurred wish be recoverable from the Councils under clause 24.

GOOD FAITH NEGOTIATIONS

22-29 In the event of any circumstances arising that were unforeseen by the Councils at the time of entering into of this Agreement or in the event of a dispute in any way relating to this Agreement the Councils will negotiate in good faith to resolve that dispute or to add to or vary this Agreement in order to resolve the impact of those unforeseen circumstances in the best interests of:

- (a) the Councils represented on the Committee considered together; and
- (b) the Canterbury community represented by the Councils considered together.

ARBITRATION

23-30 Any dispute arising out of the interpretation of this Agreement, including any question regarding its existence, validity or termination, which cannot be resolved by good faith negotiations under clause 24-29 wish be referred to arbitration.

24-31 If the Councils are unable to agree upon the appointment of a single arbitrator within 10 working days of the receipt of written notification of the desire of a party to have a dispute arbitrated, or if any arbitrator agreed upon refuses or fails to act within 10 working days of his or her appointment, then any party may request the President for the time being of the Canterbury District Law Society to appoint an arbitrator and the arbitration wish be carried out in accordance with the Arbitration Act 1996. For the purposes of this clause "working day" has the meaning attributed to those words in Section 2 of the Resource Management Act 1991.

25-32 In this clause time shall be of the essence and the Councils agree to be bound by any arbitration decision, determination or award.

SERVICE OF NOTICES

26-33 Any notice required to be served under this Agreement may be served in the manner provided in Section 152 of the Property Law Act 1952 and in any event shall will be deemed to be served if actually received.

27-34 A notice under clause 33 must be addressed:

- (a) in the case of Christchurch City Council or the Committee for the attention of the Legal Services Manager at the Civic Offices, 53 Hereford Street, Christchurch (PO Box 73013, Christchurch); and
- (b) in the case of every Council other than Christchurch City Council, for the attention of the Principal Administrative Officer of the Council to whom the notice is addressed, to that Council at its principal administrative office.

Commented [SG28]: You may not need this clause as there isn't any reference to notices required to be served in the Agreement? The 'prior notice' in clause 16 (and elsewhere?) isn't the type of notice that needs to be served – but the type of notice given to Councils under the LGA of meeting dates etc.

But probably no harm if this clause stays as it is.

Commented [TR29]: Leave in

[Updated population data inserted into clause 21 by the Committee on 2 September 2019]
SIGNATURES

**SIGNED on behalf of the ASHBURTON
DISTRICT COUNCIL by:**

Signature

Name/Title

Date

**SIGNED on behalf of the CANTERBURY
REGIONAL COUNCIL by:**

Signature

Name/Title

Date

Commented [SG30]: We recommend the table be included as a Schedule to the Agreement with a specific clause saying the table can be updated from time to time by resolution of the committee – see below

Commented [TR31]: agreed

**CONSTITUTING AGREEMENT OF THE
CANTERBURY WASTE JOINT COMMITTEE**

**ASHBURTON DISTRICT COUNCIL
CANTERBURY REGIONAL COUNCIL
CHRISTCHURCH CITY COUNCIL
HURUNUI DISTRICT COUNCIL
KAIKOURA DISTRICT COUNCIL
MACKENZIE DISTRICT COUNCIL
SELWYN DISTRICT COUNCIL
TIMARU DISTRICT COUNCIL
WAIMAKARIRI DISTRICT COUNCIL
WAIMATE DISTRICT COUNCIL**

CONSTITUTING AGREEMENT

CANTERBURY WASTE JOINT COMMITTEE

MEMBERS:

ASHBURTON DISTRICT COUNCIL, CANTERBURY REGIONAL COUNCIL

CHRISTCHURCH CITY COUNCIL, HURUNUI DISTRICT COUNCIL, KAIKOURA DISTRICT COUNCIL, MACKENZIE DISTRICT COUNCIL, SELWYN DISTRICT COUNCIL, TIMARU DISTRICT COUNCIL, WAIMAKARIRI DISTRICT COUNCIL, and WAIMATE DISTRICT COUNCIL, and their successors, all local authorities under the Local Government Act 2002 (collectively “the Councils” and individually “a Council”)

BACKGROUND AND COMMITTEE TERMS OF REFERENCE

The Canterbury Waste Joint Committee is a joint committee of the Councils appointed in accordance with clauses 30 and 30A of Schedule 7 of the Local Government Act 2002. The terms of reference for the Committee, are that the Committee will deal with all matters relating to the volumes of solid waste sent for disposal through regional waste minimisation initiatives identified by the Committee, including but not limited to allocating the annual funding of the joint committee as set out in this Agreement.

TERMS OF THIS AGREEMENT:

EFFECTIVE DATE

1. This Agreement comes into effect on the date the last Council signs this Agreement.

COMMITTEE

2. Pursuant to clause 30(1) and (5) of Schedule 7 to the Local Government Act 2002 the Councils will appoint and constitute a joint committee to be known as the Canterbury Waste Joint Committee (“the Committee”).
3. The Committee will consist of a maximum of thirteen members as follows:
 - (a) three elected members of the Christchurch City Council;
 - (b) two elected members of the Canterbury Regional Council;
 - (c) eight members made up of one elected member from each of the other Councils.
4. The Committee will report to the Councils at least annually on the exercise of the Committee’s functions.

SUBCOMMITTEE

5. The Committee may :
 - (a) appoint a Subcommittee of the Committee pursuant to clause 30(2) of Schedule 7 of the Local Government Act 2002;

- (b) ensure at least one elected member of each of Christchurch City Council and another Council will be members of the Subcommittee. The chairperson of the Subcommittee will be an elected member of the Committee. In all other respects the composition of the Subcommittee will be as determined by the Committee from time to time;
- (c) direct the Subcommittee in such manner as it sees fit from time to time as provided for in clause 30(4) of Schedule 7 of the Local Government Act 2002;

TERMS AND CONDITIONS OF ENTRY

- 6. The Councils agree that other councils in the Canterbury Region may join the Committee, if the council wishing to join accepts the terms and conditions of this Agreement that apply to the District Councils on the Committee. The council wishing to join the Committee is accepted as a member by signing this Agreement (with the new councils name added) and by providing a signed copy of the Agreement to each of the Councils.
- 7. If the council wishing to join the Committee wants any amendment to the terms and conditions of this Agreement, the Councils will only allow the other council to join on such terms and conditions as are agreed unanimously by the Councils and in accordance with clause 8(a).

VARYING THIS AGREEMENT

- 8. This Agreement may be varied:
 - (a) by written agreement between the Councils (and, for the avoidance of doubt, the Committee is not authorised to amend this Agreement) except for any amendment required in order to comply with a change in any applicable law, in which case this Agreement may be amended at the written request of any Council (sent to the other parties) to the minimum extent required to comply with the change in the applicable law; or
 - (b) in the manner provided in clause 6 and clause 25 of this Agreement.

WITHDRAWAL OF COUNCIL

- 9. A Council may only withdraw from the Committee if that Council has complied with all of its obligations under this Constituting Agreement for that funding year, and up to the date of withdrawal and agrees to satisfy its continuing obligations (if any) in a manner which is satisfactory to all of the remaining Councils.

AVOIDANCE OF DISCHARGE

- 10. The Councils declare that they have each resolved that the Committee (and any Subcommittee) will continue to function after a triennial election with the same delegated functions, duties, powers and voting rights that existed prior to that election and accordingly the Committee and any Subcommittee will not be discharged under clause 30(7) of Schedule 7 to the Local Government Act 2002.

QUORUM

- 11. The quorum for a meeting of the Committee is seven members at least one of whom is a member appointed by Christchurch City Council.

12. Any mayor who is a member of the committee solely by operation of section 41A(5) of the Local Government Act 2002 is not counted as a member of the committee for the purposes of determining the quorum.
13. The quorum for a meeting of a Subcommittee will be:
 - (a) half of the members if the number of members (including vacancies) is even, or
 - (b) a majority of members if the number of members (including vacancies) is odd, and;

in both cases at least one of whom is a member of Christchurch City Council and one of whom is a member of another Council.

APPOINTMENT AND DISCHARGE OF MEMBERS

14. The power to discharge a member of the Committee and to appoint another in his or her stead, may only be exercised by the Council that made the appointment.

CHAIRPERSON AND DEPUTY

15. The Committee will appoint a chairperson (who must be an elected member appointed by Christchurch City Council) and a deputy chairperson (who must be an elected member appointed by another Council other than Christchurch City Council).

MEETINGS/STANDING ORDERS

16. Meetings of the Committee will be held at Christchurch (unless otherwise agreed) at such times as may be appointed and as are necessary for the performance of the functions, duties and powers delegated under this Agreement. The rules regulating the proceedings of the Committee will be those set out in NZS 9202:2003 "Model Standing Orders for Meetings of Territorial Authorities, Regional Councils and Community Boards" as varied in accordance with this Agreement. For the purposes of the NZS 9202:2003 the "principal administrative officer" means the Chief Executive of the Christchurch City Council or their delegate.
17. Attendance of meetings via telephone or video links from venues outside Christchurch is permitted. Such additional venues will be publicly notified in the same way as the main meeting is notified, and will be open to the public in the same way as the main meeting.
18. Any resolution requiring a decision on a matter of significance to be considered at a meeting of the Committee must be the subject of prior notice which ensures that each member is fully and fairly informed of the background and rationale for any proposal to be considered and the period of notice must be sufficient to enable every member to consult with their appointing Council.

VOTING

19. Notwithstanding anything to the contrary in Model Standing Orders NZS 9202:2003 voting at meetings of the Committee will be:
 - (a) in respect of any matter where the decision relates to the setting of policy and/or a commitment to expenditure, by majority one vote each. Where a Member Council, by virtue of this Constituting Agreement is represented by more than one elected member, the elected members of that Member Council must vote unanimously.

(b) in respect of all other matters, on the basis of one vote per member, by ordinary majority.

20. To the extent that it may be necessary all of the Councils will procure an amendment to their standing orders to permit voting on the basis set out in clause 19.

CASTING VOTE

21. In all cases where there is an equality of votes the chairperson will have a casting vote. Where a casting vote is to be exercised the following principles will apply:
- (a) the casting vote is to be used in the best interests of the Canterbury community represented by the Councils considered together;
 - (b) the casting vote is to be used in the best interests of the Councils considered together;
 - (c) the Committee members will use their best endeavours to avoid use of a casting vote, by obtaining consensus;

the casting vote will not to be used unreasonably in favour of any one Council.

DELEGATIONS

22. Each Council has delegated the following responsibilities to the Committee: Authority to deal with all matters relating to the volumes of solid waste sent for disposal through regional waste minimisation initiatives identified by the Committee, including but not limited to allocating the annual funding of the joint committee as set out in this Agreement.

FUNDING

23. The annual funding amount for regional waste minimisation will be \$192,000 per year. This amount will be adjusted annually for inflation using the annual percentage change in the Consumers Price Index at June of each subsequent year. Should the annual funding amount need to be increased, the Committee will provide a detailed proposal for consideration by all Councils.
24. All Councils will contribute towards the funding of joint regional waste minimisation initiatives, shared in accordance with the percentages set out in the table in Schedule 1 of this Agreement.
25. Schedule 1 may be updated from time to time by resolution of the Committee, only to redistribute the funding obligation of the Councils in a manner that more accurately reflects the then current population figures or to reflect new member Councils.
26. Each Council will ensure that it pays its due proportion of all such expenditure on the due date for payment, without deduction or set off.

ADMINISTRATIVE COSTS

27. Christchurch City Council agrees to provide such management, administrative, secretarial and accounting services as the Committee will reasonably require at no cost to the other Councils. Nothing in this clause will prevent any Council agreeing to make a contribution towards those costs.
28. For the avoidance of doubt, where Christchurch City Council is directed by the Committee to source any such services (ie other than from its own existing staff), or a Council employs a staff member for a shared services position (to progress waste minimisation and management

initiatives for the benefit of all Councils), the costs incurred will be recoverable from the Councils under clause 24.

GOOD FAITH NEGOTIATIONS

29. In the event of any circumstances arising that were unforeseen by the Councils at the time of entering into of this Agreement or in the event of a dispute in any way relating to this Agreement the Councils will negotiate in good faith to resolve that dispute or to add to or vary this Agreement in order to resolve the impact of those unforeseen circumstances in the best interests of:
- (a) the Councils represented on the Committee considered together; and
 - (b) the Canterbury community represented by the Councils considered together.

ARBITRATION

30. Any dispute arising out of the interpretation of this Agreement, including any question regarding its existence, validity or termination, which cannot be resolved by good faith negotiations under clause 29 will be referred to arbitration.
31. If the Councils are unable to agree upon the appointment of a single arbitrator within 10 working days of the receipt of written notification of the desire of a party to have a dispute arbitrated, or if any arbitrator agreed upon refuses or fails to act within 10 working days of his or her appointment, then any party may request the President for the time being of the Canterbury District Law Society to appoint an arbitrator and the arbitration will be carried out in accordance with the Arbitration Act 1996. For the purposes of this clause "working day" has the meaning attributed to those words in Section 2 of the Resource Management Act 1991.
32. In this clause time is of the essence and the Councils agree to be bound by any arbitration decision, determination or award.

SERVICE OF NOTICES

33. Any notice required to be served under this Agreement may be served in the manner provided in Section 152 of the Property Law Act 1952 and in any event will be deemed to be served if actually received.
34. A notice under clause 33 must be addressed:
- (a) in the case of Christchurch City Council or the Committee for the attention of the Legal Services Manager at the Civic Offices, 53 Hereford Street, Christchurch (PO Box 73013, Christchurch); and
 - (b) in the case of every Council other than Christchurch City Council, for the attention of the Principal Administrative Officer of the Council to whom the notice is addressed, to that Council at its principal administrative office.

SIGNATURES

SIGNED on behalf of the **ASHBURTON DISTRICT COUNCIL** by:

Signature

Name/Title

Date

SIGNED on behalf of the **CANTERBURY REGIONAL COUNCIL** by:

Signature

Name/Title

Date

SIGNED on behalf of the **CHRISTCHURCH CITY COUNCIL** by:

Signature

Name/Title

SIGNED on behalf of the **HURUNUI DISTRICT COUNCIL** by:

Signature

Name/Title

Date

SIGNED on behalf of the **KAIKOURA DISTRICT COUNCIL** by:

Signature

Name/Title

Date

SIGNED on behalf of the **MACKENZIE DISTRICT COUNCIL** by:

Signature

Name/Title

Date

SIGNED on behalf of the **SELWYN DISTRICT COUNCIL** by:

Signature

Name/Title

Date

SIGNED on behalf of the **TIMARU DISTRICT COUNCIL** by:

Signature

Name/Title

Date

SIGNED on behalf of the **WAIMAKARIRI DISTRICT COUNCIL** by:

Signature

Name/Title

Date

SIGNED on behalf of the **WAIMATE DISTRICT COUNCIL** by:

Signature

Name/Title

Date

Schedule 1 – Estimated population and funding percentages

Councils	Estimated population *	Funding %
Christchurch	394,700	61.28
Waimakariri	64,700	10.05
Hurunui	13,300	2.06
Selwyn	69,700	10.82
Ashburton	35,400	5.5
Kaikoura	4,220	0.66
Waimate	8,240	1.28
Mackenzie	5,420	0.84
Timaru	48,400	7.51
Total	644,080	100% (to cover 75% of the total annual funding)
ECan		(to cover 25% of the total annual funding)

* June 2020 Statistics New Zealand Subnational Estimates

Canterbury Waste Joint Committee

OPEN MINUTES

Date: Monday 5 September 2022
Time: 12.33pm
Venue: Council Chambers, Civic Offices,
 53 Hereford Street, Christchurch

Present

Chair	Councillor Jimmy Chen - Christchurch City Council
Deputy Chair	Councillor Robbie Brine - Waimakariri District Council
Members	Councillor Sam MacDonald - Christchurch City Council
	Councillor Phil Mauger - Christchurch City Council
	Councillor Grant Miller - Selwyn District Council
	Councillor Miriam Morton - Waimate District Council
	Councillor Paddy O'Reilly - Timaru District Council

Principal Advisor

Jane Davis
 General Manager Infrastructure,
 Planning & Regulatory Services
 Tel: 941 8884

Andrew Campbell
 Committee & Hearings Advisor
 941 8340
 andrew.campbell@ccc.govt.nz
www.ccc.govt.nz

Karakia Tīmatanga: Councillor Jimmy Chen

The agenda was dealt with in the following order.

1. Apologies Ngā Whakapāha

Joint Committee Resolved CJWC/2022/00003

That the apologies received from Stuart Barwood, Liz McMillan and Michael Ward for absence and Grant Miller for lateness be accepted.

Councillor Chen/Councillor Mauger

Carried

2. Declarations of Interest Ngā Whakapuaki Aronga

There were no declarations of interest recorded.

3. Confirmation of Previous Minutes Te Whakaāe o te hui o mua

Joint Committee Resolved CJWC/2022/00004

That the minutes of the Canterbury Waste Joint Committee meeting held on Monday, 4 April 2022 be confirmed.

Councillor Brine/Councillor MacDonald

Carried

4. Updated Constituting Agreement 2022

Committee Comment

1. Ross Trotter, Manager Resource Recovery, presented the updated Constituting Agreement to allow for Environment Canterbury (**ECan**) to rejoin the Committee. The updated Constituting Agreement also makes it possible for other Councils to join in the future without the document having to be redrafted.
2. Councillor Peter Scott, Deputy Chair of ECan, who was attending the meeting, sought clarification around clause 19 of the Agreement as to voting. Staff to clarify the wording before sending out the Agreement to parties.

Officer Recommendations Ngā Tūtohu

That the Canterbury Waste Joint Committee:

1. Receive the information in the report and adopt the attached updated Constituting Agreement (to be signed by each Member Council).

Joint Committee Resolved CJWC/2022/00005

Part C

That the Canterbury Waste Joint Committee:

1. Receive the information in the report and adopt the updated Constituting Agreement (to be signed by each Member Council).

Councillor O'Reilly/Councillor Morton

Carried

Joint Committee Decided CJWC/2022/00006

Part A

That the Canterbury Waste Joint Committee recommends that the Council:

1. Receive the information in the report and adopt the updated Constituting Agreement as amended (to be signed by each Member Council).

Councillor O'Reilly/Councillor Morton

Carried

Councillor MacDonald left the meeting at 12.43pm and returned at 12.46pm during discussion of the Updated Constituting Agreement report.

Secretarial Note: Staff were asked to seek clarification around clause 19 in terms of voting rights. This has been clarified by an amendment to the clause in the Constituting Agreement which will be included in the Staff report that goes to Council for approval.

5. Regional Shared Resource

Committee Comment

1. Rowan Latham, Senior Waste Consultant, WSP, presented the Regional Shared Resource report and outlined the reasons why Option 3, for Christchurch City Council to host the new position, appointed on a full-time basis for a fixed term of 2 years was recommended by staff.

Joint Committee Resolved CJWC/2022/00007

Officer Recommendations Accepted without Change

Part C

That the Canterbury Waste Joint Committee:

1. Consider the options for a shared resource and confirm the preferred approach for hosting the new position.
2. Approve Option 3, for Christchurch City Council to host the new position, which will be appointed on a full-time basis for a fixed term of 2 years.

Councillor MacDonald/Councillor Brine

Carried

6. Canterbury Waste Data Gaps Analysis

Committee Comment

1. Graham Aveyard, Science Team Leader Contaminated Land, Environment Canterbury, presented on the Canterbury Waste Data Gaps Analysis with the focus of looking at the development and delivery of a Regional Waste Data system. The aim is that Member Councils

take the information received with a view to forming an action plan to move forward with the collection of greater data

Joint Committee Resolved CJWC/2022/00008

Officer Recommendation Accepted without Change

Part C

That the Canterbury Waste Joint Committee:

1. Receive the information in the Canterbury Waste Data Gaps Analysis Report

Councillor Brine/Councillor Mauger

Carried

7. Report Back on 2020/21 Funded Projects

Committee Comment

1. Rowan Latham, Senior Waste Consultant, WSP, and Eilidh Hilson, Waste Minimisation Officer, CCC, reported back on waste minimisation projects funded by the Committee in the 2020/21 funded projects.
2. Of note, was the impact of COVID-19 on the delivery of these projects, with only two projects fully completed. Where possible, the funds for these projects was rolled over.

Joint Committee Resolved CJWC/2022/00009

Officer Recommendations Accepted without Change

Part C

That the Canterbury Waste Joint Committee:

1. Receive the information in the "Report back on the 2021/22 regional waste minimisation projects" Report.

Councillor Chen/Councillor Brine

Carried

8. Resolution to Exclude the Public

Joint Committee Resolved CJWC/2022/00010

Part C

That at 1.15pm the resolution to exclude the public set out on pages 92 to 93 of the agenda be adopted.

Councillor MacDonald/Councillor Morton

Carried

The public were re-admitted to the meeting at 1.38pm.

Karakia Whakamutunga: Councillor Jimmy Chen

Meeting concluded at 1.41pm.

**CONFIRMED BY THE CHAIRPERSON AND CHIEF EXECUTIVE PURSUANT TO STANDING ORDER
23.4**

**COUNCILLOR JIMMY CHEN
CHAIRPERSON**

**DAWN BAXENDALE
CHIEF EXECUTIVE**

UNCONFIRMED

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: TSU-22 / 200108001550

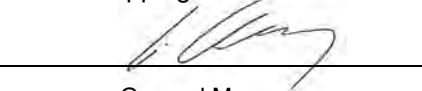
REPORT TO: UTILITIES AND ROADING COMMITTEE

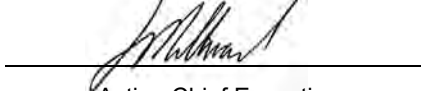
DATE OF MEETING: 27 September 2022

FROM: Gerard Cleary, General Manager Utilities and Roading
Kelly LaValley, Project Delivery Manager

SUBJECT: Flood Mapping Freeboard and Floor Level Technical Practice Note

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


 General Manager


 Acting Chief Executive

1. SUMMARY

- 1.1 This report is to update the Utilities and Roading Committee and Council on work staff have been doing to ensure that a consistent and robust process is followed when assessing the risk of flooding and setting minimum floor levels for new dwelling houses in the district.
- 1.2 Minimum floor levels work in conjunction with Council infrastructure to provide a level of flood protection to dwelling houses. Minimum floor levels provide protection in large flood events that exceed the level of service provided by Council infrastructure.
- 1.3 The report requests that the Utilities and Roading Committee recommends that the Council adopt the Flood Mapping Freeboard and Floor Level Technical Practice Note (provided as attachment i).
- 1.4 This practice note has been written by the Utilities and Roading Department with on-going advice from Planning, Building Unit and Policy over approximately 2 years. Collaboration has predominately been through the Flood and Floor Level Working Group.
- 1.5 The practice note provides a process for determining finished floor level recommendations for very low, low, and medium hazard areas but advises that no building should occur in high flood hazard areas. This aligns with the requirements in the Proposed District Plan and the direction of the Canterbury Regional Policy Statement, which the Proposed District Plan must give effect to.
- 1.6 The practice note aligns with the approach taken with the Housing Amendment Act variation whereby flooding is proposed to be a qualifying matter that limits further housing intensification in areas of Kaiapoi.

Attachments:

- i. Draft - Flood Mapping Freeboard and Floor Level Technical Practice Note (Record No. 200106000520)
- ii. Memo to Flood and Floor Level Working Group, Minimum Floor Levels in Kaiapoi (Record No. 200106000237)
- iii. Kaiapoi Minimum Finished Floor Level Technical Memorandum (Record No. 200114003406)
- iv. Practice Note Process Flow Chart (Record No. 220323042890)

- v. Provide Minimum Finished Floor Level Advice Promapp process (Record No. 220323042876)

2. **RECOMMENDATION**

THAT the Utilities and Roothing Committee:

- (a) **Receives** report No. 200108001550.

AND

THAT the Utilities and Roothing 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 General Manager Utilities and Roothing, 3 Waters Manager and Project Delivery Manager will use discretion in applying the Technical Practice Note on a case by case basis.
- (e) **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.
- (f) **Notes** that the Technical Practice Note is a living document and may be amended by the General Manager Utilities and Roothing, 3 Waters Manager or Project Delivery Manager with any major changes to be brought to the Council for endorsement.

3. **BACKGROUND**

- 3.1 The risk of flooding is a significant natural hazard in the district. Given the nature of our topography it requires careful consideration whenever houses are being planned for or constructed.
- 3.2 Council staff have robust systems and processes to manage this risk including, LIDAR survey, flood mapping and historical flood records. In recent years these processes have been strengthened considerably. If houses are constructed in a way that does not provide an adequate level of flood protection the cost and consequences can be significant for the property owner, builder, developer, insurers and the Council. The risk can never be completely eliminated, however, having clear requirements and good systems will help to minimise this risk.
- 3.3 Despite having good technical information there is, at times, a lack of consistency in its application. The Flood Mapping Freeboard and Floor Level Technical Practice Note will provide staff throughout the entire council with clear guidance when dealing with these matters. In addition to this builders, developers and property owners will have clearer information available to help them understand their obligations and the expectations of the Waimakariri District Council.
- 3.4 Due to cost pressures there is an approach taken by some property owners, builders and developers to build to the standards of the Building Code which are a minimum. There is sometimes a reluctance to pay the cost of building floor levels up to an appropriate height and Council staff are therefore put under pressure to defend the Council's chosen position

on a floor level. This Technical Practice Note will be very helpful for all parties by clarifying requirements.

- 3.5 Minimum floor levels are set to protect dwelling houses from larger storm events that exceed the level of service of Council infrastructure. Other constructed flood protection systems, such as pumped systems or stop banks, can fail in large storm events; minimum flood levels will provide protection if potential failures occur.
- 3.6 The recent stormwater and flood protection works included in the Shovel Ready programme of works will improve outcomes for existing properties in Kaiapoi, however, the capacity of the pump systems installed is fixed. In order to ensure that no future dwellings are at risk in up to a 0.2% AEP (Annual Exceedance Probability) event, minimum floor levels are required.

4. ISSUES AND OPTIONS

4.1. Flood Mapping

- 4.2. The Waimakariri District Council has in-house modelling capability and has produced a series of flood hazard maps based on flood models that show areas of flood risk with predicted water level and velocity for a range of storm events. These models are regularly updated, improved, and more recently include Ashley River breakout modelling.
- 4.3. Additionally, Council has commissioned coastal inundation modelling undertaken by an external consultant that shows areas of flood risk from coastal hazards. This information has also been incorporated into the flood hazard maps.
- 4.4. For large scale developments it is still necessary to carry out specific modelling to determine the impact the development has on the surrounding area and to determine minimum floor levels.
- 4.5. For individual houses and small developments the Waimakariri District Council flood hazard maps are appropriate for setting minimum floor levels provided the requirements of the Technical Practice Note are complied with.

4.6. Flood Annual Exceedance Probability

- 4.7. For rural areas 0.5% AEP flood maps are used to predict flood levels. There are a number of reasons for using this probability of flood event.
- 4.8. Firstly the 0.5% AEP flood event is aligned with the requirements of the Canterbury Regional Policy Statement (CRPS).
- 4.9. Secondly, particularly in rural areas, the flood maps should be considered an indication of where flooding is likely to occur. They also categorise the flood hazard as low, medium or high rather than being an exact predictor of flood level. This is because they are broad scale and based on a relatively large grid scale when compared to actual house sites. Using the 0.5% AEP storm, coupled with the freeboard requirements gives an adequate level of conservatism for staff to be comfortable that the risk is being managed adequately. This allows the flood maps to be used to help locate individual houses and build to appropriate floor levels with confidence.
- 4.10. In urban areas such as Kaiapoi and Rangiora there has been modelling completed to a finer level of detail. These models use smaller grids and represent actual ground levels more accurately. The models also include the primary stormwater network (including pipes and pumps). Because of this higher level of confidence, 1% flood maps have been

produced as well as 2% flood maps. This allows a much better understanding of flood behaviour. As a result these 1% AEP models can be used, with the required freeboard, to set building consent floor levels in towns such as Rangiora and Kaiapoi.

- 4.11. Along with the requirements of the District Plan, the Canterbury Regional Policy statement requires Council to 'have regard' to the effects of a 0.5% AEP flood breakout event when assessing subdivision or land use consents. It is acknowledged that in some circumstances the specific site context will require consideration of the existing developed environment. The Technical Practice note addresses this matter by setting a starting point for assessment based on a 1% AEP flood event for individual dwellings, with any requirement for a higher finished floor level considered from this starting point.
- 4.12. **Climate Change**
- 4.13. Climate change has been allowed for in the flood modelling based on current recommendations from the Ministry for the Environment (MfE). This includes an allowance for sea level rise and an allowance for increased rainfall intensity as predicted by NIWA for future rainfall events.
- 4.14. One of three new pieces of legislation proposed by central government to replace the Resource Management Act is the Climate Change Adaptation Act. This legislation is expected to be introduced into the house as the third proposed Bill behind the Natural and Built Environments Act and the Strategic Planning Act. Staff understand that this Bill is likely to be introduced sometime in mid-late in 2023. Outcomes of the Climate Change Adaptation Act will be incorporated into future updates of the practice note.
- 4.15. **Freeboard**
- 4.16. There has been, in general, a requirement for a 300mm freeboard within the Waimakariri District. Freeboard is the height that the buildings floor level is constructed above the flood level. For example if the flood level is 1.0m above the ground at a house site and a 300mm freeboard is applied, then the building's floor level would need to be 1.3m above the ground.
- 4.17. There is a variation in the freeboard allowance that is used throughout New Zealand, this is generally between 300mm to 500mm. Table 1 below is a summary of freeboard allowances for a number of New Zealand territorial authorities.

Table 1: Comparison of New Zealand Freeboard Requirements

Location	Freeboard requirement
Waimakariri	300mm
Auckland	500mm, Residential 300mm, Commercial
Wellington	500mm, Habitable 200mm, Non Habitable
Christchurch	400mm
NZS4404, Code of Practice for Urban Subdivision	500mm
Dunedin	500mm 400mm in areas flooded in 2015
Building Act	500mm, if surface water depth is 100mm or more and adjacent to road or areas subject to vehicle wash, 150mm for all other cases.

- 4.18. The 300mm freeboard that is used in the Waimakariri District has its merits. However it can be seen from the comparison in Table 1 that it is relatively low compared to the general requirement in other jurisdictions.
- 4.19. One justification for having a freeboard lower than some others is that Waimakariri District is located within a large and predominantly flat floodplain. Generally speaking water flow is laminar at relatively low velocity. It also requires a lot of additional water to significantly increase the height of a flood as there is generally a large surface area to spread the water over. These characteristics make the water level more predictable and support a freeboard of 300mm.
- 4.20. However there are a number of factors that would favour a higher freeboard of 500mm. These include; vehicle wash, survey error and inaccuracy, fences impeding flow, less public and insurance industry acceptance of flooding, modelling error and uncertainty, minor earthworks (bunding and channels) not represented in the model, ongoing ground movement due to seismic activity, unpredictability of climate change and, catchment changes upstream of development.
- 4.21. This Technical Practice Note takes an approach of varying the freeboard between 300mm and 500mm depending on the circumstances associated with flood risk. This issue is explained below and in the Technical Practice Note itself (attachment i).
- 4.22. *New Greenfield Development*
- 4.23. In new greenfield development areas the Technical Practice Note requires a 500mm freeboard above the 0.5% AEP flood level. This matches the freeboard requirement of 500mm in the New Zealand Standard, Land Development and Subdivision Infrastructure, NZS 4404:2010.
- 4.24. Where the land has a low risk of flooding, there is little or nothing that needs to be done by the Developer to achieve the freeboard requirement. In areas of medium or higher risk there may need to be additional filling or careful design considerations given to achieve the desired level of protection.
- 4.25. The Technical Practice Note is guidance for Council Staff in this situation, it also helps the Developer understand what Council engineers consider to be an acceptable level of protection. A Plan Change or Resource Consent for subdivision provide the formal process for assessing the effects of a development under the Resource Management Act (RMA). A Developer may choose to seek to gain approval for a lower level of flood protection than the Technical Practice Note, which would require the preparation and approval of a site specific flood risk assessment. The formal RMA process allows for this and will take precedence over the requirements of the Technical Practice Note.
- 4.26. *Existing Greenfield subdivisions*
- 4.27. Many subdivisions that have been approved since 2000 have minimum floor level requirements. These include subdivisions such as Pegasus and Ravenswood. In these areas the floor level requirements are clearly spelled out and used without any need to utilise the Waimakariri District Council's flood maps to carry out further engineering assessment.
- 4.28. *Existing Urban Areas (Brownfield) and Rural Areas*
- 4.29. The Technical Practice Note adopts a variable freeboard between 300mm and 500mm. A staff working group consisting of experienced engineers' workshopped this issue in developing the outlined approach. A 300mm freeboard is required for shallow flood water, increasing up to 400mm in medium hazard areas and 500mm in high hazard areas.

- 4.30. Where flood water is predicted to be less than 100mm in depth, then 300mm freeboard is required. This is because there is a lower flood risk and it is unlikely that significant waves can be sustained in such shallow water.
- 4.31. For flood water up to 300mm in depth, a 400mm freeboard is required. Where water exceeds 300mm, then a 500mm freeboard is required.
- 4.32. Rural Areas and Res 4A.
- 4.33. In areas where flood water is predicted to be below 100mm (very low hazard) the technical practice note requires a floor level to be 400mm above the surrounding ground. This allows for a 300mm freeboard.
- 4.34. 300mm is considered adequate as it is unlikely significant waves can be generated in less than 100mm of water. It is still necessary to allow for some freeboard as there is still a risk of error. Also, particularly in rural areas there is a risk that flooding will be deeper than predicted in localised areas due to minor earthworks, fences, shelterbelts, driveways and other land use changes. Our experience during flood events has shown this to be an issue, depending on the location of the building on the site.
- 4.35. For low hazard areas, where water can be up to 300mm deep, a freeboard of 400mm is required by the practice note. In medium hazard areas where water is greater than 300mm deep, a 500mm freeboard is required by the practice note.
- 4.36. In high hazard areas building is not anticipated by the practice note. If a property owner wishes to construct a house in a high hazard area then they will need to apply for a resource consent, supported with a flood risk assessment from a Chartered Professional Engineer. This assessment will need to take into consideration the Regional Policy Statement which seeks to avoid adverse environmental effects resulting from construction of houses in high hazard areas.
- 4.37. There is an allowance for exceptions such as on hillsides or ridges where there is not a risk of flooding.
- 4.38. Existing Urban Areas (Brownfield)
- 4.39. In urban areas (excluding Kaiapoi and coastal urban area of Kairaki, The Pines Beach, Woodend Beach and Waikuku Beach) the 1% AEP flood maps are used. In very low hazard areas the Building Act minimum requirements need to be complied with, with no need for any further specific consideration. In low hazard areas a 400mm freeboard is required over the 1% AEP flood level. For medium and high hazard areas 500mm freeboard is required over the 1% AEP flood level.
- 4.40. Kaiapoi and Coastal Urban Areas
- 4.41. Kaiapoi and coastal urban area of Kairaki, The Pines Beach, Woodend Beach and Waikuku Beach has been considered separately as much of these areas are located within basins that rely on a functioning stormwater system and pump stations. A separate memo has been prepared to discuss floor levels including freeboard requirements in Kaiapoi. This memo is appended to this report (see attachment ii).
- 4.42. A minimum floor level map has been prepared for Kaiapoi and coastal urban areas. This makes it simple for the public and Council staff to work off. It allows for the 1% AEP flood level and a suitable freeboard depending on the area. The freeboard requirements are based on the hazard category and are consistent with the other towns and rural areas.

4.43. Existing Dwellings

4.44. The requirements of this practice note are not intended to apply to existing dwellings already established within these areas. It is considered unreasonable to force a Property Owner to raise the floor level of an existing dwelling.

4.45. **Process**

4.46. There is an established working group of staff who are involved in flood assessment, 3 Waters, Subdivision Engineering, Building Consents and Planning. This group meets regularly to ensure that there is a coordinated approach to Council processes, focusing on customer service and delivery, consistent standards, learning, debriefing when issues have been identified, assessing current applications and helping to develop the Technical Practice Note.

4.47. The attached flow chart (attachment iii) shows how the Technical Practice Note will be implemented by staff. The process will be fully documented within the Promapp system which clearly spells out key decision points, staff roles and responsibilities.

4.48. **District Plan**

4.49. The natural hazards chapter was reviewed as part of the district plan review. This review included flood risk as a natural hazard in the district. This practice note aligns with the current district plan as well as the proposed natural hazards chapter. In terms of hierarchy the district plan sets the policy. This technical practice note relates at an operational level and sets out how the district plan policy and rules are implemented by staff. When the district plan natural hazards chapter is adopted the technical practice note will be reviewed and if necessary updated to incorporate any changes or requirements of the new district plan.

4.50. In existing urban areas, brownfield developments could result in floor levels of new dwellings being noticeably higher than the existing adjacent dwellings. This would potentially have an effect on recession planes with more dwellings breaching the District Plan and requiring consent. Such impacts will be considered at the time of building consent under the relevant built form standard that applies (either the operative plan, proposed plan or the built form standards amended under the housing intensification variation).

4.51. **Key Changes**

4.52. A lot of the technical practice note does not change current practice. However there are some areas where requirements will be made clearer, there will be more consistency or higher standards will be required. The key changes from current practice that will be implemented as a result of the technical practice note are summarised below:

4.52.1. The typical freeboard that was previously applied in all cases was 300mm. This will remain the same for water depths up to 100mm and increase to 400mm for low hazard areas (water up to 300mm deep) and further increase to 500mm for medium and high hazard areas (water depths of greater than 300mm).

4.52.2. In existing urban areas where there are accurate 1% AEP flood maps available these will be used. Previously there had not been a consistent approach, and it relied a lot more on the discretion of the Council Engineer assessing the risk on a case by case basis.

4.53. **Options**

4.54. The Utilities and Roading Committee and Council have three broad options available. These are outlined below:

4.55. **Option 1. Recommended Option**

4.55.1. Adopt the Practice Note. This will provide a clear framework for staff to work within and is supported by the Council Engineers with expertise in flooding and development.

4.56. **Option 2. Require reconsideration or amendment**

4.56.1. Request the Manager Utilities and Roading to revise the detail of the Technical Practice Note, or provide more information if there are any outstanding issues in the mind of the Council. This would allow staff to consider any issues raised by Council and allow these to be addressed before bringing a revised technical practice note back to the Committee and Council for adoption.

4.57. **Option 3. Decline**

4.57.1. Decline to approve the technical practice note and instruct staff to do no further work on it. This is not recommended as it would leave the Council exposed to risk and continue to create uncertainty for staff and property owners.

4.58. **Management Team**

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

5. COMMUNITY VIEWS

5.1. **Mana whenua**

5.1.1. Te Ngāi Tūāhuriri hapū are likely to have an interest in the subject matter of this report. Flooding in parts of Tuahiwi have previously been raised as issues by the Runanga.

5.2. **Groups and Organisations**

5.2.1. No specific engagement has been carried out in preparation of this report. When the technical practice note is completed it will be made publically available, particularly to engineers working on behalf of Developers within the district.

5.3. **Wider Community**

5.3.1. Flooding is an issue that impacts on the wider community. In general feedback from the community, particularly following flood events is that the Council should be doing more in reducing the risk of flooding to houses. This Technical Practice Note helps achieve this.

5.3.2. Following adoption of the Technical Practice Note staff will develop material for the public that covers off the key information to help them interpret flooding information in LIMS and PIMS.

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. **Financial Implications**

6.1.1. The cost of flooding can be substantial to all parties involved. This Technical Practice Note will in some cases require floor levels to be built higher than has traditionally been the case. This cost is borne by the property owner when building their house.

6.1.2. The cost of raising either the building platform or the finished floor level should be borne by the Developer or Property Owner.

6.2. **Sustainability and Climate Change Impacts**

6.2.1. The recommendations in this report do have sustainability and/or climate change impacts.

6.2.2. The effects of climate change are contributing to increased likelihood of adverse weather events prompting the raising of floor levels is to protect people and property, this report is a direct response to the effects of climate change.

6.3. **Community Implication**

6.3.1. Developing the district in a way that minimises the risk of flooding is very important for the long term wellbeing of the community.

6.4. **Risk Management**

6.4.1. This Technical Practice Note takes a risk management based approach to flood risk. The level of mitigation required is dependant of the level of flood risk.

6.4.2. The technical practice note is a significant step in improving the management of flood risk in the district.

6.5. **Health and Safety**

6.5.1. By developing in a manner that allows for the risk of flooding this will improve community Health and Safety over time.

7. **CONTEXT**

7.1. **Consistency with Policy**

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

7.1.2. This Technical Practice Note is the operational response to policy set by the Regional Policy Statement and District Plan. It standardises, documents and formalises the WDC staff practice and process in relation to flood hazard management in subdivision and building development.

7.2. **Authorising Legislation**

7.2.1. Sections 31, 74, 106, 108 and 220 of the RMA allow councils to impose conditions on subdivision or land use consents relating to hazards or to prevent or restrict development in hazardous areas.

7.2.2. The Building Act has specific requirements in relation to flooding.

7.2.3. Section 71 and 72 of the Building Act 2004 outline the limitations and restrictions on building consents in relation to natural hazards. If consents are issued, this may result in a tag being put on the certificate of title for the property under sections 73 and 74 of the Building Act.

7.3. **Consistency with Community Outcomes**

7.3.1. 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.

There is a healthy and sustainable environment for all

- Harm to the environment from the impacts of land use, use of water resources and air emissions is minimised

7.4. Authorising Delegations

7.4.1. This issue of flooding relates predominantly to 3 Committees of Council.

- Utilities and Roading
- District Planning and Regulation
- Land and Water.

7.4.2. As this is a Technical Practice Note that has been prepared by the General Manager Utilities and Roading and it is based on engineering advice and expertise it is being reported through the Utilities and Roading Committee.

7.4.3. Given the range of council functions covered by this matter and that it does not fit within any one committee's delegation, a resolution from the Council is requested.

WAIMAKARIRI DISTRICT COUNCIL**TECHNICAL PRACTICE NOTE****DRAFT FOR COUNCIL CONSIDERATION**

FILE NO AND TRIM NO: TSU-22 / 200106000520

DATE: 21 June 2022

TO: Council staff involved in 3 Waters, Building, Policy, Planning and Land Development

FROM: Gerard Cleary, Manager Utilities and Roading

SUBJECT: Flood Mapping, Freeboard and Floor Levels

1. Purpose

1.1. The purpose of this Technical Practice Note is to document standard practice and provide guidance to achieve a consistent framework for Council staff involved in flood risk assessment and setting out and approving building floor levels. It will be used to:

1.1.1. Provide technical advice on applications for Building Consent

1.1.2. Provide technical advice on Resource Consent applications under the Operative District Plan

1.1.3. Provide advice on enquiries received from external Customers

1.2. The Practice Note is intended to be reviewed when the Proposed District Plan becomes operative.

1.3. Flood Maps

1.3.1. This Technical Practice Note relies on flood maps which can be found on Waimap

1.3.2. These Maps have colour coded hazard areas as follows:

- Uncoloured areas are considered to be very low hazard
- Green mapped areas are considered low hazard
- Blue coloured areas are considered medium hazard
- Red coloured areas are considered high hazard

2. Planning and Regulatory Context**2.1. General**

2.1.1. The setting of floor levels is governed by the requirements of the Regional Policy Statement, Waimakariri District Plan, Building Act and Building Code. In all cases, Building Act compliance still needs to be achieved and any necessary resource consents applied for. In many cases the guidance in this Technical Practice Note will exceed those of the Building Act and therefore the Building Act will be met by default. However, where they are not it is still a requirement that the Building Act

requirements are met. There is also a requirement to meet any floor level requirements of consent notices on the property title, or any district plan rule.

2.2. Building Consents

- 2.2.1. The applicant for a Building Consent is required to demonstrate that the proposed development complies with the Building Act and Building Code as part of their building consent application. This includes achieving minimum floor levels in relation to surrounding ground levels and predicted flood levels.

2.3. Subdivision or Land Use Consents under the District Plan

- 2.3.1. The applicant for a subdivision consent, or land use consent is required to demonstrate that they comply with the District Plan, and any relevant regional plan such as the Land Water Regional Plan, in addition to having regard to the flood mitigation and avoidance policies of the Canterbury Regional Policy Statement (CRPS) in the consent assessment. Reference should also be made to section 106 (hazards relating to subdivision) and any consent notice in relation to floor levels and flood hazards.

2.4. Private District Plan Change

- 2.4.1. For private plan change proposals, any amendments proposed to the District Plan must 'give effect' to the policies of the CRPS and any relevant national policy statements. Expert evidence will need to be provided to demonstrate this.
- 2.4.2. In order to demonstrate compliance the applicant is required to provide a flood assessment report from a Suitably Qualified and Experienced Person (SQEP) for Council consideration, assessment and approval. This assessment will need to include consideration of the flood hazard and a freeboard requirement.

3. General Requirements

3.1. Flood assessment methodology

- 3.1.1. Where the development is changing the underlying ground level, or there are new roadways being constructed, then the applicant will need to provide evidence from a SQEP to demonstrate the effect of the development. The evidence shall consider both the effect on the potential occupants of the development, as well as neighbouring properties, and will apply freeboard requirements as per the District Plan, if available and as set out in this practice note. The applicant may request information pertaining to the site from the Council's flood hazard model to assist with providing the required assessment and evidence.
- 3.1.2. Where the development is being carried out in a manner that will not disrupt the existing overland flow-paths, then upon request the Council will provide a Minimum Floor Level that will meet Council requirements. Examples of this include building consent applications and development or subdivisions of four lots or less. The Minimum Floor Level will be based on the Council's flood hazard model and other relevant information held by Council, and will apply the general principles below, including freeboard requirements.
- 3.1.3. If the applicant disagrees with the Council's Minimum Floor Level, then they can commission a flood assessment report signed by a SQEP and submit to the Council for consideration. If the Minimum Floor Level is required under the District Plan, the Council consideration will be undertaken as part of a resource consent application assessment.

3.2. Existing (Post 2000) Large Scale Subdivisions and Land Use Consent Areas

- 3.2.1. Most large scale residential subdivisions that have been established since 2000 (for example Silverstream and Beach Grove) will have pre-approved minimum floor levels that were established for the specific subdivision at the time of the development. In these cases the minimum floor levels specified in the resource consent documentation will apply. Should a new development seek to build outside of the resource consent parameters then the District Plan (including the Minimum Floor Level) might apply.

3.3. Extensions to existing houses

- 3.3.1. Provided that the Building Act and Building Code requirements are met in relation to predicted flooding, extensions up to 30 percent of the existing floor area would likely be considered acceptable. The reasoning for this is that this does not create a substantial additional risk to an existing house and would allow, for example, the addition of a bedroom.

3.4. Existing Developments and Existing Buildings

- 3.4.1. It is important to note that existing buildings that have been constructed to previously applicable standards are not impacted by this technical note. As with many development standards that change over time any previously constructed and consented activities will continue to enjoy any existing use rights. This technical note is forward looking only.

3.5. Benchmarks

- 3.5.1. The developer shall provide local benchmarks to be used to set out floor levels. A minimum of two benchmarks are required, visible by line of sight, to each lot frontage.

4. Demonstrating Compliance with Required floor level for Building Consent

- 4.1. PDU staff will identify any formally received applications (for PIM or Compliance Check in conjunction with a Building Consent or as a PIM Only) that require a Finished Floor Level (FFL) Assessment. Following identification PDU will set up a new FL application in Tech 1 and associate the Building Consent number as a related application.
- 4.2. Set up and FFL assessment will be undertaken by the Project Planning & Quality and Development Teams. Advice provided by PDU will depend on whether the FL was tabulated through the subdivision process or not, in accordance with the process set out in TRIM record 210514077201.

4.3. Location of structures on site, and access

- 4.3.1. In all cases, care shall be taken to avoid siting buildings in flood hazard areas and where possible to site the building on the property clear of ponding or overland flow paths.
- 4.3.2. Where there is no clear area, the building should be located, where possible, on the area with the lowest flood hazard. For example locate the building site on green (low hazard) rather than blue (medium hazard) mapped areas.

4.4. Rural area – Very Low Hazard Areas (White/clear area on 1 in 200 year flood maps)

- 4.4.1. On generally flat areas the floor level shall be a minimum of 400mm above the highest point of the original ground level at the house site.
- 4.4.2. On a sloping area, or ridge, the floor level may not need to be elevated above the ground other than to simply comply with standard building act ground clearance

requirements. Note that a topographical survey may be requested to confirm the building site is on a localised high point.

4.5. Rural - Low Hazard Areas (Green on 1 in 200 year flood maps)

- 4.5.1. The floor level shall be 400mm above the modelled 0.5% AEP flood level based on the Council's district wide flood hazard mapping.
- 4.4.2 If required by the Council the applicant may need to engage a Suitably Qualified and Experienced Person to provide a flood assessment report to Council showing the proposed house site and floor level and demonstrate that the floor level will be at least 400mm above the 0.5% AEP flood level and that the building or site works will not impede overland flow or exacerbate or cause flooding on any other property.

4.6. Rural – Medium Hazard Areas (Blue on 1 in 200 year flood maps)

- 4.6.1. If building is approved, the floor level shall be 500mm above the modelled 0.5% AEP flood level based on the Council's district wide flood hazard mapping.
- 4.6.2. If required by the Council the applicant may need to engage a Suitably Qualified and Experienced Person to provide a flood assessment report to Council showing the proposed house site and floor level and demonstrate that the floor level will be at least 500mm above the 0.5% AEP flood level and that the building or site works will not impede overland flow or exacerbate or cause flooding on any other property.
- 4.6.3. In areas where there is a Medium Hazard it may not always be possible to build because of the requirements for a floor level and all weather access will have unacceptable impacts on neighbouring properties.

4.7. Rural – High Hazard Areas (Red on 1 in 200 year flood maps)

- 4.7.1. It is not considered appropriate to build in these areas due to the high hazard unless a resource consent has been obtained. Any floor level requirements of the Resource Consent shall apply.

4.8. Rationale for flood events and freeboards

- 4.8.1. The Building Act requires new houses to be designed and built in such a way that Surface water, resulting from an event having a 2% probability of occurring annually, shall not enter buildings. The Building Act methodology suggests a 150mm freeboard in normal circumstances, and 500mm where waves may occur.
- 4.8.2. However, the Council has applied different flood models and freeboards as the "Acceptable Solutions" due to a recognition of the greater risks of building on an active flood plain (which covers the majority of the District), and recent experiences over the past two decades of flood events.
- 4.8.3. It is recognised that this is a greater requirement than the Building Act minimum requirements.
- 4.8.4. Therefore, the applicant can choose to supply information supporting a level in keeping with the Building Act. This would need to be a flood model assessment of the specific site, certified by a SQEP.
- 4.8.5. The Council does not model a 1 in 50 flood event throughout the District. The Council does have models for the 1 in 100 (1% AEP), 1 in 200 (0.5% AEP) and 1 in 500 (0.2% AEP) year events.
- 4.8.6. The 1 in 200 (0.5% AEP) is referenced in the RPS (Policy 11.3.2) such that development should be avoided unless (among other matters), new buildings have

an appropriate floor level above the 0.5% AEP design flood level. While it is acknowledged that this policy is only triggered by a Resource Consent application, nevertheless it is an indication of where the region sets its risk profile for new buildings.

4.8.7. For this reason, the Council has adopted the 1 in 200 (0.5% AEP) flood level as an appropriate event to require protection from.

4.8.8. With regard to the freeboard, the Council rationale is as follows:

4.8.8.1. Rural very low risk (i.e.: no flooding indicated)

4.8.8.1.1.400mm total clearance above ground

4.8.8.1.2.100mm possible flooding (due to margin of error in flood model)

4.8.8.1.3.300mm freeboard above flood level (due to uncertainty in exact terrain shape, and due to uncertainty in future land surface changes in surrounding upstream areas)

4.8.8.2. Rural low risk

4.8.8.2.1.400mm total freeboard above 0.5% AEP flood level

4.8.8.2.2.100mm margin of error in flood model

4.8.8.2.3.300mm freeboard above flood level (due to uncertainty in exact terrain shape, and due to uncertainty in future land surface changes in surrounding upstream areas)

4.8.8.3. Rural Medium Risk

4.8.8.3.1.500mm total freeboard above 0.5% AEP flood level

4.8.8.3.2.100mm margin of error in flood model

4.8.8.3.3.300mm freeboard above flood level (due to uncertainty in exact terrain shape, and due to uncertainty in future land surface changes in surrounding upstream areas)

4.8.8.3.4.100mm additional freeboard due to greater variation of flood depth at greater depths.

4.8.8.4. Urban (Building Consents only)

4.8.8.4.1.400mm total freeboard above 0.5% AEP flood level

4.8.8.4.2.100mm margin of error in flood model

4.8.8.4.3.300mm freeboard above flood level (due to wash from passing vehicles)

4.8.8.5. Urban (Subdivision)

4.8.8.5.1.500mm total freeboard above 0.5% AEP flood level

4.8.8.5.2.100mm margin of error in flood model

4.8.8.5.3.300mm freeboard above flood level (due to wash from passing vehicles)

4.8.8.5.4.100mm additional freeboard to allow for other unaccounted for variables including survey error, lot level tolerance, infrastructure failure, and uncertainty in climate change allowances.

5. Demonstrating Compliance with the Operative District Plan Provisions – Greenfield Development

Table 1: Summary of Freeboard Requirements, Greenfield Development

Hazard Category	Rural	Rural Residential	Urban
Very Low (Clear)	N/A – FFL to be minimum 400mm above surrounding ground*	Freeboard = 500mm	N/A – Building Code requirements apply
Low (Green)	Freeboard = 400mm	Freeboard = 500mm	Freeboard = 500mm
Medium (Blue)	Freeboard = 500mm	Freeboard = 500mm	Freeboard = 500mm
High (Red)	No build advised	No build advised	No build advised

5.1. New Greenfield Subdivision of > = 4 lots (Res 1, 2, 3, 5, 6, 7, Bus 1 & 2)

- 5.1.1. In areas identified as low or medium flood hazard, the minimum requirements for floor levels are to provide a 500mm freeboard above the 0.5% (200yr) AEP flood level.
- 5.1.2. New greenfield subdivision with a building platform located within a high flood hazard area (or where no building platform is specified) is non-complying and resource consent would be required. It is possible that land can be raised so that it no longer meets the CRPS high flood hazard definition (high flood hazard is: where depth x velocity of flood waters is ≥ 1 in a 0.2% (500yr) AEP flood event).
- 5.1.3. Site levels should be formed to allow 225mm between the finished site level and the required minimum floor level to allow reasonable building site platforms, as required by the Building Code.
- 5.1.4. Overall, new greenfield development is subject to the process and outcome of the Plan Change, Ecan consents, assessment of flood displacement and / or subdivision consent.

5.2. New Subdivision of (Residential 4A and 4B)

- 5.2.1. Minimum requirements are 500mm freeboard above the 0.5% AEP flood level.
- 5.2.2. Regard must also be given to the 0.2% AEP flood as required by the CRPS.
- 5.2.3. This is subject to the process and outcome of the Plan Change or subdivision consent.

5.3. New subdivision in Rural Areas

5.3.1. General

The concepts in figure 1 apply.

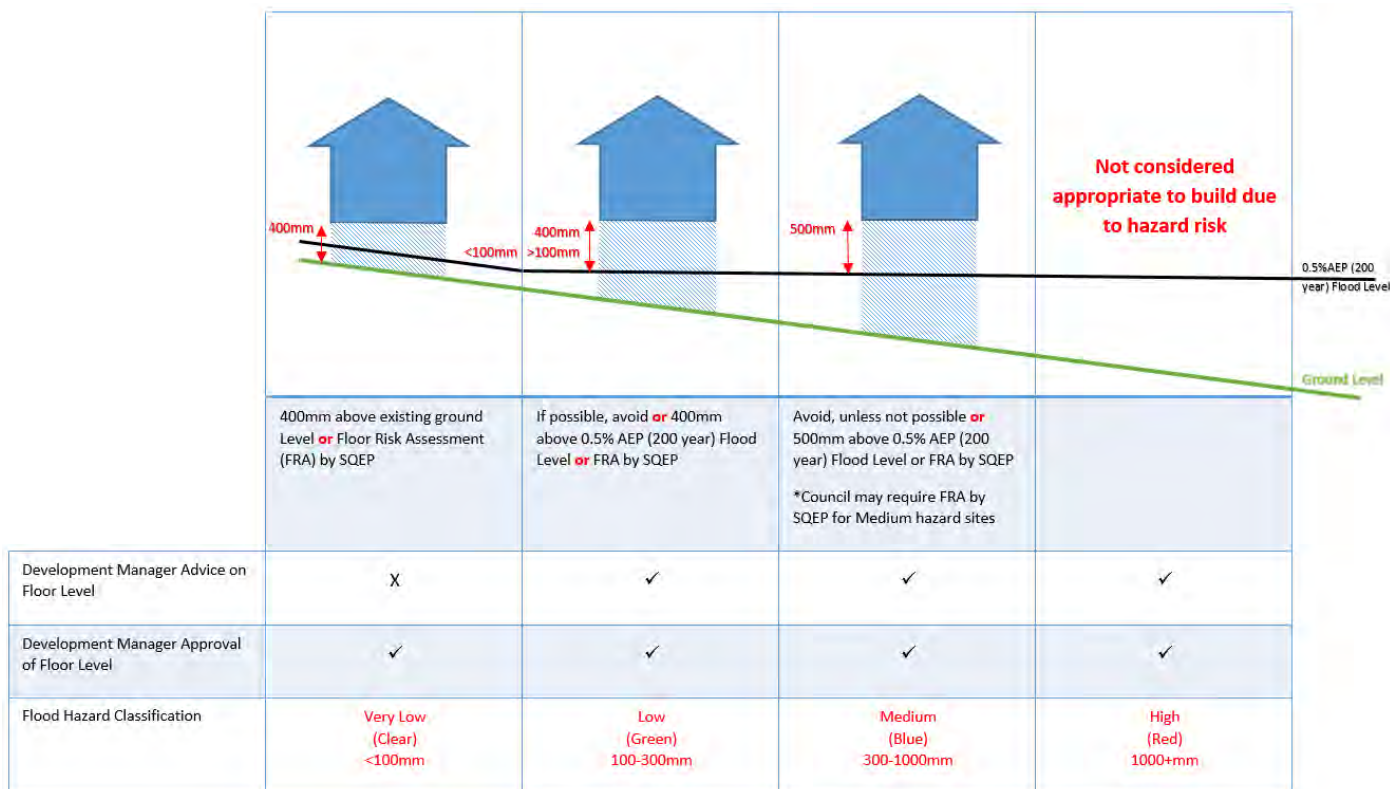


Figure 1: Minimum floor level requirements (Rural and large lot residential)

5.3.2. Rural - Where very low flood Hazard is mapped. (Clear area on 0.5% AEP (200 year) Flood Hazard maps)

Floor levels should be required to meet Building Act requirements (i.e. a floor level above the 2% AEP (50 year) flood level plus a freeboard).

The freeboard will be as required by the Building Code. On generally flat areas the floor level shall be a minimum of 400mm above the highest point of the original ground level at the house site.

Where the property is on the side of a hill and obviously clear of any flooding or overland flow path the Building Act requirements in relation to floor levels above ground shall govern and the 400mm above the highest point of the existing ground may not necessarily be required. Note that a topographical survey may be requested to confirm the building site is on a localised high point.

5.3.3. Rural - Low Hazard Areas (Green on 0.5% AEP (200 year) Flood Hazard Maps)

The floor level shall be 400mm above the modelled 0.5% AEP flood level based on the Council’s district wide flood hazard mapping.

5.3.4. Rural – Medium Hazard Areas (Blue on 0.5% (200 year) AEP Flood Hazard Maps)

At the Council’s discretion and where the building is only partially on or at the edge of an area shown as blue, the Council’s flood hazard mapping may be used to determine the minimum floor level. In this case the floor level shall be 500mm above the modelled 0.5% AEP flood level based on the Council’s flood hazard mapping.

If required by the Council the applicant may need to engage a Suitably Qualified and Experienced Person. They shall provide a flood assessment report to Council showing the proposed house site and floor level and demonstrate that the floor level will be at least 500mm above the 0.5% AEP flood level and that the building or site works will not impede overland flow or exacerbate or cause flooding on any other property.

In areas where there is a Medium Hazard it may not always be possible to build because of the requirements for a floor level and all weather access will have unacceptable impacts on neighbouring properties.

5.3.5. Rural – High Hazard Areas (Red on 0.5% AEP (200 year) Flood Hazard Maps)

It is not considered appropriate to build in these areas due to the high hazard.

6. Demonstrating Compliance with the Operative District Plan Provisions – Intensification (3 or Fewer Lots)

6.1. Rural Areas and Residential 4 areas

6.1.1. Sections 5.2 and 5.3 above applies.

6.2. Residential Areas (Res 1, 2, 3, 5, 6, 7) - General

6.2.1. In existing zoned residential areas that trigger assessment under the Resource Management Act 1991 (RMA) via the District Plan, it is anticipated that all developable lots will have a finished ground level that avoids inundation in a 1% AEP flood event.

6.2.2. The consent assessment, where required, is also required to consider the 0.5% AEP flood, with regard to Policy 11.3.2 of the Canterbury Regional Policy Statement (CRPS) given in the engineering assessments and the matters covered in s106 of the RMA. Detail on 11.3.2 of the CRPS is included as appendix 1 of this report.

6.2.3. Assessment of the matters covered in Policy 11.3.2 may require consideration of the specific site conditions both within and adjacent to the subject site, and may result in the setting of finished floor levels that give effect to Policy 11.3.2.

6.2.4. This practice note is the starting point for consideration of Policy 11.3.1. For infill development in urban areas the 1% AEP flood level shall be allowed for with freeboard. The 0.5% AEP flood level should be assessed and considered as part of the setting of floor levels. In practice this may mean a floor level for 1 to 3 houses that is at or even lower than the 0.5% AEP. This needs to be considered in the context of being compatible with existing surrounding houses without causing an adverse impact on neighbours.

6.2.5. This applies to the small scale (3 houses or fewer) infill development of existing urban areas where the surrounding area has already been built on. It applies to small scale subdivisions of existing residential lots or new houses on vacant lots, or rebuild of existing houses. For large scale development (4 houses or more) the Greenfield provisions shall apply. (Refer section 5.1)

6.2.6. The Council's urban flood hazard maps shall be used where they are available. These models include provision for the open drains, stormwater pipes and pump stations that make up the urban stormwater network. In the absence of urban flood hazard maps the district wide flood hazard maps shall apply.

- 6.2.7. In all cases, care shall be taken to avoid siting buildings in flood hazard areas and where possible to site the building on the property clear of ponding or overland flow paths.
- 6.2.8. Where there is no clear area (very low hazard), the building should be located, where possible, on the area with the lowest flood hazard. For example locate the building site on green (low hazard) rather than blue (medium hazard) mapped areas.
- 6.2.9. Where a dwelling is being replaced, the floor level for the new dwelling shall be no lower than the original dwelling. And where flood modelling is available for such a site an assessment shall be made by Council to the home owner/applicant to set a minimum floor level.
- 6.3. Existing residential areas (Res 1, 2, 3, 5, 6, 7) (excluding Kaiapoi and coastal urban areas) - Where very low flood hazard is mapped. (Clear area on 1% AEP Flood Hazard maps)**
- 6.3.1. Floor levels should be required to meet Building Act requirements (i.e. a floor level above the 2% AEP (50 year) flood level plus a freeboard.
- 6.3.2. The freeboard will be as required by the Building Code.
- 6.3.3. Note - Isolated small pockets of flooding shown on the flood hazard maps may be treated as "Clear" at the sole discretion of the Council.
- 6.4. Existing residential areas (Res 1, 2, 3, 5, 6, 7) (Excluding Kaiapoi and coastal urban areas) - Where a low or medium flood hazard is mapped. (Green and Blue areas on the 1% AEP Flood Hazard Maps)**
- 6.4.1. The floor level of houses shall have a freeboard above the 1% AEP (100 year) flood level.
- 6.4.2. The freeboard requirements shall be 400mm above 1% AEP for the mapped Green areas (Low Hazard).
- 6.4.3. The freeboard requirements shall be 500mm above 1% AEP for the mapped Blue areas (Medium Hazard).
- 6.4.4. Consideration shall also be given to the spill level of the secondary flow path based on known topographical levels.
- 6.5. Existing residential areas (Res 1, 2, 3, 5, 6, 7) (Excluding Kaiapoi and coastal urban areas) – Where a high hazard area is mapped (Red on 0.5% AEP (200 year) Flood Hazard Maps)**
- 6.5.1. It is not considered appropriate to build in these areas due to the high hazard flood risk.
- 6.5.2. If a building is approved, then the floor level of houses shall have a freeboard of 500mm above 1% AEP (100 year) flood level
- 6.6. Kaiapoi and coastal urban existing residential areas (Kaiapoi, The Pines Beach, Kairaki, Woodend Beach and Waikuku Beach)**
- 6.6.1. The Council Flood Hazard Models assume that the underlying drainage infrastructure (including pipes and pumps) continues to operate. This is a satisfactory assumption for the majority of the District where there is little need to pump stormwater and good secondary flow paths exist. However Kaiapoi and the coastal urban areas are more dependent on pumps and pipelines continuing to operate to maintain the levels that the Flood Hazard model predicts. This is not

considered to be an appropriate assumption for these areas, because it is possible that this protection would have an outage during a large rainfall event, at some time during the life of a new house.

6.6.2. Therefore, the basis for determining a minimum floor level in Kaiapoi and the existing coastal urban areas is based on the possible depth of flooding if the pumping system was not working and/or the piped system became blocked. This differs from the Flood Hazard model results where the proposed property is in a 'basin' – i.e. the property level is lower than the surrounding ground levels (including stop banks). In this situation, the 'ponding' level takes precedence over the level from the Flood Hazard model.

6.6.3. The minimum floor levels in the existing urban areas of Kaiapoi, The Pines Beach, Kairaki, Woodend Beach and Waikuku Beach, where there are no underlying floor level requirements from existing subdivision and land use consents, are shown on the maps attached as Appendix 2.

6.6.4. The diagram below explains the floor level requirements for existing urban areas of Kaiapoi and the coastal urban areas.

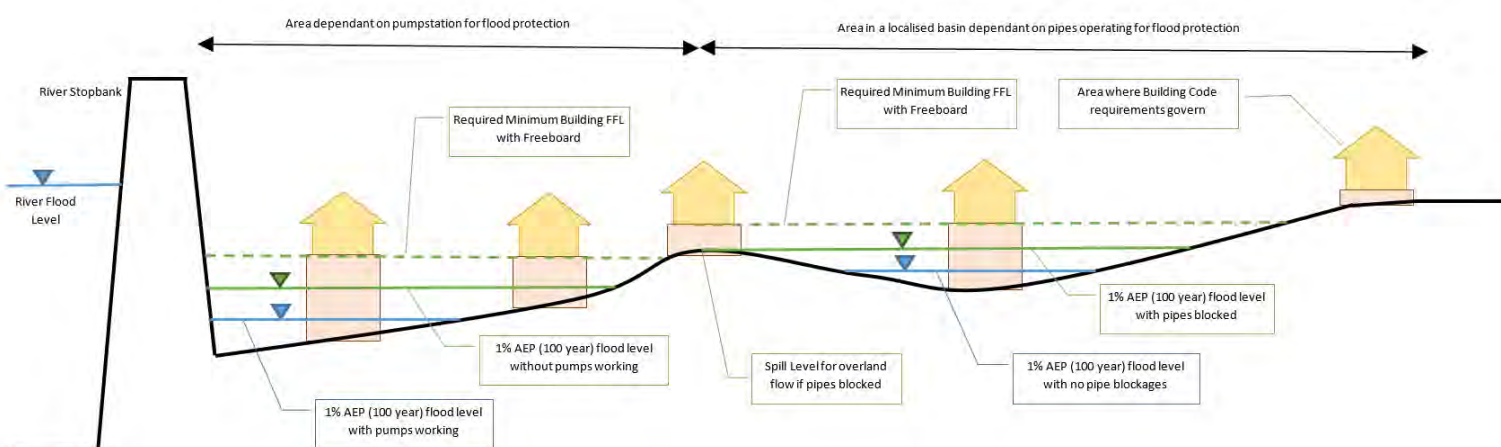


Figure 2: Urban Kaiapoi and Existing Coastal Developed Areas

7. Commercial Areas (Business 1, 2)

7.1. Advice will be given for these areas in relation to the flood level and freeboard as it would apply to residential. This information shall be advice only and the Building Act provisions shall apply.

8. Definitions

8.1. Annual Exceedance Probability is as defined in the Canterbury Regional Policy Statement: "the probability for a certain size of flood flow occurring in a single year."

8.2. Building Location Certificate – means a certificate prepared by a registered licensed professional surveyor

8.3. Current WDC Flooding Map – means the current available published localised flood hazard mapping generated by the Waimakariri District Council.

8.4. Finished Floor Level - means the level of the finished floor of the building. The finished floor level is measured from the top of the finished slab or top of floor joists and does not include decorative features or tiles. For residential sites that have been filled to achieve

minimum finished floor levels an attached garage may be exempt from compliance with a specified minimum finished floor level if the garage does not meet the building code requirements for a habitable space. If no formal finished floor level exists (for example pole sheds), the minimum finished floor level is deemed to be the height of undisturbed ground underneath the building.

- 8.5. Freeboard - Freeboard, for the purposes of this Technical Practice Note, refers to the height to a floor level above a mapped flood water level. The freeboard represents a margin of safety for effects of wind or wave action, vehicle wash, or other influences on the maximum height of floodwaters. It is important to note that this is not the same as height above ground level.
- 8.6. Greenfield development – means existing areas zoned residential (excluding rural residential) within the CRPS infrastructure boundary and that do not fall within the definition of infill development. Greenfield development includes applications for comprehensive residential allotments as defined in the Waimakariri District Plan (minimum of 4 dwellings). Note that Greenfield development areas may have specific floor level requirements imposed within the District Plan.
- 8.7. Height above ground level - The height above ground level is the difference between the floor level and the surrounding existing ground level.
- 8.8. Infill Development – means existing areas zoned residential (excluding rural residential) that contained a dwelling on <<date of practice note 2019>> and/or have the ability to erect up to three dwellings in accordance with the delineated area provisions, or a complying subdivision under the Waimakariri District Plan. Note that infill development areas may have specific floor level requirements imposed within the District Plan.
- 8.9. New urban Areas - New development areas have all had specific flood risk assessments as part of the Plan Change or Subdivision Consent process. In most cases this has resulted in a predetermined floor level being required for specific sites, or a set procedure to be followed to determine the minimum floor level.
- 8.10. Suitably Qualified Person – means a Chartered Professional Engineer with expertise in flood hazard assessment, or equivalent
- 8.11. Surrounding Ground Level - means the highest undisturbed natural ground level at the proposed building location and should be determined by appropriate spot heights intersecting the dwelling location. For all zones, ‘*Surrounding Ground Level*’ should be expressed as a pre or post development level if earthworks have, or are anticipated to occur. This ensures that any cut or fill of building platforms is accounted for. ‘*Finished Formation Level*’ has the same meaning as surrounding ground level.

9. Review

- 9.1. This document is anticipated to be reviewed to incorporate the updated District Plan natural hazards provisions.

Where a flood risk assessment is submitted by an external consultant reference shall be made to these standard definitions. Any alternative definition or meaning used shall be defined by the report author within the flood risk assessment.

Appendix 1 (Canterbury Regional Policy Statement 33.3.2)

11.3.2 Avoid development in areas subject to inundation

In areas not subject to [Policy 11.3.1](#) that are subject to inundation by a 0.5% AEP flood event; any new subdivision, use and development (excluding critical infrastructure) shall be avoided unless there is no increased risk to life, and the subdivision, use or development:

1. is of a type that is not likely to suffer material damage in an inundation event; or
2. is ancillary or incidental to the main development; or
3. meets all of the following criteria:
 - a. new buildings have an appropriate floor level above the 0.5% AEP design flood level; and
 - b. hazardous substances will not be inundated during a 0.5% AEP flood event;

The table below summarises the flood level and freeboard requirements (Except for Kaiapoi and coastal urban areas, where there is a separate Flood Level Map.

Figure 3:

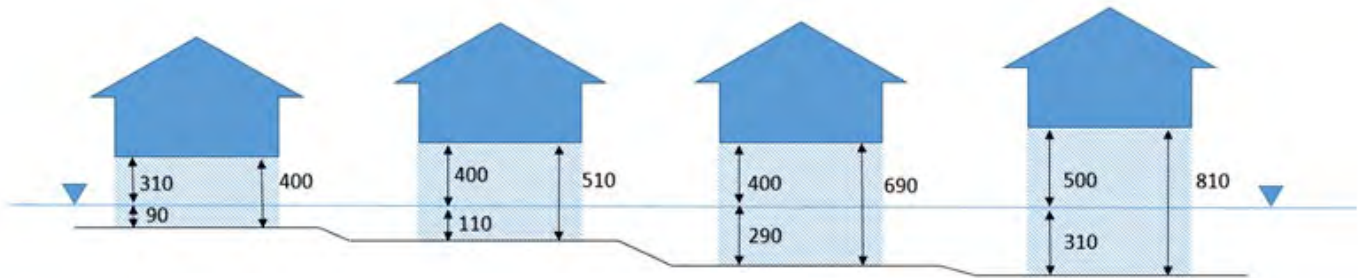


Figure 4:

FREEBOARD			
	Urban Greenfield (4 or more buildings)	Urban Brownfield (3 or fewer dwellings)	Rural (200yr)
Very low (VL)	500mm (200 year)	BC / RC	300mm <small>(400mm above ground allows for 100mm with + 300mm freeboard)</small>
Low (L)	500mm (200 year)	400mm (100 year)	400mm
Medium (M)	500mm (200 year)	500mm (100 year)	500mm
High (H)	500mm (200 year)	500mm (100 year)	No Build



Pines Kairaki Beach
Adopted Minimum Floor Level Requirements
New Zealand Vertical Datum 2016

SCALE (A4)
1:9,000
DATE
8/04/2022





Waimakariri District Council



Woodend Beach
Adopted Minimum Floor Level Requirements
New Zealand Vertical Datum 2016

SCALE (A4)
1:3,000
DATE
8/04/2022





Waikuku Beach
Adopted Minimum Floor Level Requirements
New Zealand Vertical Datum 2016

SCALE (A4)
1:9,000
DATE
8/04/2022



WAIMAKARIRI DISTRICT COUNCIL**MEMO**

FILE NO AND TRIM NO: TSU-22 / 200106000237

DATE: 6 January 2020

MEMO TO: Flood and Floor Level Working Group

FROM: Gerard Cleary, Manager Utilities and Roading

SUBJECT: Minimum Floor Levels in Kaiapoi (existing urban area)

Background

Recent modelling work and discussions with the working group have led to a detailed assessment of two critical flood basins in Kaiapoi.

For most of the existing town of Kaiapoi a minimum floor level based on the 200 year flood (with the pump system working) plus freeboard gives floor levels that are sensible and in keeping with the surrounding urban area. The Network Planning Team Leader, Chris Bacon, has prepared maps that break the town into areas with minimum floor levels based on this criteria.

There are two areas that warranted a more detailed analysis.

1. The Meadow Street / Bracebridge / Feldwick area.
2. The Otaki Street area, bounded by Whitefield Street / Ohoka Road/ Williams Street / and the Kaiapoi River.

This memo discusses each of these areas separately.

These two areas are low lying and reliant on stop banks, a functioning drainage network and pumps to prevent flooding in extreme floods. They are areas that have flooded in the past and require active management by staff and contractors during flood events. Due to these factors additional freeboard is required to manage the additional risks associated with these areas.

Attachments

- i. Feldwick / Meadow Street Area, Ground Level Map
- ii. Otaki Street Area, Ground Level Map
- iii. Feldwick / Meadow Street FFL Examples
- iv. Otaki Street Area FFL Examples

Area 1. East Kaiapoi (Feldwick/Meadow/Bracebridge)

The proposed minimum floor level for this area is 2.0m RL.

Typical Ground levels.

The lowest ground levels in this area are road levels that are just at or below 1.0m RL in Meadow Street, Bracebridge, Kalmia, and Ellen Place (Road). The lowest ground level in this area is 0.89m RL on the road carriageway near the eastern end of Bracebridge Street.

There is a small area of residential land between Bracebridge and Beach Road that is at or just below 1.0m RL. Otherwise the lowest lying residential areas in Bracebridge and Meadow Street are in the order of 1.0m to 1.2m RL. With the rest of the low lying areas in Grey Crescent,

Feldwick and Moore Street 1.2 to 1.4m RL. Higher ground in these areas is in the order of 1.4 to 2.0m RL.

Flood Levels

Various flood model levels are discussed in the sections below to compare against the proposed minimum floor level of 2.0m RL.

2019 Urban Kaiapoi Flood Model.

Recent modelling work which includes the Pump Stations in Kaiapoi operating have yielded the following flood levels.

1% AEP (100 year) Flood level 1.29m RL
0.5% AEP (200 year) Flood level 1.39m RL.

Ashley River Breakout (ECAN) Model

An additional check has been made for the following flood scenarios.

Ashley River Ecan Breakout modelling, 100 year, no flooding in this area.

Ashley River Ecan Breakout modelling, 200 year, 0.3 to 0.62m deep flooding in the lowest point in Bracebridge Street. (Approx. flood level 1.51m RL).

Actual Flood Observations

My own observations during storms in June 2014 and June 2019 would indicate water levels of up to 1.2m RL.

2015 Localised Flood Hazard Mapping

The 2015 Localised flood mapping for this area that was carried out by Waimakariri District Council and is used for the district wide flood hazard assessment was also considered. This is accepted as being very conservative and not directly applicable to Kaiapoi given that it does not make any allowance for the primary reticulation and assumes none of the pumps are working.

This model yields the following results:

1% AEP (100 year) 0.61m deep flooding in the lowest point in Bracebridge Street. (Approx. flood level 1.50m RL).

0.5%AEP (200 year) 1.18m deep flooding in the lowest point in Bracebridge Street. (Approx. flood level 2.07m RL).

Floor Levels

A minimum floor level of 2.0m RL is proposed for this area. This achieves a freeboard of 700mm above the 1% AEP flood level and 600mm above the 0.5% AEP flood level.

Most houses in the area are timber floors on plies and joists. These floor levels would typically be up to 0.5m above the ground level. So in the lowest lying areas house levels will be as low as 1.5m. More typical levels will be 1.7 to 1.9m RL.

There is no absolute minimum floor level that has been adopted in the District. Discussions with relevant engineers within WDC have suggested that it would be appropriate to have a mandatory minimum level. There is some merit in this approach. For the purposes of the assessment in this area 2.0m has been adopted. This equates to the same water level in the Kaiapoi River at high tide during a fresh in the Waimakariri River. Using this as an absolute minimum for Kaiapoi will give some reassurance that in the event of pumps not working or a serious disaster situation where the river bank was breached outside a major storm event house levels would be at least at this level.

The proposed level of 2.0m is tested below against a number of scenarios.

1% AEP, 100 year flood level pumps on 1.3mRL, plus 700mm freeboard.

0.5% AEP 200 year flood level pumps on 1.4m RL, plus 600mm freeboard.

1% AEP 100 year flood level pumps not working, 1.5m RL. plus 500mm freeboard. (Note that this is a very conservative scenario as described above)

0.5% AEP, 200 year flood level pumps off, no freeboard. Flood level is approximately 70mm above the floor level. (Note that this is an unrealistic and overly conservative scenario as described above)

A comparison of this level with typical ground levels is also made below for the purposes of seeing how this will fit into existing housing and the local landscape. Diagrams of some typical houses have been appended to this report. This shows that a minimum floor level of 2.0m will result in houses that will be able to fit into the existing streetscape.

In the lowest lying area the ground level is 1.0m RL a floor level of 2.0m would require the house to be 1.0m above the ground. They will be out of context with other existing houses that may be 400 to 500mm above the ground. Given these areas are regularly subject to flooding this is not unreasonable.

The majority of the area is 1.2 to 1.4m RL. This would put the houses 600mm to 800mm above the ground level. This will not be entirely out of context in this situation and should fit into the landscape reasonably well.

Area 2, The Otaki Street area, bounded by Whitefield Street / Ohoka Road/ Williams Street / and the Kaiapoi River.

The proposed minimum floor level for this area is 2.82m RL. This achieves a freeboard of 1.0m above the 1% AEP (100 year) flood level. The minimum floor level matches the predicted 0.5% AEP (200 year) flood level. On balance this provides a good level of protection for an area that is already built up with most existing houses built lower than this level.

Typical Ground levels.

The lowest ground levels in this area are road levels these are between 1.0 and 1.2m in Evans Place and Porters Place.

The lowest property levels are in the order of 1.4 and 1.6m RL. The typical property levels in the broader area are 1.6 to 1.8m RL.

Flood Levels

Various flood model levels are discussed in the sections below to compare against the proposed minimum floor level of 2.0m RL.

2019 Urban Kaiapoi Flood Model.

Recent modelling work which includes the Pump Stations in Kaiapoi operating have yielded the following flood levels.

1% AEP (100 year) Flood level 1.82m RL

0.5% AEP (200 year) Flood level 2.82m RL.

Ashley River Breakout (ECAN) Model

Checks made against the Ashley River Breakout modelling show that no flooding will occur in this area either in the 1% AEP (100 year) or 0.5% AEP (200 year) events.

Actual Flood Observations

My own observations during storms in June 2014 and June 2019 would indicate water levels of up to 1.6m RL.

2015 Localised Flood Hazard Mapping

An additional check has been made against the 2015 Localised Flood Mapping for this area which is considered very conservative and not directly applicable to Kaiapoi given it does not make any allowance for the primary reticulation and assumes none of the pumps are working. Furthermore, the Kaiapoi River stopbanks in this area are not modelled accurately enough in the 2015 study resulting in unrealistic water levels in the urban area.

For the 0.5% AEP (200 year) scenario, approximately 2.3m deep flooding is modelled on properties in the lowest lying areas, and 1.5 to 2.0m in the broader area. (Approx. flood level 3.40m RL).

For the 1% AEP (100 year) scenario, 2.0m deep flooding is modelled in the lowest properties in the lowest lying areas, and 1.2 to 1.7m in the broader area. (Approx. flood level 3.10m RL).

Given these scenarios are unrealistic and overly conservative this assessment is dismissed for the purposes of this memo. The 2015 modelling was prepared solely to help identify flood hazard areas and is not suitable for setting minimum floor levels in the existing urban area of Kaiapoi.

Floor Levels

A minimum floor level of 2.82m RL is proposed for this area.

Most houses in the area are timber floors on plies and joists. These floor levels would typically be up to 0.5m above the ground level. So in the lowest lying areas house levels will be as low as 2.0 m. More typical levels will be 2.1 to 2.2m RL.

For the purposes of this memo a 2.82 minimum floor level is tested.

This would equate to 1.0m freeboard above the 1% AEP storm with the pumps and primary system operating. It is also at a level that matches the localised 0.5% AEP flood level (with pumps and primary system working).

In terms of being in context with the surrounding area this would make houses substantially higher than neighbouring properties. This in itself can lead to localised drainage issues with one property due to being so much higher than its neighbour causing localised issues. Also in terms of the streetscape this can cause issues with privacy and day to day living.

The working group has carried out an assessment of how any new houses constructed to a 2.82m floor level would relate to the existing street scape. Some diagrams showing this assessment are appended to this report. This shows that despite having floor levels higher than neighbouring properties houses could be constructed in keeping with the streetscape.'

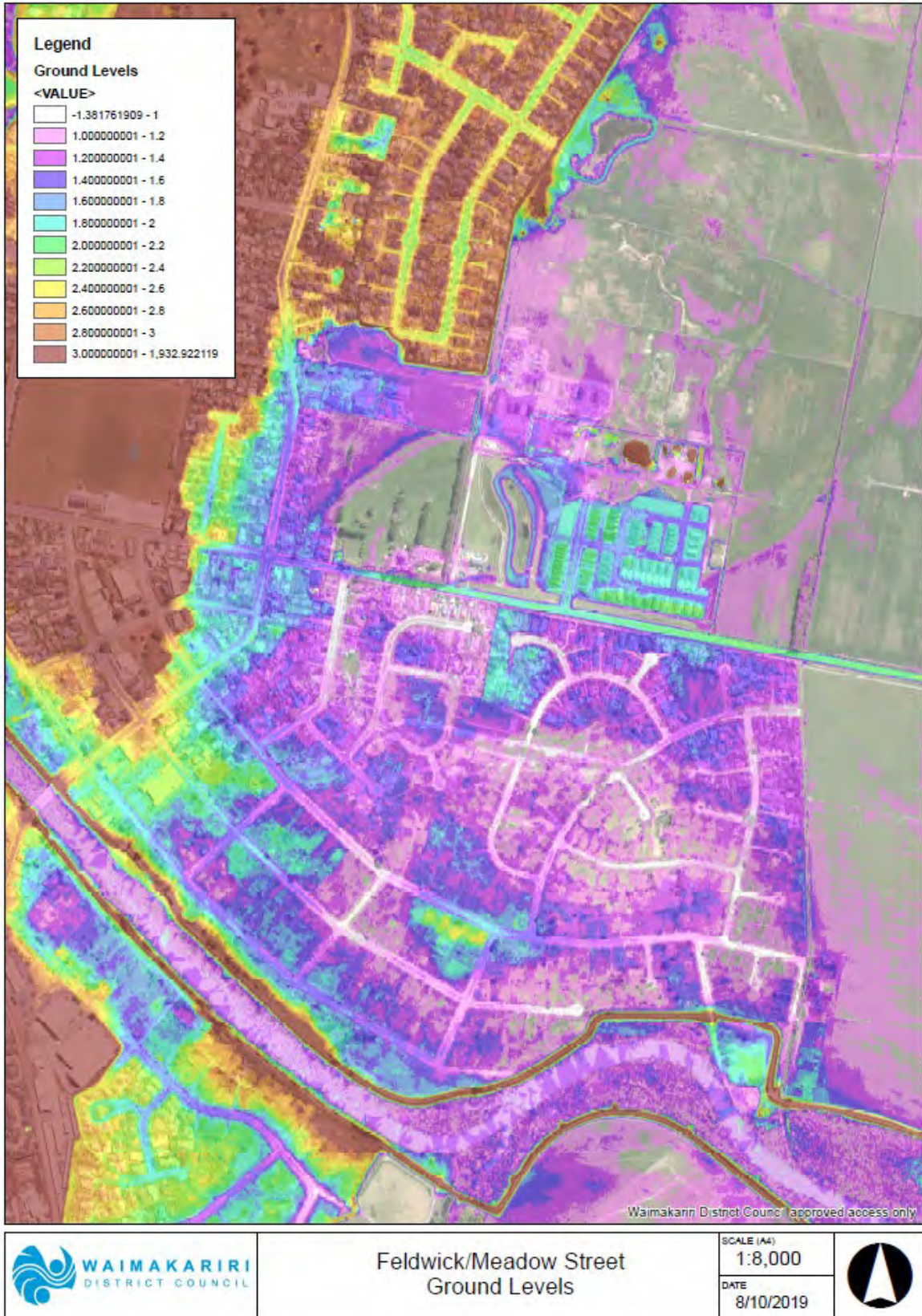
Conclusion / Recommendation.

It is recommended that the following minimum floor levels are adopted.

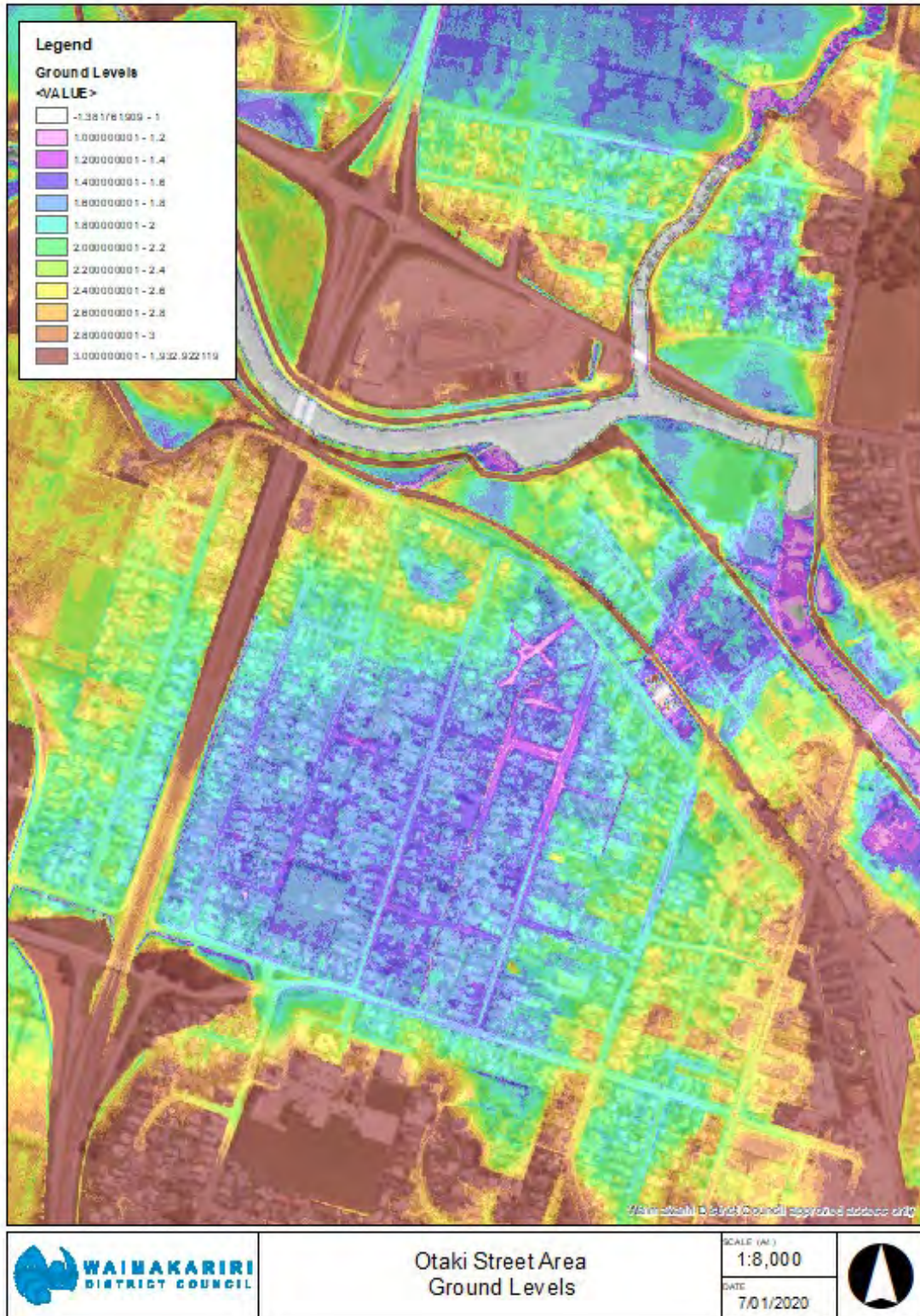
Area 1. East Kaiapoi (Feldwick/Meadow/Bracebridge). The proposed minimum floor level for this area is 2.0m RL.

Area 2, The Otaki Street area, bounded by Whitefield Street / Ohoka Road/ Williams Street / and the Kaiapoi River. The proposed minimum floor level for this area is 2.82m RL.

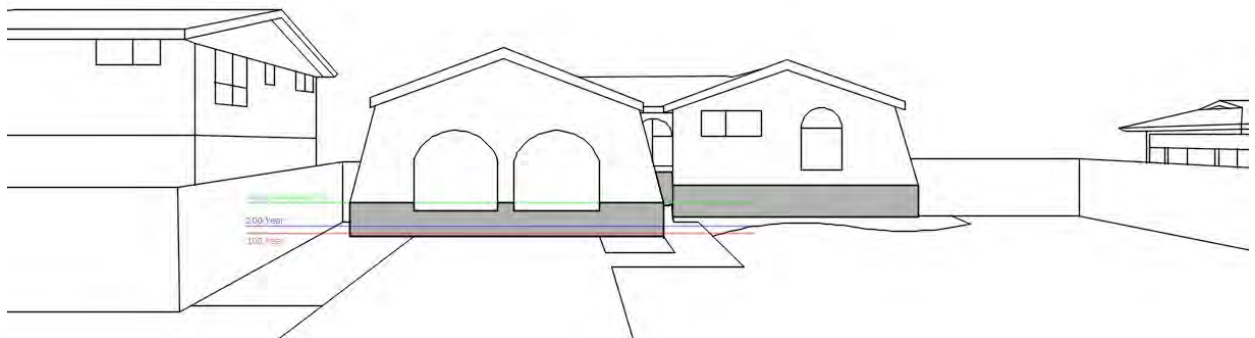
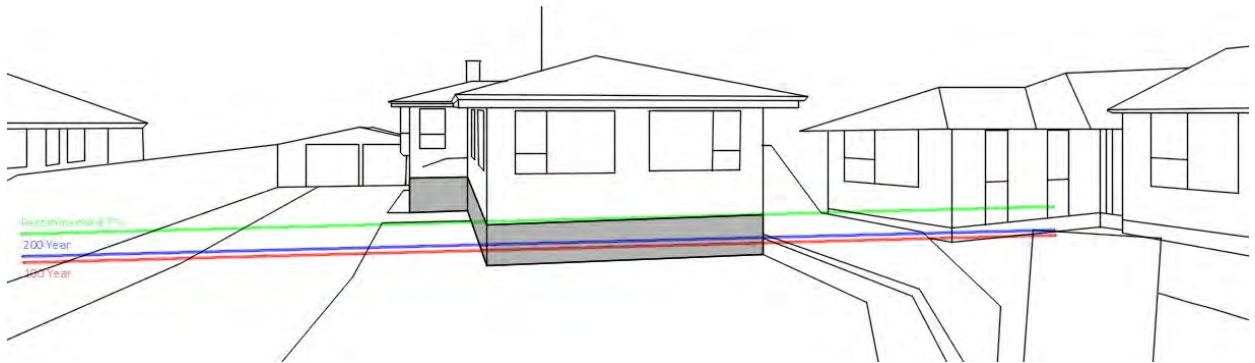
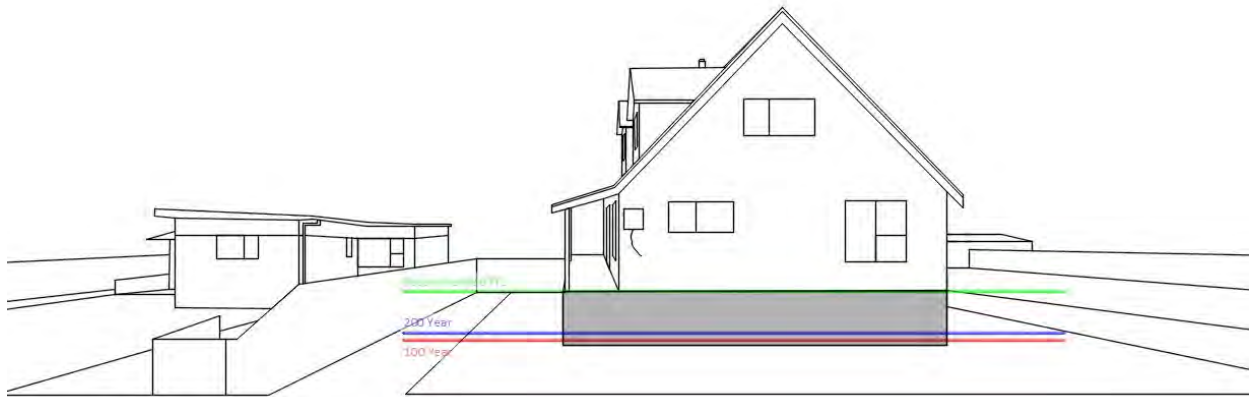
Appendix i) Feldwick / Meadow Street Area



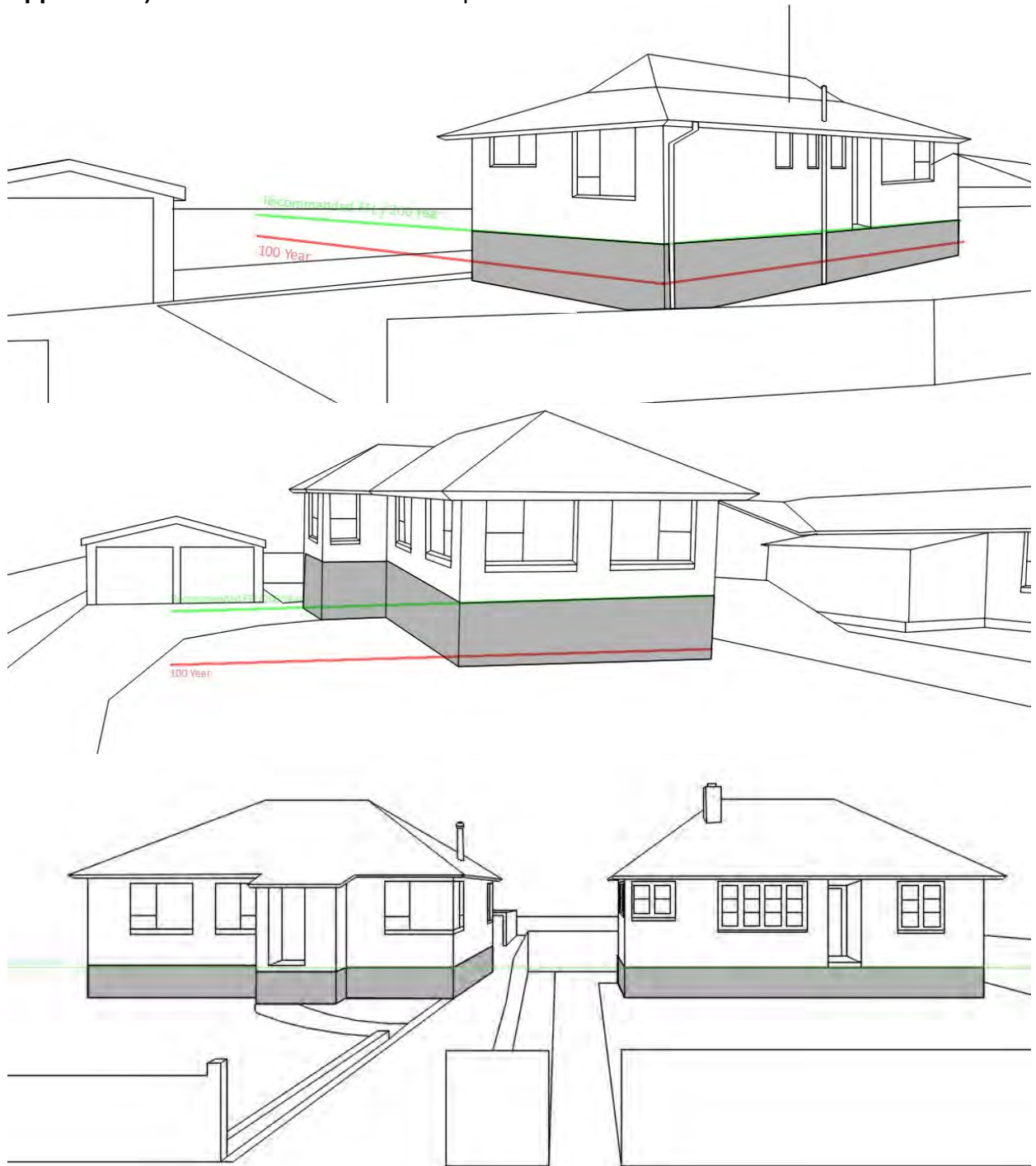
Appendix ii) Otaki Street Area

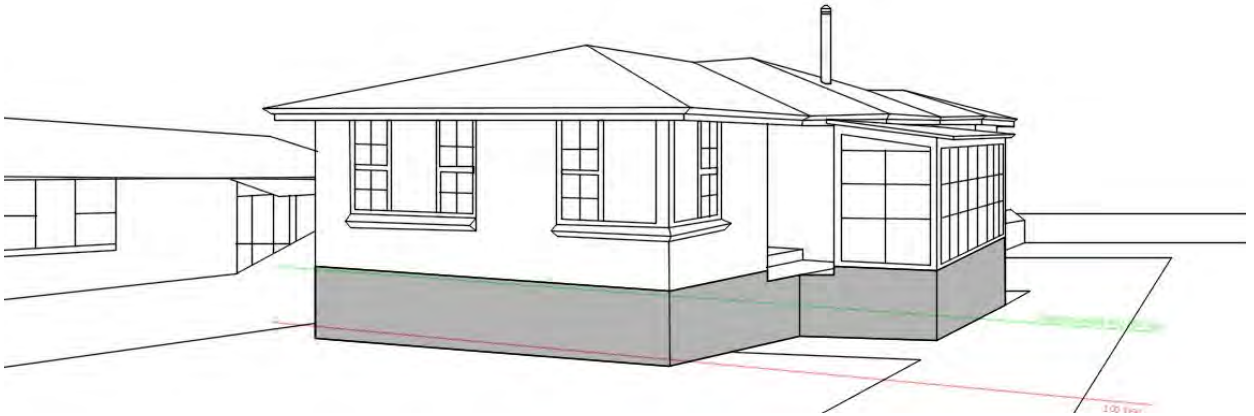
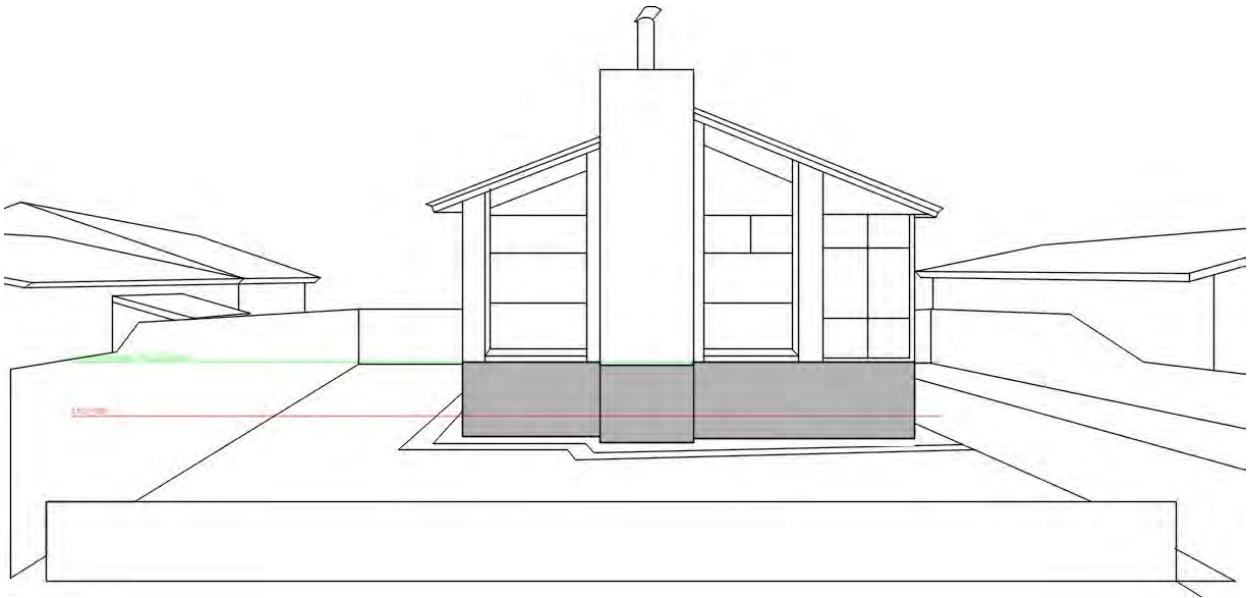


Appendix iii) Feldwick / Meadow Street FFL Examples



Appendix iv) Otaki Street Area FFL Examples





WAIMAKARIRI DISTRICT COUNCIL**MEMO**

FILE NO AND TRIM NO: TSU-22 / 200114003406 [v2]
DATE: 29 July 2022
MEMO TO: Gerard Cleary, Manager – Utilities and Roading
FROM: Chris Bacon, Network Planning Team Leader
SUBJECT: Kaiapoi Minimum Finished Floor Level – Technical Memorandum 2022 Update

Gerard

The purpose of this memo is to document the technical work undertaken to help determine the minimum Finished Floor Levels (or FFL) that the Council should adopt within the Kaiapoi township and the Coastal settlements of Pines Kairaki, Woodend Beach and Waikuku Beach.

This work is a revision of the work undertaken in 2020 which incorporates a number of improvements including:

- Updated 2020 Flood Modelling
- Coastal Inundation Modelling
- Levels expressed in terms of New Zealand Vertical Datum 2016
- Inclusion of the residential beach settlements of Pines Kairaki, Woodend Beach and Waikuku Beach

Refer to TRIM 200114003406 [v1] for the previous 2020 Memo.

This work will inform the Technical Practice Note on Flood Mapping Freeboard and Finished Floor Levels (TRIM 200106000520).

This memo contains a number of figures and plans which can all be found in full scale in the Appendix.

1. Information and Data

The 2020 District Flood Modelling was used as the basis for this work. This work was completed in 2020 and featured the following assessments

- Localised Flooding
- Ashley Breakout Modelling
- Coastal Inundation

The 100 year ARI flood event was used throughout this work as this represents the return period to demonstrate compliance with the Building Act. It is noted that new greenfield subdivision or other comprehensive developments would normally require specific assessment with regards to the 200 year ARI flood event to meet the requirements under the ECAN Regional Policy Statement. Therefore the minimum finished floor levels presented in this memo should not be used for comprehensive or greenfield development within the urban zone without specific approval from the Utilities and Roading Manager or the Planning and Regulation Manager.

Refer to Figure 1 and Figure 2 for the 2020 Flood Modelling Results for Kaiapoi and the coastal settlements.

The 2020 Flood Modelling was based on the 2014 LiDAR survey with the inclusion of developer provided DEMs where available. The LiDAR data and the flood modelling results were used to determine the Flooding RL levels.

Refer to Figure 3 and Figure 4 for the 2014 LiDAR Ground Levels in the Kaiapoi Area and the Coastal Beach Settlements.



Figure 1 - Kaiapoi 100 Year Modelled Flood Depth

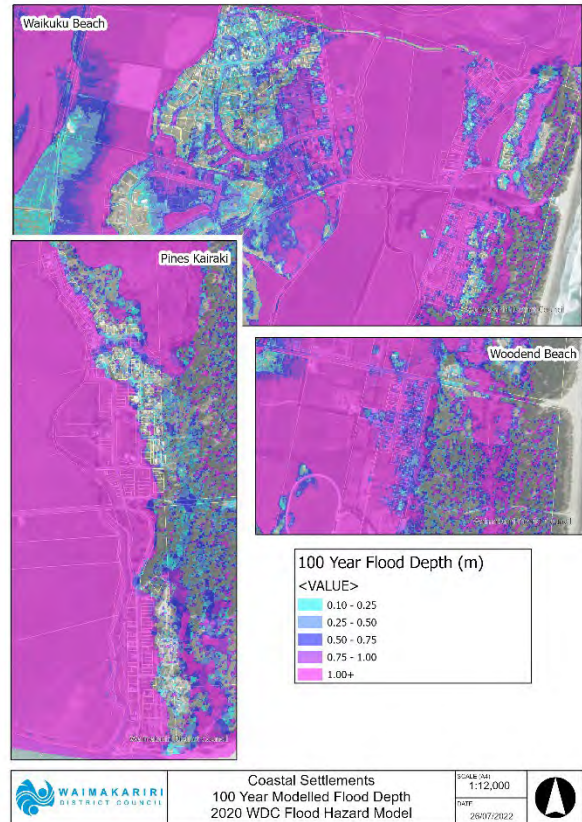


Figure 2 - Coastal Settlements 100 Year Modelled Flood Depth

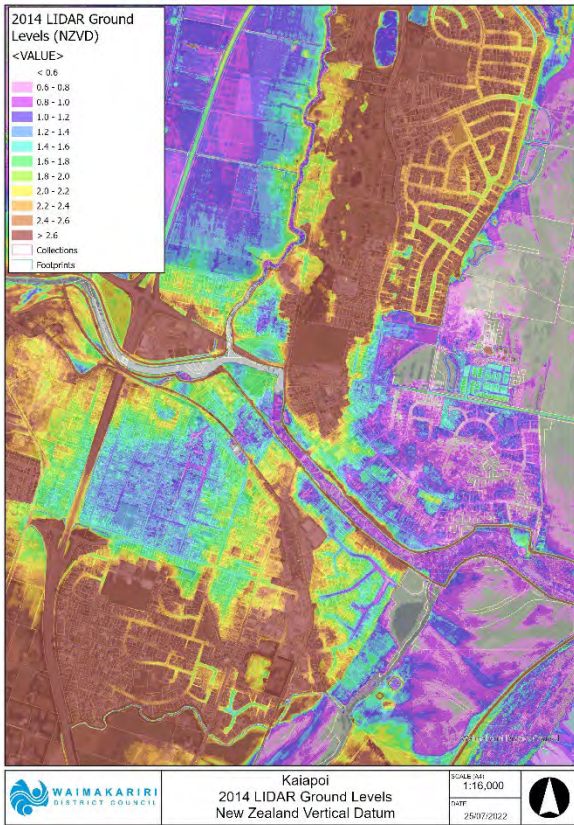


Figure 3 - Kaiapoi LIDAR Levels

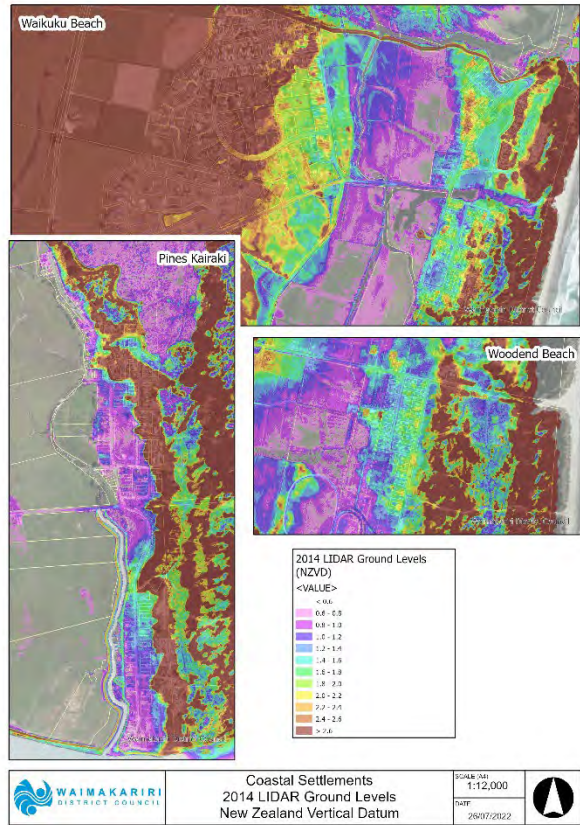


Figure 4 - Coastal Settlements LIDAR Levels

2. Delineation of Flood Basins

In Kaiapoi it was necessary to consider the impact of a localised flood basins in the event that stormwater infrastructure (such as pipes, pumps etc) could fail. In these areas overland flowpaths are not available and flood depths could be more significant than those presented in the flood model results.

In the Coastal Settlements these flood basins only represented areas directly affected by Coastal or Ashley Breakout Flooding where properties formed part of a larger flood basin often covering the full settlement.

Flood depths from the model results were used to determine localised flood basins where flood levels represented a homogenous surface and there was no overland flowpath available. Flooding within these basins would occur whenever the primary infrastructure failed or was overwhelmed by incoming stormwater flows. The basins were delineated manually using the mapped flood depths and the 2014 LiDAR data.

Refer to Figure 5 and Figure 7 for the assessed flood basins in Kaiapoi and the Coastal Settlements.

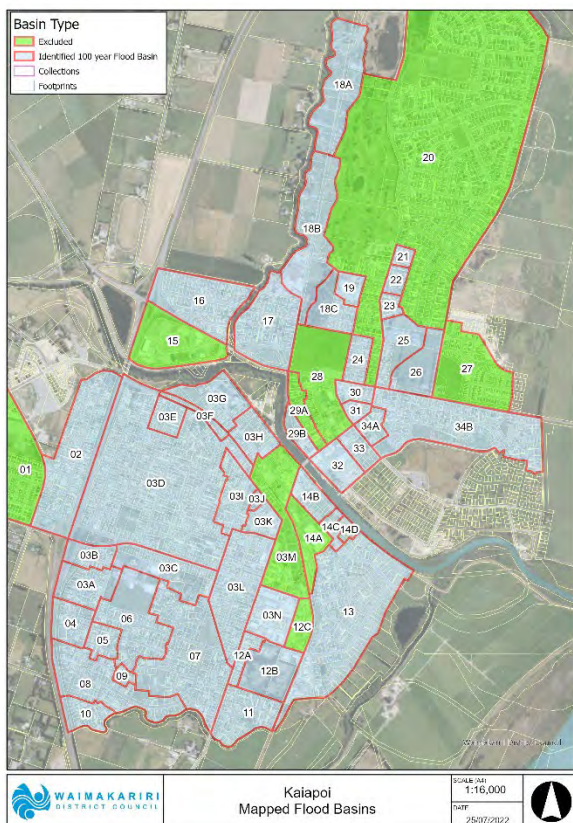


Figure 5 - Kaiapoi Flood Basins

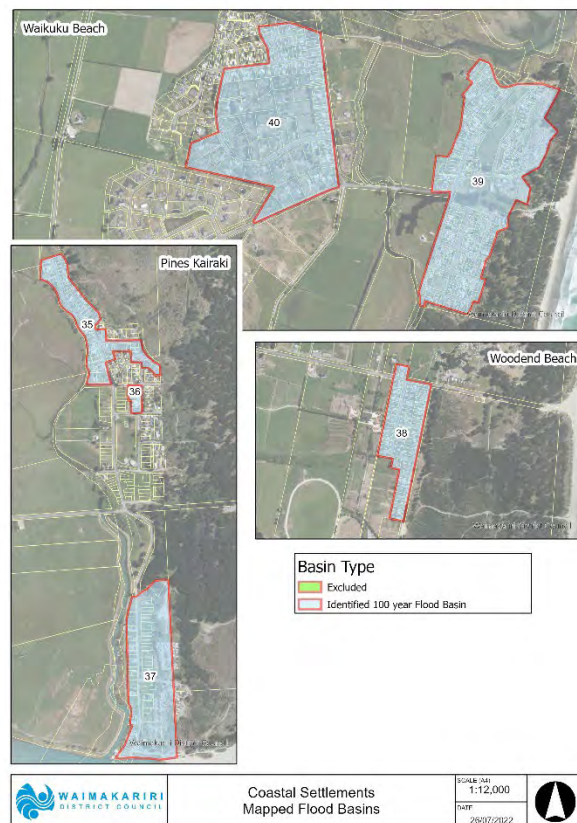


Figure 6 - Coastal Settlements Flood Basins

Some of the urban areas in Kaiapoi were specifically excluded from this flood basin assessment either because

- They were subject to specific Resource Consent Conditions for Finished Floor Levels and/or
- They did not feature any significant flooding or exhibit basin behaviour (ie floodwaters were able to flow away freely)

These areas are shown in green on Figure 5.

3. Determination of Freeboard

Each flood basin was then assigned a suitable freeboard based on the modelled flood hazard and the freeboard guidelines developed as part of the Flood Mapping Freeboard and Finished Floor Levels Practice Note (TRIM 200106000520). Table 1 summarises the freeboard requirements used for the different hazard categories.

Table 1 - Minimum Freeboard Requirements

Flood Hazard ²	Minimum Freeboard
Very Low (White)	300mm
Low (Green)	400mm
Medium to High (Blue and Red)	500mm

Refer to Figure 9 and Figure 10 for the Modelled 100 Year Flood Hazard Categories

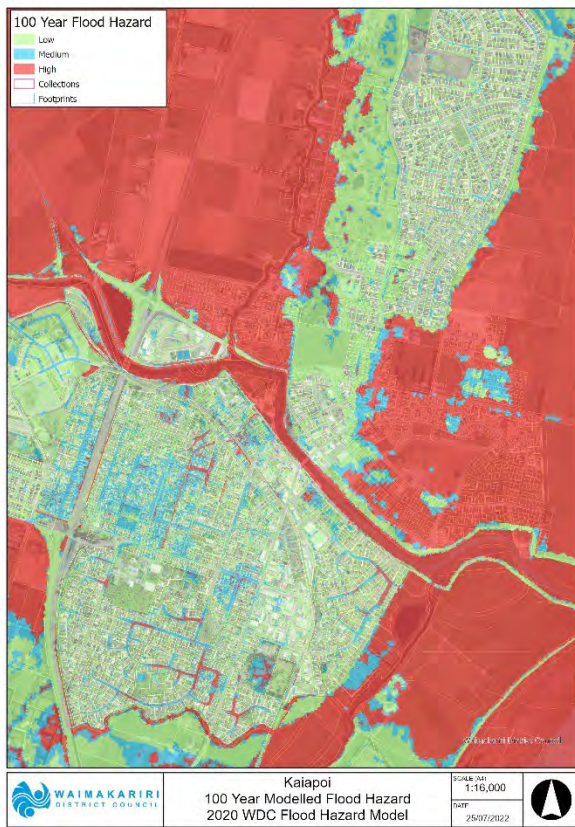


Figure 9 - Kaiapoi 100 Year Flood Hazard

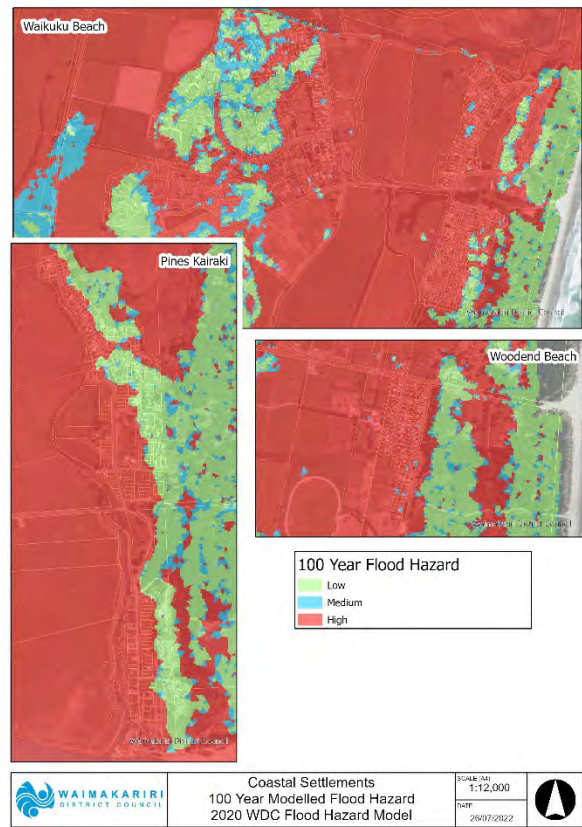


Figure 10 - Coastal Settlements 100 Year Flood Hazard

² Flood Hazard as assessed on land parcels. Higher levels of flood hazard may be present on the adjoining road corridor

Refer to Figure 11 and Figure 12 for the assessed freeboard requirement at each basin for the 100 Year flood events.

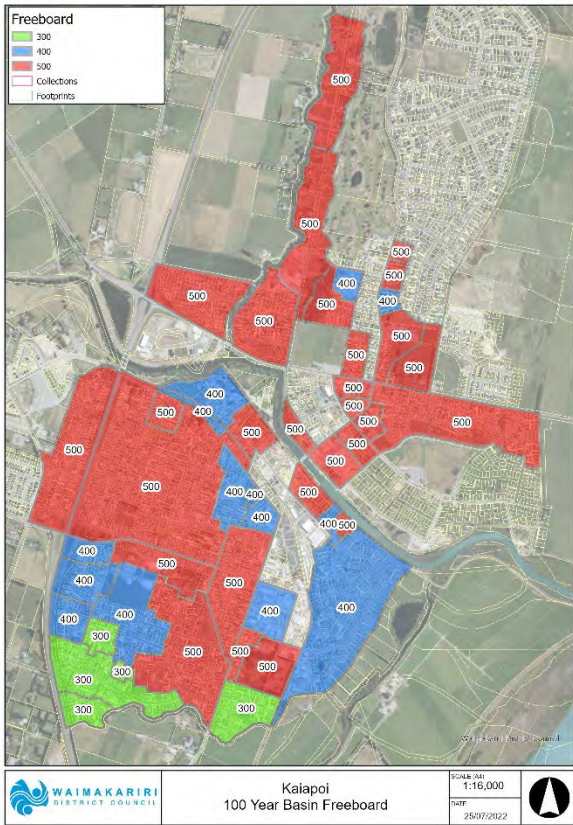


Figure 11 - Kaiapoi 100 Year Freeboard Requirement

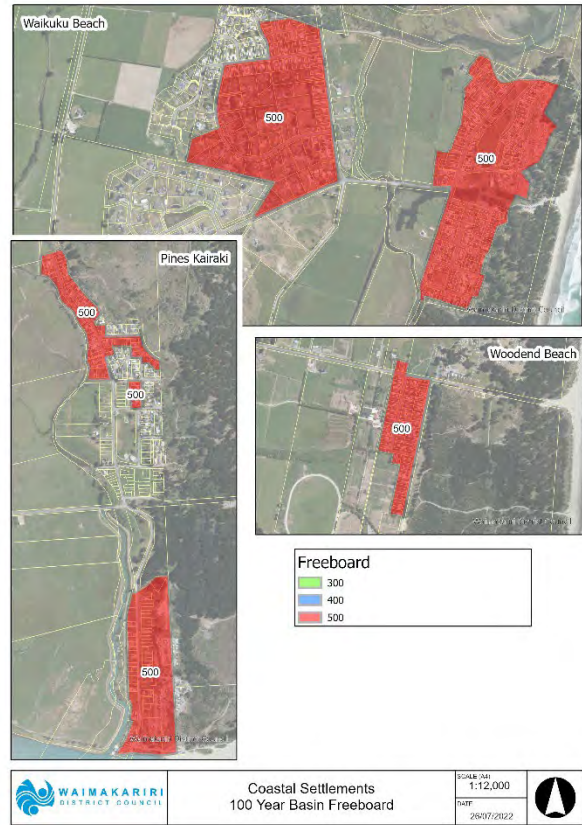


Figure 12 - Coastal Settlements 100 Year Freeboard Requirement

4. Determination of Minimum Finished Floor Level

Taking the adopted freeboard for each flood basin and adding this to the modelled flood depth it was then possible to specify a minimum FFL for each basin. This FFL represents the safe finished floor level within each basin area to prevent inundation due to ponding. Some properties may still require higher floor levels where they are subject to overland flow or Building Code requirements.

Refer to Figure 13 and Figure 14 for the minimum Finished Floor Level requirement for each flood basin.

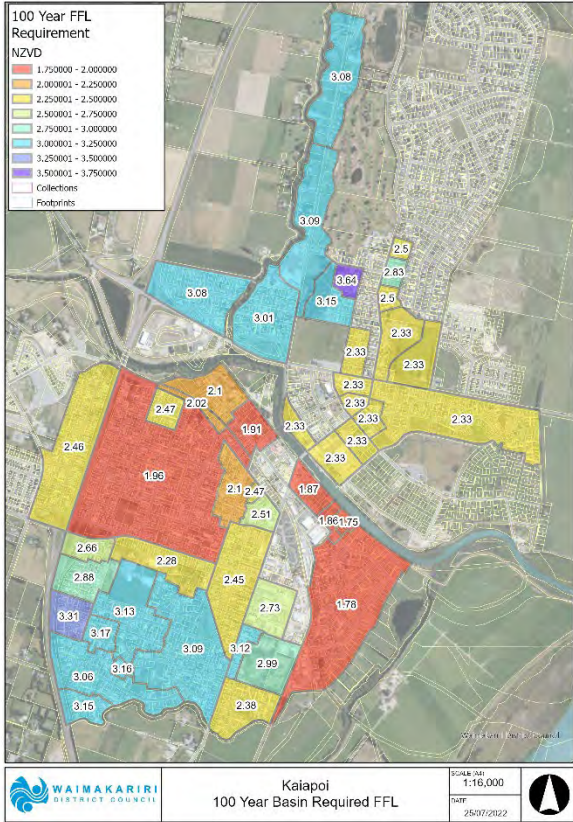


Figure 13 - Kaiapoi 100 Year FFL Requirement

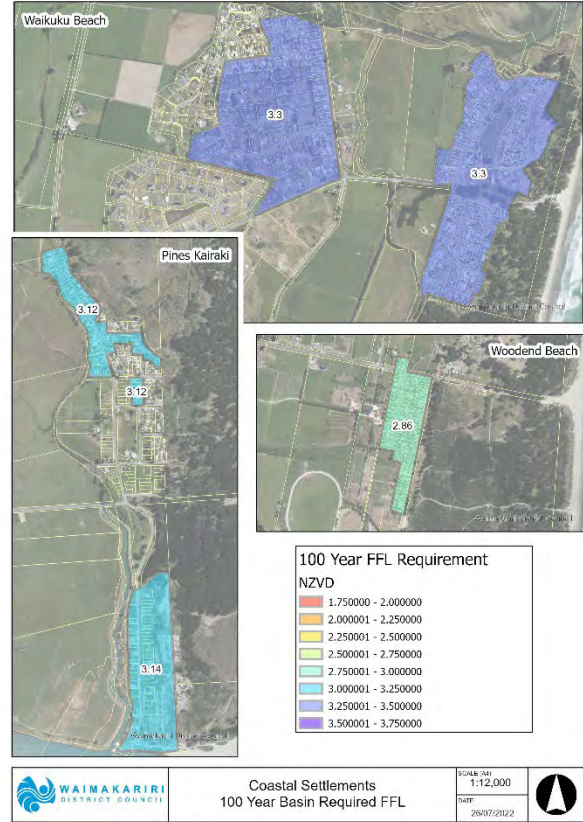


Figure 14 - Coastal Settlements 100 Year FFL Requirement

For new dwellings built in the existing urban area that are replacing existing dwellings the Council has adopted the 100 year level of protection in line with the requirements under the Building Act.

5. Further Assessment of Absolute Minimum Finished Floor Level Requirement

Following the assessment of the Minimum Finished Floor Level requirements for each flood basin it was deemed necessary to consider a higher minimum Finished Floor Level that would provide further protection for the low lying areas on the southern side of the Kaiapoi River. This absolute minimum level would supersede any modelled flood level information in these areas and provide additional protection for events such as a pumpstation failure in Kaiapoi.

Four potential absolute minimum FFL levels were subsequently assessed as outlined in Table 2

Table 2 – Absolute Minimum FFL Assessment

Potential Absolute Minimum FFL	Justification	Comments
1.65m RL	Correlates to historically observed high tide levels in the Kaiapoi River.	This is less than any of the assessed 100 year FFL levels, so this would not be appropriate for an absolute minimum FFL
1.96m RL	Correlates to the assessed minimum FFL level for the Otaki Street area	The Otaki Street area is one of the lowest lying parts of Kaiapoi and regular experiences surface flooding following moderate to large rain events. Therefore using the assessed 100 year FFL level for this area to set the absolute minimum FFL for the district appears to make logical sense.
2.05m RL	Correlates to recently consented minimum FFL for subdivisions in Kaiapoi where not subject to Coastal Inundation.	In areas not subject to Coastal Inundation this would provide some consistency with recent consented subdivisions, however it doesn't necessary reflect the flood levels across all low lying areas.
2.91m RL	CCC adopted minimum FFL for Christchurch City	Assessed to compare the existing requirements of a neighbouring local authority. However it is noted that this level would be impractical for most eastern urban communities in Waimakariri where the ground level is often in the order of 1.00m RL.

6. Final Minimum Finished Floor Level Requirements for Kaiapoi and the Coastal Settlements

Following this work it was decided to adopt the 100 year minimum FFL requirements in Kaiapoi and the Coastal Settlements. Furthermore it was determined that an absolute minimum FFL requirement of 1.96m be applied to all areas to match the requirement in the Otaki Street area.

Refer to Figure 15 and Figure 16 for plans showing the adopted Minimum FFL for Kaiapoi and the Coastal Settlements. Areas not shaded or coloured on the map may be subject to further Minimum FFL requirements under Resource Consent conditions.

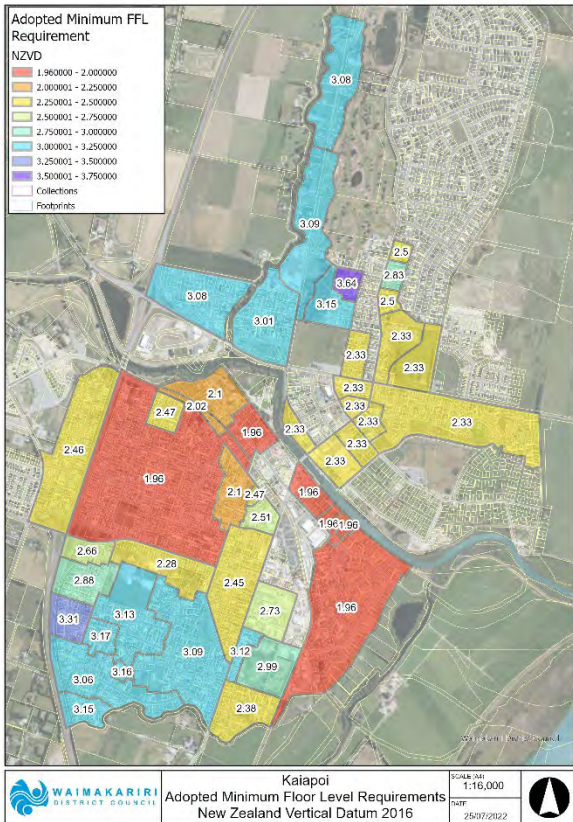


Figure 15 - Kaiapoi Adopted Minimum FFL Requirement

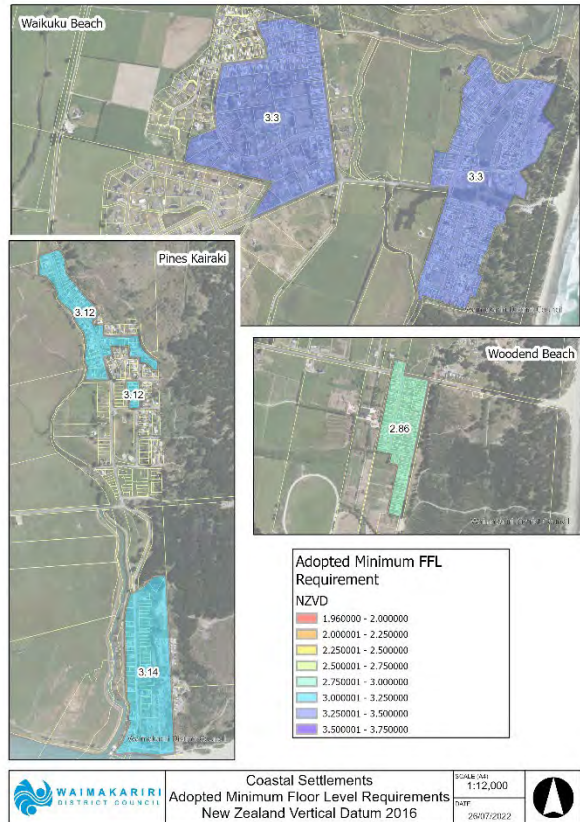


Figure 16 - Coastal Settlements Adopted Minimum FFL Requirement

APPENDICES

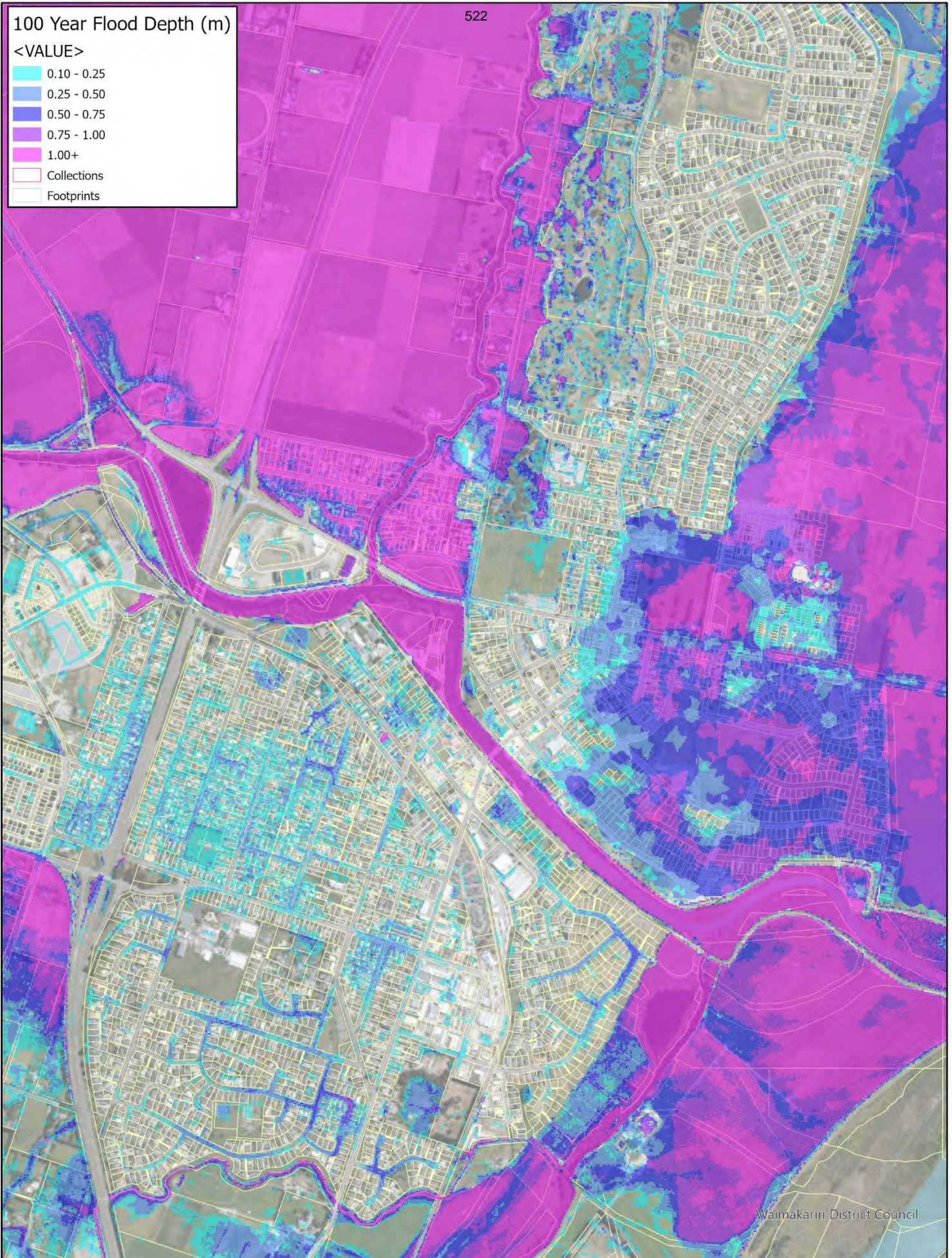
- Figure 1 - Kaiapoi 100 Year Modelled Flood Depth
- Figure 2 - Coastal Settlements 100 Year Modelled Flood Depth
- Figure 3 - Kaiapoi LIDAR Levels
- Figure 4 - Coastal Settlements LIDAR Levels
- Figure 5 - Kaiapoi Flood Basins
- Figure 6 - Coastal Settlements Flood Basins
- Figure 7 - Kaiapoi 100 Year Flood Level
- Figure 8 - Coastal Settlements 100 Year Flood Level
- Figure 9 - Kaiapoi 100 Year Flood Hazard
- Figure 10 - Coastal Settlements 100 Year Flood Hazard
- Figure 11 - Kaiapoi 100 Year Freeboard Requirement
- Figure 12 - Coastal Settlements 100 Year Freeboard Requirement
- Figure 13 - Kaiapoi 100 Year FFL Requirement
- Figure 14 - Coastal Settlements 100 Year FFL Requirement
- Figure 15 - Kaiapoi Adopted Minimum FFL Requirement
- Figure 16 - Coastal Settlements Adopted Minimum FFL Requirement

100 Year Flood Depth (m)

<VALUE>

- 0.10 - 0.25
- 0.25 - 0.50
- 0.50 - 0.75
- 0.75 - 1.00
- 1.00+

- Collections
- Footprints



Waimakariri District Council

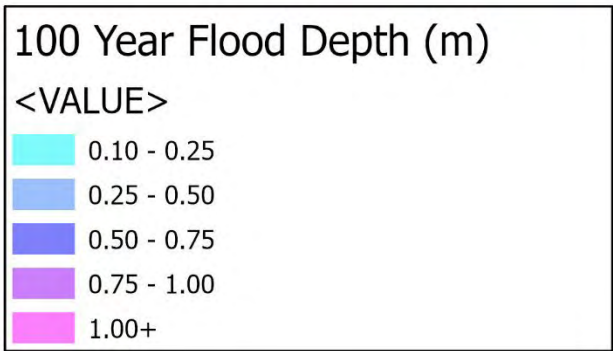


Kaiapoi
100 Year Modelled Flood Depth
2020 WDC Flood Hazard Model

SCALE (A4)
 1:16,000

DATE
 25/07/2022





2014 LIDAR Ground Levels (NZVD)

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- < 0.6
- 0.6 - 0.8
- 0.8 - 1.0
- 1.0 - 1.2
- 1.2 - 1.4
- 1.4 - 1.6
- 1.6 - 1.8
- 1.8 - 2.0
- 2.0 - 2.2
- 2.2 - 2.4
- 2.4 - 2.6
- > 2.6
- Collections
- Footprints



Waimakariri District Council



Kaiapoi

2014 LIDAR Ground Levels New Zealand Vertical Datum

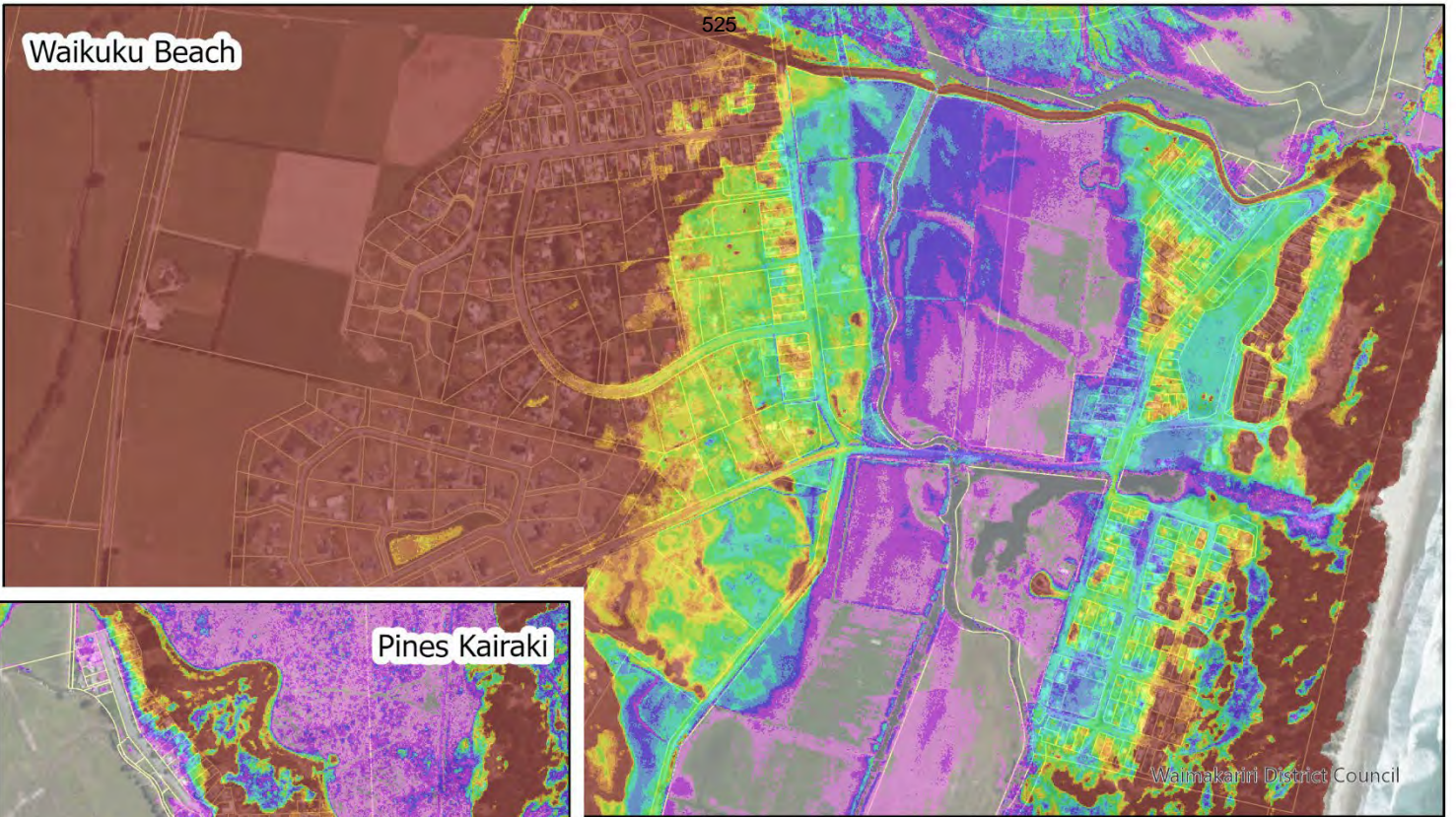
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DATE
25/07/2022

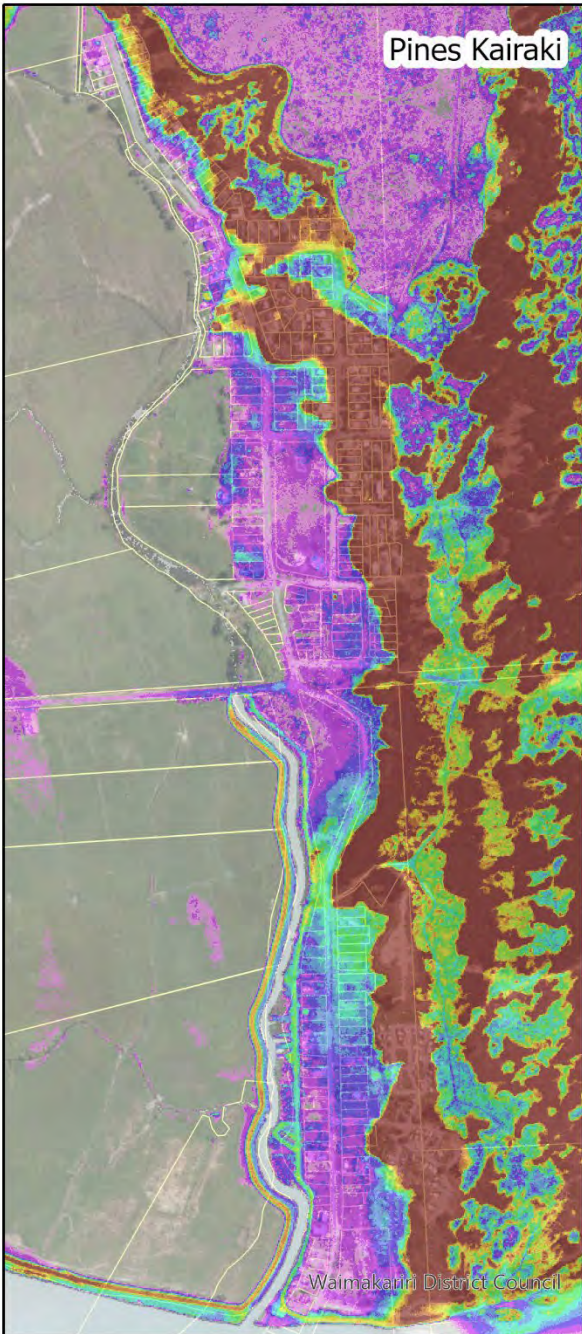


Waikuku Beach

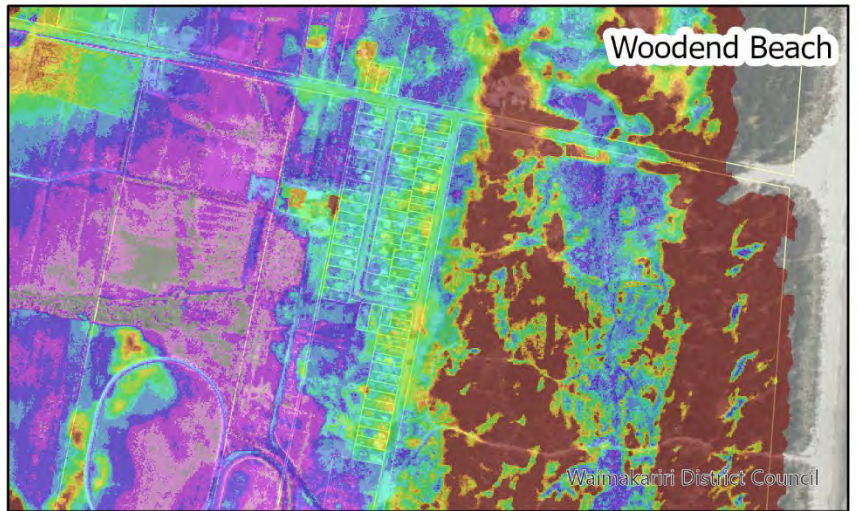
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Pines Kairaki



Woodend Beach



2014 LIDAR Ground Levels (NZVD)

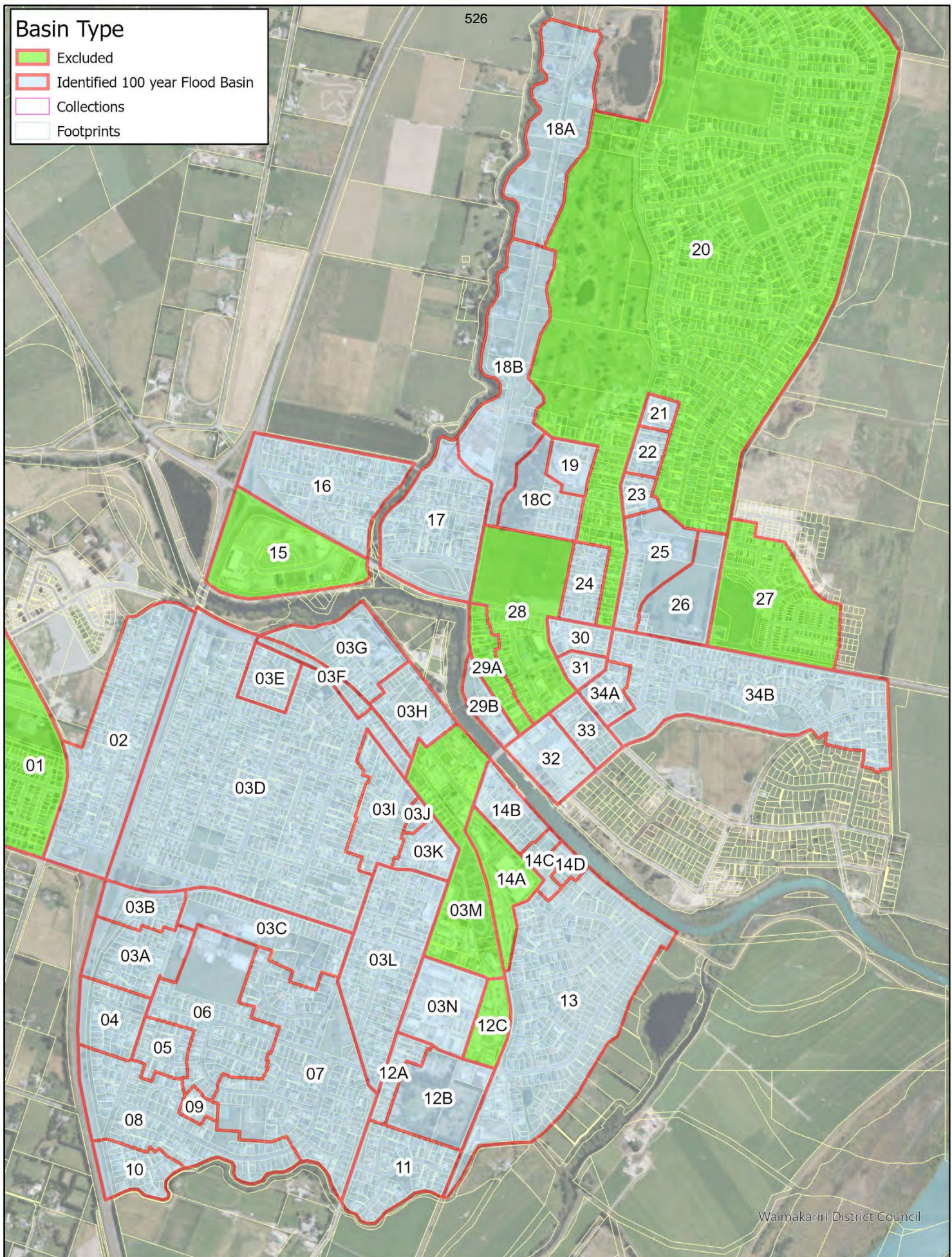
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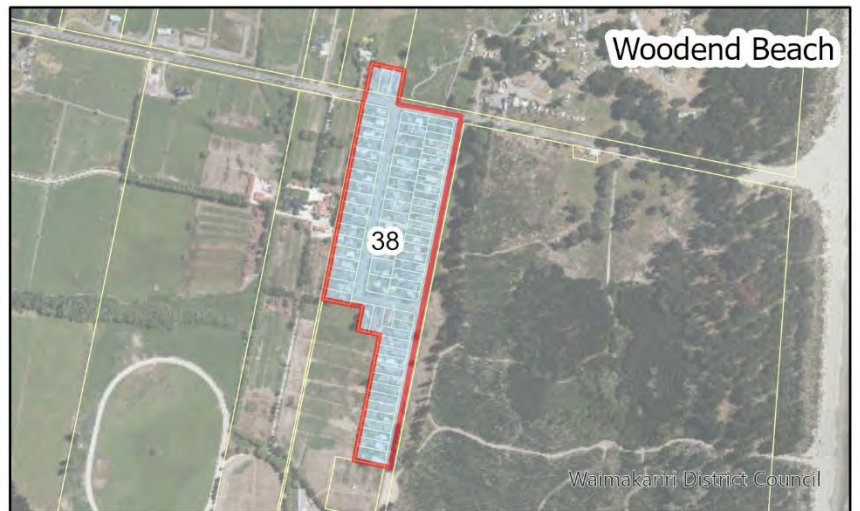
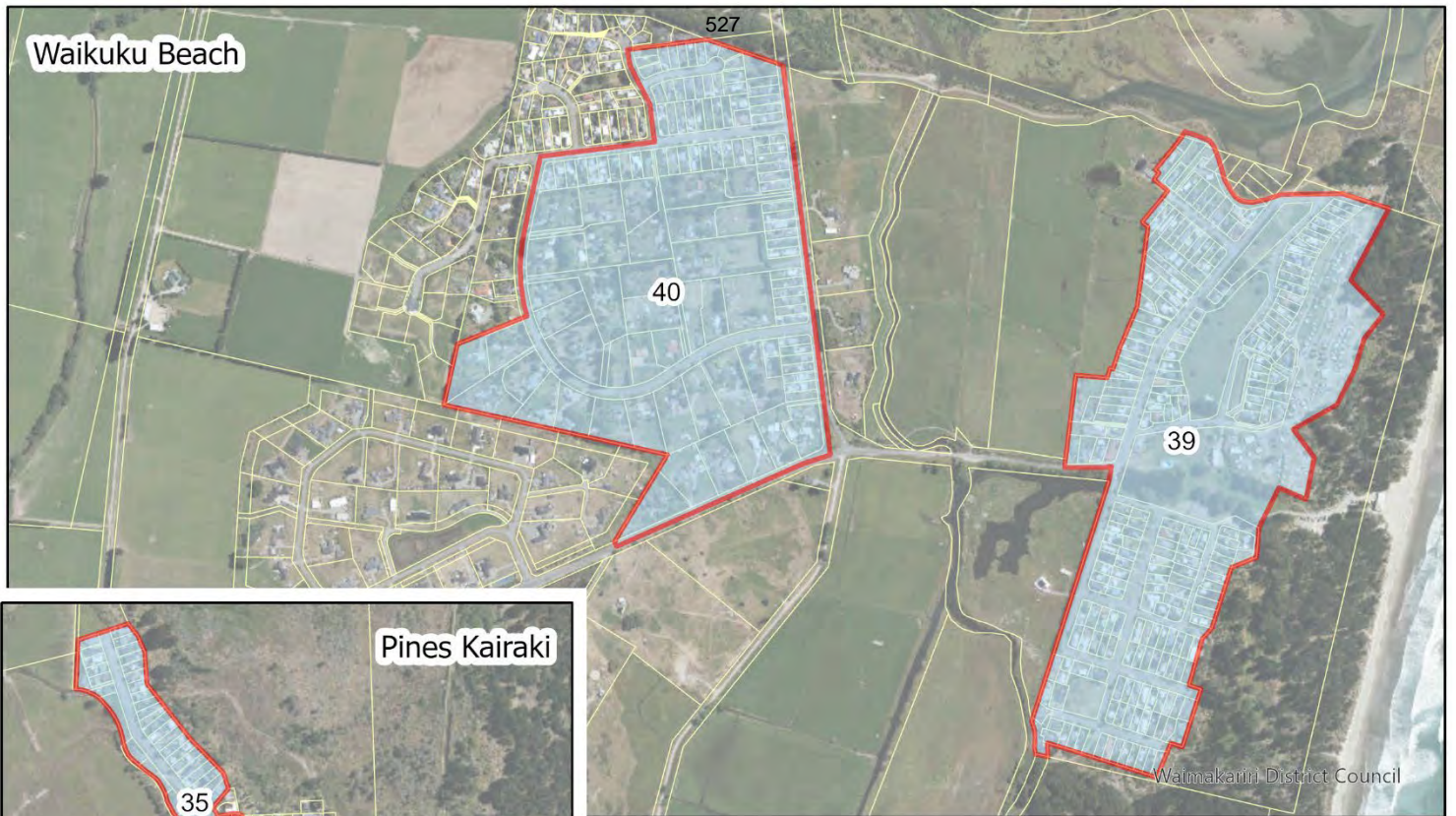
- < 0.6
- 0.6 - 0.8
- 0.8 - 1.0
- 1.0 - 1.2
- 1.2 - 1.4
- 1.4 - 1.6
- 1.6 - 1.8
- 1.8 - 2.0
- 2.0 - 2.2
- 2.2 - 2.4
- 2.4 - 2.6
- > 2.6



Basin Type

-  Excluded
-  Identified 100 year Flood Basin
-  Collections
-  Footprints





Basin Type

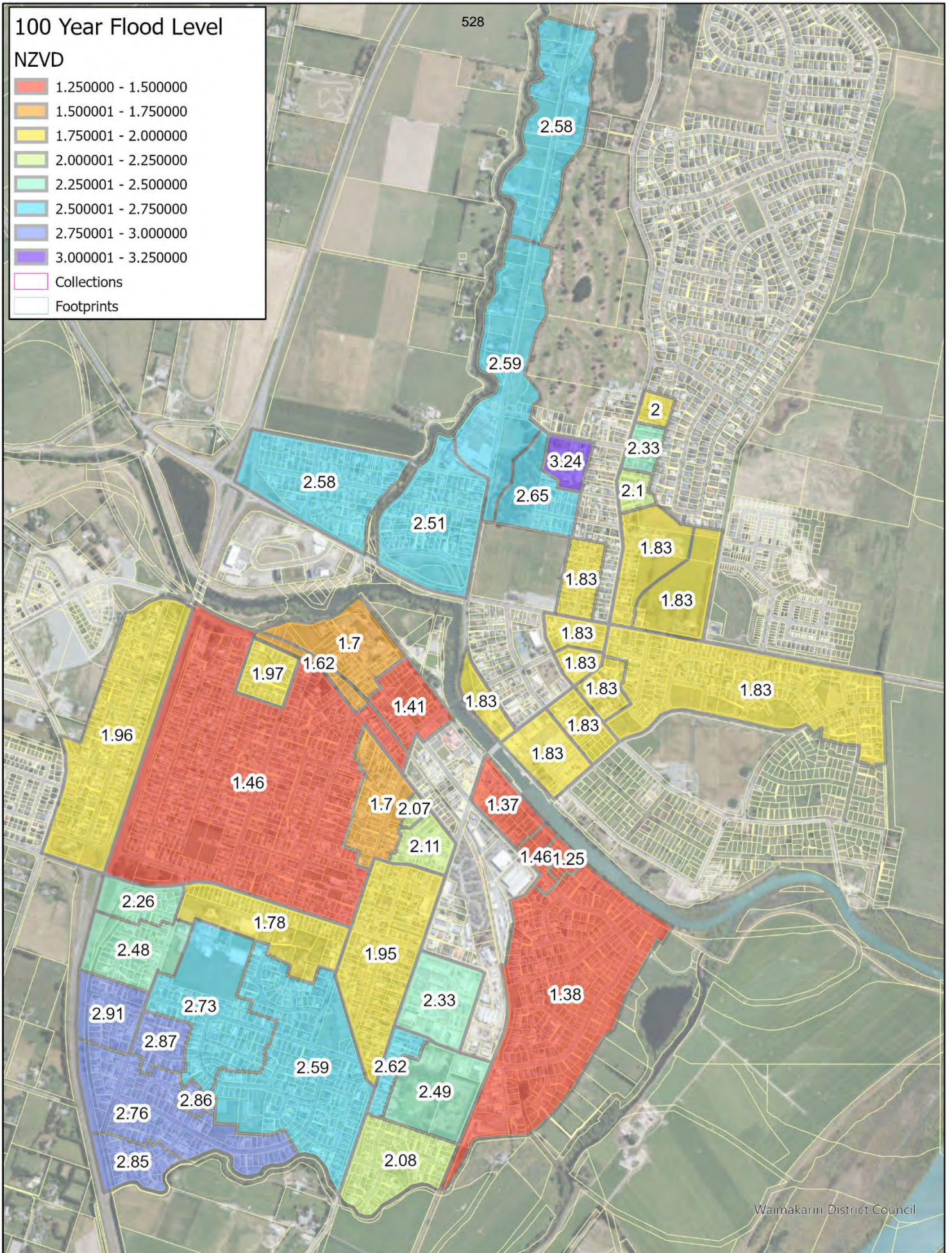
- Excluded
- Identified 100 year Flood Basin



100 Year Flood Level

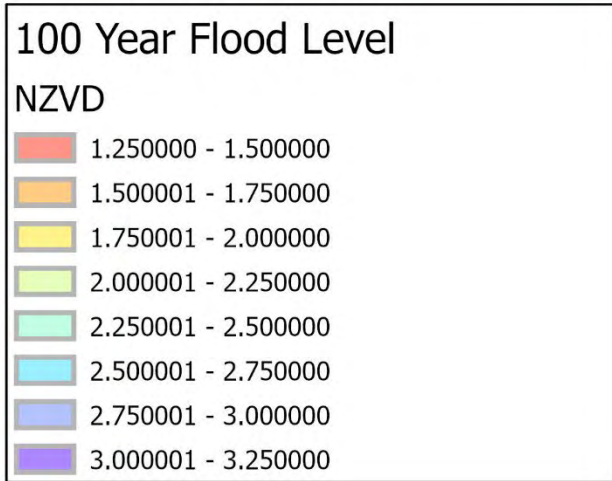
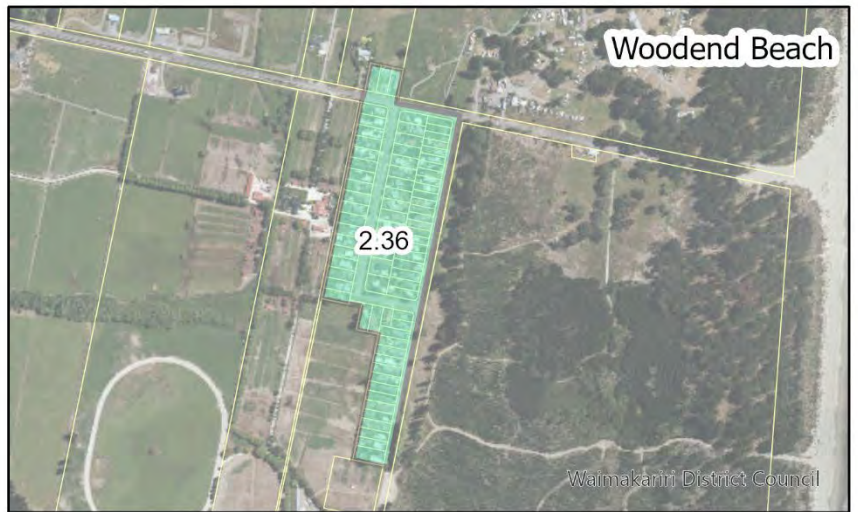
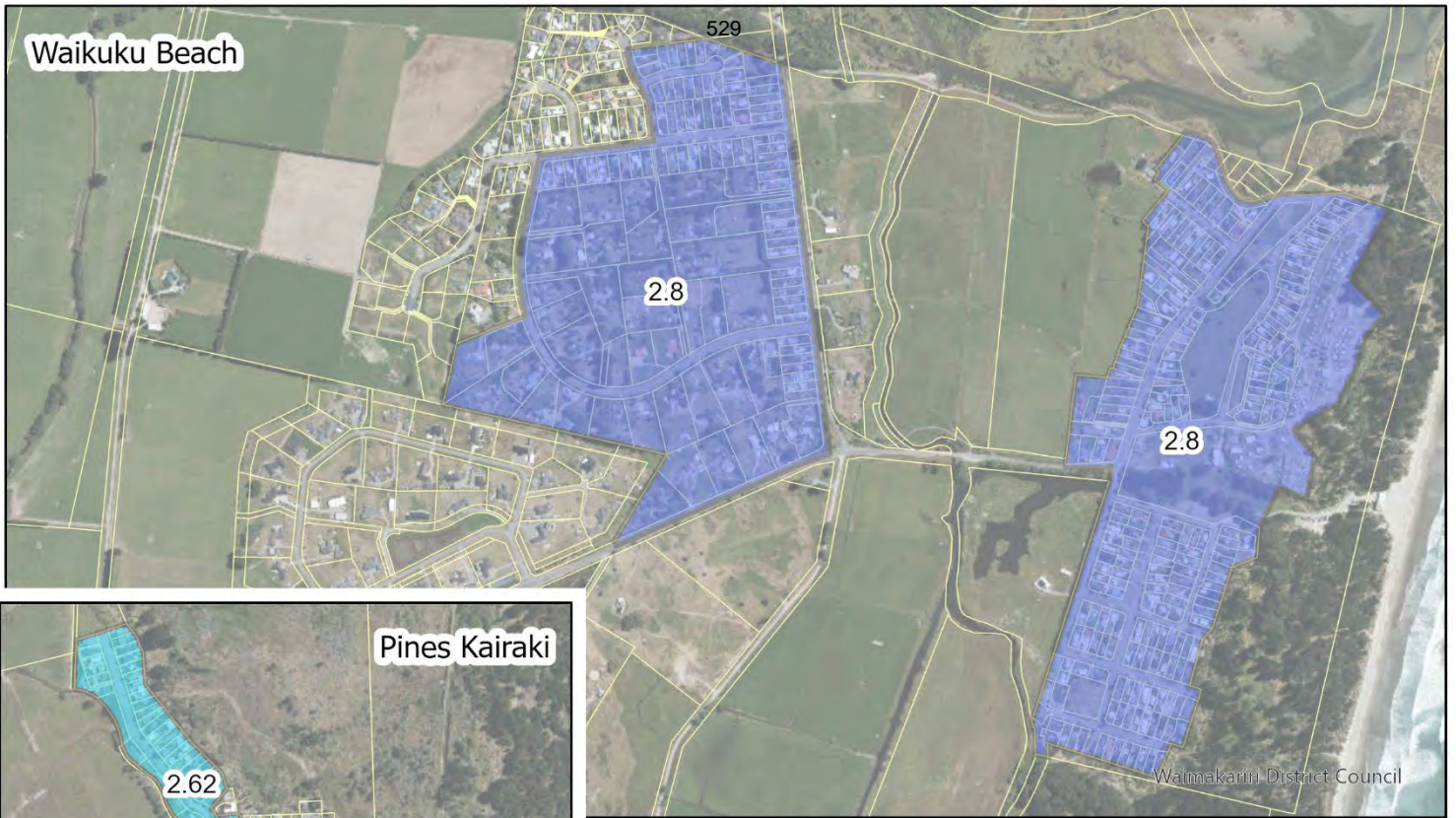
NZVD

- 1.250000 - 1.500000
- 1.500001 - 1.750000
- 1.750001 - 2.000000
- 2.000001 - 2.250000
- 2.250001 - 2.500000
- 2.500001 - 2.750000
- 2.750001 - 3.000000
- 3.000001 - 3.250000
- Collections
- Footprints



Waimakariri District Council

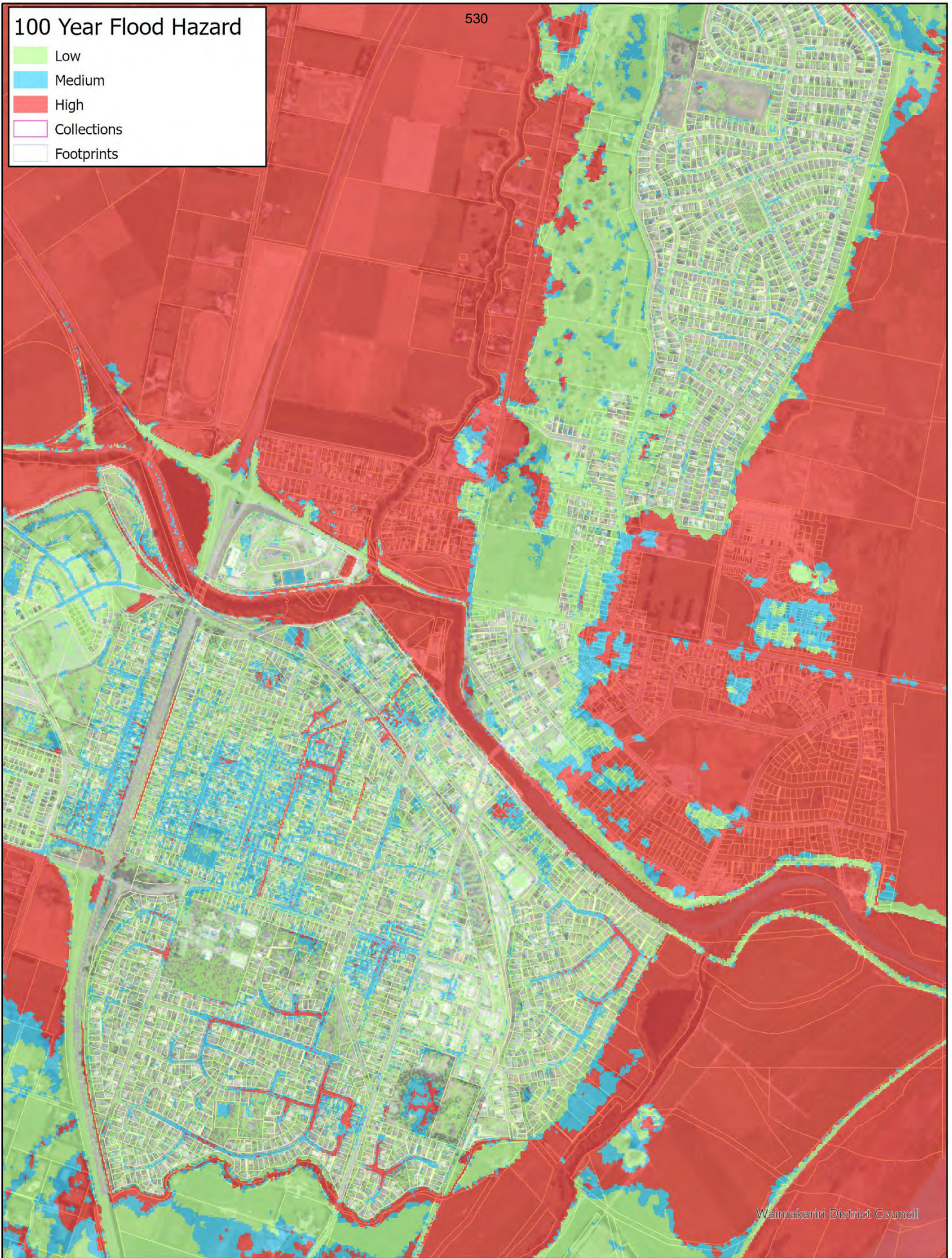




100 Year Flood Hazard

530

- Low
- Medium
- High
- Collections
- Footprints



Waimakariri District Council

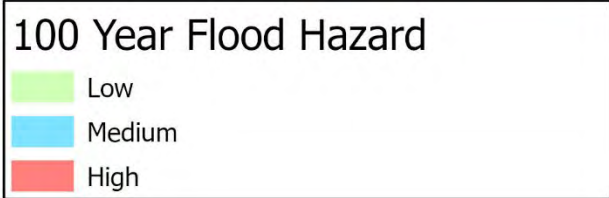
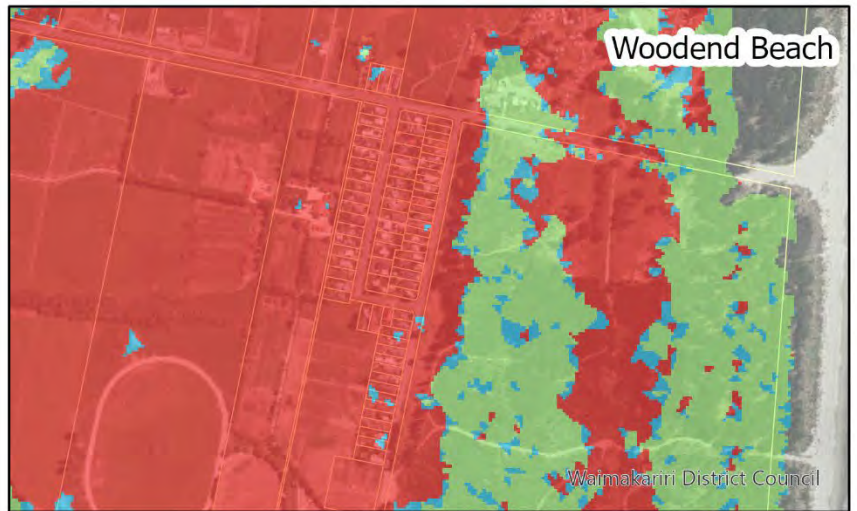
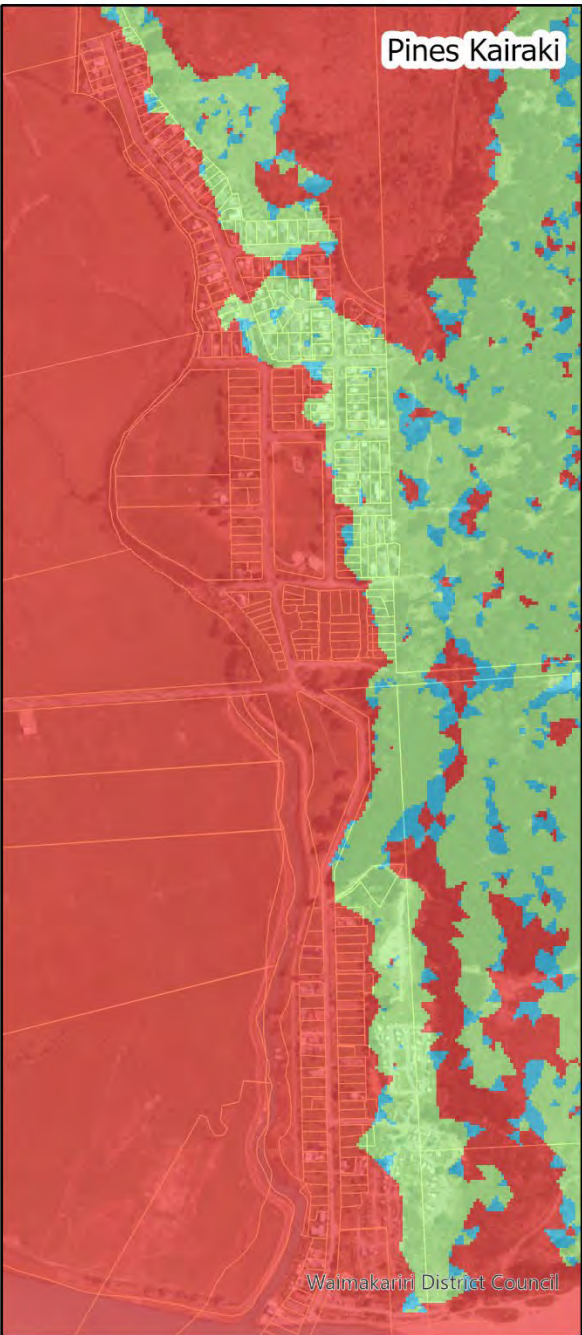
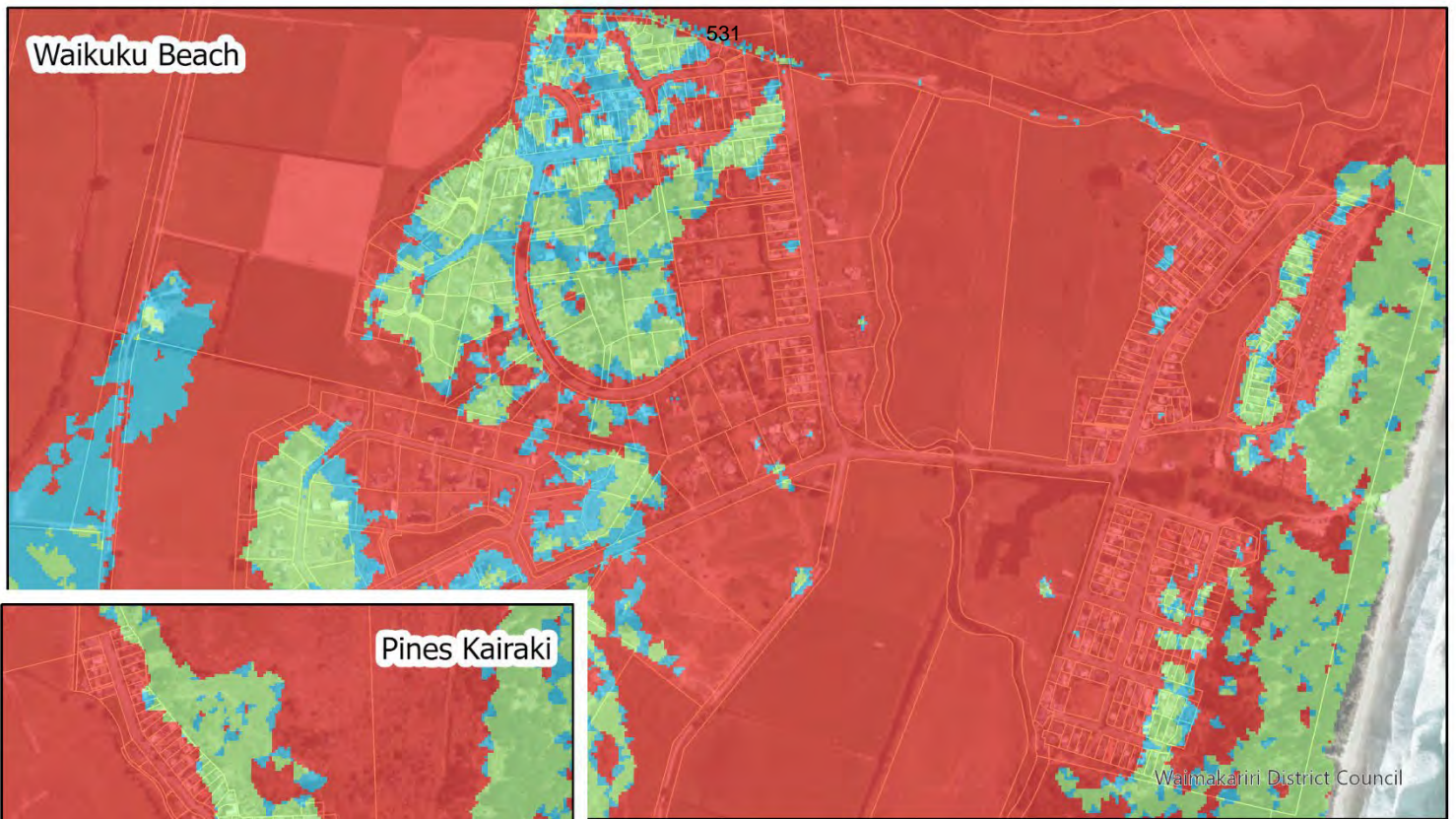


Kaiapoi 100 Year Modelled Flood Hazard 2020 WDC Flood Hazard Model

SCALE (A4)
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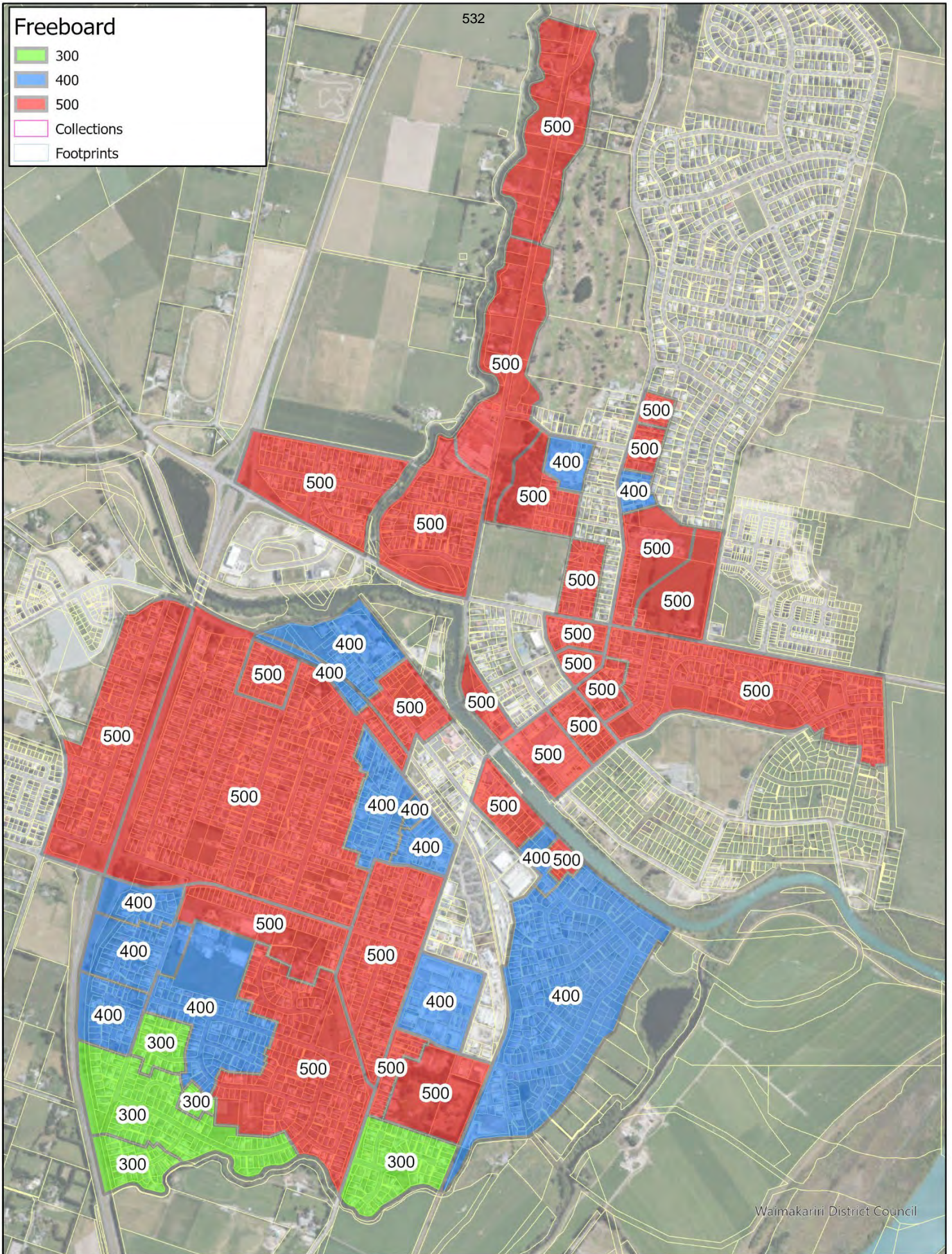
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25/07/2022

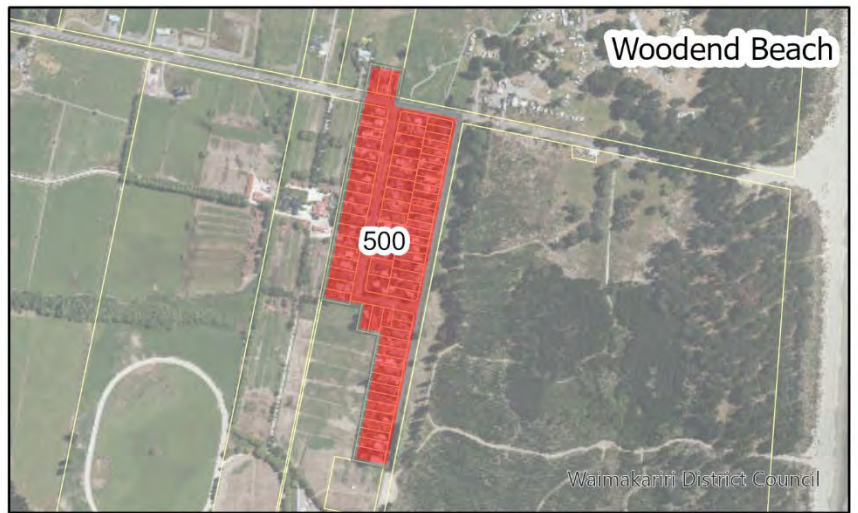
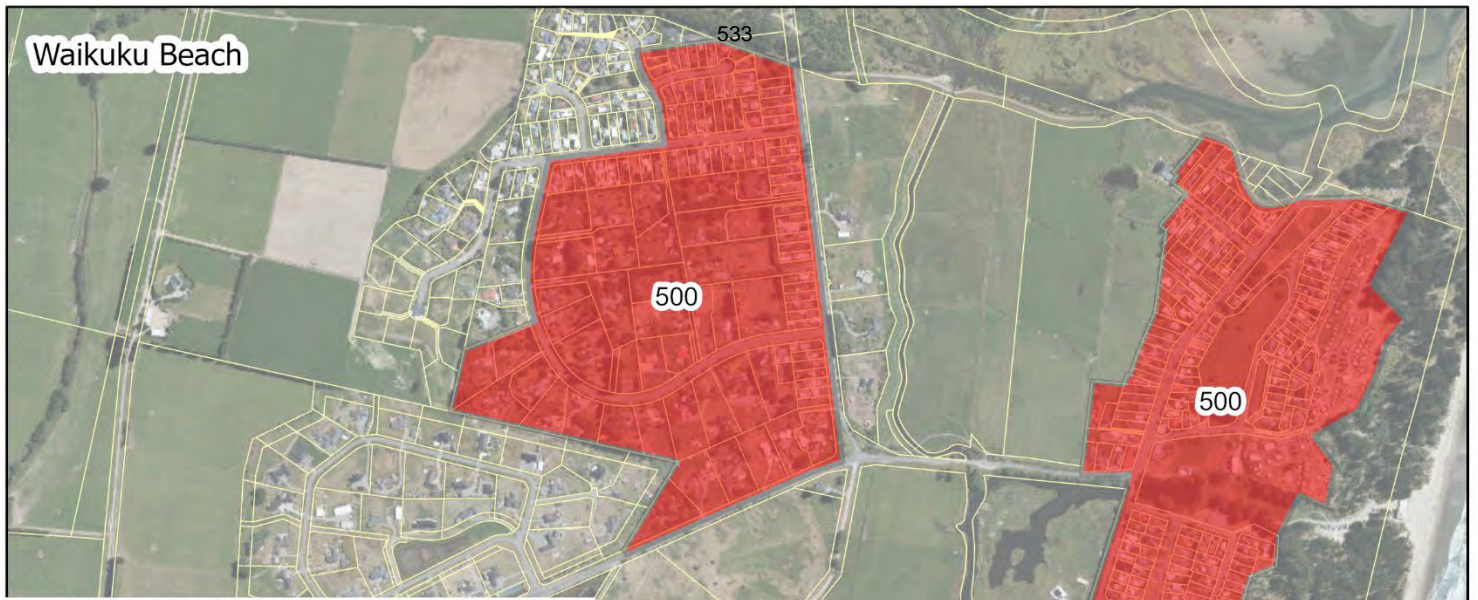


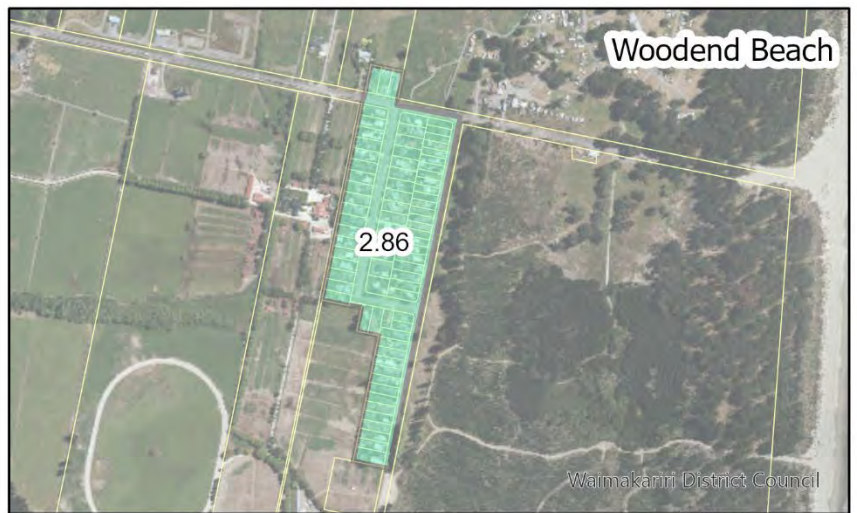
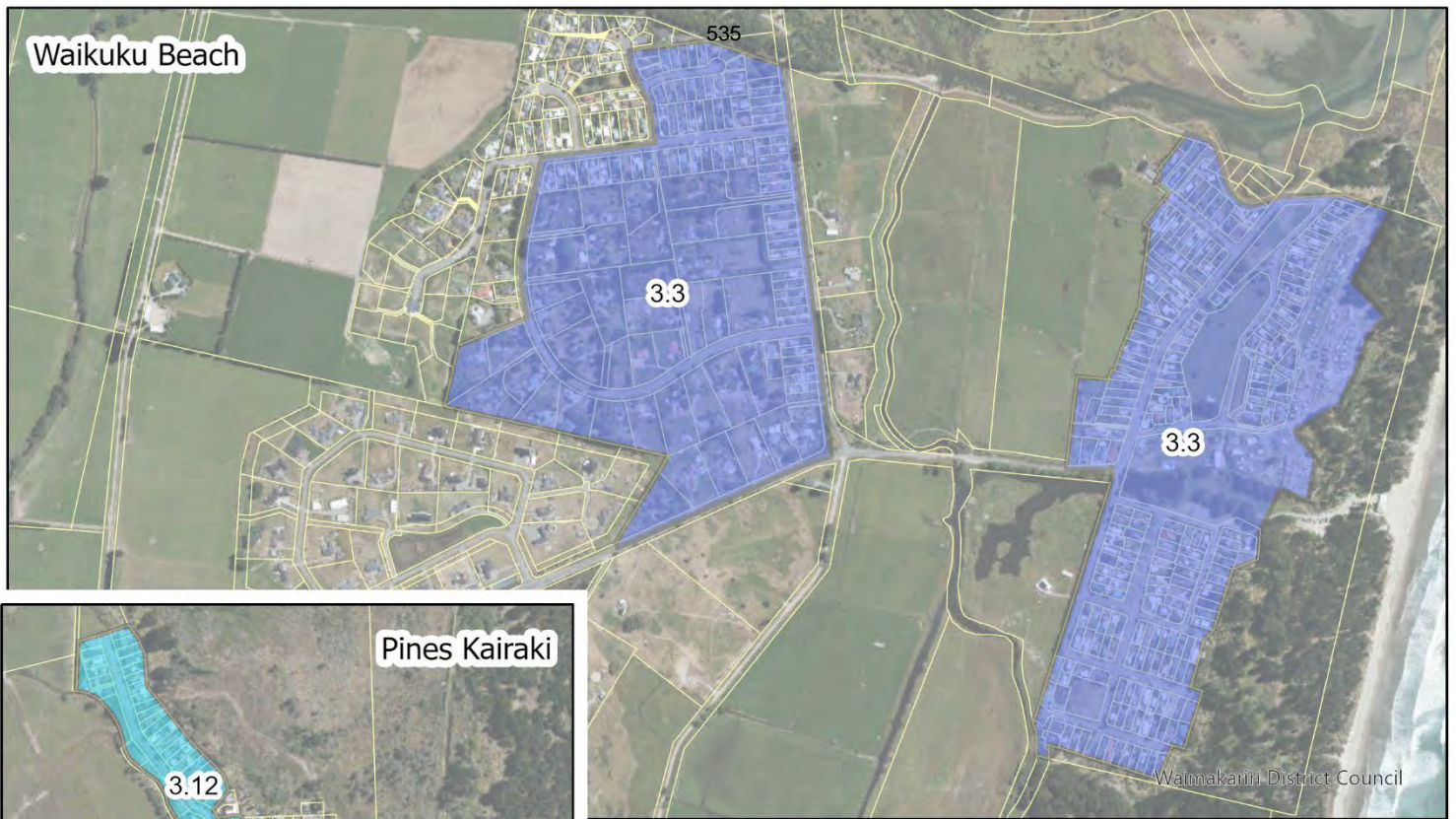


Freeboard

- 300
- 400
- 500
- Collections
- Footprints







100 Year FFL Requirement
NZVD

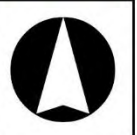
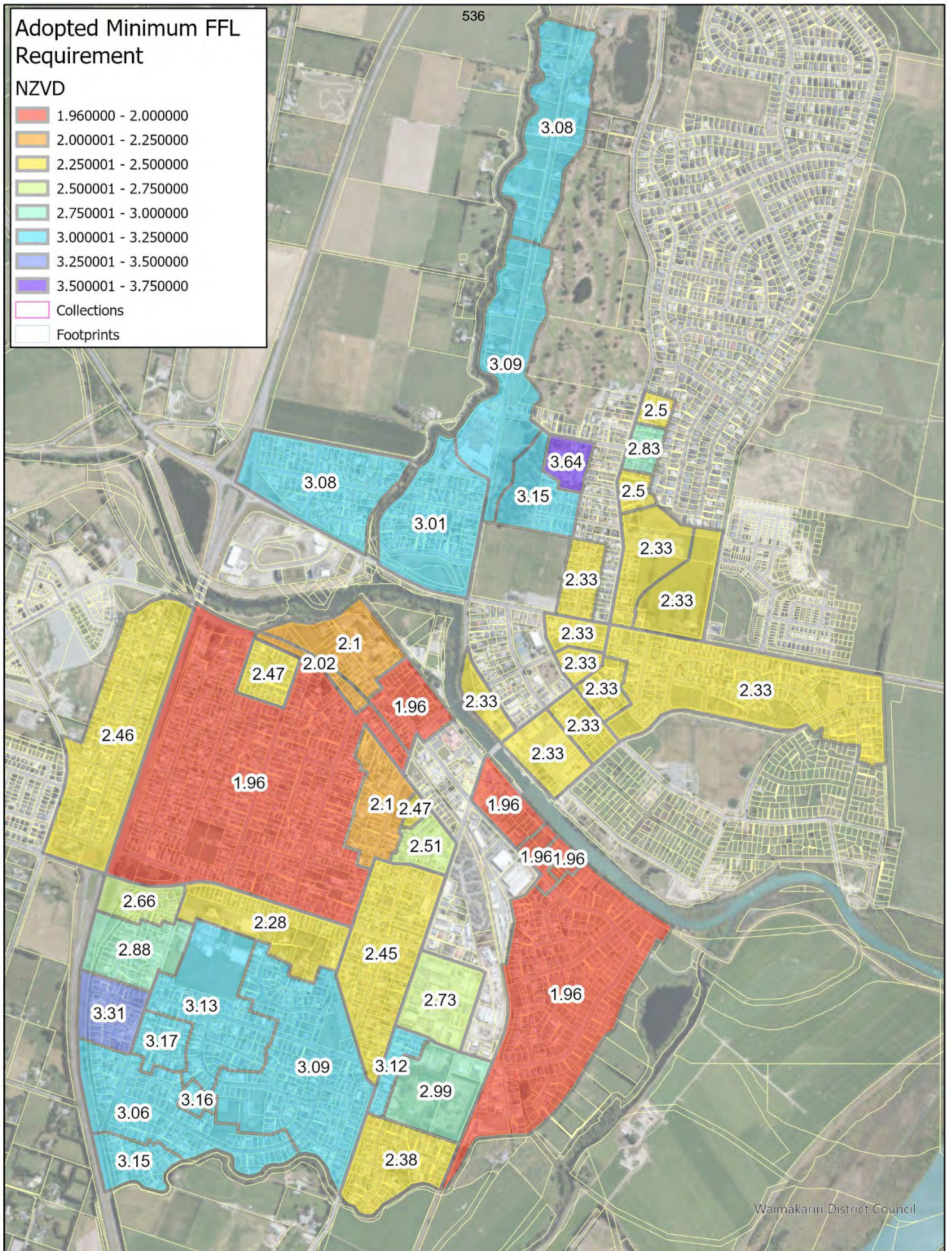
	1.750000 - 2.000000
	2.000001 - 2.250000
	2.250001 - 2.500000
	2.500001 - 2.750000
	2.750001 - 3.000000
	3.000001 - 3.250000
	3.250001 - 3.500000
	3.500001 - 3.750000

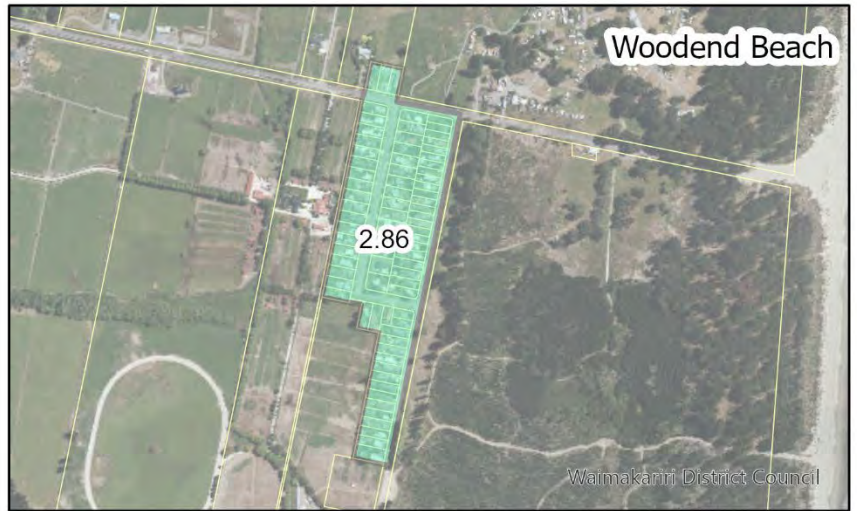
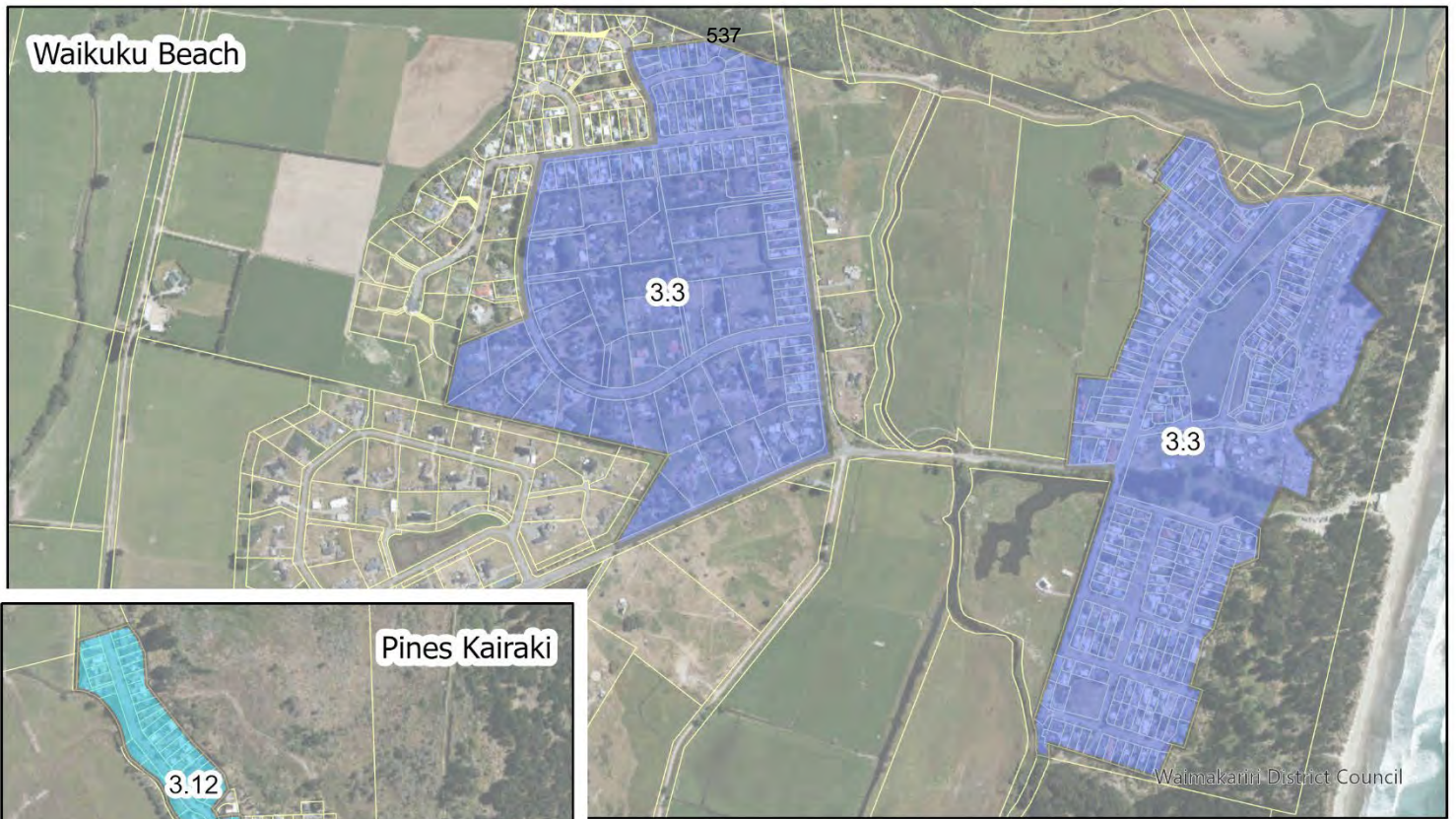


Adopted Minimum FFL Requirement

NZVD

- 1.960000 - 2.000000
- 2.000001 - 2.250000
- 2.250001 - 2.500000
- 2.500001 - 2.750000
- 2.750001 - 3.000000
- 3.000001 - 3.250000
- 3.250001 - 3.500000
- 3.500001 - 3.750000
- Collections
- Footprints

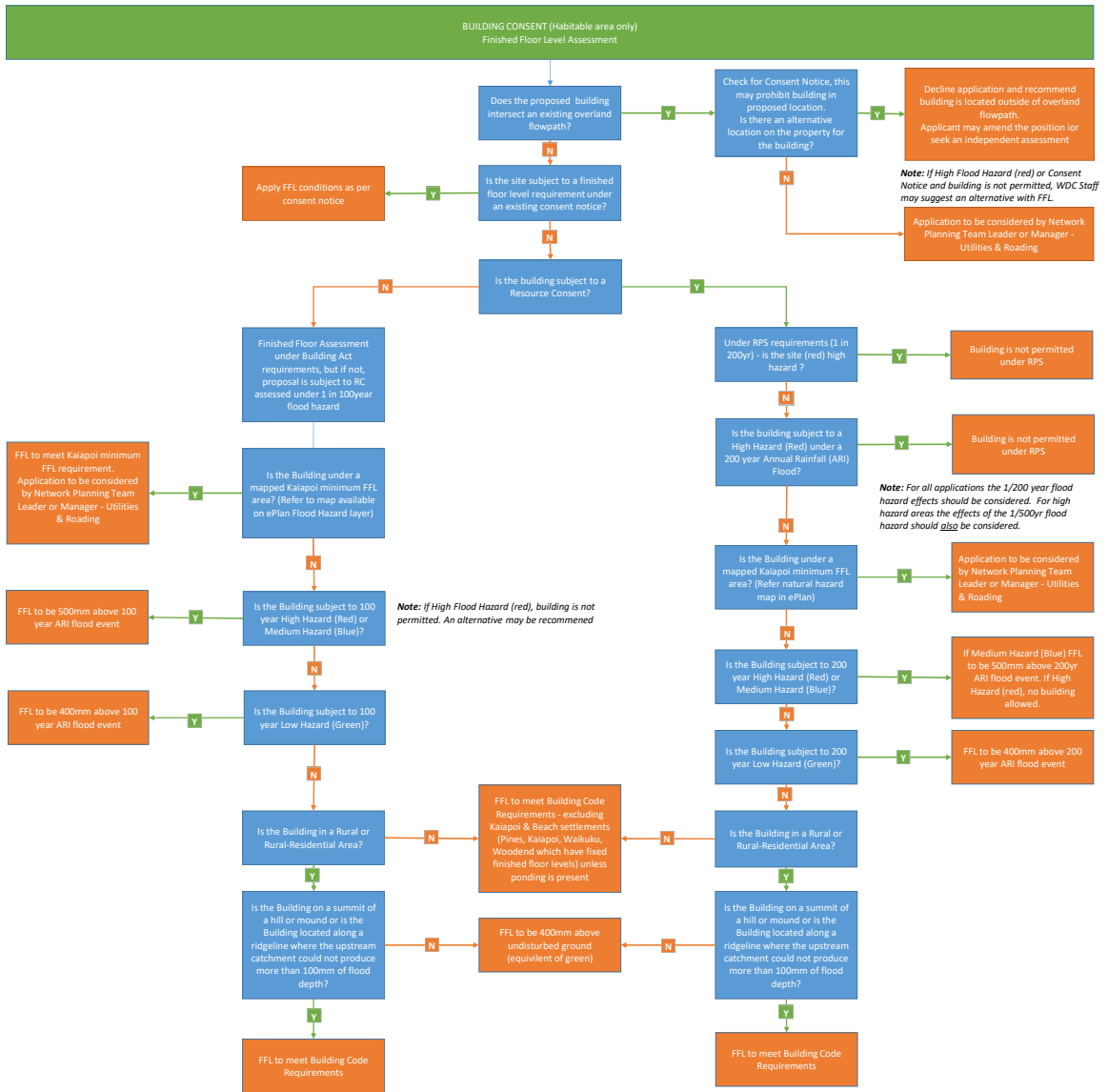


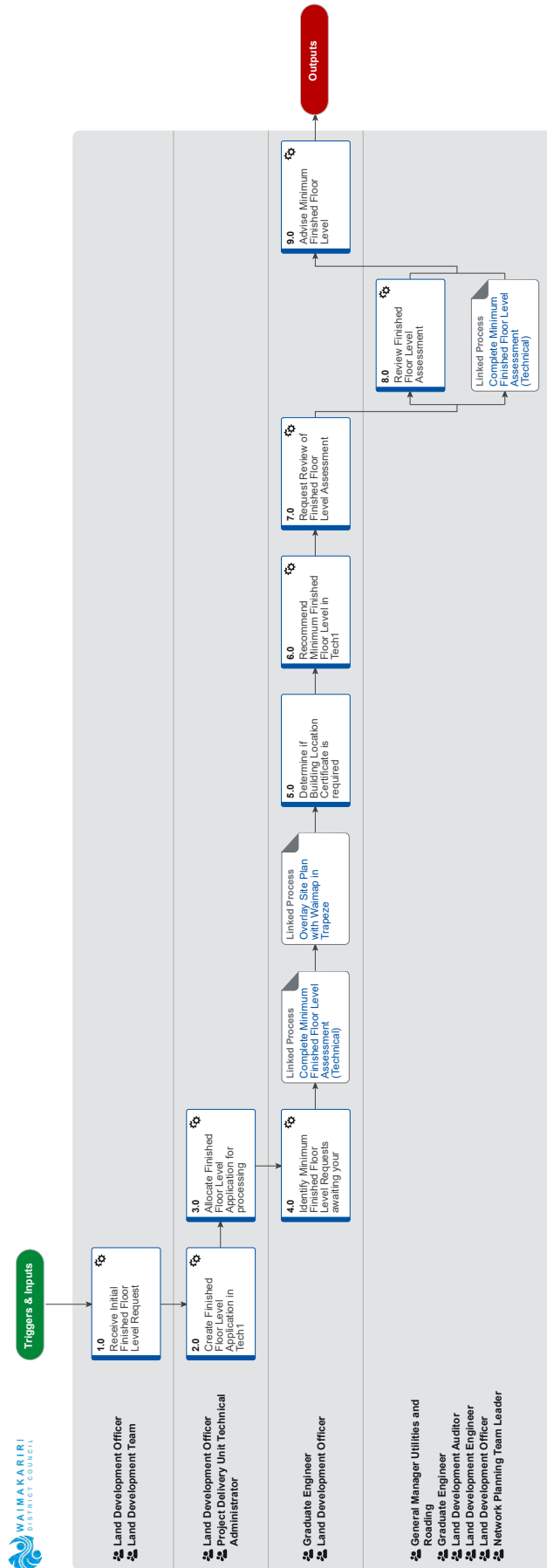


Adopted Minimum FFL Requirement
NZVD

	1.960000 - 2.000000
	2.000001 - 2.250000
	2.250001 - 2.500000
	2.500001 - 2.750000
	2.750001 - 3.000000
	3.000001 - 3.250000
	3.250001 - 3.500000
	3.500001 - 3.750000







Summary

Objective

Administer Finished Floor Level (FFL) advice via Tech1. This process will be used to issue Floor Level Certificates in the future, once the District Plan Review is complete and the required rules are given effect to. Until then, staff will administer this process in support of the Technical Practice Note which will be adopted by Council.

Background

A finished floor level is required to set the physical floor level of a proposed building at a height that will mitigate risk of natural flood hazard to an acceptable standard.

Owner Kelly LaValley

Expert Libica Hurley

Procedure

1.0 Receive Initial Finished Floor Level Request

Land Development Officer, Land Development Team

- a** Determine if a finished floor level assessment is required, either through an external enquiry or in association with a Building Consent or Resource Consent application.

NOTE How is a Finished Floor Level Assessment triggered?

Enquiry: An external party may request a finished floor level assessment. This should be sent to subdivapp@wmk.govt.nz for set up and response, or forwarded to this location if received by an individual staff member.

Building Consent: The 'PIMs received but not processed' Tech1 alert is checked on a daily basis. All 'dwellings' and 'alternations' should be set up in Tech1 and processed as an FL application. As this alert is checked daily, only the previous days applications should be required to be assessed at any time. This makes the job less onerous.

- b** Check the PIM alert in Tech1 called 'There are X PIM applications that have been formally received but not processed' on a daily basis. This pre-empts PIM requests for FFL assessments and speeds up the process. Because the list should be checked daily, staff only ever need to look at the previous days Building Consents formally received.

2.0 Create Finished Floor Level Application in Tech1

Land Development Officer, Project Delivery Unit Technical Administrator

- a** Open Tech1 Property and Rating and select the Application Creation Wizard.
- b** Step 1 - Enter the Module Code: Debtors, Primary Group: FLCert, Primary Category: FLPIM or FLExternal. Click Next.
- c** Step 2 - Type a brief description of the enquiry using the following format: MINIMUM FINISHED FLOOR LEVEL FFL REQUEST ENQUIRY - [ADDRESS] (BUILDING CONSENT NUMBER).
Example: MINIMUM FINISHED FLOOR LEVEL FFL REQUEST ENQUIRY - 123 ROSS ROAD, RANGIORA (BC123456). Click Next.

- d** Step 3 - Search for the related property address in the Tech1 fields provided. Click Retrieve. Within the search results, select the relevant property to highlight it. Click Next.

NOTE What if the Lot doesn't exist yet because it is part of a proposed subdivision that doesn't have 224c yet?

Set up the FL number against the underlying parent lot for the proposed subdivision.

- e** Step 4 - Skip this step. Click Next.
- f** Step 5 - Skip this step. Click Next.
- g** Step 6 - Review the information entered. If correct, Click 'Save and Maintain'.

NOTE What if there is an error in the details entered?


Using the 'Steps to Complete' Links on the left, visit previous steps again and edit as required. Click 'Next' to navigate through the remaining steps again before returning to the Application Summary (Step 6).

- h** Associate application using the relationship 'DebRelApp'.

NOTE How do you link a related application using DebRelApp?

1. Open Application Process Enquiry Screen for the FL Application you just created
2. Expand 'Associations' under Related Data (bottom left)
3. Right click 'Related Application'
4. Click 'Add a new association'
5. Add the BC number to the 'Application ID TO' field
6. Click save
7. Click close

- i** Add FL Number and associated details to the tracking spreadsheet in TRIM (Record No. 210118005532)

 PDU LD Finished Floor Level Tracking Spreadsheet

3.0 Allocate Finished Floor Level Application for processing

Land Development Officer, Project Delivery Unit Technical Administrator

- a** On the Application Process Enquiry page, enter the User ID of the staff (usually the Land Development Officer) who will process the enquiry in the first instance. Click the magnifying glass and type their name to search, click to select.
- b** Click Save.
- c** Open Events List.
- d** Click 'New Event' to highlight.
- e** Enter the following event code using the Event Code boxes; Event Process: MFLProc, Event Group: MFLEvents, Event Code: MFLRecvApp. Click Save.
- f** Against the new event added, enter your User ID and complete the event with decision 'Yes' to formally receive the application. This will start the clock counting the days taken to process the enquiry.

NOTE Will this step be required when the District Plan Rule is adopted and the FL Process commences charging? 541

This task skips some pre-set events in Tech1 that allow for a Debtor to be set up and an invoice raised. These tasks are not required under current processes so are skipped, however in future they will be required. At such time this pro-mapp will be updated.

- g** Against event 'Allocate for initial assessment', enter your User ID and complete the event using the decision drop down. Enter the individual responsible for processing the enquiry in the first instance. It will later be reallocated for review. This name should match the 'User ID' entered previously and is often the Land Development Officer.
- h** Add the FLXXXXX Number generated by Tech1 to the start of the TRIM metadata for future reference. This links the record in TRIM with the Tech1 application.

4.0 Identify Minimum Finished Floor Level Requests awaiting your Assessment

Graduate Engineer, Land Development Officer


- a** Open Tech1 Property & Rating and select Application Process Enquiry.
- b** Search for the relevant Application Number. Alternatively, navigate to the request via hyperlinks in your alerts/reporting/search as described in the following note.


NOTE How do I search which Floor Level Enquiries require my attention? (User ID entered)

- a. Open Tech1
- b. Open Application Process Enquiry module
- c. Click Clear
- d. Primary Group: FLCert
- g. Click 'Add criteria' again to add a new field. Using the drop-down select 'Status'. The middle drop-down should read '=', and the last drop down 'Current'.
- h. Click Retrieve. The results shown are the active FL Cert applications allocated to your User ID for processing
- i. Add as a 'Saved Search' so that the same search criteria are available automatically in the future

The results shown are the active FLCert Enquiries allocated to your User ID for processing.

- c** Click Save.


 **PROCESS** Complete Minimum Finished Floor Level Assessment (Technical)
Graduate Engineer, Land Development Officer

 **PROCESS** Overlay Site Plan with Waimap in Trapeze
Graduate Engineer, Land Development Officer

5.0 Determine if Building Location Certificate is required

Graduate Engineer, Land Development Officer

- a** Use the Building Location Certificate Factsheet to determine whether a BLC is required. A BLC is not required if the level is 'above undisturbed ground'.

 Factsheet - Building Location Certificate
https://www.waimakariri.govt.nz/_data/assets/pdf_file

6.0 Recommend Minimum Finished Floor Level in Tech1

Graduate Engineer, Land Development Officer


- a** Check for any floor level advice already given for the property concerned.


NOTE Is the Surveyor's name required at this stage?

The Surveyor's name is not necessary at this stage. However, in the instance where a Building Location Certificate (BLC) is NOT required, as per the BLC Fact Sheet, the Site and Level Plan for the Building Consent must be clearly identified as being provided by a Registered Professional Surveyor or Licensed Cadastral Surveyor.

NOTE How do I check if a surveyor is registered or licensed?

Conduct a search via one of the website links below.

 Cadastral Surveyors Licensing Board
<https://www.cslb.org.nz/search.html>

 Survey and Spatial New Zealand
<https://www.surveyspatialnz.org/DataFilter?DataFilter>

- b** Navigate back to Tech1 and complete events. The next empty event to complete should be 'Further information required?', complete with decision 'No' to indicate that no further information is required.

NOTE What if further information is required to calculate the minimum finished floor level?

Select 'Yes' and email/phone the relevant person requesting the information required. TRIM any correspondence in the Regulatory -08 sub-folder against the Property File or in the Consent Details .01 sub-folder if associated to a Building Consent.

- c** Navigate to the Application Process Enquiry Screen (either straight away or if required after further information has been received), and enter the recommended minimum finished floor level and associated reference in the Custom Fields.

- d** Click Save.

7.0 Request Review of Finished Floor Level Assessment

Graduate Engineer, Land Development Officer

- a** Open the Events List.
- b** Complete event, 'Request review of recommendation'. Decision option selected should be the person whom you are requesting senior approval/peer review from. They will verify the floor level you have recommended is correct.

NOTE Where do Silverstream West Floor Level Assessments go for review?

These can only be approved by the Project Delivery Manager

NOTE Who can I select for senior approval/peer review? 542

Any engineer with floor level assessment experience. If the assessment is complicated or requires senior advice it should go to the Network Planning Team Leader in the first instance, then possibly Manager - Utilities & Roading if Management decision is required.

- c Click Save. Click Close. Return to the Application Process Enquiry page. Enter the User ID of the Reviewer selected to allocate the enquiry to them for approval. Click Save.


NOTE When don't I need to obtain senior approval/peer review?

If the floor level is consent noticed or tabled against the RC only one PDU check is required to ensure that the number extracted from the table correlates to the Lot number concerned. Therefore if a Building Unit Officer has identified the finished floor level and PDU have checked it, no second review is required under these circumstances.

However if the Building Unit haven't indicated what they think the required FFL will be, a PDU initial assessment is required, and a review. This applies even if the FL is consent noticed.

All Silverstream Floor Levels (West of Island Road) need to go to the Project Delivery Manager for review.


- d Create email to send to reviewer with finished floor level recommendation, attach any relevant information if required. Standard text available in TRIM via following link.

 PDU Standard Words - Finished Floor Level Review Requests

NOTE What should my metadata / email title be?

RCxxxxxx BCxxxxxx FLxxxxxx - 123 BEST STREET RANGIORA (LOT x DPxxxxxx) FINISHED FLOOR LEVEL REQUEST - FFL REVIEW

- e Update tracking spreadsheet in TRIM (Record No. 210118005532)

 PDU LD Finished Floor Level Tracking Spreadsheet

8.0 Review Finished Floor Level Assessment

General Manager Utilities and Roading, Graduate Engineer, Land Development Auditor, Land Development Engineer, Land Development Officer, Network Planning Team Leader

- a Open the email from the Development Officer (or first reviewer) and review contents.
- b Review the Technical Process for assessing a finished floor level in order to assist your review of the assessment if required, to ensure the initial assessment is correct. Process is linked below to be completed in parallel with this Activity.
- c Open Tech1 Property and Rating, navigate to the Application Process Enquiry tab and search the correct FL Application Number.
- d Check the minimum finished floor level entered in the Custom Field on the Application Process Enquiry screen is correct. Also check the Reference (e.g. NZVD) entered is correct.

NOTE What if the recommended finished floor level is incorrect?

Leave the Custom Field as is and return the enquiry to the Land Development Officer for a re-check via the Tech1 Events.

- e Enter your User ID against event 'Confirm recommended FL is correct' and select the relevant event decision using the drop down options.

NOTE What if I reject the recommendation?

After selecting decision 'No' against event, Confirm recommended FL is correct. Click Close to return to the Application Process Enquiry page, and enter the Land Development Officers user ID to replace yours. Click Save. When the Land Development Officer (or staff who conducted the initial assessment) check their 'Saved Search' they will see it has been returned for reassessment. It may be appropriate to send a follow up email with justification as to why the recommended FL was rejected.

- f Change the User ID on the Application Process Enquiry Screen to the Land Development Officer (or other initiator), this should be done if the recommended floor level is correct or incorrect. If correct, the Officer will provide an answer to the Customer (both external or internal). If incorrect the figures will be reassessed and resent for re-review.

NOTE Who can give final approval?

Depending on the complexity of the assessment, simpler assessments can be initially completed by the Land Development Officer and reviewed by a Graduate Engineer (or vice versa), more complicated assessments need to be reviewed by a Land Development Engineer or Auditor, Network Planning Team Leader and in some cases the Manager - Utilities & Roading.

- g TRIM a copy of the plans so that the Building Consent processor can easily identify the FL has been assessed.

NOTE How do I save a copy of the BC plans via Trapeze?

Open Building Consent plans in Trapeze (directly from TRIM using the link).
Select site plan thumbnail
Select Stamp icon, using the dropdown select the appropriate 'Development Team' stamp (two to choose from) - either RFI required or not.
An RFI would be required when the FL can't be verified (e.g. where no reference has been provided)

- h Update the Building Unit's Costing and Referral Sheet to request that the FLCert charge is applied. Add note to Field #11, being 'Please add charge code for FFL assessment - BCFLCert'.

 **PROCESS Complete Minimum Finished Floor Level Assessment (Technical)**
General Manager Utilities and Roading, Graduate Engineer, Land Development Auditor, Land Development Engineer, Land Development Officer, Network Planning Team Leader

9.0 Advise Minimum Finished Floor Level

Graduate Engineer, Land Development Officer

- a Write an email to the Customer or Building Unit (depending on if the request was internal or external) outlining the required finished floor level.

NOTE What if the Customer indicates intent to build⁵⁴³ below the advised minimum finished floor level?

If the Customer indicates an intent to build to a lower level than advised they should be made aware that they will need to engage an engineer to justify why the floor level should be lower than that stated in the consent notice or as advised by Council staff.

If the Finished Floor Level is Consent Noticed the Customer will not only have to engage an engineer but they will also require Resource Consent to amend or remove the Consent Notice, granting of the consent is not automatic and will need to be assessed by Council Engineers.

Auditor, Land Development Engineer, Land Development Officer, Network Planning Team Leader


Overlay Site Plan with Waimap in Trapeze Process

Graduate Engineer, Land Development Officer

- b** TRIM the response to the Customer under the Property File, 'Regulatory' (-08) or BC Consent Details .01 (whichever is relevant) sub-folder using the following metadata: MINIMUM FINISHED FLOOR LEVEL FFL REQUEST ENQUIRY - [ADDRESS] - [DATE RECEIVED]. Example: FL123456 MINIMUM FINISHED FLOOR LEVEL FFL REQUEST ENQUIRY - 123 ROSS ROAD, RANGIORA

If a BC or RC is associated state this at the front of the Metadata.
Example: BC123456 RC654321 FL123456 MINIMUM FINISHED FLOOR LEVEL FFL REQUEST ENQUIRY - 123 ROSS ROAD, RANGIORA

- c** Complete Tech1 events against the corresponding FL Number.
- d** Mark the FL as complete in the Finished Floor Level Spreadsheet.

 PDU LD Finished Floor Level Tracking Spreadsheet

PROCESS LINKS TO THIS PROCESS

None Noted

RACI

RESPONSIBLE

Roles that perform process activities

General Manager Utilities and Roading, Graduate Engineer, Land Development Auditor, Land Development Engineer, Land Development Officer, Land Development Team, Network Planning Team Leader, Project Delivery Unit Technical Administrator

Systems that perform process activities

None Noted

ACCOUNTABLE

For ensuring that process is effective and improving

Process Owner Kelly LaValley
Process Expert Libica Hurley

CONSULTED

Those whose opinions are sought

STAKEHOLDERS

None Noted

STAKEHOLDERS FROM LINKED PROCESSES

Process	Owner	Expert	Process Group
Complete Minimum Finished Floor Level Assessment (Technical)	Kelly LaValley	Libica Hurley	Project Delivery Unit
Overlay Site Plan with Waimap in Trapeze	Kelly LaValley	Libica Hurley	Land Development

INFORMED

Those notified of changes

All of the above, as well as; Glenn Busch[System Stakeholder], Trish Keen[System Stakeholder], Application and Database Analyst[System Stakeholder], Technical Business Analyst [System Stakeholder], Business and Technology Solutions Team[System Stakeholder], Business and Technology Solutions Team Leader[System Stakeholder], Information Management Assistant[System Stakeholder], Information Management Team[System Stakeholder], Information

Triggers & Inputs

TRIGGERS

None Noted

INPUTS

None Noted

Outputs & Targets

OUTPUTS

None Noted

PERFORMANCE TARGETS

None Noted

Process Dependencies

PROCESS LINKS FROM THIS PROCESS

Process Name	Type of Link	Assigned Role
Complete Minimum Finished Floor Level Assessment (Technical)	Process	General Manager Utilities and Roading, Graduate Engineer, Land Development

Management Team Leader[System Stakeholder], Information 544
Management Technical Administrator[System Stakeholder].
These parties are informed via dashboard notifications.

Systems

Outlook

TechnologyOne

Trapeze

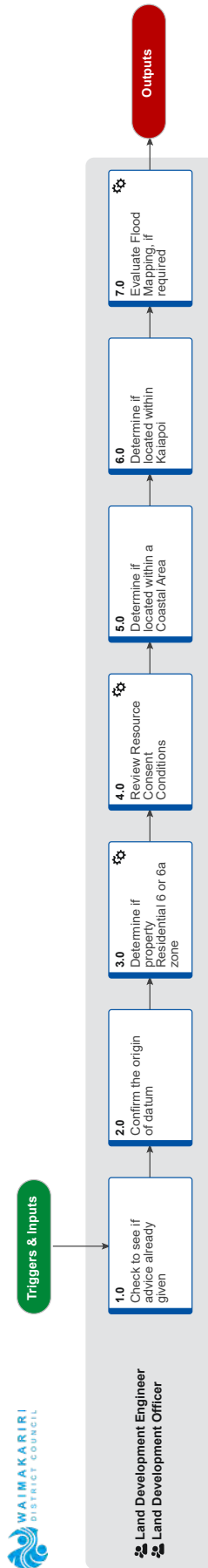
TRIM

Lean

None Noted

Complete Minimum Finished Floor Level Assessment (Technical) [Awaiting Approval] v1.21

545



Summary

Objective

To assess a proposal against the process set out in the Finished Floor Level Practice Note using Council records and flood hazard mapping, to identify if the site is suitable for construction of a dwelling, if the proposed location is suitable and what the finished floor level height and associated freeboard should be.

Background

This technical process supports the Council's Technical Practice Note (Record No. 200106000520); both should be followed when assessing finished floor levels in conjunction with the individuals professional judgement and industry experience.

Owner Kelly LaValley

Expert Libica Hurley

Procedure

1.0 Check to see if advice already given

Land Development Engineer, Land Development Officer

- a** Undertake an 'Any word' search of the property address to see if any prior finished floor level advice has been given

NOTE What if previous advice has already been provided and the proposal is the same?

The original advice can be reviewed using the following process to ensure it is still correct. If so, it can be supplied again. Advice supplied should always be consistent with previous advice.

2.0 Confirm the origin of datum

Land Development Engineer, Land Development Officer

- a** Confirm the origin of the datum used is referenced on the Site Plan.

NOTE What do I do if the datum is not reference on the site plan?

If the FL is for a Building Consent that is already lodged, in your response back to the Building Unit you need to identify to the Processor that the Customer has not provided a datum. You can still assess the floor level without this information, however a Building Location Certificate may be required if the Applicant doesn't provide the information.

3.0 Determine if property Residential 6 or 6a zone

Land Development Engineer, Land Development Officer

- a** Determine if the property is within Residential 6 or 6a zones using the District Plan layer in Waimap. If so, apply Waimakariri District Council District Plan Rule 27.1.1.10 (only applies to Pegasus & Ravenswood).

NOTE What is Rule 27.1.1.10?

27.1.1.10

Within the Residential 6 and Residential 6A Zones, the finished floor level of all habitable rooms shall be not less than 3.85m above mean sea level.



Operative Waimakariri District Plan ePlan

<https://waimakariri.isoplan.co.nz/eplan/#Rules/0/35/1>

- b** Skip the following steps of this technical process if the minimum finished floor level is now known.

4.0 Review Resource Consent Conditions

Land Development Engineer, Land Development Officer

NOTE Is the lot proposed for development part of a recent subdivision? (post-2015)

If so, it may have a consent condition or consent notice stating the required finished floor level. The minimum required FFL information can be found in the resource consent decision and/or s224c.

- a** Check to see if the finished floor level is covered by a Resource Consent Condition or Consent Notice. Check the Resource Consent conditions in the most recent decision (including any variations, if any) and any issued Consent Notices relating to Finished Floor Level and Flood Hazard requirements.

NOTE Where do I find the Consent Conditions and Consent Notices/224c documents?

To locate the consent conditions, find the issued decision letter in TRIM. This can be found using an 'Any word' search for the RC number and 'Decision'.

To locate the issued 224c Certificate, enter the resource consent number in TRIM and '224*' using an 'Any word' search. The Consent Notices should be attached to the 224c letter. Alternatively navigate to the resource consent sub-folder -07 '223 & 224 Certificates'.

- b** Apply the finished floor level consent noticed, if available (otherwise the decision consent conditions are suitable). Consent notices are registered to the lot and are not able to be changed unless a resource consent is applied for to amend the consent notice.

NOTE What if the Resource Consent DOES include floor level requirements?

Apply as specified. Further steps in this technical process aren't required.

- c** Advise that the Building Code should be applied to set the Finished Floor Level in the absence of a Resource Consent Condition setting the level, if in a urban/residential subdivision (e.g. RC155328 - Woodlands Estate) that isn't within Kaiapoi, a Res 6 or 6a zone or Coastal Area and isn't subject to a consent condition or consent notice.

5.0 Determine if located within a Coastal Area

Land Development Engineer, Land Development Officer

- a** Apply set floor level if proposal is located within a Coastal Flood Hazard Area.

NOTE Which Coastal areas are subject to set floor levels?

Waikuku Beach - 3.65m


Woodend Beach - 3.21m

Pines/Kairaki - 3.47m

- b** Skip the following steps of this technical process if the minimum floor level is now known.

6.0 Determine if located within Kaiapoi

Land Development Engineer, Land Development Officer

- a Using the Proposed ePlan 'Kaiapoi Fixed Minimum Finished Floor Level' apply the set floor level depending on the area of Kaiapoi that the proposal is located within.
- b Ensure the 'Kaiapoi Fixed Minimum Finished Floor Level' layer is selected. Click the property proposed for development. Down the left-hand side of the screen results will appear including a Fixed Level (e.g. 2.45m at 5 Princess Place).
- c Apply level as stated in plan.
 -  Proposed Waimakariri District Plan - ePlan <https://waimakariri.isoplan.co.nz/draft/#/Property/0>
- d Skip the following step of this technical process if the minimum floor level is now known.

7.0 Evaluate Flood Mapping, if required

Land Development Engineer, Land Development Officer


NOTE When should Flood Hazard Mapping be used to determine the freeboard and finished floor level required?

When a consent notice or floor level requirement is not part of a Resource Consent. Often this is Rural development, either a subdivision or a rural lot proposing to build a dwelling, alteration or granny flat/secondary dwelling. Because the site is likely not the same level across its entirety, it is important to assess the exact proposed location to ensure the freeboard is correct.

Building in Red flood hazard areas should be avoided. If the red area is proposed PDU staff should advise the applicant that they need to relocate the building to part of the site not subject to a high flood hazard. If building in a red area is pursued by the Applicant despite PDU staff advice this is referred to the Manager - Utilities & Roading.

- a Determine the proposed dwelling location in Waimap.
 - NOTE** How can I determine the exact location based off plans provided?


Use Trapeze to overlay Waimap, see process below.

 **PROCESS** Overlay Site Plan with Waimap in Trapeze


- b Turn on the 'All Flooding Hazard 200 year' layer in Waimap (linked below) if part of a Resource Consent or if not part of a subdivision consent assess using the '100 year' layer.

NOTE What do the 'All Flooding Hazard' layers include in Waimap?

Coastal, Ashley Breakout, Localised Flooding

 Waimap Flood Hazards <https://maps.waimakariri.govt.nz/waimap/floodhazard>

- c Evaluate the flood hazard present in the proposed area of development in conjunction with the Flood and Floor Level Technical Practice Note. Flood hazard is indicated by either clear, green, blue or red in Waimap. These hazards all have correlating levels of risk identified in the technical practice note, which is reflected by the freeboard above ground level required.

 PDU NP DRAFT Flood and Floor Level Technical Practice Note

NOTE Which FFL should be advised?

The more conservative should be advised to the customer if the property is subject to both localised and breakout flooding.

Triggers & Inputs

TRIGGERS

None Noted

INPUTS

None Noted

Outputs & Targets

OUTPUTS

None Noted

PERFORMANCE TARGETS

None Noted

Process Dependencies

PROCESS LINKS FROM THIS PROCESS

Process Name	Type of Link	Assigned Role
Overlay Site Plan with Waimap in Trapeze	Note	Land Development Engineer, Land Development Officer

PROCESS LINKS TO THIS PROCESS

None Noted

RACI

RESPONSIBLE

Roles that perform process activities

Land Development Engineer, Land Development Officer

Systems that perform process activities

None Noted

ACCOUNTABLE

For ensuring that process is effective and improving

Process Owner Kelly LaValley

Process Expert Libica Hurley

CONSULTED

Those whose opinions are sought

STAKEHOLDERS

None Noted

STAKEHOLDERS FROM LINKED PROCESSES

Process	Owner	Expert	Process

Overlay Site Plan with Waimap in Trapeze Kelly LaValley Libica Hurley Land Development

INFORMED

Those notified of changes

All of the above, as well as; Trish Keen[System Stakeholder], Sheryl Cowan[System Stakeholder], Information Management Assistant[System Stakeholder], Information Management Team [System Stakeholder], Information Management Team Leader [System Stakeholder], Information Management Technical Administrator[System Stakeholder], GIS Team[System Stakeholder]. These parties are informed via dashboard notifications.

Systems

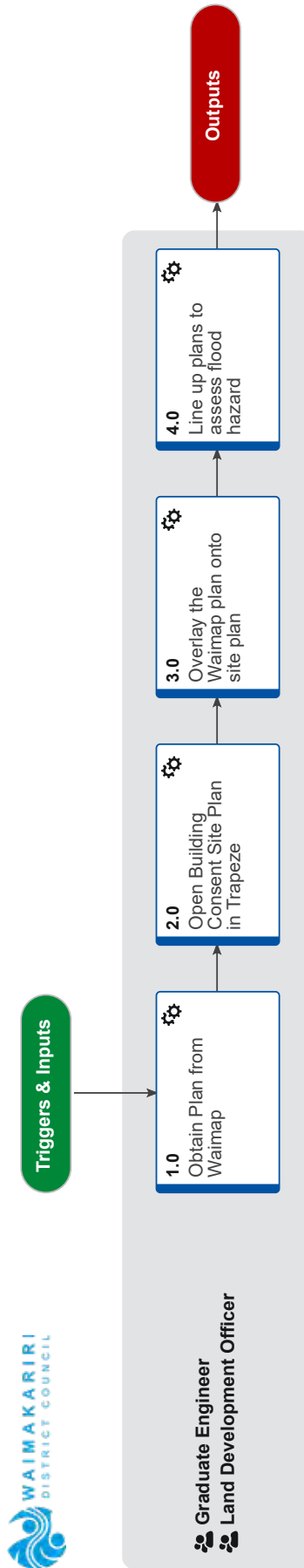
Trapeze

TRIM

WAIMAP

Lean

None Noted



Summary

Objective

This process allows you to determine the location of a proposed dwelling site in relation to flood hazard by overlaying the proposed plan on the actual aerial of the site.

Owner Kelly LaValley

Expert Libica Hurley

Procedure

1.0 Obtain Plan from Waimap

Graduate Engineer, Land Development Officer

- a Open Waimap and search the relevant address
- b Load the appropriate flood hazard layer (based on the finished floor level process)

NOTE Which layer do I use?

If assessing in conjunction with a Resource Consent the 'All Flooding Hazard 200 year' layer can be used.

If assessing in conjunction with a Building Consent, not associated to a Resource Consent the 'All Flooding Hazard 100 year' layer should be used.

These can both be found in the Utilities & Property module in Waimap, in or any other module by searching within the 'Add Data' tool.

- c Create a print of the relevant Property and save to your desktop

2.0 Open Building Consent Site Plan in Trapeze

Graduate Engineer, Land Development Officer

- a Locate the site plan in TRIM within the Building Consent .02 sub-folder
- b Open the site plan in trapeze using the TRIM link (called Trapeze 10)

3.0 Overlay the Waimap plan onto site plan

Graduate Engineer, Land Development Officer

- a Drag the downloaded Waimap site plan into the thumbnail section of Trapeze
- b Click the 'light table tool' in Trapeze (right hand side - overhead projector icon)
- c Click to view the Building Consent Site Plan
- d Drag the downloaded Waimap plan on top of the Building Consent site plan, from its thumbnail

4.0 Line up plans to assess flood hazard

Graduate Engineer, Land Development Officer

- a Manoeuvre the Waimap plan to match/fit the Building Consent site plan (e.g. line the boundaries up)

Triggers & Inputs

TRIGGERS

None Noted

INPUTS

None Noted

Outputs & Targets

OUTPUTS

None Noted

PERFORMANCE TARGETS

None Noted

Process Dependencies

PROCESS LINKS FROM THIS PROCESS

None Noted

PROCESS LINKS TO THIS PROCESS

None Noted

RACI

RESPONSIBLE

Roles that perform process activities

Graduate Engineer, Land Development Officer

Systems that perform process activities

None Noted

ACCOUNTABLE

For ensuring that process is effective and improving

Process Owner Kelly LaValley

Process Expert Libica Hurley

CONSULTED

Those whose opinions are sought

STAKEHOLDERS

None Noted

STAKEHOLDERS FROM LINKED PROCESSES

None Noted

INFORMED

Those notified of changes

All of the above. These parties are informed via dashboard notifications.

Systems

Trapeze

TRIM

WAIMAP

Lean

551

None Noted

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR INFORMATION****FILE NO and TRIM NO:** EXC-57 / 220920163133**REPORT TO:** COUNCIL**DATE OF MEETING:** 4 October 2022**AUTHOR(S):** Jeff Millward – Chief Executive**SUBJECT:** Health, Safety & Wellbeing Report – September 2022**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 & Wellbeing matters for September 2022. The dashboard reporting in this report is trending from August 2021 to mid-September 2022.
- 1.2. There were 12 incidents which occurred from Mid-August to 19 September 2022 which resulted in no lost time to the organisation. Ongoing lost time from historic incidents is reported in Appendix A.
- 1.3. The Health, Safety & Wellbeing Committee met for their quarterly meeting on Friday 9th September.
- 1.4. Recruitment for a permanent, full time Health, Safety & Wellbeing Advisor has entered the shortlisting Phase.
- 1.5. Site security review action plans are being progressed by the working group. Some actions have been brought forward due to heightened adverse interactions within the Council.
- 1.6. An Asbestos Management working group has been established to amalgamate all asbestos records and adopt a management system moving forward.

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 & Wellbeing Dashboard Reports

2. RECOMMENDATION**THAT** the Council

- (a) **Receives** Report No 220920163133
- (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) **Notes** the appointment of the new Health, Safety & Wellbeing Manager and current recruitment of new team members.
- (d) **Circulates** this information to 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.
- 3.3. The World Health Organisation has declared a pandemic as a result of the transmission of the COVID-19 virus across the world. This report continues to provide the Council with a summary of activities which are underway to support our organisations response to the pandemic.

4. **ISSUES AND OPTIONS**

4.1. Incidents and accidents

- 4.1.1. August and September have shown a trend in increasing adverse interactions with members of the public. Although trends do not reflect this as some incidents have not been reported yet due to information gathering. Telecom cable strikes continue to be a consistent trend. This is due to the cables not being picked up by locaters and initially showing on plans. This is an ongoing issue due to historic services and updated plans not including them.

4.2. Health, Safety & Wellbeing Committee meeting

- 4.2.1. The Health, Safety & Wellbeing Committee met for their quarterly meeting on Friday 9th of September. New business included the review and updated emergency contacts, Defibrillator locations and Hazard Registers. All updated information will be displayed on the new HS&W boards around the organisation over the next 3 weeks.
- 4.2.2. Including the Health, Safety & Wellbeing Representatives at the quarterly Canterbury Advisors Forum for networking and support purposes. Approval was given to share and collaborate on various documents and policies with other Councils and a new Terms of Reference was agreed on by the forum.

4.3. Recruitment

- 4.3.1. Recruitment for a permanent Full time Health, Safety & Wellbeing Advisor is underway. The new Health, Safety and Wellbeing Coordinator has commenced employment.

4.4. Site Security & Site Security Reviews

- 4.4.1. Site Security review action plans are being actioned by a working group to implement all recommendations made by OPSEC Solutions. A priority has been placed on the need for new and updated CCTV and security sign in systems for all WDC locations. 3 Suppliers have been approached for quotes and scope of work.

4.4.2. In light of recent adverse interactions with a member of the public and various other interactions, the action requiring emergency lock buttons for the Rangiora Service Centre doors have been installed as a matter of urgency. Customer Services can now lock the automatic doors from a button at the counter, rather than manually at the doors in an emergency. Both Oxford and Kaiapoi facilities are presently being quoted.

4.5. Asbestos management

4.5.1. An asbestos management working group has been established to ring fence all asbestos related assets and the management of associated inspections going forward. This will include the collaboration of current and future asbestos management for all facilities, Three Waters and Community assets. All current documentation has been collated and referred to a standalone supplier for recommendations.

Implications for Community Wellbeing

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

4.6. 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
22/08/2022	Employee/Volunteer	Property/vehicle damage	Cut through a telecom cable when cutting a water main trench.	No further investigation needed.
24/08/2022	Employee/Volunteer	Near miss	Emergency services called to a community facility after gas was smelt. No leaks were found.	Emergency services suspected it was a fridge in the facility.
24/08/2022	Non-Employee	Property/vehicle damage	Smashed window in work vehicle. No goods were stolen.	Vehicles being broken in to more frequently.
24/08/2022	Non-Employee	Property/vehicle damage	Work Vehicle broken in at home and work tablet stolen.	Vehicles being broken in to more frequently.
31/08/2022	Employee/Volunteer	Adverse Interaction	Member of the public verbally abused a staff member.	Security activated and trespass notices issued.
31/08/2022	Contractor	Property/vehicle damage	A small subcontractor truck with a trailer attached was reversing out of driveway, and collided with a fence post.	No repairs needed.
5/09/2022	Non-employee	Adverse interaction	A customer was under influence of drugs/alcohol. Asked to leave and became verbally abusive to staff. Customer exited and was spoken to by police	No further investigation needed
8/09/2022	Employee/Volunteer	Injury	Drilling into concrete chamber, and drill bucked.	Staff member sprained elbow. Has returned to full duties.
9/09/2022	Employee/Volunteer	Property/vehicle damage	A large stone hit a work vehicle windscreen, causing it to crack.	Repairs underway.
15/09/2022	Non-Employee	Property/vehicle damage	Waste Management rubbish truck reversed into a contractor truck on a worksite.	No damage incurred.
16/09/2022	Employee/Volunteer	Injury	Staff member hit their head on a cupboard door.	Medical attention to check for concussion.
16/09/2022	Employee/Volunteer	Property/vehicle damage	Severed telecom cables found after excavating around water valves.	Repaired immediately.

Lost Time Injuries - Aquatics:	2019 to current	Injury one: Currently partially unfit, on RTW plan up to 6 hrs x 4days Date of injury 28 June 2019 Weekly contracted hours = 30 3896 hrs lost to date
Lost Time Injuries Water Unit:	2021 to current	Injury one: Date of injury – 15th Feb 2022 Weekly contracted hours = 40 1232 hrs lost to date Returned to work – Partial duties.

Lead Indicators

Safety Inspections Completed (Workplace Walkarounds)	2022	New zoned Workplace Walkarounds rolled out. 14/16 completed so far.
Training Delivered	2021/2022	People Trained: 6 staff trained in Health and Safety Representative Training. Role specific training still ongoing through departments. Further HSR training scheduled. Training to kick off again in October.

Appendix B

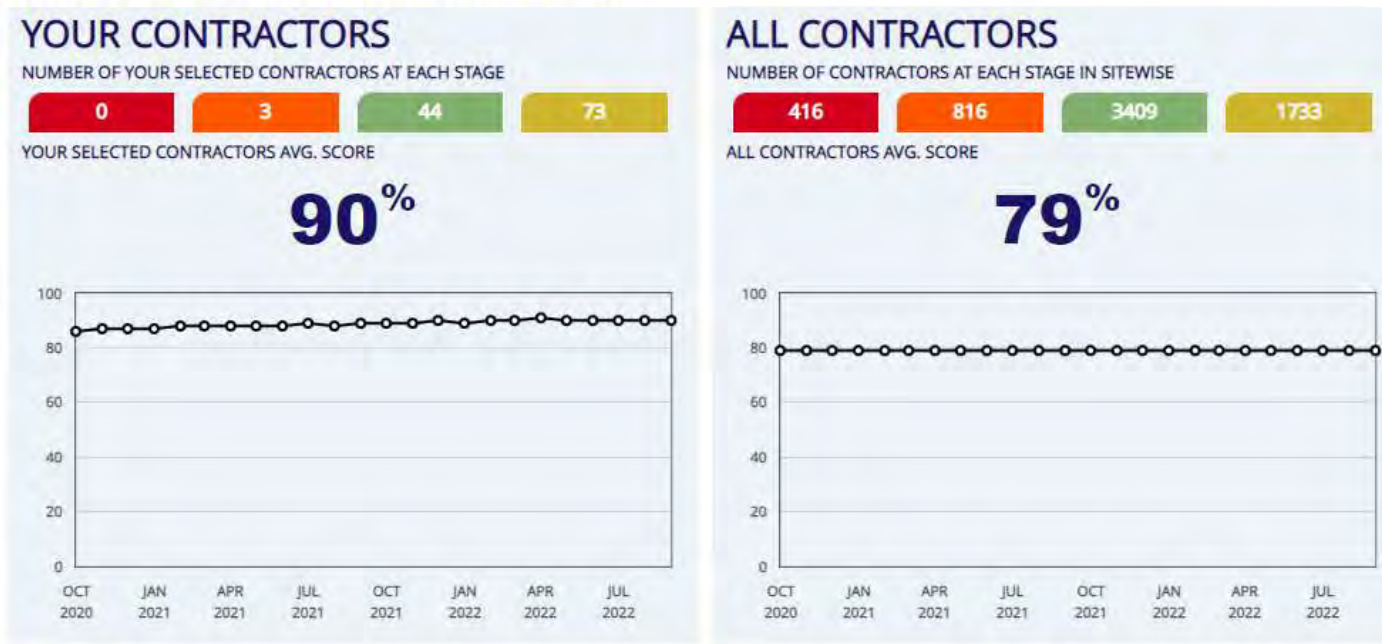
CONTRACTOR PIPELINE

Health and Safety

ALERTS



CONTRACTOR ASSESSMENT SCORES



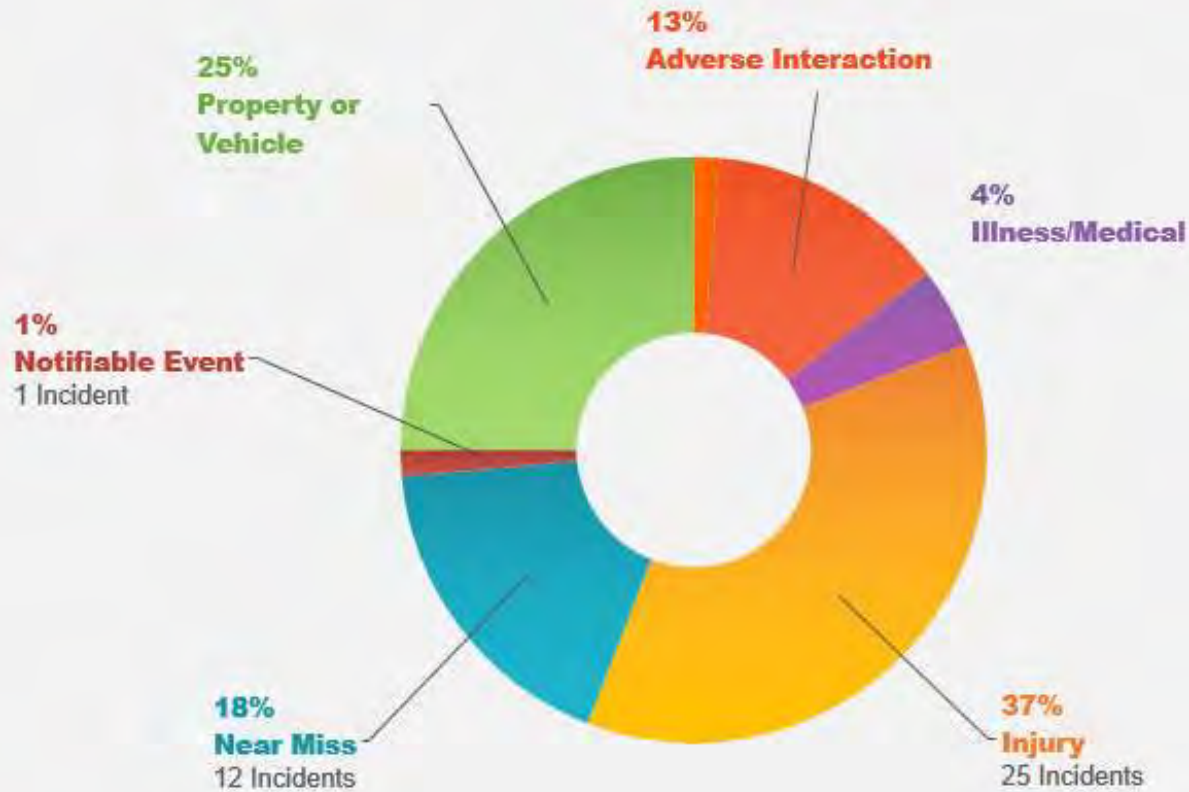
- [VIEW ALL CONTRACTORS](#)
- [INVITE NEW CONTRACTORS](#)
- [VIEW STATUS OF INVITED CONTRACTORS](#)

Appendix C



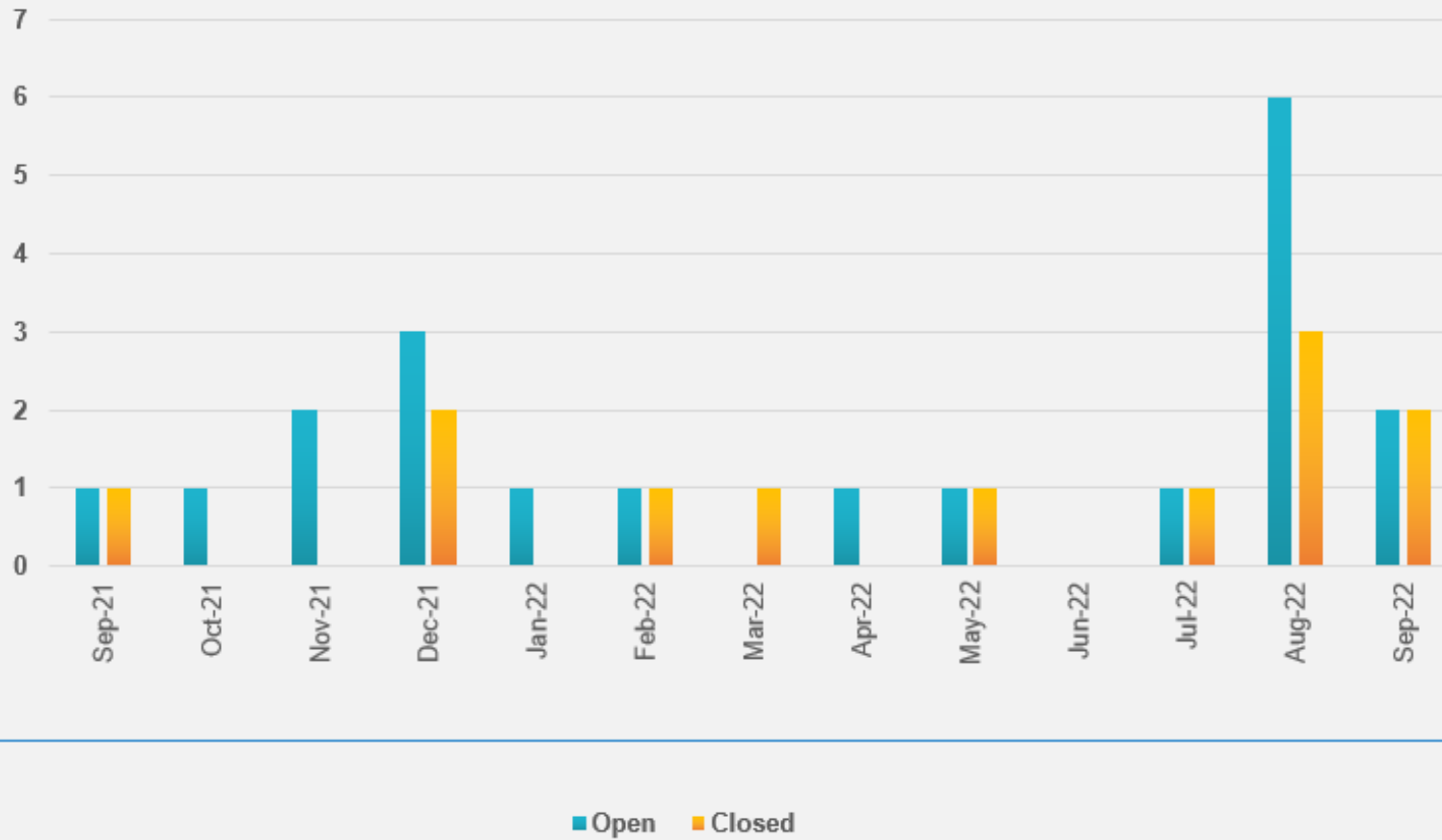
Worker/Volunteer Incident Reporting

September 2021 to Current:



Hazards Reported

September 2021 to Current:



WAIMAKARIRI DISTRICT COUNCIL

**MINUTES OF A MEETING OF THE COMMUNITY AND RECREATION COMMITTEE
HELD IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA ON TUESDAY
16 AUGUST 2022 COMMENCING AT 3:30PM.**

PRESENT

Councillor Mealings (Chairperson), Mayor Gordon, Councillors A Blackie, R Brine, W Doody and P Redmond.

IN ATTENDANCE

Councillor Williams (remotely)
J Millward (Acting Chief Executive), C Brown (General Manager Community and Recreation), T Sturley (Community Team Manager), P Eskett (District Libraries Manager), M Greenwood (Aquatics Manager), A Coker (Community Facilities Team Leader) and A Smith (Governance Coordinator).

1 APOLOGIES

There were no apologies.

2 CONFLICTS OF INTEREST

No conflicts of interest were registered.

3 CONFIRMATION OF MINUTES

3.1 Minutes of the meeting of the Community and Recreation Committee held on 19 July 2022.

Moved: Councillor Brine

Seconded: Mayor Gordon

THAT the Community and Recreation Committee:

- (a) **Confirms** the circulated Minutes of the meeting of the Community and Recreation Committee, held on 19 July 2022, as a true and accurate record.

CARRIED

4 MATTERS ARISING

There were no matters arising.

5 DEPUTATIONS

There were no deputations.

6 REPORTS

6.1 West Eyreton Rifle Club – Feasibility Report – A Coker (Community Facilities Team Leader)

A Coker presented this report which provided recommendations on the viability of relocating West Eyreton Rifle Club from the Cust Community Centre to Pearson Park Pavilion in Oxford. This was a result of a submission to the 2021 Long Term Plan from the West Eyreton Rifle Club to find it a new

home. The Club had operated out of the Cust Community Centre since it was first built using the main hall area with fixed targets underneath the stage. Over time there had been a build-up of lead exposure and contamination to the stage area and half of the main hall. With the centre being refurbished, there was to be professional cleaning and sealing to ensure contamination was below permitted levels under the Ministry of Health lead guidelines. The Club had decided that the compliance requirements were too great, both in cost and health and safety requirements, and had gone into recess until a resolution was found.

Staff had reviewed three options, being Cust Community Centre, Pearson Park Pavilion and a purpose built facility. Consultation with the Club and Target Shooting New Zealand had been undertaken as well as investigation of the compliance requirements for the site. The decision had been reached that Pearson Park was a viable option, with its existing rifle range. Consultation had been undertaken with the Oxford-Ohoka Community Board and Pearson Park Advisory Group who were both in support of the decision. There had also been discussions with Oxford Area School regarding the possibility of establishing a School Shooting Club in conjunction with the Club. It was also understood that previous members of the Oxford Rifle Club may take up membership.

Following a question from Councillor Doody, A Coker advised that the facilities would be suitable for the Club. The Club had quite a restrictive way of running the programme, so the majority of users would be outside of the shooting area. The Club was appreciative of having a space that they could operate without too much of a financial impact.

Councillor Williams questioned the Club's finances and asked if they had sufficient funds to cover the upgrade costs for the relocation to Pearson Park. A Coker advised that the Club members would be endeavouring to self-deliver as much of the upgrades as they could. There was allocated council budget for renewing lighting in the Pavilion (to LED lighting) but acknowledged that there was some other work that would be required before the Club could relocate to Pearson Park Pavilion. The Club was confident that they could relocate and that the proposed increase in membership as a result of the new location would be beneficial.

Regarding lead contamination and poisoning, Councillor Redmond asked if the Council had any liability in this regard and what measures would be put in place to mitigate this. A Coker noted that the benefit of the Pearson Park venue was that the Club would be using a separate annex rather than the main hall. The annex was more self-contained and the Council would contribute funds for the required ventilation. It was planned that Club members would be assigned to undertake the clean down of the facility after each session. It was now a requirement of the NZ Shooting Association for all equipment to be cleaned down both before and after each shooting session. Council would oversee the Clubs audit process and also undertake an annual inspection of the facility.

Moved: Councillor Doody

Seconded: Mayor Gordon

THAT the Community and Recreation Committee:

- (a) **Receives** Report No. 220622106548.
- (b) **Approves** the relocation of West Eyreton Rifle Club to Pearson Park Pavilion from Cust Community Centre.
- (c) **Approves** that staff proceed to draft and execute an agreement between the Council and West Eyreton Rifle Club for the occupation of the Pearson Park Rifle Range.

- (d) **Approves** that staff utilise the remaining balance of \$8,823.74 from the allocated budget for a feasibility study (\$20,000.00) as seed money to facilitate the upgrades required to bring the building up to compliance standards.
- (e) **Approves** that staff allocate a further \$6,176.26 from the General Renewals Budget to repair/replace the existing lighting within the range that was due for renewal and supplement the balance of monies from the feasibility study, as detailed in recommendation (c).
- (f) **Notes** staff would continue to work with West Eyreton Rifle Club to ensure the transition works with both the Club and existing users of Pearson Park Pavilion.
- (g) **Circulates** this report to the Oxford-Ohoka Community Board for information.

CARRIED

Councillor Doody supported the progression of this initiative and was pleased that the Club would be operating again.

Mayor Gordon noted that members of the Club had previously helped with fundraising towards the Cust Community Centre back in the 1970s and this was a good outcome for the Club.

Councillor Redmond also supported the motion, which was a good outcome for the West Eyreton Rifle Club and was reassured that health and safety matters had been given due consideration.

Councillor Mealings extended thanks to the staff for the work undertaken on in achieving this outcome, which was also presented to the Oxford-Ohoka Community Board. She noted that there had been some active promoting of the Club in the Oxford community and encouraging previous members of the Oxford Rifle Club to join. The Club was 73 years old and this was the best option for the Club to use Pearson Park Pavilion. Councillor Mealings believed it was important for the Club to keep operating in the western part of the district.

6.2 Community Development Strategy Review – T Sturley (Community Team Manager)

T Sturley presented this report, advising the Committee of the intention to undertake a review of the Waimakariri District Community Development Strategy 2015 – 2025. The Strategy provided a clear framework for the role that the Community Team played in addressing identified local priorities. The review would entail a broad engagement with the community including Mahaanui Kurataiao Ltd (MKT) who would be assisting with the most appropriate way for a bicultural partnership approach to be achieved. This was an important piece of work to maintain a healthy and resilient community going into the future as there had been a lot of changes in the district since the last review in 2015.

Councillor Blackie, referring to recommendation (c), questioned why the Council would not negotiate directly with the Runanga on this matter. T Sturley and C Brown confirmed that as this was a district wide strategy, and staff had received advice that the most appropriate process was to approach Mahaanui Kurataiao Ltd in the first instance. Once contacted MKT would advise if there was any interest in contributing to this strategy. If they were not interested, there would be no cost to the Council. If they did indicate an interest a fee proposal would be provided from them to the Council. After

which, the Council would decide if it wished to continue on this pathway with MKT.

Moved: Mayor Gordon

Seconded: Councillor Brine

THAT the Community and Recreation Committee:

- (a) **Receives** report No. 220804133305.
- (b) **Notes** that a broad engagement plan would be developed to inform this project.
- (c) **Notes** that staff have approached Mahaanui Kurataiao Ltd (MKT) to identify the most appropriate way forward in ensuring a bicultural, partnership approach was applied to the development of the strategy.
- (d) **Supports** a review of the Waimakariri Community Development Strategy, as an overarching framework for all work that ensures ongoing delivery of people-centered Council Community Outcomes.

CARRIED

Mayor Gordon agreed that it was time for a review of this Strategy and the engagement with MKT. The work of the Community team was valued by many people in the community.

6.3 Youth Development Update – E Belton (Youth Development Facilitator)

T Sturley presented this report on behalf of E Belton who was unable to attend. The report provided an overview of progress to date on the Youth Development Strategy. The report was taken as read and T Sturley highlighted the work that E Belton had undertaken during her time in the role and her strategic approach in working with youth in the community. The current focus of Youth Development was to give people a sense of purpose and involve them in projects within the community. T Sturley spoke to a PowerPoint presentation, and referred to the large scale Youth Employment Expos which had been held in recent years, prior to the Covid pandemic and which had been very successful. With the current environment, the decision had been made for this to take an online format, using Facebook and Instagram with regular feeds to help young people to frame what their future direction would be. The North Canterbury Youth Futures Facebook and Instagram pages had a soft launch two weeks ago and a summary of Facebook information was shown to members. There were links to appropriate websites and other information included in the pages providing significant information to young people on tertiary education, training and career opportunities and pathways. There would be a constant showcasing of opportunities shown on these sites.

The Mayor's Task Force for Jobs initiative was set up for smaller communities and those that were isolated geographically. There was consideration being given to adjusting the criteria slightly and there may be opportunity for this to be introduced into the district.

Following a question from Councillor Doody, it was advised that there were links on the Youth Futures Facebook and Instagram pages for local Careers Advisors.

Councillor Mealings enquired about the work of Mayor's Taskforce for Jobs. It was noted that there were enough providers in this district already doing similar work however there may be an opportunity for these groups to collaborate.

Moved: Councillor Mealings

Seconded: Councillor Blackie

THAT the Community and Recreation Committee:

- (a) **Receives** Report No. 220804133781.
- (b) **Notes** that staff would present the Community and Recreation Committee with an overview of plans around a more youth-friendly District.

CARRIED

Mayor Gordon commended the work that E Belton was undertaking. Her work with the Youth Council, broader collaboration and the leadership that she was providing was acknowledged. Mayor Gordon commented that a remit had been presented at the recent Local Government Conference supporting the reach of Mayors Task Force for Jobs to be extended to bigger districts, which he would encourage.

Councillor Mealings added that the Council was fortunate to have a Youth Coordinator to encourage young people in their pursuits.

6.4 Library update to 4 August 2022 – P Eskett (District Libraries Manager)

P Eskett presented this report which provided an update on key activities and customer service improvements and innovations undertaken by Waimakariri Libraries from 7 May to 4 August 2022.

New services being offered in Waimakariri library were highlighted, which included a new library collection supporting people with dyslexia. There was approximately one in ten people in the community who suffer with dyslexia and a new book collection had been launched, which was initially a small collection, but it was planned for the collection to grow. There had been training provided to staff and were being mentored by Christchurch City Libraries, through one of their Learning Diversity Librarians. The focus was on the library team to be aware of the power of this collection and how to connect people with the collection in a respectful and dignified way. The more support offered to these people and their families, the better it would be.

Another new service being developed was Recollect which was a platform supporting local history and heritage. The set up cost was approximately \$15,000 and was funded fully by NZLPP (New Zealand Libraries Partnership Programme). This was a New Zealand owned platform, backed up with New Zealand data. Staff had started training, and a Social Media team, Web team and Reference team were all involved. Collaboration with local heritage groups, Oxford museum, Cust museum, Rangiora museum and Kaiapoi Museum had all been involved and the library had been gifted many resources and intellectual property rights by these organisations. It was hoped that this would be a great resource for schools, who would also be offered the opportunity to add their content to the platform in 2023.

The New Zealand Libraries Partnership Programme was almost concluded, however the result for Waimakariri libraries had been close to \$700,000 in funding, ten staff with significant professional development opportunities, a 12 month mentorship for all library staff and a very modernised suite of technology. The challenge now was to keep up with what was offered to the community and libraries leadership team were working on how this could be achieved.

Councillor Blackie mentioned the installation of the “There’s a Tui in our Teapot” story walk in the Honda forest which had been presented to the Kaiapoi-Tuahiwi Community Board meeting the previous evening. This would

include the placement of panels which showed enlarged pages of children's picture books and was intended to celebrate Te Wiki o Te Reo Maori 2022 (Maori Language week).

Councillor Redmond asked about the dyslexia collection and was advised that it was currently housed at Rangiora library, however the plan for the future was for collections to be included at all libraries in the district. Once the collection had more depth, there would be the opportunity for resources to be booked on line and book bags made up for users. To promote the collection, there would be advertising on social media, and it was planned to invite the appropriate teachers and teacher aides from schools to the library, to share what the collection had available. There was already consideration being given to extending the loan period for these books, particularly for youth and children, possibly up to six weeks. Staff were taking guidance from the Christchurch City Libraries on this initiative.

Councillor Williams questioned the resources available in the libraries to support these new services and how this would impact on the ability for library staff to provide the current services, noting that Covid had impacted on staff resources. P Eskett noted that the libraries had only needed to close between two to four hours, four times outside of lockdown periods and the new services had already been included in work streams of current staff.

Following a question from Councillor Blackie, P Eskett said, through personal experience with young people challenged by dyslexia, each child is unique and in this day and age, more people were aware that they had dyslexia and more comfortable in admitting that they may have issues. Rather than there being an increase in the number of cases, there was now more awareness of correct identification of dyslexia.

Regarding the Recollect platform, P Eskett advised that it would be live by early December 2022.

Moved: Councillor Doody

Seconded: Councillor Blackie

THAT the Community and Recreation Committee:

- (a) **Receives** Report No. GOV-01-04/220804133482.
- (b) **Notes** the customer service improvements, community feedback, events, and use of New Zealand Libraries Partnership Programme funding to contribute positively to community outcomes by Waimakariri Libraries from 7 May – 4 August 2022.
- (c) **Notes** COVID-19 impact on the Libraries staffing had now generated four two to four hour disruptions to opening hours, outside of the mandated lockdowns.
- (d) **Circulates** the report to the Community Boards for their information.

CARRIED

6.5 Aquatics July 2022 Update – M Greenwood (Aquatics Manager)

M Greenwood spoke to this report which provided the Community and Recreation Committee with a summary of the Aquatic Facilities year to date progress as measured against Key Performance Indicators. This included attendance figures, water treatment results and a budget update for the year to 30 June 2022.

Attendance figures were highlighted, noting the seasonal and cyclical nature of the operation with numbers increasing during the warmer weather. The effect of Covid lockdowns, red light restrictions and the Covid sickness had impacted on attendance figures. In the last six months of 2022 the attendance numbers had been slowly improving, in part due to a number of internal promotions and initiatives, focusing on physical activity, mental wellbeing and involvement with the community. Aligned with the reduced attendance figures was the deficit in income, which was currently \$500,000 less than the Long Term Plan Budget. The reduction in attendance had allowed for a degree of savings.

Councillor Redmond mentioned the recent upgrade of technology for chlorine manufacturing onsite, rather than buying it in. M Greenwood confirmed this amounted to a direct saving to the Council of approximately \$20,000 over all the sites.

Moved: Councillor Blackie

Seconded: Councillor Brine

THAT the Community and Recreation Committee:

- (a) **Receives** Report No. 220727127656.
- (b) **Notes** Aquatic Facilities progress against key performance indicators including Financial results, Customer Attendance and Satisfaction.
- (c) **Notes** that lockdowns, head count restrictions and community spread has had a significant impact on customer attendance over the past three years.
- (d) **Notes** that the impacts on service from Covid, after savings in costs, saw a final result of \$302,000 behind budget which will be balanced against the Covid loan.
- (e) **Notes** the development of a number of initiatives and collaboration within the recreation sector with an aim to engage the wider community in wellbeing and healthy habits which will drive attendance within our facilities going forward.

CARRIED

Councillor Brine complimented and extended thanks to M Greenwood for his work in managing the aquatic facilities in the current challenging environment.

7 CORRESPONDENCE

There was no correspondence.

8 **PORTFOLIO UPDATES**

8.1 **Greenspace (Parks, Reserves and Sports Grounds) – Councillor Robbie Brine.**

- District wide in fill planting of street gardens, Reserves was continuing during August 2022.
- New burial/ash berms were under construction at Rangiora Cemetery.
- Hinemoa Park – flooding issues in the Park were being investigated by Utilities Team as resourcing allowed.
- Gladstone Park and Kendal Park had been subject to surface ponding, which was impacting on sports usage therefore staff had a turf specialist looking at options for how fields could be improved.
- Staff were reviewing the playground capital list after recent flooding events. Flooding was becoming more frequent in the Pines Oval, Woodend Domain and Waikuku. It would have an impact on what was renewed when and how.
- District Contract Maintenance pre-tender discussions (internal only) had started with new contract starting March 2024. Scope would be identified in the near future with a timeline for winter next year to bring to the Council for the contract sign off.
- Selected playground sites were having bark safe fall refreshed with the bi-annual independent playground inspections now being completed
- The White bait season commences on the 1st September. Councillor Brine expressed concern that some members of the fishing community had started fishing now and he believed that the same rules should apply to everyone. The Government had introduced a shorter season with the aim of conservation. With a reduced window following the Governments nationwide engagement, WDC's role, as per previous years, was providing keys to the access gates on the rivers. DOC administer/enforce rules regarding this activity and any concerns should go through to the local office.
- Spring is a busy time for operational staff and contractors, with all the rain and good sunshine over the next month, would result in a bumper growing season.

8.2 **Community Facilities (including Aquatic Centres, Multi-use Sports Stadium, Libraries/Service Centres, Town Halls, Museums and Community Housing) – Councillor Wendy Doody.**

Councillor Doody acknowledged the recent retirement of WDC staff member Madeleine Burton who was a valued member of the staff. Councillor Doody thanked her for all the work she had done for the community.

Councillor Doody expressed regret that Covid recently had impacted on her ability to participate in various events pertaining to her Portfolio.

The Age Friendly Advisory Group were looking at updating their work programme with a theme “Being Informed and Involved” – for older people in the district to be respected and included as part of the community.

Gambling Policy – Councillor Doody had recently Chaired the Hearing Panel which reviewed the Gambling Policy and noted the impact it could have on communities – negative being the loss of money for families to have for essentials and a positive impact was it being a source of funding for local groups or sports clubs to apply for funding.

Councillor Doody recommended members take time to visit the Oxford Museum, which had impressive displays on the history of Oxford. Currently there was a display of significant items from the Tawera Masonic Lodge which had recently closed.

There would be a further round of Creative Communities funding coming up in September for the Committee to consider applications for worthwhile initiatives. Councillor Doody asked if there could be petrol vouchers provided to members of the Committee who travelled distances to sit on this committee.

Councillor Doody requested that there be a flagpole erected at the archway at the West Eyreton Hall and asked if staff could follow up with this request. C Brown noted that staff would come back to the Oxford-Ohoka Community Board regarding this request.

8.3 Community Development and Wellbeing – Councillor Wendy Doody.

See update above.

8.4 Arts and Culture – Councillor Al Blackie.

The next meeting of the Public Arts Trust was scheduled for Thursday this week. This would include discussion on the artwork for the Kaiapoi Bridge, in conjunction with the Runanga. With the donation from the Kaiapoi Art Expo, a decision on the installation and location of this artwork would be made soon. There had also recently been an approach to the Trust, regarding a bequest from a Rangiora resident for some artwork to be installed at Mainpower Stadium.

9 QUESTIONS

There were no questions.

10 URGENT GENERAL BUSINESS

There was no urgent general business.

11 MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED

Section 48, Local Government Official Information and Meetings Act 1987

Moved: Mayor Gordon

Seconded: Councillor Blackie

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

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

Item N°	Report for Information:	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
11.1	Report of C Brown (General manager Community and Recreation)	Mainpower Stadium	Good reason to withhold exists under Section 7	Section 48(1)(a)
11.2	Report of C Brown (General Manager Community and Recreation)	Mainpower – Coldstream Hockey Turf	Good reason to withhold exists under Section 7	Section 48(1)(a)

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

Item N°	Reason for protection of interests	Ref NZS 9202:2003 Appendix A
11.1 & 11.2	Protection of privacy of natural persons To carry out commercial activities without prejudice	A2(a) A2(b)ii

CARRIED

CLOSED MEETING

The public excluded meeting commenced at 5.00pm and concluded at 5.49pm.

Resolution to resume in open meeting

Moved: Councillor Blackie

Seconded: Councillor Doody

(a) **North Canterbury Sport and Recreation Trust Mainpower Stadium Lease Fee Waiver Request – C Brown (General Manager Community and Recreation)**

Resolves that the resolutions be relayed to the Trust and the resolutions and report be made public with the financial information withheld, due to the commercially sensitive nature of the subject matter of the report.

(b) **North Canterbury Sport and Recreation Trust Mainpower Hockey Turf Lease Waiver Request – C Brown (General Manager Community and Recreation)**

Resolves that the resolutions and report remain public excluded until such time as all necessary contractual and legislative requirements are complete. Noting that any financials will remain public excluded due to the commercially sensitive nature of the subject matter of the report.

CARRIED

OPEN MEETING

There being no further business, the meeting closed at 5.50pm.

CONFIRMED

Councillor Niki Mealings
Chairperson
Community and Recreation Committee

Date

PUBLIC EXCLUDED MINUTES

3.3 Minutes of the public excluded portion of the Utilities and Roothing Committee Meeting Tuesday 19 July 2022

Refer to Public Excluded minutes.

4 DEPUTATION/PRESENTATIONS

There were no deputations or presentations.

5 REPORTS

5.1 Request Approval for Youngs Road Seal Extension – J McBride (Roothing and Transport Manager) and C Grabowski (Roothing Operations Team Leader)

J McBride presented this report, which sought approval to undertake a seal extension on Youngs Road under the Private Funding of Seal Extensions Policy. The length of seal requested was 210 metres from the existing seal on Lineside Road to the north boundary of the property at 135 Youngs Road. The businesses operating at this address, North Canterbury Cremations Ltd and Gulliver and Tyler Funeral Directors Ltd, had experienced significant increase in business over recent years, which had subsequently increased the volume of traffic accessing their premises and had requested the private sealing.

Councillor Stewart enquired if there had there been any approach made to landowners further down Youngs Road, to indicate if there was interest in sealing further. J McBride said there had been an approach to other landowners and there was not much desire for further sealing. Any future subdivision would trigger sealing and the current traffic volumes on this part of Youngs Road did not warrant sealing at present.

Moved: Mayor Gordon Seconded: Councillor Williams

THAT the Utilities and Roothing Committee:

- (a) **Receives** Report No. 220810137462.
- (b) **Approves** the sealing of Youngs Road under the Private Funding of Seal Extensions Policy, for a length of 210m from the existing seal on Lineside Road.
- (c) **Notes** that the estimated cost of sealing was \$43,000 excluding GST, of which the Council share will be 50% or \$21,500 excluding GST and the property owner share will be \$24,725 including GST.
- (d) **Notes** that funding was available within the Subdivision Contribution budget area for the Council's share of the required funding.
- (e) **Notes** that written agreement would be sought from the property owner prior to any work being undertaken on site.

CARRIED

Mayor Gordon noted that he had visited the site with Council staff, and the private sealing had been a desire of the business owners for some time. With the private contribution, Mayor Gordon acknowledged his full support of this resolution.

5.2 Waka Kotahi Procedural Audit Report May 2022 – J McBride (Roading and Transport Manager) and G Cleary (General Manager Utilities and Roading)

J McBride and G Cleary presented this report, which informed the Committee of the results of the Waka Kotahi's Procedural Audit, which was carried out in May 2022. The final report was received on 30 June 2022.

The purpose of the audit was to provide assurance that Waka Kotahi's investment in the Council's land transport programme was being well managed and delivered value for money. There were three recommendations and three suggestions that resulted from the audit. Staff had developed an action plan and were progressing through the recommendations from the audit. The most urgent of these were closing out safety audit reports and the work was nearly complete with all decisions being documented and audits being signed off.

In noting the overall rating of this audit being categorised as "some improvement needed", Councillor Stewart questioned how serious the breaches were and why these breaches were not picked up in previous audits. J McBride said the areas identified for improvement were not considered to be serious breaches, but agreed that they definitely needed some improvement. Referring to previous audits, there had been some changes required and combined with a new Auditor this year who had identified the improvements required.

G Cleary added that the audit showed that a good result for the Council, which had good processes and practices in place, but the audit had also shown areas where some improvements were needed.

Moved: Mayor Gordon

Seconded: Councillor Ward

THAT the Utilities and Roading Committee:

- (a) **Receives** Report No. 220725126300.
- (b) **Notes** the Waka Kotahi Procedural Audit Report provided an in depth report focused around four subject areas with two being assessed as "Effective" and two as "Some Improvement Needed", resulting in an overall rating of "Some Improvement Needed".
- (c) **Notes** the report made three recommendations for improvement, one relating to the financial processes, one for procurement procedures and the last related to contract management along with four suggestions which are more minor in nature.
- (d) **Notes** that an Action Plan had been developed and implemented with work being undertaken to address all issues by December 2022.
- (e) **Circulates** this report to the Community Boards for information.

CARRIED

5.3 2021-2022 Flood Events – Service Requests and Further Investigations Update – E Klopper (Flood Team Lead) C Fahey (Water Operations Team Leader) and K Simpson (Three Waters Manager)

K Simpson presented this report, which provided an update to the Committee on the status of the drainage service requests and further investigations related to the recent flooding events. These events had been put into two chronological groups, Group 1 for the 29 – 31 May 2021, 15 December 2021 and 12 February 2022 periods and Group 2 for 12 July 2022, 20 July 2022, 26 July 2022 and 30 July 2022 periods.

With the work of the Flood Team relating to Group 1 rainfall events, almost all the work had been completed and the team was being disestablished. The Team's work had been extended to work through the additional service requests and further investigations relating to Group 2. There were a further 685 drainage service requests received relating to the rainfall events in Group 2.

There was now an additional 77 investigations to be undertaken, which took the total to 138. It would potentially take six months to respond back on all the areas.

Councillor Stewart asked how many of Group 1 service requests were repeated in Group 2 or were these all completely new issues that had come up. K Simpson confirmed that these were all new investigations in Group 2, though some related to areas that had previously flooded and required further investigation from the past (2014). These were not part of the 61 investigations identified in Group 1.

Councillor Ward asked if the current high water table was impacting on the ability of the Council to complete some of these requests. K Simpson said there were issues with the high groundwater levels, especially in the coastal areas of Waikuku Beach, Woodend Beach and Pegasus. Staff were monitoring these areas. The other challenging area was Mandeville with under currents flowing, which had generated many of the service requests during the four events in July 2022.

Councillor Williams requested an update on Ranui Mews. K Simpson said the contract had been awarded, and a further update would be sourced by staff and provided to the Committee members.

Moved: Councillor Stewart Seconded: Councillor Ward

THAT the Utilities and Roading Committee:

- (a) **Receives** report No 220811137957.
- (b) **Notes** that 598 drainage service requests were received related to the significant rainfall events in May 2021, December 2021 and February 2022, from which a total of 61 areas were identified for further investigation work.
- (c) **Notes** that 17 of the 61 investigations were either complete, and the issue resolved, or incorporated into the Business as Usual (BAU) work and was being tracked as part of a maintenance or capital works programme.
- (d) **Notes** that 685 drainage service requests were received related to the rainfall events on 12 July 2022, 20 July 2022, 26 July 2022 and 30 July 2022 and further work was currently underway to identify the number of additional further investigations required.
- (e) **Notes** that a page has been set up on the Council's website to provide updates on the status of drainage works underway, which would be updated to include information related to the July rainfall events.

URL: <https://www.waimakariri.govt.nz/services/water-services/stormwater/drainage-works>
- (f) **Notes** that a communications strategy would be developed that covered both general messaging as well as targeted area specific information.
- (g) **Circulates** this report to the Council and Community Boards for information.

CARRIED

In supporting the recommendation, Councillor Stewart acknowledged the efforts and dedication of staff in this area and their responses to the many flooding events. There were concerns raised as to whether the current staff resources were sufficient for the work required to resolve these issues.

Councillor Ward also extended thanks to staff for the work that had been undertaken to date and noted that it was a challenge with the water table being high.

Mayor Gordon also acknowledged the significant number of service requests that staff had to respond to and was pleased to have the communications staff involved to provide reassurance to the public .

Councillor Williams noted the recent unprecedented rainfall in the district and extended thanks to K Simpson and G Cleary and the Utilities and Roothing staff for their work and attending onsite meetings with residents whose properties had been affected by the flooding.

6 PORTFOLIO UPDATES

6.1 Roothing – Councillor Paul Williams

- A collapsed culvert under Skewbridge Road (west of the bridge) was being replaced. This had caused some flooding across the road.
- Lees Valley and Okuku Pass work was continuing clearing swales, and culverts and to repair areas of roadsides that had sunk. This would be an ongoing and significantly major job.
- Repairs to Lineside Road near Stadium Cars was completed.
- There was grading and re-metalling of unsealed roads continuing, with currently three graders working in the network, when there was usually only two. This was an endeavour to catch up on work resulting from damage caused by the recent flooding.
- The high shoulder had been removed from Upper Sefton Road, after previous flooding had made conditions dangerous.
- There was continued work being carried out throughout the district with repairing of potholes and culvert cleaning.

6.2 Drainage and Stockwater – Councillor Sandra Stewart

- Supports the updating of the Rural Drainage Groups, and the Council needed to take a lead with drainage rating.
- The information pamphlet on Stockwater Races, was currently with the Communications team, and still had to go to Waimakariri Irrigation for their comments prior to coming to the Council for approval. This information would be circulated to all 1,700 properties located on the stockwater race system in the district.

6.3 Utilities (Water Supplies and Sewer) – Councillor Paul Williams

- There had recently been a leaking joint in the 500mm PVC water pipeline between Kaiapoi and Rangiora that needed repairing in the last few weeks. This was the first repair that had needed to be undertaken on this pipeline since the installation in 2010. The repairs were completed within one day, commencing at 4am one day, and completed by 2am the following day.
- C Roxburgh will provide a report to a future meeting of the Committee on drinking water standards. There would also be an update provided on chlorination and Water Safety Plans to the next meeting of the Committee.

6.4 Solid Waste– Councillor Robbie Brine

- Notification had been received of the Christchurch City Council's pending Expression of Interest process for landowners, for the Organics Processing Plant. They would look at a long-term lease, and the landowner might work in partnership with a 'technology provider'. Simon Hart would make enquiries about this process, and discuss it with the property and solid waste teams. Any possible site would need to be near SH1 and be away from residential or occupied rural areas owing to 'sensitivity' to possible odors.
- The rubbish bag supply contract had been awarded to Office Max NZ Ltd, for a bag that contains 30% post-consumer plastics. The price was substantially lower than the current bag costs. Office Max had advised they needed to order the bags in the next month to ensure the bags arrive by January 2023, when the current contract ends.
- The Waste Audit that feeds our landfill waste composition data into the Waste Assessment and Waste Management and Minimisation Plan reviews had been scheduled for 5 to 9 September 2022. This involved a visual survey at Southbrook RRP over six days, and sort and weigh audits of rubbish bags and bins (includes private bin data), and also a selection of organics bins, over that week.
- The 2022/23 WA and WMMP review project was currently out to tender and closes next week. It was a two-envelope tender, and there had been reasonable interest from a number of consultants.
- Rangiora Rubbish Removals had received consent for a waste sorting facility in Rangiora as of mid-July 2022, and were putting their skips through this sorting process. They were recovering around 70% of the contents from building waste skips, but general waste from bins was more of a challenge. Rubbish would be sent straight to Kate Valley in pods, transported by Container Waste who had provided Councillor Brine with a compactor as part of their contract. Recycling and greenwaste, and most likely household rubbish, would still be coming to Southbrook. Council staff and the Council's educator had been invited to Rangiora Rubbish Removals site, which they plan to do.
- Council contractors had continued to work with the impacts of COVID and the other seasonal viruses, and had provided collection and disposal services as per usual. They had a few truck break-downs in the last two weeks but managed to bring in extra cover trucks, with the drivers working hard to provide collections on the correct collection day. The wet weather had resulted in a very wet site, which meant some areas could not be mown, however maintenance had been kept up as much as possible.
- A new camera system had been installed on the collection trucks working in Waimakariri (this included trucks used for scheduled or unscheduled truck maintenance). Council's Solid Waste staff and two customer services staff would be going for training in the system and to be registered into the software which was cloud-based.

6.5 Transport – Mayor Dan Gordon

Mayor Gordon was not present for this part of the meeting.

7 MATTERS REFERRED FROM KAIAPOI-TAUHIWI COMMUNITY BOARD

7.1 Island Road / Ohoka Road Intersection Improvements – Approval of Traffic Signal Scheme Design – J McBride (Roading and Transport Manager) and G Kempton (Project Engineer)

J McBride and G Kempton presented this report, referred from the Kaiapoi-Tuahiwi Community Board's meeting of 15 August 2022, which sought a recommendation for the scheme design for the upgrade of the Island Road/Ohoka Road intersection.

There had been three scheme designs previously developed for this intersection improvement – traffic signals with raised platforms; single lane roundabout and dual lane roundabout. The preferred staff option was for a traffic signals with raised platforms.

Councillor Williams expressed concern that the Council would be spending \$100,000 on design before it was known if funding was confirmed and asked if a more affordable option had been considered. J McBride said the Council needed to have a design in place and be ready to go to tender to enable the Council to be in a position to apply for funding. The option of installing raised platforms on their own would not address the long term issues of the intersection, noting that this was a high risk intersection, especially during peak times. There had been near misses at this corner in the past two years, and six accidents. Traffic signals would provide a better level of service, noting that the Ohoka Road traffic volumes had increased in the past six years from 4,000 vehicle movements per day, to 10,000 per day and this route would only be getting busier in the future.

J McBride also confirmed that Waka Kotahi considered this intersection to be of a high personal risk, which was why staff had recommended that this work be progressed to design stage, so as to be in a position to progress if the funding was approved. The Council would be able to claim back the Waka Kotahi share of the design work if funding was approved.

Councillor Atkinson suggested that there were more dangerous intersections in the district (for example, several intersections along Tram Road where there had been fatalities), and believed these were a much higher priority than this intersection. J McBride advised that Council staff had worked with Waka Kotahi to determine this as a high risk intersection requiring safety improvements and had subsequently been added to the Long Term Plan. Other intersections would be prioritised for future safety work, which included those on Tram Road.

J McBride confirmed that the traffic signals would be at the Island Road/Ohoka Road intersection. This would control traffic and help provide safer movements for people turning. In combination with the raised platforms this would also slow the speed of traffic off the motorway.

Moved: Mayor Gordon

Seconded: Councillor Brine

THAT the Utilities and Roading Committee:

- (a) **Adopts** the Island Road / Ohoka Road Traffic Signals Scheme Design, as per section 3.4.1 of this report.
- (b) **Authorise** staff to proceed to detailed design stage.
- (c) **Approves** the installation of the required no stopping lines through the intersection, to be installed as part of construction.
- (d) **Notes** that the recommended scheme design option includes raised speed tables to align the design with Waka Kotahi's Standard Intervention Toolkit and Safe System approach.

- (e) **Notes** that staff would continue to work alongside Waka Kotahi to progress the traffic signals design and give consideration for potential queuing and any adverse impacts due to the proximity of the off-ramp.
- (f) **Notes** that staff conducted a combined Board briefing on the 4 August 2022 for discussion of three options.
- (g) **Notes** that there was Council budget of \$100,000 allocated to the design for this project in the 2021/22 budget, and that unused budget had been carried over to allow detailed design to progress in 2022/23.
- (h) **Notes** that Waka Kotahi had not approved co-funding for the construction of the project at this time, and that Council staff were continuing to advocate for funding to support this project in the future.

CARRIED

Councillor Williams against

Mayor Gordon, in supporting this motion, commented that there had been many approaches from residents concerned about the safety of this intersection and the speed of vehicles. Mayor Gordon also noted the increased traffic movements on Ohoka Road. There was general support from the Boards for this safety improvement to progress.

Councillor Brine noted his concerns with the safety at this intersection and fully supported proceeding with the design phase.

Councillor Williams did not support the motion and the spending of \$100,000 of ratepayers money, before any funding was guaranteed. Councillor Williams also suggested that there were other intersections in the district that, in his view, warranted safety improvements.

Councillor Atkinson, did not support the motion when it was considered by the Community Board and, though not a member of the Committee, still did not support the spending of \$600,000 of Council funds at this intersection. He suggested the installation of raised platforms to slow traffic speed would be sufficient. There would be an issue with noise with trucks having to slow down at the traffic lights which could be an issue for the neighbouring properties. Councillor Atkinson believed it was time for more focus on driver responsibility and enforcement procedures. Driver education and how drivers used the intersection was also important. It was also noted that there were no traffic calming measures in place on Cosgrove Street. Councillor Atkinson referred to the six accidents that had previously occurred at this intersection and that there had been none in the last two and suggested that people were getting used to the intersection. He reiterated his concerns with spending Council funds on this intersection and believed there were other intersections where fatal accidents were happening that were a higher priority.

Councillor Blackie agreed with the comments of Councillor Atkinson and though this intersection was a priority for safety improvements, it was not a high priority. This matter was passed by the KTCB members, but it was not an unanimous decision. Councillor Blackie had concern with the speed of traffic coming off the motorway and also that drivers approaching the intersection, either from Kaiapoi, or off the motorway, would still have to cross lanes to either turn left or right at the intersection. The traffic lights would interrupt the flow of commuter traffic and he questioned the spending of \$1.25m on signals at this intersection.

Councillor Ward supported having the traffic signals installed at this intersection, noting that this would allow for safe turning of traffic onto Ohoka Road from Island Road.

Councillor Doody pointed out that the Community Board members supported this and the Council should support their recommendation.

In reply, Mayor Gordon acknowledged the previous comments and noted that this was a major thoroughfare between Kaiapoi and Rangiora. This was an opportunity to make this intersection safer.

7.2 Approval to Consult on Scheme Design Options for the Tuahiwi Footpath – J McBride (Roading and Transport Manager) and A Mace-Cochrane (Graduate Engineer)

A Mace-Cochrane and J McBride presented to this report, which sought approval to consult on the scheme design options for the Tuahiwi footpath construction, as was recommended by the Kaiapoi-Tuahiwi Community Board. The footpath was for the eastern side of Tuahiwi Road.

It was planned to have targeted consultation with the iwi at the Marae and the directly affected residents on the east side of the road, to explain the different parking options. An information notice would be distributed to the remaining residents of Tuahiwi village.

Moved: Mayor Gordon

Seconded: Councillor Brine

THAT the Utilities and Roading Committee:

- (a) **Receives** Report No. 220801130424.
- (b) **Approves** consultation being undertaken on the proposed scheme design options shown in Attachment i.
- (c) **Notes** that a communication and engagement plan would be put together following approval of this report which would detail the method of engagement for directly affected residents, the Marae, and Ngāi Tūāhuriri.
- (d) **Notes** that there was a budget of \$450,000, allocated within PJ 101229.000.5135, for the 2022/2023 financial year to undertake the detailed design and construction of the Tuahiwi Footpath.
- (e) **Notes** that all three scheme design options are below the allocated budget of \$450,000 and include 20% contingency.

CARRIED

Councillor Williams against

Mayor Gordon, in supporting this motion, said the matter had been raised by residents with the Council over several years and with an urupa, a pre-school and a school on the east side of Tuahiwi Road, made this a priority. Mayor Gordon asked staff to advise when the targeted consultation was being undertaken and elected members could be available to provide support.

Councillor Williams did not support this motion, and believed there were other communities in the district that also required a footpath. There was already an adequate footpath on one side of the road with a pedestrian crossing at the school.

Councillor Atkinson referred to the proposal for the footpath to go to the entrance to the urupa, and suggested it could be extended along to where the current traffic calming was in place, and have a pedestrian crossing installed there. Staff would investigate this suggested addition.

Councillor Stewart supported this motion and acknowledged Councillor Williams comments that there were other towns in the district that required footpaths. Members were reminded that this town had an urupa, a preschool, a school, a church and a marae and there are times when there were a significant number of people walking from the marae to the urupa, who mostly walked on the road, as there was no footpath. There were also vehicles on Tuahiwi Road at the same time, and this footpath was long overdue to allow people to move safely along the east side of the road.

8 MATTERS FOR INFORMATION

- 8.1 Request for Approval to Engage Waugh Infrastructure Management Limited for 3 Waters Climate Change Risk Assessment Project – Colin Roxburgh (Water Asset Manager)**
(refer to report no. 220721124634 to the Management Team meeting of 1 August 2022)

Moved Councillor Williams

Seconded Councillor Ward

THAT the Utilities and Roading Committee

- (a) **Receives** the information in Item 8.1.

CARRIED

9 QUESTIONS UNDER STANDING ORDERS

There were no questions.

10 URGENT GENERAL BUSINESS

There was no urgent general business.

11 MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED

Section 48, Local Government Official Information and Meetings Act 1987

Moved Councillor Brine

Seconded Councillor Ward

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

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

Item No	Minutes/Report of:	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
11.1	Minutes of the Public Excluded portion of the Utilities and Roothing Committee Meeting Tuesday 19 July 2022.	Confirmation of Minutes	Good reason to withhold exists under Section 7	Section 48(1)(a)
REPORTS				
11.2	Report from Management Team meeting	Report for Information	Good reason to withhold exists under Section 7	Section 48(1)(a)

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

Item N°	Reason for protection of interests	Ref NZS 9202:2003 Appendix A
11.1 – 11.2	Protection of privacy of natural persons To carry out commercial activities without prejudice	A2(a) A2(b)ii

CARRIED

CLOSED MEETING

Resolution to Resume in open meeting

Moved Councillor Brine

Seconded Councillor Ward

THAT open meeting resumes and the business discussed with the public excluded remains public excluded.

CARRIED

The public excluded portion of the meeting commenced at 5.10pm and concluded at 5.12pm.

OPEN MEETING

NEXT MEETING

The next meeting of the Utilities and Roading Committee is scheduled for 3.30pm, on Tuesday 27 September 2022.

There being no further business, the meeting concluded at 5.13pm.

CONFIRMED

Councillor Robbie Brine
Chairperson

Date

Workshop

- *Annual Eastern Districts Sewer Scheme – Kalley Simpson (3 Waters Manager)*

WAIMAKARIRI DISTRICT COUNCIL

MINUTES OF A MEETING OF THE DISTRICT PLANNING AND REGULATION COMMITTEE HELD IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA ON TUESDAY 23 AUGUST 2022 AT 1PM

PRESENT

Deputy Mayor N Atkinson (Chairperson), Mayor D Gordon (ex officio), Councillors K Barnett, W Doody, N Mealings and P Redmond.

IN ATTENDANCE

Councillor P Williams.

J Millward (Acting Chief Executive and General Manager Finance and Business), T Tierney (General Manager Planning, Regulation and Environment), W Harris (Planning Manager), W Taylor (Building Unit Manager), B Carlton (Environmental Services Manager), M Bacon (Development Planning Manager) and C Fowler-Jenkins (Governance Support Officer).

1 APOLOGIES

There were no apologies.

2 CONFLICTS OF INTEREST

There were no conflicts declared.

3 CONFIRMATION OF MINUTES

3.1 Minutes of a meeting of the District Planning and Regulation Committee held on Tuesday 21 June 2022

Moved: Councillor Mealings

Seconded: Councillor Redmond

THAT the District Planning and Regulation Committee:

- (a) **Confirms** the circulated Minutes of a meeting of the District Planning and Regulation Committee, held on 21 June 2022, as a true and accurate record.

CARRIED

4 MATTERS ARISING

There were no matters arising.

5 DEPUTATIONS

Nil.

6 REPORTS

6.1 Plan Implementation (Planning) Unit Update – W Harris (Planning Manager)

W Harris spoke to the report highlighting the that largest issue currently for the Planning Unit was the medical centre. Two applications were going through the process and both had decisions to be made in relation to being notified or not. Correspondence had been sent out to all of Agents requesting them to speak to their clients and offer advice on how this related to their applications. The first of those applications should be due for a decision soon, which would also be shared with all of the Agents.

Another area that was occupying staff time was the new medium density residential standards, which were notified on Saturday 20 August 2022 and come into effect on Monday 22 August 2022. This was complicated and was difficult to figure out how the standards applied.

W Harris stated that staffing issues had been occupying a lot of her time, as the unit were currently five staff short in a team of twelve, however a new graduate planner had start this morning and another was starting mid-September. Vacancies for a senior planner, a senior compliance officer and a part time admin position were currently being advertised.

Councillor Barnett asked Elected Member support would be required for the drop in sessions being held in the community. W Harris noted that M Bacon (Development Planning Manager) was organising the drop in sessions, which would include consents planners as there was a lot of queries regarding how to apply for a resource consents. Councillor Barnett noted that there had been a lot of negative feedback on Facebook that was quite anti-Council therefore staff may need support from Elected Members.

Moved: Councillor Barnett

Seconded: Councillor Redmond

THAT the District Planning and Regulation Committee:

- (a) **Receives** Report No. 220804133044.
- (b) **Notes** the current activities and operations undertaken within the Plan Implementation Unit, 95.8% of consents were processed within statutory timeframes during another challenging year.

CARRIED

Councillor Barnett thanked staff for their work during trying times due to winter illnesses and a constantly changing environment. She emphasised that when there were a challenging issues it was helpful to have Elected Members present to support staff and show that decisions were made by them and not the staff.

Councillor Redmond commented that this was a very good report and commented that 95.8% of consents were processed within the statutory timeframes which was a very good achievement in the current climate. He confirmed that Elected Members were invited to attend any of the drop in sessions.

6.2 **Building Unit End of Year Update – W Taylor (Building Unit Manager)**

W Taylor took the report as read.

Councillor Redmond noted in paragraph 4.19 of the report that it referred to a court case and enquired what it was about. W Taylor noted a determination was being challenged.

Councillor Barnett thanked W Taylor for the report. She acknowledged that there had been delays with the building consents and enquired if the reason for the delays had been resolved and if there was going to be a more proactive case management approach for the bigger subdivisions in the area. W Taylor replied that staff could only move as fast as the contractor who was doing the work and lot of the issues were not building but subdivision related. Councillor Barnett noted that people had to deal with multiple departments within Council and asked if there was any way to streamline the process. T Tierney stated that there was a Project Management Group, which made the decisions however over the last 12-18 months staff had been overwhelmed with numbers and pressures on timelines so the Group had fallen into abeyance. It was intended to reinstate the Group to oversee case management to achieve a more seamless process.

Moved: Mayor Gordon

Seconded: Councillor Redmond

THAT the District Planning and Regulation Committee:

- (a) **Receives** Report No. 220805133957.
- (b) **Notes** the current activities and operations undertaken within the Building Unit during difficult circumstances over the past financial year.

CARRIED

Mayor Gordon expressed his pleasure with W Taylors area of Council, stating he consistently got excellent feedback from the public. A large developer had stopped him at an awards ceremony, in front of a lot of people, to say they found the Council great to deal with.

Councillor Redmond endorsed the Mayors comments, noting that 90% of building consents were issued within the statutory timeframe and, given the anecdotal stories from other local authorities, this was a really great achievement during difficult and trying times.

Councillor Barnett reiterated that her questions were in no way a reflection of the unit's performance, which she thought was exemplary, however she was using the opportunity to look at a more holistic approach to planning. She believed the project group, which had proved to be very successful in facilitate developments, worked well and was pleased that it was going to be reinitiated.

6.3 **Annual Report on Dog Control 2021 / 2022 – B Charlton (Environmental Services Manager)**

B Charlton took the report as read.

Councillor Redmond asked what the arrangements were for people collecting dogs from the pound afterhours or at the weekend. B Charlton noted that animals would need to be collected the following day. During weekends a staff member was on site for a two hour period to enable dogs to be collected.

Moved: Councillor Atkinson

Seconded: Councillor Doody

THAT the District Planning and Regulation Committee:

- (a) **Receives** Report No. 220718121903.
- (b) **Approves** the attached 2021/22 Annual Report on Dog Control to the Department of Internal Affairs (DIA) (Trim: 220718121942).
- (c) **Circulates** the report to the Community Boards for information.

CARRIED

6.4 Environmental Services Unit Update for the 2021/22 Financial Year – B Charlton (Environmental Services Manager)

B Charlton took the report as read highlighting that registration of dogs was 99.15% up in comparison to the previous year. The Environment Management Team had received 1,244 service requests during the year, which was down from the previous year which was a probably result of covid restrictions and the reduced workflow throughout area. A key area where staff meet all their KPIs was in alcohol distribution and other than the monitoring of businesses which was only 31%. Staff had now put processes in place to ensure that this was improved during the coming year.

Councillor Barnett acknowledged that noise complaints seemed to be increasing, especially in relation to the response time. She asked what was being done to resolve noise complaints especially repeat offenders. B Charlton replied that staff went through the process, checking the origin of the noise, monitoring and testing. Most people were compliant, however if there was a noise issue staff followed the process of trying to reduce/minimise it.

Councillor Barnett also asked if responding to a noise complaint within 48 hours was a reasonable timeframe. B Charlton noted that there were two types of complaint, reasonable and excessive and excessive noise was dealt with immediately and was usually resolved quickly. Most of the complaints the Council received were dealt with by a noise inspector immediately.

Councillor Williams asked how many parking enforcement officers the Council currently employed. B Charlton explained that had been an issue recently, as the Council currently only had one parking enforcement officer over the last two to three months. The Council were currently in the process to employing another officer and would be completing interviews for another compliance officer. Once these were hired training would need to be completed prior to the team being fully resourced.

Moved: Councillor Doody

Seconded: Councillor Barnett

THAT the District Planning and Regulation Committee:

- (a) **Receives** Report No. 220731129927.
- (b) **Notes** the current activities and operations in the Environmental Services Unit are in line with agreed levels of service and budgets.

CARRIED

Councillor Doody thanked B Charlton for the report, which detailed interesting dog issues. She was pleased that the Council was employing new compliance officers.

Councillor Barnett commented that once the Unit had a full complement of staff the Council could start to look at the full picture. She mentioned that she had received feedback on the noise issues and believed that it would be good to receive a six monthly survey of the people who had complained and to determine their thoughts to enable the Council to improving its system. She acknowledged the staffing issues and that luckily this district had always been very compliant with alcohol issues.

7 **CORRESPONDENCE**

Nil.

8 **PORTFOLIO UPDATES**

8.1 **District Planning Development – Councillor Kirstyn Barnett**

Nil.

8.2 **Regulation and Civil Defence – Councillor Philip Redmond**

Nil.

9 **QUESTIONS UNDER STANDING ORDERS**

Nil.

10 **URGENT GENERAL BUSINESS**

Nil.

NEXT MEETING

The next meeting of the District Planning and Regulation Committee is scheduled for 1pm, on Tuesday 20 September 2022.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 1:25pm.

CONFIRMED

Chairperson

Date

Workshop

- *Community Hubs Concept – Brennan Wiremu (Emergency Management Advisor)*

Briefing

- *District Planning and Regulation Question and Answer Session – Tracy Tierney
(General Manager Planning and Regulation and Environment)*

MINUTES FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD HELD IN THE OHOKA HALL, MILL ROAD, OHOKA ON WEDNESDAY 7 SEPTEMBER 2022 AT 7PM.
PRESENT

D Nicholl (Chairperson), T Robson (Deputy Chairperson), S Barkle, M Brown, W Doody, R Harpur and N Mealings.

IN ATTENDANCE

T Tierney (General Manager Planning, Regulation and Environment), S Nichols (Governance Manager), G Stephens (Design and Planning Team Leader), T Kunkel (Governance Team Leader) and C Fowler-Jenkins (Governance Support Officer).

There were three members of the public present.

1. APOLOGIES

Moved: M Brown

Seconded: S Barkle

THAT an apology for absence be received and sustained from S Farrell.

CARRIED

2. PUBLIC FORUM

No members of the public wished to speak.

3. CONFLICTS OF INTEREST

There were no conflicts declared.

4. CONFIRMATION OF MINUTES

4.1. Minutes of the Oxford-Ohoka Community Board – 3 August 2022

Moved: T Robson

Seconded: N Mealings

THAT the Oxford-Ohoka Community Board:

- (a) **Confirms** the circulated Minutes of the Oxford-Ohoka Community Board meeting, held on 3 August 2022, as a true and accurate record.

CARRIED

4.2. Matters Arising

T Robson requested updates on the Mandeville stockpile and the Oxford speed limits.

S Barkle noted that there was an article in the North Canterbury News about water diversion and the drainage issues on North Eyre Road. She asked if the Board could be updated on the issue.

D Nicholl noted that he had visited Wilson Drive after the previous Board meeting to assess the flooding problems and subsequently spoke to the Council's 3 Waters Manager, K Simpson, who were investigating the issue.

5. DEPUTATIONS AND PRESENTATIONS

Nil.

6. ADJOURNED BUSINESS

Nil.

7. REPORTS

7.1. Randall Watson Sculpture- Ohoka Domain – M McGregor (Senior Advisor Community and Greenspace) and T Stableford (Landscape Architect, Greenspace)

G Stephens took the report as read noting that approval was being sought for the installation of a Randall Watson sculpture in the Ohoka Domain. The sculpture had been donated to the Waimakariri Public Arts Trust (the Trust) by Christopher Marshall who was a well-known arts patron and long-time resident of Ohoka. The Trust had been working with the Council's Greenspace Team and the Ohoka Domain Advisory Group to identify a location for the sculpture. He noted that the Trust would be funding the installation as the sculpture would be owned and maintained by the Trust.

W Doody enquired if the sculpture would be repaired prior to installation, as it looked damaged in the photos contained within the report. G Stephens noted that he had not seen the sculpture in person, the photos in the report were taken when the sculpture was still in Christopher Marshall's garden. However, it has since been removed and was being stored by the Trust; he assumed that the sculpture would be repaired.

S Barkle enquired if a plaque would be installed with the sculpture in memory of Christopher Marshall. G Stephens noted that the Council would not be against a plaque being installed, however, it would be up to the Trust and the Ohoka Domain Advisory Group.

M Brown sought clarity on the timeframe for the installation of the sculpture. G Stephens explained that the timeframe would be dependent on the Trust's ability to secure funds for the installation. The Trust was waiting for the Board's approval of the proposed location before they started fundraising. He noted that the sculpture would need to be concreted and a concrete truck would not be allowed in the reserve until they ground was quite firm.

N Mealings raised a concern about the security of the sculpture. G Stephens advised that the Ohoka Domain Advisory Group were consulted about the placement of the sculpture. If concerns had been raised about the security of the sculpture they would have been addressed during the selection of the location. He noted that having the sculpture in a more prominent and visible location in the reserve to people driving past meant it was more likely that someone would notice if it was missing.

Moved: N Mealings

Seconded: S Barkle

THAT the Oxford-Ohoka Community Board:

(a) **Receives** Report No. 220824145562.

- (b) **Notes** that the proposed location of the sculpture had been agreed between the Waimakariri Public Arts Trust, Ohoka Domain Advisory Group and Council.
- (c) **Notes** that the Council would undertake the instillation of the sculpture, however, Waimakariri Public Arts Trust would own and maintain the sculpture.
- (d) **Approves** the location for the instillation of the Randall Watson sculpture in Ohoka Domain as indicated on Trim 220825146881.
- (e) **Notes** that it was the responsibility of the Waimakariri Public Arts Trust to meet the costs of instillation of the art work. One of the avenues they may take to meet this cost could be an approach to the Oxford–Ohoka Community Board for assistance through the General Landscaping Budget.

CARRIED

N Mealings commented that Chris Marshall was a legend in the Ohoka community, who was highly regarded. She was thrilled that the sculpture would be installed in the Ohoka Domain and agreed that it would be nice to have a plaque of commemoration on the sculpture.

7.2. Keep Oxford Beautiful Proposal to Donate Park Benches within The Oaks Reserve, Oxford – G Stephens (Greenspace Design and Planning Team Leader)

G Stephens advised that approval was being sought for the installation of three seats in The Oaks Reserve in Oxford. Keep Oxford Beautiful have recently been undertaking beautification work within the reserve. Keep Oxford Beautiful had been supplied with a copy of the approved Reserve Master Plan, which they were using to continue beautifying the reserve. This included planting of spring bulbs and some rhododendrons. As part of this process, Keep Oxford Beautiful had sourced and generously donated the three seats to be installed at their own cost. Keep Oxford Beautiful had indicated that they would like to install a seat amongst the rhododendrons, one over against the fence line by the Council yard in the dog park area and the third near the end of the daffodil pathway looking towards the cemetery and the hills.

Moved: T Robson

Seconded: W Doody

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 220825147195.
- (b) **Approves** the installation of three park benches in The Oaks Reserve in Oxford.
- (c) **Notes** that this approval was subject to the approval of Council staff that the proposed seats were of a durable and sufficient quality for use within a public reserve. If this was not the case, staff would work with Keep Oxford Beautiful and if required come back to the Board with further information.
- (d) **Thanked** Keep Oxford Beautiful for the generous donation of these three park benches and their work to enhance The Oaks Reserve in Oxford.

CARRIED

T Robson supported the motion, he believed that it was a great initiative and commended Keep Oxford Beautiful for the work they have been doing not only in The Oaks Reserve but also around the town.

W Doody noted that the community were privileged to have such a dedicated group of people working so hard to make their town look beautiful. She commented that The Oaks Reserve looked stunning. She thanked staff for the work done to make the reserve more accessible to the public. She suggested that the Board should send a letter of thanks to Keep Oxford Beautiful for the donation of the seats.

N Mealings concurred with previous speakers, commenting that this was a generous offer by Keep Oxford Beautiful and they should be acknowledged and commended for the hard work that they had done in the reserve.

M Brown noted that this was another shining example of community groups and the Council working together for the betterment of the community. He strongly recommended that the incoming Board be encouraged to continue to foster these local relationships.

7.3. West Oxford Reserve Donations Box Proposal – G Stephens (Greenspace Design and Planning Team Leader)

G Stephens noted that the West Oxford Reserve Rest Stop was operational Council staff have been conversing with The Oxford Lions about opportunities to seek donations from freedom campers, to be used to enhance public spaces. The West Oxford Reserve was identified as an opportunity to trial this initiative by installing a donations box at the entrance. The Oxford Lions had indicated that they wished to work with Keep Oxford Beautiful to continue to maintain and develop the reserve. Council staff were recommending a trial period for a year and if it successful that it could potentially be rolled out in other areas used for freedom camping.

W Doody noted her concern that donation boxes were often vandalised and the money stolen. G Stephens explained that staff were aware of the risk of vandalism. However, this was not a new concept to New Zealand and staff would investigate examples across the country where other councils had implemented similar initiatives successfully. He commented that there would be a donation box, and also possibly a system where freedom campers could make on-line deposits.

W Doody supported a system where freedom campers could make on-line deposits. She wondered if a plaque could be installed advising the public on how to make on-line deposits and how the funds would be used to enhance the reserve. G Stephens confirmed that signage would be installed providing information on the donation box. He envisioned that the signage could explain why the box had been installed, what that money might be going towards and give recognition of the work that had already been done at the reserve.

W Doody further asked how long freedom campers were allowed to stay at the West Oxford Reserve. G Stephens commented that the Council's Bylaws restricted campers to seven days; normally there would be signs at the entrance of the reserve highlighting the rules.

N Mealings enquired if Environment Canterbury, as the landowner, did not agree to the instillation of the donation box, could the Council still install a plaque advising the public on how to make on-line deposits. G Stephens confirmed that this could be done.

T Robson believed that freedom camping was a bigger issue than the Council realised. Numerous members of the public had raised concerns with him over the last few years about freedom campers staying at the West Oxford Reserve for long periods.

Moved: W Doody

Seconded: S Barkle

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 220825147115.
- (b) **Approves** the installation of a donations box at West Oxford Reserve with donations received going to The Oxford Lions.
- (c) **Notes** that in return for the funds raised, The Oxford Lions would continue developing, enhancing and maintaining elements within the reserve alongside Keep Oxford Beautiful and supporting the local community.
- (d) **Notes** that this would initially be undertaken for a trial period of one year with a review to identify the overall success of this proposal and opportunities to utilise it in other areas within the district.
- (e) **Notes** that The Oxford Lions would be required to provide an account to Council Staff about the funds raised and how these have been utilised in the reserve and local community.
- (f) **Notes** that approval of this proposal is subject to ongoing dialogue with The Oxford Lions and Environment Canterbury and Keep Oxford Beautiful to ascertain if they were supportive of this proposal. Should any issues arise with this process, which require a change in direction or outcome, this would be brought back to the Board for notification or further decision making.

CARRIED

M Brown commented that there was a good example of a well-used donation box at the Mayfield Domain. The donation box was a concrete pipe, which had been planted in the ground, so it could not be vandalised.

W Doody thanked Council staff, The Oxford Lions Club and the Keep Oxford Beautiful for the work they had put into West Oxford Reserve. She commented that the reserve was looking stunning.

T Robson agreed with W Doody. He believed this was a great opportunity for The Oxford Lions to raise some funds for the great work they did in the community. The Lions were a great asset to the community and a lot of the work they did went unseen so he supported anyway to assist them to fundraise.

7.4. Potential Road Names for the Oxford-Ohoka Ward – T Kunkel (Governance Team Leader)

T Kunkel spoke to the report noting that the Board previously requested a Master List of Pre-approved road names for future use in the Oxford-Ohoka Ward area. The names included in the list were provided by Board members and had local historical, significance. She explained the Council's Naming of Roads and Streets Policy would be revisited in the next 12 to 18 months.

In response to a question from S Barkle, T Kunkel explained in the Council's Naming of Roads and Streets Policy had specific criteria that should apply to potential names, the names needed to have local historical, cultural, environmental or geographical significance. All potential names would be assessed by Council staff as to their suitability where after they would be brought to the Board for approval to be included in the list.

S Barkle noted that there were no Maori names on the list. She asked if there was a way of engaging with the local Rūnanga to create a list that would be relevant to the Boards area. T Kunkel noted that no Maori names were submitted for inclusion on the list. However, when the Policy was reviewed within the next 12 to 18 months, Māori names of local significance could be included in conjunction with local iwi representatives.

Moved: T Robson

Seconded: M Brown

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 220622106769.
- (b) **Approves** the Master List of Pre-approved Oxford-Ohoka Road Names for future use (Trim 220622106923), noting it would be reviewed and potentially added to on an annual basis.

CARRIED

W Doody abstained

7.5. **Application to the Oxford-Ohoka Community Board's Discretionary Grant Fund 2022/23– T Kunkel (Governance Team Leader)**

T Kunkel reported that an application had been received from Oxford IFG Adventure who ran an adventure programme that was associated with the Girls and Boys Brigades. Although the programme was run separately, it fell under the auspice of the Oxford Baptist Church. Oxford IFG Adventure were requesting funding to run their ICONZ Programme for girls.

Moved: T Robson

Seconded: M Brown

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 220801130022.
- (b) **Approves** a grant of \$500 to the Oxford IFG Adventure towards the cost of running their ICONZ for Girls Programme.

CARRIED

T Kunkel noted the second application was received from the Oxford Arts Trust. The Trust had health and safety concerns about people attending classes and workshops at night, and was therefore seeking funding to install a sensor floodlight at the back of the gallery.

Moved: W Doody

Seconded: M Brown

- (c) **Approves** a grant of \$500 to the Oxford Arts Trust towards the purchase of a sensor floodlight for its rear carpark.

CARRIED

T Kunkel advised that an application was received from the Canterbury Endurance Trail Riding Club who were seeking funding for the hosting of an event on 24 and 25 September 2022

Moved: M Brown

Seconded: W Doody

- (d) **Approves** a grant of \$500 to the Canterbury Endurance and Trail Riding Club towards the cost of hosting an Endurance and Trail Riding event.

CARRIED

7.6. **Summary of Discretionary Grant Accountability 1 July 2021 to 30 June 2022 – T Kunkel (Governance Team Leader)**

T Kunkel updated the Board on the Discretionary Grant applications received from the 1 July 2021 to 30 June 2022. In that period, the Board considered and granted eighteen applications. She confirmed that the invoice from the Mandeville Sports Club had now been received and was being processed for payment.

M Brown asked how these numbers compared to last years. T Kunkel advised that the Board approved 15 applications during the previous financial year. The Board therefore did very well this financial year, and had distributed most of their funding.

Moved: N Mealings

Seconded: M Brown

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 220708116526.
- (b) **Notes** that of the \$8,820 allocated to the Board for the 2021/22 financial year, \$8,271 was distributed for events and projects within the community.
- (c) **Notes** that the remaining \$549 was carried forward to the 2022/23 financial and added to the 2022/23 allocation of \$5,990, bringing the current financial year's total to \$6,539.
- (d) **Circulates** a copy of this report to all other Community Boards for information.

CARRIED

W Doody commented that the Board had given funding to groups from over the whole ward to assist the community. It was lovely to see the work being done by groups and organisations involved in the communities and the community events being held.

N Mealings concurred with the comments made by W Doody that noted the positive feedback and appreciation that the Board received in the Accountability Forms.

8. CORRESPONDENCE

8.1. Memo on the Proposed Closure of Stockwater Race R4-2

D Lewis tabled the memo and noted that the purpose of this memo was to provide information to the parties who have an interest in the Waimakariri District Council's stockwater race scheme, and associated proposed closures. Feedback was sought on an application from a property owner, to close stockwater race R4-2 which traverses two properties. The property in question was on Carlton Road in Oxford and was beside the Oxford racecourse. The property owner owned quite a long property that covered both sides of the road. The farm was serviced by thirteen kilometres of stockwater race and this particular race ran through the centre of the farm and did not follow any natural feature like a driveway or boundary. The total race length to be closed was 3.6 kilometres and there would be a 300-metre race constructed to connect the flow of the downstream end of the property.

S Barkle sought clarity on what the new race construction would connect to. D Lewis explained that the flow was from left to right on the map and it was proposed to close the right end of the race.

R Harpur enquired about the origin of the water going through this property. D Lewis advised that this was stockwater, which came from the Waimakariri River. Furthermore, R Harpur asked if the Council maintained the race and D Lewis replied that this was a farm race so it was maintained by the property owners.

W Doody noted her concern regarding flooding, and questioned if the closure of the stockwater race would result in more flooding. D Lewis did not believe that the closure would result in additional flooding and noted that the property owner's intention was to fill in the race.

D Nicholl asked if there was any stormwater carried along this water race. D Lewis explained that there was likely to be some surface run off that went in this race, however, there was no over land flow that staff would consider impacted by removing this channel.

Moved: D Nichol

Seconded: R Harpur

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the memo on the Proposed Closure of Stockwater Race R4-2 (Trim 220526085708).
- (b) **Notes** that Board members could provide input on the proposed closure of Stockwater Race R4-2 to the Council's Land Drainage Engineer.

CARRIED

9. CHAIRPERSON'S REPORT

9.1. Chairs Report August 2022

- Submitted on Plan Change 31.
- Attended Mayor, Board Chairs and Deputy Chairs discussion.
- All Boards Briefing.
- Attended Water and Land Meeting at Mandeville Sports Centre.
- Ohoka Rural Drainage Advisory Group Meeting.

Moved: M Brown

Seconded: R Harpur

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the verbal report provided by the Oxford-Ohoka Community Board Chairperson.

CARRIED

10. **MATTERS FOR INFORMATION**

- 10.1. Woodend-Sefton Community Board Meeting Minutes 8 August 2022.
- 10.2. Rangiora-Ashley Community Board Meeting Minutes 10 July 2022.
- 10.3. Kaiapoi-Tuahiwi Community Board Meeting Minutes 15 August 2022.
- 10.4. Consultation; Conservation Reform Discussion Document and Exposure Drafts of Amendments to NPS Freshwater 2020 and NES Freshwater 2020 – Report to Council Meeting 2 August 2022 – circulates to all Boards.
- 10.5. Health Safety and Wellbeing Report July 2022 – Report to Council meeting 2 August 2022 – Circulates to all Boards.
- 10.6. Annual Report on Dog Control 2021/22 – report to District Planning and Regulation Committee meeting 23 August 2022 – circulates to all Boards.
- 10.7. West Eyreton Rifle Club – Feasibility Report – Report to Community and Recreation Committee Meeting 16 August 2022 – Circulates to Oxford-Ohoka Community Board.
- 10.8. Library Update to 4 August 2022 – Report to Community and Recreation Committee Meeting 16 August 2022 – Circulates to All Boards.
- 10.9. Waka Kotahi Procedural Audit Report May 2022 – Report to Utilities and Rooding Committee Meeting 23 August 2022 – circulates to All Boards.
- 10.10. 2021-2022 Flood Events – Service Requests and Further Investigations Update – Report to Utilities and Rooding Committee Meeting 23 August 2022 – circulates to All Boards.

Public Excluded

- 10.11. CWMS Zone Committee 2022 Membership Refresh Appointments – Report to Council Public Excluded Meeting 2 August 2022 – Circulates to all boards.

Moved: T Robson

Seconded: N Mealings

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the information in Items.10.1 to 10.10.
- (b) **Receives** the public excluded information in Item.10.11, which would remain in public excluded and which was circulated separately.

CARRIED

11. **MEMBERS' INFORMATION EXCHANGE**

T Robson

- Attended a Pearson Park Advisory Group Meeting – Container at the Menz Shed would be a report coming to the Board in the new term. Lighting in the reserve and the overall vision for lighting and how the reserve was used at night. They discussed tree maintenance and the tree areas where they might see some more trees and some areas where they would like to see them tidied up and they also discussed the repair of the tennis court, the back court had been getting quite frosty underneath the redwoods which they think was from

where they root raked it and before they did it the roots were rotten and frozen which created a void underneath.

- Ashely Gorge Advisory group Meeting – barbeque site power was still an issue and how they got power to it because they were wanting to use an electric barbeque rather than gas so it did not require as much maintenance but Mainpower were adamant that there was power there but they did not think it was sufficient so they were talking about \$15,000 to put a new main supply in and then connect it to where the barbeque was supposed to be. They were looking at other options. They spent time talking about roadside hazard removal on the approaches to the one way bridge over the gorge, Council staff presented a plan to the Board and they were looking at removing some vegetation and putting no stopping signs.
- Attended the Oxford Garage Sale Trail – great day.

M Brown

- Attended a meeting of the Mandeville Sports Club Board – main aspects was the ongoing work for scoping the redevelopment of the clubrooms and potentially a new building which would be new changing rooms. They also had an issue where their rates had been doubled because the Board was now being classified as a commercial entity.
- Oxford Promotions Association Meeting – good turnout. Questions around when the EV stations were coming to Oxford. Feedback around conditions of the roads in Oxford. They were looking at having a jingle similar to the Kaiapoi jingle.
- Attended a fundraising event for the Friends of West Eyreton School.
- Flooding in West Eyreton through his neighbour's property and his own through two residents had to leave their houses due to the flooding which was due to a natural dry creek that flooded occasionally.

R Harpur

- Mandeville Sports Centre Annual General Meeting.
- Attended a lecture on biodiversity.
- All Boards where the District plan was discussed.
- Sam Murphy new Drainage Engineer for the Council at the Ohoka Rural Drainage Advisory group Meeting – discussion around five possibilities in diverting the resurgence away from the Mandeville Township.
- Thanked Wendy Doody, Shirley Farrell and Doug Nicholl for all the work they had done for the Community Board and wished them well for their retirement and wished the new Board well.

S Barkle

- Attended the all Boards briefing – would like to have someone from Environment Canterbury to a Board meeting. She was disappointed in the lack of knowledge that both Council and Environment Canterbury had over groundwater in our region. She noted it was going to be a huge issue. The other concern was the water that had been diverted from a farm on North Eyre Road that was causing flooding.
- Swannanoa School fundraiser – they also had a white elephant sale which was combined with a plant sale on 25 September 2022.
- Road conditions around the ward had never seen them so bad there were heaps of potholes in the roads and the verges were encroaching potholes as well.
- Nitrate Testing – there were two people that did an amazing job collecting tests all day.

- Thanked D Nicholl for his time as Chair on the Board as well as S Farrell and W Doody she welcomed their knowledge, the amount of knowledge the Board was losing with the loss of W Doody, D Nicholl and S Farrell. She thanked them for their service and wished them well.

W Doody

- The speed limit on Main Street Oxford – herself and N Mealings pleaded to Councillors and stressed how important it was it came down to an equal amount for and against and one Councillor abstained so the motion was lost. Will be speaking with J McBride (Roading and Transport Manager) about what other works they can do to make those three pedestrian crossings more visible.
 - M Brown sought clarification, the report was tabled, questions were asked, and it was then moved and seconded and went to vote. He asked that those who voted against it if they asked any questions. W Doody noted that there was quite a lot of discussion.
 - The Board agreed that they would write a letter to the Council to express their disappointment in the Councils decision.
- Community and Recreation Committee Orana Park invitation – Funding discussions.
- Orana Park Visit – to discuss funding issues.
- Mandeville Sports Board – Labour Weekend two dog shows participating over the weekend.
- Economic Strategy Review – Enterprise North Canterbury.
- Better Off Funding Briefing.
- District Plan and Regulation.
- District Licensing Committee Hearing.
- Meeting with Fresh Choice Oxford regarding parking.
- District Licensing Committee Training.
- Stadium Management Meeting.
- Gambling Policy Review Hearing.
- Catch up with Chris Brown – Oxford Gym Centre Building Consent.
- Council Meeting.
- North Canterbury Sport and recreation Trust Fitness Centres and Health and Safety – Kaiapoi, oxford and Rangiora.
- Oxford Community Networking Meeting.
- Oxford Drainage Meeting.
- Citizenship Ceremony.
- Social and Affordable Housing Meeting.
- Council Briefing.
- Creative Communities – fourteen applications to deliberate.
- Water Race Advisory Group Meeting.
- Audit and Risk Committee Meeting.
- Community Service Awards
- Mandeville Sports Centre Annual General Meeting.
- Thanked T Robson for all the hard work he had done for the Ashley Gorge Advisory Group, the Pearson Park Advisory Group and the Oxford Promotions Association. She thanked M Brown for coming on to the Oxford Promotions Association.
- EV stations in Oxford would be started in September 2022.

- Thanked the Board for having her around the table over the last nine years. She was delighted they had managed to get the Community Board up and running and the team was gelling very well and it was great to see. She appreciated N Mealings for her help and wished everyone that was standing for re-election the best of luck. She was sad that she would not be returning, she had loved every minute she had eighteen years as a Councillor and three years on the Oxford Advisory Board. She thanked staff for the hard work they had put into the Board getting them through challenging times.

N Mealings

- Acknowledged W Doody, D Nicholl and S Farrell for all the hard work they had put into the community over these years. She commented that we were in a time where they were not a lot of people putting themselves forward to serve their communities. The people sitting around the table were a rare breed and she thanked them for that.
- Food Forest Meeting – Discussed possible new locations for creating food forests in the Waimakariri District.
- Island / Ohoka Road intersection Briefing – discussed the issues at the intersection and how they might be addressed.
- Council Briefing.
- Greater Christchurch Partnership Briefing.
- Arohata Te Awa Working Group Meeting – Talked through further planting plans.
- Nitrate Testing at Mandeville Sports Centre – In conjunction with the Waimakariri Water Zone Committee and the Mandeville Residents Association, Otago University researchers were compiling groundwater nitrate readings to produce a model and did free water testing of private wells in the district. There were no obligations for people to report their findings and they could choose if they wanted their data included or not. However, over 300 people took up the opportunity to check their water was safe and it was well received. She helped promote the event across social media platforms.
- Visit to the Sterling, Kaiapoi – Visited the Sterling in Silverstream to meet residents and view the new borderless retirement campus.
- UGP / Greater Christchurch Partnership Meeting – Held second meeting of the Whakawhanake Kāinga committee (UGP) regarding: MRT business case followed by a Greater Christchurch Partnership briefing.
- Zoom to hear Waimakariri District Councils Select Committee presentation – Joined Zoom to hear Councils presentation to the Select Committee visiting in Christchurch to hear submission on the Three Waters Entity Bill. The team presented well and were asked many questions on their approach to the issue.
- Community and Recreation Committee Meeting – As discussed at a previous Board meeting the Community and Recreation Committee had now approved the West Eyreton Rifle Club to be relocated to the Pearson Park Pavilion following the club being in hiatus after the Cust Community Centre renovation meant they could no longer meet there. This was a great outcome, with the club also being able to pick up new members from Oxford Area School as well as previous members from the Oxford Rifle Club. Library update – New dyslexia collection and new online platform called Recollect to be launched to preserve local heritage, history and special collections.
- Attended Waimakariri Biodiversity Trust winter series talk – Experts spoke on dryland ecosystems in a meeting at the Rangiora Town Hall upstairs conference room. Very successful series of talks and this one was well attended.
- Waimakariri Economic Development Strategy second Workshop – Attended the second workshop at MainPower Stadium with community stakeholders to

help drive Waimakariri District Council and Enterprise North Canterbury's efforts to support economic development / growth for the district.

- All Boards Briefing – all things flooding.
- District Planning and Regulation Committee Meeting – Planning Unit Update: grappling with staff vacancies and covid but still processing 95.8% of consents within the statutory timeframes. (Building Unit was similar) Big issue was RMA reform and how to deal with Variation One relating to MDRs with respect to PDP. Annual Dog Control Report: increase in registered dogs, but 301 less complaints than previous year.
- Attended water chat at Mandeville Sports Centre.
- Waimakariri Youth Council Meeting – Youth Council were working on several projects – Dudley Park, Environmental, Southbrook Road and Public Transport Reference Groups. Just instituted a new award category for youth to be presented for the first time at the September 21 Community Service Awards.
- ORDAG Meeting – New Waimakariri District Council Drainage Engineer, Sam Murphy presented on the Mandeville undercurrent and Dan Lewis presented on work to be done on the Ohoka Loop.
- Top Ten Tips Workshop – Been working on a project with the Water Zone Committee, the New Zealand Landcare Trust, Waimakariri District Council and Environment Canterbury to develop a resource for lifestyle block owners to better care for and understand catchment issues from a small block perspective.
- Community Emergency Hubs Project Meeting – Working with Civil Defence and North Canterbury neighbourhood Support to develop community resilience to emergencies with a new approach partnering with community players with her lifestyle block group.
- Greater Christchurch Partnership Pre-briefing.
- Council Meeting – Moan Street Oxford. Despite impassioned debate from herself, W Doody and the Mayor the vote was tied at 5-5 with one abstention so the motion was lost. Incredibly disappointing.

12. **CONSULTATION PROJECTS**

Nil.

13. **BOARD FUNDING UPDATE**

13.1. **Board Discretionary Grant**

Balance as at 31 August 2022: \$4,539.

13.2. **General Landscaping Fund**

Balance as at 31 August 2022: \$13,090.

The Board noted the board funding update

14. **MEDIA ITEMS**

Nil

15. QUESTIONS UNDER STANDING ORDERS

Nil

16. URGENT GENERAL BUSINESS UNDER STANDING ORDERS

Nil

17. NEXT MEETING

This is the final meeting of the Oxford-Ohoka Community Board for the 2019-2022 electoral term.

The new Oxford-Ohoka Community Board will be sworn into office late October 2022, with standard meetings resuming from November 2022. Further Information will be advertised and listed on the Council's website.

Workshop (8:42pm-9:02pm)

- *Members Forum*
 - *Consent Use Application – 131 Main Street, Oxford*

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 9:02pm.

CONFIRMED

Chairperson

Date

MINUTES FOR THE MEETING OF THE WOODEND-SEFTON COMMUNITY BOARD HELD IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA ON MONDAY 12 SEPTEMBER 2022 AT 6.00PM.

PRESENT

S Powell (Chairperson), J Archer, M Paterson, P Redmond and S Stewart.

IN ATTENDANCE

S Markham (Manager Strategic Projects), S Nichols (Governance Manager), M McGregor (Senior Advisory Community and Recreation), K Rabe (Governance Advisor) and C Fowler-Jenkins (Governance Support Officer).

There were four members of the public present.

1 ACKNOWLEDGEMENTS

The Board observed a moment's silence to acknowledge the death of Her Majesty Queen Elizabeth II.

S Powell also acknowledged King Charles III who had taken up the mantle.

2 APOLOGIES

Moved: S Stewart

Seconded: J Archer

THAT apologies for absence be received and sustained from A Allen and A Thompson.

CARRIED

3 CONFLICTS OF INTEREST

There were no conflicts declared.

4 CONFIRMATION MINUTES

4.1 Minutes of the Woodend-Sefton Community Board – 8 August 2022

Moved: J Archer

Seconded: P Redmond

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 8 August 2022.

CARRIED

4.2 Matters Arising

There were no matters arising.

5 DEPUTATIONS AND PRESENTATIONS FROM THE COMMUNITY

Nil.

6 ADJOURNED BUSINESS

Nil.

7 REPORTS

7.1 Approval to Consult on Woodland Estate Reserve Concept Plan – G Stephens (Greenspace Design and Planning Team Leader)

M McGregor took the report as read.

S Stewart asked if there was currently any financial commitment for the reserve. M McGregor replied that there was a budget of \$400,000 allocated to this reserve in the Long Term Plan.

S Powell noted that some of the benches depicted in the concept plan had armrests at the ends while some did not. She advised that from an accessibility point of view any public seating should have armrests to assist those with limited mobility or strength to stand up and also that the picnic tables should be wheelchair friendly. She mentioned that the members of the accessibility Group were always happy to assist with advice on equipment and /or design of parks and reserves. M McGregor noted that the picnic tables would be accessible from the ends to enable access for wheelchairs. He also assured members that many of the surfaces within the reserve were rubber surfaces, which allowed wheelchairs to access play areas.

S Powell raised a concern regarding the 'learn to ride loop track', that people could walk through the loop which could cause conflict with kids learning to ride their bikes.

S Powell asked if the playground's location was decided by the developer. M McGregor understood that there had been agreement between the Council and the developer, that this was the best location for the reserve. One of the key factors for the choice was that it was next to the storm water retention area adding extra green/open space. S Powell noted that concern could be raised regarding the safety of children playing next to a water filled storm water ditch. She also raised concern regarding possible anti-social behaviour with the reserve situated at the far corner of the development and away from the local community.

Moved: P Redmond

Seconded: M Paterson

THAT the Woodend-Sefton Community Board:

- (a) **Receives** Report No. TRIM 220901151768.
- (b) **Notes** that there was currently \$400,000 allocated to the development of Woodlands Estate from the Land Development, Neighbourhood budget.
- (c) **Approves** public consultation be carried out on the Woodlands Estate Concept Plan, shown in attachment9 (i) (Trim: 220901151748).
- (d) **Notes** that following consultation, staff will bring a revised Concept Plan to the Board for approval, which will take into account consultation feedback and any changes in design would be included in the report.
- (e) **Notes** the recommendations within this report support Greenspace to achieve community outcomes within the following areas of wellbeing; U.N Sustainable Development Goals, Social Wellbeing, Economic Wellbeing, Environmental Wellbeing and Cultural Wellbeing.

CARRIED

P Redmond commented that the motion was to approve public consultation and therefore the tweaks suggested by S Powell could be captured in the revised design. He believed that the proposal looked exciting regardless of where the reserve was located.

S Powell cautioned that the deciduous magnolia tree dropped their petals, which could cause a slippery surface if located near pathways. She thought the equipment looked different and interesting.

7.2 Waikuku Beach Reserve Spatial Activity Plan – M McGregor (Senior Advisor Community and Recreation)

M McGregor spoke to the report, which requested approval for the Waikuku Beach Spatial Plan, to go out for public consultation. The project was prompted by several approaches from groups in the Waikuku area requesting reserve space to start recreational initiatives. Staff had done targeted engagement, which had produced little feedback, to draft the spatial plan. Staff had taken into account the existing users, the approaches from community groups, discussions with the Chair and Deputy Chair and the reserve management plan to formulate the current plan, which resulted to the development of four different zones, namely the active recreation zone, the open space zone, the skate zone and the coastal access zone.

S Stewart asked if going out for consultation when there was no budget in the Long Term Plan would raise community expectation. M McGregor agreed that there was a risk of public expectation, however staff would make it as clear as possible that this was a plan for future recreational use within the reserve if required.

S Stewart also asked if there was a timeframe likely for funding through the Long Term Plan. M McGregor noted that the Council was assisting community groups who wished to initiate recreational activity on the reserve by ensuring that suitable space would be available if required. If community groups required funding assistance for their initiative they could submit to the next Long Term Plan.

S Powell asked which of the community groups that had approached the Board for space in the reserve had given feedback. M McGregor noted no feedback had been received in connection with the beach volleyball court or from the Northside Board Riders. They had received a submission on a pump track while the rest of the feedback was in relation to an improved skate facility.

S Powell asked if Greenspace staff had taken into account the problems relating to drainage and ponding. M McGregor noted that essentially the spaces identified matched the reserve management plan. There were areas that were susceptible to flooding such as in the vicinity of the flying fox and some areas known to be prone to flooding were classified as open space areas.

S Stewart noted that the report did not elaborate on sustainability or climate change impacts even though this was a high value ecological area, which was prone to flooding. S Markham noted the report's recommendations dealt with community consultation and not with the reserve as such, which did not impact on the drainage, flooding or the ecological aspects. He agreed that there was a particular sensitivity in the coastal zone which was increasingly impacted by climate change, however this report did not deal with those issues.

S Powell asked if there was any discussion with the Surf Life Saving Club. M McGregor noted he had discussions with them early on in the process, however they were still working through an internal consultation process with their members regarding the plans for the Club's buildings and were likely to engage with the Council regarding the proposed extension to their storage area rather than rebuild at this point.

Moved: S Powell

Seconded: J Archer

THAT the Woodend-Sefton Community Board:

- (a) **Receives** Report No. 220901151262.
- (b) **Notes** that the Waikuku Reserve Draft Spatial Activity Plan was drafted with the input from existing uses, proposals received from the community, the existing Waikuku Beach Reserve Management Plan and the recent engagement undertaken with the Waikuku Community.
- (c) **Notes** The Draft Waikuku Beach Reserve Spatial Activity Plan complements and is intended to be used in conjunction with the existing Waikuku Beach Reserve Management Plan. As such the Draft Spatial Plan covers the same areas identified in the Reserve Management Plan.
- (d) **Notes** that the purpose of the draft spatial activity plan is to guide future decision making regarding the use of the reserve areas and there is no budget included in the Long Term Plan for the delivery of any projects that may be identified in the plan.
- (e) **Provides** feedback on the Draft Waikuku Beach Spatial Activity Plan.
- (f) **Approves** the undertaking of community engagement on the Draft Waikuku Beach Reserve Spatial Activity Plan to seek further feedback from the community. A communications plan will be prepared for this consultation in an effort to acquire better participation in the process.

CARRIED

S Powell thanked staff for their work on the plan, which had become necessary due to several requests for reserve space from community groups. She hoped that with public engagement and further information made available there would be a clear indication whether the beach volleyball court was still an option. She believed that this plan would be a very valuable resource when dealing with community driven initiatives. S Powell recognised S Stewarts comments regarding raising community expectations without a budget to initiate any of the projects discussed, however the emphasis needed to be that this was for community driven projects rather than Council led projects.

S Stewart elaborated on the risk of raising expectations while she welcomed community input, however the community needed to be made aware that any project would need to be submitted to the Long Term Plan or Annual Plan to achieve any Council funding. She noted that projects that were consulted on early could create issues when the project actually was started such as with Peraki Street in Kaiapoi, where there was consultation was carried out a year to eighteen months prior to the budget being available. Residents in the area had changed and so had the views and opinions and the consultation had to start from the beginning causing delay and stress for all parties.

In her right of reply, S Powell acknowledged S Stewarts concerns however this was a very contained community which had the advantage of being able to engage relatively informally at any point in the future regarding any projects that were requested. She believed the pump track was most probably likely to happen as the community were intending to raise fund themselves.

7.3 **Summary of Discretionary Grant Accountability 1 July 2021 to 30 June 2022 – K Rabe (Governance Advisor)**

K Rabe spoke to the report noting this was the annual report detailing the funding the Board and approved during the previous financial year. The Board had not received a substantial number of applications and there was concern that only two accountability forms had been received for the year. She believed community organisations were having a lot of staff / volunteer turnover which could have resulted in slow responses. Staff had sent out reminder letters.

Moved: M Paterson

Seconded: S Stewart

THAT the Woodend-Sefton Community Board:

- (g) **Receives** Report No. 220628109454.
- (h) **Notes** that of the \$6,480 allocated to the Board for the 2021/22 financial year, \$4,155 was distributed for events and projects within the community.
- (i) **Notes** that the remaining \$2,325 was carried forward to the 2022/23 financial and added to the 2022/23 allocation of \$4,300, bringing the current financial year's total to \$6,625.
- (j) **Circulates** a copy of this report to all other Community Boards for information.

CARRIED

S Powell thanked staff for following up with the accountability.

7.4 **Potential New Road Names for Addition to the Pre-Approved Woodend Sefton Road and Reserve Name List – K Rabe (Governance Advisor)**

K Rabe spoke to the report, which requested approval for new street names to be added to the Board's pre-approved list. The first specified in recommendation (b) were names that had been referred by the Kaiapoi-Tuahiwi Community Board as the names were from families more relevant to the Woodend/Waikuku areas. Recommendation (d) referred to the list of names that Community Board member, A Allen, had researched for the Board. The Maori names had been removed from the suggested list due to the difficulty of getting Rūnanga confirmation on whether they were appropriate to be used as street names. Staff would be working with the Rūnanga to source appropriate Maori names for inclusion to the Pre-approved lists during the new term.

S Powell noted that M Paterson had suggested the name 'Donna Loffhagen' at a previous meeting as a possibility and requested that this also be included on the list. She commented that it would be good if staff could get some Rūnanga input for the Maori names.

Moved: M Paterson

Seconded: P Redmond

THAT the Woodend-Sefton Community Board:

- (a) **Receives** Report No. 220809135710.
- (b) **Approves** the suggested two names by a Kaiapoi resident, for inclusion to the Master Woodend Pre-Approved Road and Reserves Name List:
 - i. Lovegrove
 - ii. McMillan or Catherine
- (c) **Notes** that the name 'Orchard', has already been used within the District, and can therefore not be considered for inclusion.
- (d) **Approves** the name Donna Loffhagen and the list of new names (included as Attachment iv. of the report) for inclusion on the Master

Woodend Pre-approved Road and Reserve Name List and noting the names deemed unsuitable due to those or similar names already in use within the district.

- (e) **Request** Council staff to write to the public requesters to advise the outcome of the Community Board decision.

CARRIED

S Powell acknowledged the research that A Allen had done on the suggested list of new street names and commented that it would be good to have some variation in the list that the developer could choose from.

8 CORRESPONDENCE

Nil.

9 CHAIRPERSON'S REPORT

9.1 Chairperson's Report for August 2022

- Presented at the 6 September 2022 Council meeting on the Walking and Cycling Network Plan for the reprioritisation of the link between the Pegasus/Ravenswood roundabout to Woodend and the link between Woodend and Kaiapoi cycleway. The Woodend Community Association also presented to the Council.

Moved: S Powell

Seconded: S Stewart

THAT the Woodend-Sefton Community Board:

- (a) **Receives** the report from the Woodend-Sefton Community Board Chairperson (TRIM: 220905153098).

CARRIED

10 MATTERS FOR INFORMATION

- 10.1 Oxford-Ohoka Community Board Meeting Minutes 3 August 2022.
- 10.2 Rangiora-Ashley Community Board Meeting Minutes 10 July 2022.
- 10.3 Kaiapoi-Tuahiwi Community Board Meeting Minutes 15 August 2022.
- 10.4 Consultation; Conservation Reform Discussion Document & Exposure Drafts of Amendments to NPS Freshwater 2020 and NES Freshwater 2020 – Report to Council Meeting 2 August 2022 – Circulates to all Boards.
- 10.5 Health Safety and Wellbeing Report July 2022 – Report to Council meeting 2 August 2022 – Circulates to all Boards.
- 10.6 Annual Report on Dog Control 2021/22 – report to District Planning and Regulation Committee meeting 23 August 2022 – Circulates to all Boards.
- 10.7 Library Update to 4 August 2022 – Report to Community and Recreation Committee Meeting 16 August 2022 – Circulates to all Boards.
- 10.8 Waka Kotahi Procedural Audit Report May 2022 – Report to Utilities and Roading Committee Meeting 23 August 2022 – Circulates to all Boards.
- 10.9 2021-2022 Flood Events – Service Requests and Further Investigations Update – Report to Utilities and Roading Committee Meeting 23 August 2022 – Circulates to all Boards.

Public Excluded

- 10.10 CWMS Zone Committee 2022 Membership Refresh Appointments – Report to Council Public Excluded Meeting 2 August 2022 – Circulates to all Boards.

Moved: P Redmond

Seconded: M Paterson

THAT the Woodend-Sefton Community Board:

- (a) **Receives** the information in Items 9.1 to 9.9.
- (b) **Receives** the public excluded information in Item.9.10, which would remain in public excluded and which was circulated separately.

CARRIED

11 MEMBERS' INFORMATION EXCHANGE

M Paterson

- Woodend Community Association monthly meeting – Annual General Meeting 3 October 2022. The new principal for Woodend School attended the meeting.
- Gladstone Park flooding long term damage.
- Tree planting Gladstone Park.

P Redmond

- Attended Ronal's Cuppa.
- Attended the Kaiapoi Promotion Association Annual General Meeting – had an election for the committee.
- Had a tour of the Sterling Development in Silverstream.
- The Council's Community Team organised a number of educational seminars – attended one on the Incorporated Societies Act. There were changes to the Act coming that would affect a lot of community groups.
- Attended the Ravenswood Cuppa.
- Attended the Council submission against Three Waters proposals before the Select Committee in Christchurch.
- Heard Minister Parker speak on the RMA Reform. Proposing fourteen regional entities.
- Economic Strategy Development Workshop.
- Invited to tour Sutton Tools factory in Kaiapoi – the factory was being relocated to Southbrook and a new factory was being built.
- Invited to morning tea at the Hope Trust in Rangiora.
- Highlights the drop in session on intensification in Pegasus well attended – 'Friend of the Submitter' had attended.
- Attended a Biodiversity Lecture – A Thompson had been appointed as a coordinator for the Trust.
- On the North Canterbury Sport and Recreation Trust – did an inspection of the facilities around the district.
- Spent three years on the Board, he thanked the Board for making him welcome. He had taken the position seriously and tried to do as much as he could in the area he was representing. He thanked staff members for supporting the Board. He believed the Board's role would become more important going forward as Woodend, Ravenswood and Pegasus grow.

S Stewart

- At the Waimakariri Water Zone Committee there was discussion and presentation on the nitrate testing of private wells at Mandeville – this was an initiative coordinated by the Waimakariri Water Zone Committee in conjunction with Dr. Tim Chambers of Otago University who had received \$1.2 million from the Health Research Council to study the link between nitrate laden drinking water of over 5mg/l with the incidents of pre-term birth. Because of the concerns locally with 18,000 people on private wells, the Mandeville Residents Association, the Water Zone Committee and Dr Chambers spent the afternoon at Mandeville. There were 300 samples submitted 233 of which were potable water supplies of private wells in the district, five of which were over the maximum for nitrate drinking water standards and 40 were over 8mg/l which was concerning territory. There

were retiring members of the Water Zone Committee and to new members that had been appointed.

- A Thompson had been appointed the first coordinator of the Waimakariri Biodiversity Trust, his job was to get the Trust up and running and potentially secure long term funding for it. The Trust, in partnership with the Council, organised the series of biodiversity lectures over the winter.
- S Allen (Water Environment Advisor) was currently on parental leave and had been replaced by Angela Burton who was on contract taking up the role.
- Acknowledged the last three years, it had been challenging for everybody and she wanted to acknowledge the real dedication, passion and commitment that the Board had for its home patch.

J Archer

- Attended the Woodend Community Association Meeting.
- Attended an ecology seminar.
- This was his last meeting for the Board. He provided the Board with an overview of his involvement in the community over the past 40 years.

12 CONSULTATION PROJECTS

Nil.

13 BOARD FUNDING UPDATE

13.1 Board Discretionary Grant

Balance as at 31 August 2022: \$5,710.

13.2 General Landscaping Fund

Balance as at 31 August 2022: \$13,090.

The Board noted the funding update.

14 MEDIA ITEMS

15 QUESTIONS UNDER STANDING ORDERS

16 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

This is the final meeting of the Woodend-Sefton Community Board for the 2019-2022 electoral term.

The new Woodend-Sefton Community Board will be sworn into office late October 2022, with standard meetings resuming from mid-November 2022. Further Information will be advertised and listed on the Council's website.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 7:08pm.

CONFIRMED

Chairperson

Workshop*(7:08pm to 7:19pm)*

- *Adoption of Policy – Briefings and Workshops TRIM: 220826147285 Members Forum*
 - More emphasis that these are not decision making meetings.
 - Good tool to allow Standing Orders to be suspended to allow the freedom to debate issues and get more information, which allows for better decision making in the long term.
 - Board was happy to fall under the Council policy.

Unconfirmed

MINUTES FOR THE MEETING OF THE RANGIORA-ASHLEY COMMUNITY BOARD HELD IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA ON WEDNESDAY 14 SEPTEMBER 2022 AT 7PM.

PRESENT

J Gerard (Chairperson), D Lundy (Deputy Chairperson), K Barnett, R Brine, M Clarke, M Fleming, J Goldsworthy, M Harris, S Lewis, J Ward, A Wells and P Williams.

IN ATTENDANCE

S Nichols (Governance), G MacLeod (Greenspace Manager) K Rabe (Governance Adviser) and E Stubbs (Governance Support Officer).

1. APOLOGIES

There were no apologies.

2. CONFLICTS OF INTEREST

There were no conflicts declared.

3. CONFIRMATION OF MINUTES

3.1. Minutes of the Rangiora-Ashley Community Board – 10 August 2022

M Harris requested an amendment to Item 10 – M Harris Information exchange. The wording to be amended to reflect that the property that he referred to was on Mt Thomas Road.

Moved: R Brine

Seconded: J Goldsworthy

THAT the Rangiora-Ashley Community Board:

- (a) **Confirms** with amendment, the circulated Minutes of the Rangiora-Ashley Community Board meeting, held on 10 August 2022 as a true and accurate record.

CARRIED

3.2. Matters Arising

In reference to Item 4.1 Medical Hub and Respite Care

Management would like to clarify that the condition included in the Resource Consent for the facility to close at 10pm was requested by the applicant was not imposed by the Council. The Council had been assured by the applicant that patients requiring care after 10pm would still be attended and treated.

D Lundy commented that there appeared to be discrepancies in the information that had been presented to the Board regarding the Health Hub at the previous meeting.

4. DEPUTATIONS AND PRESENTATIONS

Nil.

5. ADJOURNED BUSINESS

Nil.

6. REPORTS

6.1. Removal of Tree in Drainage Reserve – Grant MacLeod (Community Greenspace Manager)

G MacLeod explained that while the Council would not normally endorse tree removal, however, in this case special circumstances that arose. The Council has been working with the adjacent resident since 2016 to find a suitable solution that would allow for the retention of the tree and reduce the negative impacts of the tree species and its location so close to their boundary.

The Alder tree located in a drainage reserve. The Council was supporting the removal of this tree and replacing it with a more suitable, low-growing native planting along the boundary. There were also still several trees in the area as well as planting on the resident's property.

J Gerard advised that he and the Council's Community Greenspace Manager, Grant MacLeod, had visited the property and observed the severe encroachment of tree's roots into the vegetable garden.

K Barnett commented that it was against Council's policy to remove trees for the benefit of one person, and questioned if the resident had been requested to fund some of the costs of replacing the tree. G MacLeod noted that the effect resident had offered to provide the replacement tree.

K Barnett asked if the recommendation would set a precedent for the future and encouraged similar requests. G MacLeod advised that had been a concern and was the reason that other solutions had been considered prior to supporting the removal of the tree. He acknowledged that the Council received tree removal requests every spring, however, this tree was different for several reasons including the root issue and its location amongst other trees in the drainage reserve.

Moved: J Ward

Seconded: M Harris

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** Report No 220902151886.
- (b) **Approves** the removal of the Alder tree adjacent to 18 Oxford Road.
- (c) **Approves** the replacement of the Alder with a suitable, low-growing, native shrub planting along the boundary of the Drainage Reserve and 18 Oxford Road.
- (d) **Notes** the cost would be covered through existing Greenspace Budget. Removal of the Alder tree and replacement planting was estimated at up to \$1,500.00. A low planting would also remove the need for mowing and be in keeping with the aesthetic of the riparian plantings of the reserve.

CARRIED

J Ward supported the motion as the reasons for the removal were well explained.

K Barnett commented that the Board dealt with trees removals regularly and the Council policy had been developed in order to assist the Board. However, the Council's Community Greenspace Manager had provided clarity around the impact of the root system on the neighbouring property. She reiterated that she did not endorse removing trees for nuisance reasons.

6.2. **Summary of Discretionary Grant Accountability 1 July 2021 to 30 June 2022 – Kay Rabe (Governance Advisor)**

K Rabe highlighted that the annual report provided some accountability to the funding that the Board distributed over the year.

Moved: D Lundy

Seconded: P Williams

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** Report No. 220628109514.
- (b) **Notes** that of the \$16,970, which was allocated to the Board for the 2021/22 financial year, \$9,061 was distributed for events and projects within the community.
- (c) **Notes** that the remaining \$7,909 was carried forward to the 2022/23 financial year and added to the 2022/23 allocation of \$10,160, bringing the current financial year's total to \$18,069.
- (d) **Circulates** a copy of this report to all other Community Boards for information.

CARRIED

7. **CORRESPONDENCE**

7.1. **Letter from K Wheeler regarding Traffic Circles (Trim 220818142776)**

7.2. **Letter from Rangiora Community Patrol regarding Board Discretionary Grant funding (Trim 220812139129)**

K Rabe provided a further explanation of the correspondence received from the Rangiora Community Patrol regarding use of funding. As the Patrol had received the servicing of their vehicle by donation, they had used the Board funding for other vehicle maintenance issues, and requested that the Board provide leniency in the matter.

J Gerard requested that K Rabe to respond to the correspondence received. K Rabe confirmed that the letter from K Wheeler regarding traffic circles had also been forwarded to the Roding Department.

Moved: D Lundy

Seconded: A Wells

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** the Items 7.1 and 7.2.

- (b) **Agrees** to the request from Rangiora Community Patrol to accept their Discretionary Grant funds be spent on maintenance issues other than servicing.

CARRIED
R Brine abstain

D Lundy noted that the Rangiora Community Patrol provided a good service to the community.

8. **CHAIRPERSON'S REPORT**

8.1. **Chair's Diary for August 2022**

Moved: J Gerard

Seconded: D Lundy

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 220902152324.

CARRIED

J Gerard thanked the Council's staff for their assistance and support during the term. He expressed his appreciation to A Wells and S Lewis who were retiring at the end of the term. He also thanked K Barnett the work she has done on behalf of the community as a Councillor.

9. **MATTERS FOR INFORMATION**

- 9.1. Oxford-Ohoka Community Board Meeting Minutes 3 August 2022.
 9.2. Woodend-Sefton Community Board Meeting Minutes 8 August 2022.
 9.3. Kaiapoi-Tuahiwi Community Board Meeting Minutes 15 August 2022.
 9.4. Consultation; Conservation Reform Discussion Document and Exposure Drafts of Amendments to NPS Freshwater 2020 and NES Freshwater 2020 – Report to Council Meeting 2 August 2022 – circulates to all Boards.
 9.5. Health Safety and Wellbeing Report July 2022 – Report to Council meeting 2 August 2022 – Circulates to all Boards.
 9.6. Annual Report on Dog Control 2021/22 – report to District Planning and Regulation Committee meeting 23 August 2022 – circulates to all Boards.
 9.7. Library Update to 4 August 2022 – Report to Community and Recreation Committee Meeting 16 August 2022 – Circulates to all boards.
 9.8. Waka Kotahi Procedural Audit Report May 2022 – Report to Utilities and Roading Committee Meeting 23 August 2022 – circulates to all boards.
 9.9. 2021-2022 Flood Events – Service Requests and Further Investigations Update – Report to Utilities and Roading Committee Meeting 23 August 2022 – circulates to All Boards.

Public Excluded

- 9.10. CWMS Zone Committee 2022 Membership Refresh Appointments – Report to Council Public Excluded Meeting 2 August 2022 – Circulates to All Boards.

Moved J Goldsworthy

Seconded: K Barnett

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** the information in Items 9.1 to 9.10.

CARRIED

10. MEMBERS' INFORMATION EXCHANGE

M Clarke

- Spoke to Mr Wheeler regarding his complaint about the traffic circles, his suggestion was to add a white paint rim as other traffic circles in the town had.
- Noted complaints regarding potholes on Townsend Road. Heavy vehicles associated with the development were increasing the problem.
- Attended Greypower meeting.

J Goldsworthy

- Appreciated the lifting of the mask mandate.

M Fleming

- Keep Rangiora Beautiful were assisting with beautification of the garden alongside Westpac.
- There was a clean up alongside the Ashley River organized for Sunday 18 September 2022.

P Williams

- Attending many residents meeting regarding flooding.
- Noted concern from retailers that shoplifting was prolific. The police had advised that each shoplifting event be registered
- Attended a drive-around the district with Waka Kotahi Manager, Mr Caygill, to highlight issues including Skewbridge.

R Brine

- Joint the Regional Waste Committee – Environment Canterbury (ECan) had rejoined the Committee and a new position had been created to look at regional Waste Minimisation. The position would be Christchurch based with all Canterbury Councils contributing in an effort to maximise levy funding.

M Harris

- Continuing to assist with discussions regarding flooding issues on Mt Thomas Road property. Found the slowness of decision making on the issue frustrating.

J Ward

- Attended Citizenship Ceremony.
- Attended tender opening for Waikuku Stormwater, there had been a number of expressions of interest, which was a change from other recent tenders.
- Attended candidate meeting at Rymans.
- Noted turnover of staff at Council, which created difficulties.

A Wells

- Continued advocating for gravel road improvements.
- Thanked and farewellled the Board.

D Lundy

- Attended two Civil Defence engagements with the community.
- Attended the All Boards Briefing.
- Was disappointed with the cancellation of the Unsealed Roads Workshop and queried if it would be rescheduled.

K Barnett

- Attended Cust Community Network AGM and was elected as Chairperson. The network was involved in a pilot scheme with Civil Defence.
- Commented that community feedback including a deputation to Council from the Woodend Community Association regarding the Walking and Cycling Strategy had been taken on board by staff who were taken a further look at the strategy. It highlighted the importance of community feedback.
- Noted it was her last meeting as Councillor and thanked the board.

11. CONSULTATION PROJECTS

Nil.

12. BOARD FUNDING UPDATE**12.1. Board Discretionary Grant**

Balance as at 31 August 2022: \$18,069.

12.2. General Landscaping Fund

Carryover from 2020/21: \$1,580.

Allocation for 2021/22: \$25,430.

Balance as at 31 August 2022: \$27,010.

13. MEDIA ITEMS

Nil.

14. QUESTIONS UNDER STANDING ORDERS

Nil.

15. URGENT GENERAL BUSINESS UNDER STANDING ORDERS

K Rabe took the opportunity to thank the Board for their assistance, support and kindness over the past three years, in particular J Gerard for his mentoring and advice.

J Gerard noted as Chairman he was required to report to Council on the Board's activities. He read to the Board his Chairman's comments.

NEXT MEETING

This is the final meeting of the Rangiora-Ashley Community Board for the 2019-2022 electoral term.

The new Rangiora-Ashley Community Board will be sworn into office late October 2022, with standard meetings resuming from mid-November 2022. Further Information will be advertised and listed on the Council's website.

Workshop

(7.33pm to 8.33pm)

- *Southbrook Safety Improvements - Kieran Straw*
 - *Temp roundabout removed.*
 - *Bus parking outside school and can be used in not required by bus.*
 - *Lights will slow traffic and concerns re clogging of traffic and increasing congestion.*
 - *Left turning lane for cyclists – insufficient space for another lane.*
 - *Removal of Kea crossing – concern kids will not walk to lights to cross. School will monitor with teachers on duty to educate and guide.*
 - *Concern at loss of carparks especially with intensification.*
- *Workshop and Briefing Policy – S Nichols*
 - *Board comfortable with one policy for both Council and Boards.*

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 7:32pm.

CONFIRMED

Chairperson

Date

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR INFORMATION**

FILE NO: GOV-18 / 220929168272

REPORT TO: Council

DATE OF MEETING: 4 October 2022

FROM: Dan Gordon, Mayor

SUBJECT: Mayor's Diary
Wednesday 31 August – Tuesday 27 September 2022

1. SUMMARY

Attend regular meetings with the Chief Executive, Management Team and staff.

Wednesday 31 August	<p>Meetings: Waitaha Primary Health Board Finance and Risk Committee; District Plan Review Commissioners, with staff; workplace support provider; Principal of Kaiapoi Borough School; representatives of Templeton Group, with staff</p> <p>Attended: Rangiora Promotions' Last Wednesday Club; Kaiapoi Community Patrol's 30th anniversary celebration</p>
Thursday 1 September	<p>Meetings: Southbrook Road Working Group; citation interviews with Community Service Award nominees; developer and residents, with staff</p> <p>Attended: Farewell for long-serving staff member</p> <p>Judged: North Canterbury Primary Schools Debating, Speech and Poetry Competition</p>
Friday 2 September	<p>Meetings: Residents of Charles Upham Village; resident re flooding issues, with staff</p> <p>Hosted: Regional Director of Waka Kotahi on a tour of the district, with Cr Paul Williams, Community Board Chair Shona Powell and Council's Roading Manager</p>
Monday 5 September	<p>Meetings: Canterbury Mayoral Forum Education and Training Governance Group; pre-Council agenda overview, with staff, citation interview with Community Service Award nominee; discussion re security concerns, with Acting Chief Executive and staff</p>
Tuesday 6 September	<p>Meetings: Update from staff on social/transitional housing, with Deputy Mayor Atkinson; briefing on Greater Christchurch Partnership upcoming meeting agenda; monthly meeting of Council</p> <p>Attended: 'Resilience Breakfast'</p>

Wednesday 7 September	<p>Interview: Compass FM</p> <p>Meetings: Canterbury Mayoral Forum pre Canterbury Regional Leadership Group: Covid Protection Framework; Waitaha Primary Health Board; residents and staff re Kairaki sewer</p> <p>Attended: Opening of Ōtautahi Community Housing Trust housing development in Halswell; fundraising BBQ for Child Cancer Foundation; Kaiapoi Kōrero: evening with St John Youth (Rangiora), responding to their questions on Council governance</p>
Thursday 8 September	<p>Meetings: Chair of Greater Christchurch Partnership, with Council's Chief Executive; citation interviews with Community Service Award nominees; AGM of Waimakariri Access Group; residents re property issue; Cr Barnett and staff re Medium Density Residential Standards; Waikuku residents re flooding concerns, with staff</p> <p>Welcomed 12 new citizens to our District in their Citizenship Ceremony</p> <p>Attended: Opening of Southern Health School classroom at Rangiora Borough School</p>
Friday 9 September	<p>Meeting: Greater Christchurch Partnership (GCP) Committee sub-group; GCP Committee; Chief Executive of Local Government NZ</p> <p>Attended: NZ Disability Advisory Trust Launch; Canterbury Registered Master Builders' House of the Year Awards, with Council's Chief Executive</p>
Saturday 10 September	<p>Keynote Speaker at the Canterbury Provincial Fire Brigades' Association Conference</p> <p>Attended: and spoke at the season opening of the Woodend Bowling Club</p> <p>Attended: 'Unity in Diversity' Dinner</p>
Sunday 11 September	<p>Attended: and spoke at the season opening of the Waimakariri Sailing Club</p>
Monday 12 September	<p>Meeting: Greater Christchurch Partners', with National Party MPs on Canterbury transport issues</p>
Tuesday 13 September	<p>Interview: Compass FM</p> <p>Meetings: Briefings to Council</p>
Wednesday 14 September	<p>Meetings: Southbrook Road Working Group; with residents re 1) road issue and 2) speed limits; citation interviews with Community Service Award nominees</p> <p>Speech: Rangiora Friendship Club</p>
Thursday 15 September	<p>Meetings: With residents re 1) walkway concern and 2) drainage remedial work; citation interviews with Community Service Award nominees; staff presentation to rural drainage groups</p>
Friday 16 September	<p>Meetings: Climate Change Steering Group</p> <p>Speeches: Kaiapoi RSA 80th Anniversary of Women's Section; Farewell to Jenny Terry, Oxford Area School</p> <p>Attended: Opening of MoMac Creative Agency; Ethel and Bethel Fundraiser for Big Brothers, Big Sisters North Canterbury</p>

Saturday 17 September	Meeting: Representative of Canterbury Country Cricket re turf at MainPower Oval Participated in Te Wiki o Te Reo Māori Story Walk at Honda Forest Attended: Opening of Caroline's Gym, with Deputy Mayor Atkinson; North Canterbury Wearable Art Show
Sunday 18 September	Meeting: Citation interview with Community Service Award nominee
Monday 19 September	Meeting: Citation interview with Community Service Award nominee Attended: Ravenswood Community Cuppa; workshop on awareness of personal security
Tuesday 20 September	Interview: Compass FM Meetings: Audit and Risk Committee; District Planning and Regulation Committee
Wednesday 21 September	Meeting: Canterbury Mayoral Forum via Zoom; with staff re memorial plantings to commemorate the passing of Her Majesty Queen Elizabeth II; with resident re various matters Hosted: Community Service Awards Attended: 20 th Anniversary celebration of Enterprise North Canterbury
Thursday 22 September	Meeting: Proposal re Rangiora BNZ corner development; Solid and Hazardous Waste Working Party Attended: North Canterbury Schools' Kapa Haka Celebration, with Deputy Mayor Atkinson
Friday 23 September	Attended: North Canterbury Schools' Kapa Haka Celebration
Saturday 24 September	Participated in Community Planting Day at Cones Road Presented: Young Totara Awards to two recipients at tree planting ceremony at Hegan Reserve; Gold Star Award to Deputy Chief Fire Officer Simon McLachlan for his 25 years' service to the Cust and Rangiora Brigades
Sunday 25 September	Attended: Royal New Zealand Navy Seafarers' Service; Civic Service of Thanksgiving for Her Late Majesty Queen Elizabeth II; No-88 Squadron 6 th Anniversary Function and presented parchments to three new Officers on the barbecue at All Together Kaiapoi's Annual Spring Festival Assisted
Monday 26 September	Attended: State Memorial Service for Her Majesty Queen Elizabeth II, in Wellington; Ashgrove School's production "Broadway Bound"
Tuesday 27 September	Interview: Compass FM Meetings: Chief Executive Review Committee; Land and Water Committee; Utilities and Roading Committee

THAT the Council:

a) **Receives** report N°. 220929168272

Dan Gordon
MAYOR