

Agenda

Woodend-Sefton Community Board

Monday 4 December 2023

5.30pm

Woodend Community Centre
School Road
Woodend

Members:

Shona Powell (Chairperson)

Mark Paterson (Deputy Chairperson)

Brent Cairns

Ian Fong

Rhonda Mather

Philip Redmond

Andrew Thompson

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AGENDA FOR THE MEETING OF THE WOODEND-SEFTON COMMUNITY BOARD TO BE HELD AT THE WOODEND COMMUNITY CENTRE, SCHOOL ROAD, WOODEND ON MONDAY 4 DECEMBER 2023 AT 5.30PM.

RECOMMENDATIONS IN REPORTS ARE NOT TO BE CONSTRUED AS COUNCIL POLICY UNTIL ADOPTED BY THE COUNCIL

	<u>BUSINESS</u>	PAGES
1	<u>APOLOGIES</u>	
2	<u>CONFLICTS OF INTEREST</u>	
3	<u>CONFIRMATION MINUTES</u>	
3.1	<u>Minutes of the Woodend-Sefton Community Board Meeting – 9 October 2023</u>	9-16
	<i>RECOMMENDATION</i>	
	THAT the Woodend-Sefton Community Board:	
	(a) Confirms the Minutes of the Woodend-Sefton Community Board Meeting held on 9 October 2023.	
3.2	<u>Matters Arising</u>	
3.3	<u>Notes of the Woodend-Sefton Community Board Workshop – 9 October 2023</u>	17
	<i>RECOMMENDATION</i>	
	THAT the Woodend-Sefton Community Board:	
	(a) Receives the notes of the Woodend-Sefton Community Board Workshop held on 9 October 2023.	
3.4	<u>Notes of the Woodend-Sefton Community Board Workshop – 13 November 2023</u>	18-19
	<i>RECOMMENDATION</i>	
	THAT the Woodend-Sefton Community Board:	
	(a) Receives the notes of the Woodend-Sefton Community Board Workshop held on 13 November 2023.	
4	<u>DEPUTATIONS AND PRESENTATIONS FROM THE COMMUNITY</u>	
	Nil.	

5 **ADJOURNED BUSINESS**

Nil.

6 **REPORTS**

6.1 **School Road Drainage Upgrade – Jason Recker (Stormwater and Waterways Manager) and Mark Henwood (Project Engineer)**

20-77

RECOMMENDATION

THAT the Woodend-Sefton Community Board:

- (a) **Receives** report No. 230324041614.

AND

THAT the Woodend-Sefton Community Board recommends:

THAT the Council:

- (b) **Approves** the proposed solution to:
- i. Improve the primary network capacity by piping flows to the existing network at Main North Road near Gladstone Road to meet the 5-year level of service.
 - ii. Improve the secondary flow path at the driveway of 10 School Road noting that this will mitigate the secondary flow overtopping the driveway in heavy rainfall events.
- (c) **Approves** an additional budget of \$126,000 in the 2023/2024 financial year to the Stormwater LOS (PJ 101517.000.5123) budget, for the construction of the School Road Drainage Upgrade. This will give a total budget of \$541,000.
- (d) **Notes** that the estimate for this work (including a 20% project contingency, and all associated fees) is \$541,000, while the current budget allowance is \$415,000.
- (e) **Notes** that the additional budget for 2023/2024 will increase the Coastal Urban Drainage rate by approximately \$3.00 or 1.2% per property from 2025/26 onwards.
- (f) **Notes** that a piped solution will improve the level of service in School Road meeting Waimakariri District Council's 1 in 5-year primary system requirement set out in the Engineering Code of Practice.
- (g) **Notes** that the secondary flow path will be altered (subject to the approval of the 10 School Road property owner) to flow southwards over the crown of the road away from the east driveway of 10 School Road. This is expected to prevent secondary flow overtopping the driveway in significant storm events.
- (h) **Notes** that for higher intensity rainfall events there is limited freeboard provided and therefore the flood waters overtopping the driveway may not be prevented, beyond the design events stated.

6.2 **Northern Pegasus Bay Bylaw Review – Hearing Panel Representation – Sylvia Docherty (Senior Policy Analyst)**

78-85

RECOMMENDATION

THAT the Woodend-Sefton Community Board:

- (a) **Receives** Report No. 231114182742.
- (b) **Appoints** Board Member, to the Northern Pegasus Bay Bylaw 2016 (amended 2023) Hearing Panel to hear submissions on the Bylaw and to recommend decisions to the Council (meeting dates to be confirmed).
- (c) **Notes** that this consultation will inform development of a Statement of Proposal for the Proposed Northern Pegasus Bay Bylaw 2024. The Statement of Proposal will be made available to the wider public for input through the Special Consultative Procedure required by the Local Government Act 2002.
- (d) **Notes** that the Northern Pegasus Bay Bylaw 2016 (amended 2023) will not be required to be formally reviewed for another 10 years.

6.3 **Installation of Field Lights, Gladstone Park – Ken Howat (Parks and Facilities Team Leader)**

86-97

RECOMMENDATION

THAT the Woodend-Sefton Community Board:

- (a) **Receives** Report No. 231123188722.
- (b) **Approves** the installation of field lights on the No. 3 rugby field at Gladstone Park.
- (c) **Notes** that an Information Notice would be sent to local residents and stakeholders detailing the proposal, including operating times of the lights.
- (d) **Notes** that the total cost of the project is \$172,268 and that the Woodend Rugby Club is meeting this cost through community grants.
- (e) **Notes** that the project cost includes the laying of power cables to be run from the Rugby Club Pavilion.
- (f) **Notes** that any ongoing maintenance of the field lights would be the responsibility of the Woodend Rugby Club.
- (g) **Notes** that there are currently lights on the tennis/netball courts and the No1 rugby field.
- (h) **Notes** that the recommendations in this report align with the purpose of the Councils Sport and Recreation Reserves Management Plan, “To provide and maintain sports field capacity to meet reasonable demand”.

6.4 **Application to the Woodend-Sefton Community Board’s 2023/24 Discretionary Grant Fund – Kay Rabe (Governance Advisor)**

98-150

RECOMMENDATION

THAT the Woodend-Sefton Community Board:

- (a) **Receives** report No. 231108178984.
- (b) **Approves** a grant of \$..... to the Sefton Cricket Club – Junior Section to purchase equipment for its six junior cricket teams.

OR

- (c) **Declines** the application from the Sefton Cricket Club – Junior Section.
- (d) **Approves** a grant of \$..... to the Sefton School towards a replacement pool cover.

OR

- (e) **Declines** the application from the Sefton School.

7 CORRESPONDENCE

7.1 Pegasus Shallow Groundwater Monitoring - Jason Recker (Stormwater and Waterways Manager)

1151-153

RECOMMENDATION

THAT the Woodend-Sefton Community Board:

- (a) **Receives** the memorandum regarding Pegasus Shallow Groundwater Monitoring (Trim 231123188023).

8 CHAIRPERSON'S REPORT

8.1 Chairperson's Report for November 2023

154

RECOMMENDATION

THAT the Woodend-Sefton Community Board:

- (a) **Receives** the report from the Woodend-Sefton Community Board Chairperson (TRIM: 231127190020).

9 MATTERS FOR INFORMATION

- 9.1. **Kaiapoi-Tuahivi Community Board Meeting Minutes 16 October 2023.**
- 9.2. **Oxford-Ohoka Community Board Meeting Minutes 8 November 2023.**
- 9.3. **Commissioner Recommendation Private Plan Change 31 – Report to Council Meeting 7 November 2023 – Circulates to all Boards.**
- 9.4. **Adoption of Road Reserve Management Policy – Report to Council Meeting 7 November 2023 – Circulates to all Boards.**
- 9.5. **Adoption of Waimakariri District Community Outcomes – Report to Council Meeting 7 November 2023 - Circulates to all Boards.**
- 9.6. **Adoption of Waimakariri District Strategic Priorities – Report to Council Meeting 7 November 2023 – Circulates to all Boards.**
- 9.7. **Waimakariri Economic Development Strategy for Adoption – Report to Council Meeting 7 November 2023 – Circulates to all Boards.**
- 9.8. **Health, Safety and Wellbeing Report October 2023 – Report to Council Meeting 7 November 2023 – Circulates to all Boards.**
- 9.9. **Annual Report for Enterprise North Canterbury for the year ending 30 June 2023 – Report to Audit and Risk Committee Meeting 14 November 2023 – Circulates to all Boards.**
- 9.10. **Enterprise North Canterbury (ENC) Strategic Plan Update – Report to Audit and Risk Committee Meeting 14 November 2023 – Circulates to all Boards.**
- 9.11. **Annual Report for Te Kohaka o Tuhaitara Trust for the year ended 30 June 2023 – Report to Audit and Risk Committee Meeting 14 November 2023 – Circulates to all Boards.**

- 9.12. Water Quality and Compliance Annual Report 2022-23 – Report to Utilities and Rooding Committee Meeting 21 November 2023 – Circulates to all Boards.
- 9.13. Cam River / Ruataniwha Report – Report to Utilities and Rooding Committee Meeting 17 October 2023 – Circulates to all Boards.
- 9.14. July 2023 Flood Recovery Progress Update – Report to Utilities and Rooding Committee Meeting 21 November 2023 – Circulates to all Boards.
- 9.15. Rooding and Transport Activity Update – Report to Utilities and Rooding Committee Meeting 21 November 2023 – Circulates to all Boards.

RECOMMENDATION

THAT the Woodend-Sefton Community Board:

- (a) **Receives** the information in Items 9.1 to 9.15.

Note:

1. *The links for Matters for Information were previously circulated to members as part of the relevant meeting agendas.*

10 MEMBERS' INFORMATION EXCHANGE

155-159

10.1 Ian Fong

10.2 Rhonda Mather

10.3 Philip Redmond

The purpose of this exchange is to provide a short update to other members in relation to activities/meetings that have been attended or to provide general Board related information.

Any written information submitted by members will be circulated via email prior to the meeting.

11 CONSULTATION PROJECTS

Nil.

12 BOARD FUNDING UPDATE

12.1 Board Discretionary Grant

Balance as at 30 November 2023: \$3,660.

12.2 General Landscaping Fund

Balance as at 30 November 2023: \$13,680.

13 MEDIA ITEMS

14 QUESTIONS UNDER STANDING ORDERS

15 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

16 MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED

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

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

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

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

Item No.	Subject	Reason for excluding the public	Grounds for excluding the public-
16.1	Confirmation of Public Excluded Minutes of the Woodend-Sefton Community Board meeting on 9 October 2023.	Good reason to withhold exists under section 7	To Protect the privacy of natural persons and enabling the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial) negotiations and maintain legal professional privilege as per LGOIMA Section 7 (2)(a), (g) and (i).

CLOSED MEETING

Refer to Public Excluded Agenda (separate document)

OPEN MEETING

NEXT MEETING

The next meeting of the Woodend-Sefton Community Board is scheduled for 5.30pm, Tuesday 13 February 2024 at the Sefton Public Hall.

Workshop

- *Waikuku Rotten Row Hedge Removal – M McGregor (Senior Advisor Community and Recreation) and C Taylor-Claude (Parks Officer)*
- *Members Forum*
 - *End / Beginning of year function*
 - *Review Draft Plan*

5 ADJOURNED BUSINESS

Nil.

6 REPORTS

6.1 Woodend Town Centre Public Toilet Upgrade – J Rae (Senior Advisory Community and Recreation – Assets and Capital) and C Taylor-Claude (Parks Officer)

C Taylor-Claude spoke to the report and highlighted that this project had received co-funding for half the cost from the Tourism Infrastructure Fund (TIF) through the Ministry of Business, Innovation and Employment (MBIE). If the project was not completed within a certain timeframe the funding could be withdrawn.

R Mather questioned if there was a way for the existing mural on the toilets to be saved as the school had put a lot of work into its creation. C Taylor-Claude replied there was an option to take a high-resolution image of the mural and have it re-printed on the toilets, however they would work with Woodend School and find a solution that they were happy with.

S Powell asked if the school could be spoken to as soon as possible to ensure they were informed of what was happening. C Taylor-Claude responded they would be talking with the school shortly.

Moved: R Mather Seconded: M Paterson

THAT the Woodend-Sefton Community Board:

- (a) **Receives** Report No. 230928153573.
- (b) **Notes** that the existing toilets at Woodend Town Centre were currently in a poor state of repair, require high levels of ongoing maintenance and did not meet current service levels and accessibility regulations. These toilets generated the highest number of service requests in the district.
- (c) **Notes** that these toilets were currently planned for renewal in the year 2037 and were currently estimated to cost \$395,000 to renew.
- (d) **Notes** that Council staff applied to the Ministry of Business (MBIE) and Innovation's Tourism Infrastructure Fund (TIF) and were successful in this application with MBIE committing to contribute \$197,500 towards the project.
- (e) **Notes** that the Woodend Sefton Community Board and Enterprise North Canterbury provided a letter of support with the Council's application to TIF to receive funding for the Woodend toilet in May 2023.
- (f) **Approves** the removal of the existing toilet and the construction of the new toilet block noting that this would include two accessible unisex toilets and two standard unisex toilets all accessible from the front facing the street.
- (g) **Notes** that the cost of the project covered the entire works, including the demolition and construction of the new toilets and associated landscaping such as plantings and installing a new rubbish bin.
- (h) **Notes** the timeline in which the construction must be completed with procurement, approvals and consents required to be in place prior to 18th February 2024.

AND

THAT the Woodend Sefton Community Board recommends:

THAT the Community & Recreation Committee

- (i) **Receives** Report No. 230928153573.
- (j) **Approves** the recommendation that the upgrade of the Woodend Town Centre toilets be bought forward from 2037 and was undertaken in the 2023/24 Financial Year.
- (k) **Notes** the impact of bringing the Woodend Town Centre toilets forward in the plan is that other scheduled public toilet projects will be pushed out one additional year to accommodate this project.

CARRIED

R Mather noted the toilets had to be replaced noting the report was well written and explained all aspects of the project effectively.

P Redmond felt this was an excellent idea as the toilets were very well used and would continue to be in the future. Securing the funding from TIF was key and took the pressure off the Council.

S Powell agreed and thanked the staff for putting together the funding application. She felt the toilet would be well used with the existing cycleway along School Road and the Woodend-Kaiapoi cycleway underway.

A Thompson noted the Hurunui District Council had standard toilet designs they used for all public toilets, and he questioned if the Waimakariri District Council had a similar process. G MacLeod replied the Waimakariri District Council had two suppliers that were consented for small toilet blocks. Only the larger toilets did not have a standard design.

6.2 **Pegasus and Waikuku Beach Viewing Platforms – G MacLeod (Greenspace Manager)**

G MacLeod took the report as read noting the funding for this project had been allocated in the 2023/24 financial year. There had been a deputation to the Community and Recreation Committee in early 2023 from someone who wished to have the platform installed in Waikuku Beach before the one in Pegasus.

R Mather appreciated that residents of Waikuku Beach wanted the first platform to be built there, however she reminded staff that Pegasus residents had been told they would get one three years ago. G MacLeod noted the decision of what platform was built first was with the Board. Staff believed there would be enough budget to complete both platforms.

R Mather highlighted the seat currently at Pegasus Beach along the existing path and asked if it would be relocated. G MacLeod replied that it would be uplifted and retained.

P Redmond sought information on the usage of each beach. G MacLeod replied that statistics showed there was more visitation to the Pegasus area however these figures were not being recorded and was based on the usage of the car park. There appeared to be a larger amount of elderly population using the Pegasus Beach. However, there was also a large surf club in Waikuku Beach which attracted a lot of people to the area.

P Redmond questioned if staff had a preference on which platform should be built first. G MacLeod replied both assets were needed and would positively affect the community and therefore staff did not have a preference on which platform was built first. Ideally, the platforms would be completed at the same time as it was more cost efficient if they were scheduled simultaneously.

Moved: R Mather Seconded: I Fong

THAT the Woodend-Sefton Community Board:

- (a) **Receives** Report No. 230927152860
- (b) **Notes** that Council staff are to progress and finalise the design plans and specifications followed by the tendering of works in accordance with the attached plans for accessible viewing platforms and ancillary works at Pegasus and Waikuku Beaches.
- (c) **Approves** the construction of an accessible viewing platform and ancillary development at Pegasus Beach followed by, if allocated combined budget's sufficient, the construction of an accessible viewing platform and ancillary development at Waikuku Beach.
- (d) **Notes** that if insufficient funds are available to complete both projects, the priority platform will be built, and additional funding will be requested to construct the second.

CARRIED

R Mather stated she was very aware of the history of events in Pegasus and for several years residents had been told the platform was coming. Although she wanted both to be completed, she felt Pegasus had been waiting longer and had also further developed plans.

I Fong felt that due to Pegasus already being costed completing the works there first was sensible.

P Redmond did not have a preference for which platform was constructed first however noted Pegasus had more foot traffic currently. Both platforms would be a benefit to the district.

S Powell stated that in her view both platforms were needed and would not want to jeopardise one in terms of the other. If necessary, more funding could be sought through the Long Term Plan to complete both and should also include beach matting and a beach wheelchair for Waikuku Beach.

M Patterson questioned who was responsible for maintaining the sand dunes and Waikuku Beach. G MacLeod replied that although the Council wrote the bylaw Environment Canterbury carried out the enforcement.

R Mather queried if extra mobility parks would be installed in the carpark and G MacLeod replied that staff would look at the whole picture including car parks and the bike stand.

6.3 **2024 Woodend-Sefton Community Board's Meeting Schedule – K Rabe (Governance Advisor)**

K Rabe spoke to the report noting the November 2024 meeting would need to be held on a Tuesday due to the venue being unavailable on Mondays.

M Paterson highlighted 12 November 2024 was Cup Day. K Rabe suggested holding the December meeting at the Waikuku Beach Hall on Tuesday 3 December 2024 and the November meeting at the Woodend Community Centre on Monday 11 November 2024.

Moved: I Fong Seconded: R Mather

THAT the Woodend-Sefton Community Board:

- (a) **Receives** report No. 230915144094.
- (b) **Resolves** to hold Community Board meetings, on the following dates and locations, commencing at 5.30pm:

13 February 2024 (Tuesday)	Sefton Public Hall
11 March 2024	Woodend Community Centre
9 April 2024 (Tuesday)	Waikuku Beach Community Hall
13 May 2024	Woodend Community Centre
10 June 2024	Woodend Community Centre
8 July 2024	Woodend Community Centre
12 August 2024	Woodend Community Centre
9 September 2024	Woodend Community Centre
14 October 2024	Woodend Community Centre
11 November 2024	Woodend Community Centre
3 December 2024 (Tuesday)	Waikuku Beach Community Hall

CARRIED

7 **CORRESPONDENCE**

Nil.

8 **CHAIRPERSON'S REPORT**

8.1 **Chairperson's Report for September 2023**

S Powell spoke to her report noting that due to medical reasons she unfortunately could not make it to the Inclusive Sports Day however had wonderful photos from the day she which she would share on the Board's Facebook page.

Moved: S Powell Seconded: R Mather

THAT the Woodend-Sefton Community Board:

- (a) **Receives** the report from the Woodend-Sefton Community Board Chairperson (TRIM: 231003155608).

CARRIED

9 **MATTERS FOR INFORMATION**

- 9.1. Kaiapoi-Tuahiwi Community Board Meeting Minutes 21 August 2023.
 - 9.2. Oxford-Ohoka Community Board Meeting Minutes 6 September 2023.
 - 9.3. Rangiora-Ashley Community Board Meeting Minutes 13 September 2023.
 - 9.4. July 2023 Flood Response - Emergency and Immediate Works Expenditure – Report to Council Meeting 5 September 2023 – Circulates to all Boards.
 - 9.5. Moving Forward: Waimakariri Integrated Transport Strategy 2035+ Draft for Consult – Report to Council Meeting 5 September 2023 – Circulates to all Boards.
 - 9.6. District Regeneration - Annual Progress Report to June 2023 – Report to Council Meeting 5 September 2023 – Circulates to all Boards.
 - 9.7. Re-establishment of Solid and Hazardous Waste Working Party – Report to Council Meeting 5 September 2023 – Circulates to all Boards.
 - 9.8. Revocation Housing for the Elderly Policy – Report to Council Meeting 5 September 2023 – Circulates to all Boards.
 - 9.9. Submission: Strengthening the resilience of Aotearoa NZs critical Infrastructure system – Report to Council Meeting 5 September 2023 – Circulates to all Boards.
 - 9.10. Health, Safety and Wellbeing Report August 2023 – Report to Council Meeting 5 September 2023 – Circulates to all Boards.
 - 9.11. Summary of Discretionary Grant Accountability 1 July 2022 to 30 June 2023 – Report to Oxford-Ohoka Community Board Meeting 6 September 2023 – Circulates to Rangiora-Ashley, Woodend-Sefton and Kaiapoi-Tuahiwi Community Boards.
 - 9.12. Summary of Discretionary Grant Accountability 1 July 2022 to 30 June 2023 – Report to Rangiora-Ashley Community Board Meeting 13 September 2023 – Circulates to Woodend-Sefton, Oxford-Ohoka and Kaiapoi-Tuahiwi Community Boards.
 - 9.13. Summary of Discretionary Grant Accountability 1 July 2022 to 30 June 2023 – Report to Kaiapoi-Tuahiwi Community Board Meeting 18 September 2023 – Circulates to Woodend-Sefton, Oxford-Ohoka and Rangiora-Ashley Community Boards.
 - 9.14. July 2023 Flood Recovery Progress Update – Report to Utilities and Roading Committee Meeting 19 September 2023 – Circulates to all Boards.
 - 9.15. Transport Choices – New Footpath Programme for Approval – Report to Utilities and Roading Committee Meeting 19 September 2023 – Circulates to all Boards.
 - 9.16. Amendment to Kerb & Channel Renewal Programme 2023/24 – Report to Utilities and Roading Committee Meeting 19 September 2023 – Circulates to all Boards.
 - 9.17. Annual Report on Dog Control 2022/2023 – Report to District Planning and Regulation Committee Meeting 19 September 2023 – Circulates to all Boards.
 - 9.18. Annual Report to the Alcohol Regulatory and Licensing Authority 2022/2023 – Report to District Planning and Regulation Committee Meeting 19 September 2023 – Circulates to all Boards.
- Public Excluded
- 9.19. Proposed Sale of 136 Fishers Road, Okuku – Report to Council Meeting 5 September 2023 – Circulates to all Boards.

Moved: P Redmond Seconded: A Thompson

THAT the Woodend-Sefton Community Board:

- (a) **Receives** the information in Items 9.1 to 9.18.
- (a) **Receives** the separately circulated public excluded information in item 9.19.

CARRIED

10 MEMBERS' INFORMATION EXCHANGE

R Mather

- Ravenswood Central Opening – Attended Public Opening of new restaurant block, officially opened by Mayor Gordon.
- Pegasus Bay Art Show – Held at Pegasus Bay School gym, which was an excellent venue with plenty of space and good natural light. This was an excellent event that would hopefully return next year.
- All Boards Briefing.
- Waikuku Beach Indoor Market – Was disappointing to see a reduction in stalls since last attending.
- Ronel's Community Cuppa, a Wairoa Links Community Trust Event – Held at Pegasus Community Centre with Lesley Ottey proving to be a very popular, informative and entertaining speaker. New World Ravenswood prepared and supplied the food with significant input from their apprentice baker. Approximately 54 people attended.
- Taumata Arowai Zoom meeting.
- Woodend Flower Show – Held at the Woodend Community Centre. Credit to the organisers. The vintage display and floral arrangements were excellent. Another wonderful local event that would hopefully continue for years.

I Fong

- Waikuku Beach Residents Group meeting –initial discussions included the Bus service. Had a follow up Security / crime meeting with the police and community with new CCTV cameras to be installed on the shop which the shop owners were happy to monitor. Welcome Bags for new residents, Civil Defence, Coffee Meet up - Shop Cake and Coffee Special was also discussed.
- Waikuku Hedge Re-Planting – 1,400 plants planted, thanks to the University of Canterbury Student Volunteer Army's help.
- Sefton Hall Committee meeting – Delay in completing the building plans, now to be finished in a couple of weeks. AGM to be held in October and WDC staff would be invited to the November meeting for an update.
- Northern Pegasus Bay Advisory Group – Main points of conversation were Vehicles, Dogs and Fires. WDC staff would be preparing a report for the Council with some recommendations and consultation would start in November 2023 through to early January 2024.
- Various updates on Waikuku Beach social media sites on Saltwater Creek spill updates, campground info and Dead Pine Tree removal.
- Pegasus Residents Group were wanting to know if they could apply to the Board's Discretionary Grant to go towards petrol for its vehicle. K Rabe noted the grant could not be used to cover operating costs.

A Thompson

On leave.

P Redmond

- Mandeville Resurgence Drop-in at Mandeville and Kaiapoi.
- Visit to The Sterling Kaiapoi retirement village.

- Darnley Club AGM.
- North Canterbury Sport and Recreation Trust meeting.
- Art on the Quay.
- Waimakariri Eyre Cust River Rating – Environment Canterbury.
- Minister Wood – Belgrove site visit.
- Taumata Arowai – Alan Prangnell and Jim Graham. Were very receptive to assisting with exemption applications. Council was waiting for UV Treatments units from overseas however they were redirected to Queenstown to assist with their struggles. Whilst Council had agreed to chlorinate they had not dismissed applying for further exemptions.
- Candidates meeting at Pegasus organised by the Pegasus Residents Group.
- Contractors briefing.
- Meeting with Roding Manager and the Mayor regarding State Highway One safety improvements.
- Taumata Arowai zoom meeting with Community Boards.
- Residents Street meeting in Rangiora regarding Southbrook Cycleway.
- Community Outcomes Hearing. No submitters spoke to their submission in person however there was a number of submissions.
- Older persons Expo. Was well attended.

M Patterson

- Woodend Community Association Annual General Meeting. Was not well attended and needed to be advertised better.
- Woodend Flower Show.
- The Woodend School Fair and Sefton Tug-of-War were coming up.

11 CONSULTATION PROJECTS

11.1 Libraries Survey

<https://letstalk.waimakariri.govt.nz/libraries-survey>

12 BOARD FUNDING UPDATE

12.1 Board Discretionary Grant

Balance as at 31 September 2023: \$3,660.

12.2 General Landscaping Fund

Balance as at 31 September 2023: \$13,680.

13 MEDIA ITEMS

14 QUESTIONS UNDER STANDING ORDERS

15 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

16 MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED

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

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

Moved: S Powell

Seconded: R Mather

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

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

Item No.	Subject	Reason for excluding the public	Grounds for excluding the public-
16.1	Pegasus Community Centre	Good reason to withhold exists under section 7	To Protect the privacy of natural persons and enabling the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial) negotiations and maintain legal professional privilege as per LGOIMA Section 7 (2)(a), (g) and (i).
16.2	Waikuku Fire Station Lease Extension	Good reason to withhold exists under section 7	To protect the privacy of natural persons and enabling the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial) negotiations and maintain legal professional privilege as per LGOIMA Section 7 (2)(a), (g) and (i).

CARRIED

CLOSED MEETING

The Public Excluded portion of the meeting took place between 6.09pm and 6.34pm.

OPEN MEETING**NEXT MEETING**

The next meeting of the Woodend-Sefton Community Board is scheduled for 5.30pm, Monday 13 November 2023 at the Woodend Community Centre, School Road, Woodend.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 6.34pm.

CONFIRMED

Chairperson

Date

Workshop (6.34pm-6.47pm)

- *Pegasus Lake Update – Kelly LaValley (General Manager Planning, Regulation and Environment)*
- *Members Forum*

NOTES OF A WORKSHOP OF THE WOODEND-SEFTON COMMUNITY BOARD HELD AT THE WOODEND COMMUNITY CENTRE, SCHOOL ROAD, WOODEND ON MONDAY 9 OCTOBER 2023 AT 6.34PM.

PRESENT

S Powell (Chairperson), I Fong, R Mather, M Paterson, P Redmond and A Thompson.

IN ATTENDANCE

K LaValley (General Manager Planning, Regulation and Environment), K Rabe (Governance Advisor) and C Fowler-Jenkins (Governance Support Officer).

There were no members of the public present.

APPOLOGIES

B Cairns.

1. PEGASUS LAKE UPDATE

Presenter: K LaValley (General Manager Planning, Regulation and Environment)

Background:

- The trial ended in April 2023 and reports were received in August 2023. It would have been more ideal to receive the reports sooner as the period for doing anything during summer had been missed.
- The report showed there was improvement of disruption in the stratification within 10-20m of the aerators. There was not enough to disrupt the cyanobacteria and there was no change in the nutrient's levels in the lake.
- The report did not recommend any actions to take moving forward.
- Staff had sent through questions to the Templeton Group on points within the report and were yet to receive any response. Staff felt the results were more inconclusive than the report stated and the size of the trial was also questioned.
- The previous report had a 100 metre area to be aerated which had been agreed however the actual area sampled was only 3 metres and the curtains also did not reach the bottom of the lake resulting in mixing occurring.
- The Council's position had not changed, in that Templeton owned the lake and it was necessary for them to meet the terms of their consent.

Questions:

- *Would there be a public statement and if so, who would that come from.*
Communication needed to be completed and it would need to be discussed collectively to ensure there was a consistent message. This would be discussed at the meeting with Environment Canterbury.
- *Was the sample size too small.*
This was a question posed back to Templeton as there was no indication in the trial report as to how it was sized.
- *Communications need to address that the lake was consented for secondary contact.*

THERE BEING NO FURTHER BUSINESS, THE WORKSHOP CONCLUDED AT 6.47PM.

NOTES OF A WORKSHOP OF THE WOODEND-SEFTON COMMUNITY BOARD WORKSHOP HELD ON MONDAY 13 NOVEMBER AT 5.30PM IN MEETING ROOM 1, WOODEND COMMUNITY CENTRE, SCHOOL ROAD, WOODEND.

PRESENT

S Powell (Chairperson), B Cairns, I Fong, R Mather, P Redmond and A Thompson.

IN ATTENDANCE

G Stephens (Design and Planning Team Leader), E Belton (Youth Development Facilitator) and K Rabe (Governance Adviser).

APOLOGIES

M Paterson.

1. Introduction of Nick Chapman, General Manager of Tuhaitara Coastal Park

Presenter(s) N Chapman

Trim Ref: N/A

Key points:

- Advocate for the community and interested in conservation, sustainability and recreation.
- Four main pillars of the Trust – Education, Cultural/History, Environmental (ecological restoration) and Recreational.
- Education is a focus for the Trust to ensure young people understand and protect the environment and to do it in a sustainable manner.
- Walking/Cycling Trail from the Pines through to Waikuku. Upgrading track in stages as clearance of fire damaged pine trees is completed. Some other tracks being rationalised to mitigate confusion and people getting lost. Better signage to be installed shortly.
- A new biota-node being created called Tui Tucker which will feature food to attract Tui. Tui are being seen around the park and this is a way to encourage them to stay and breed rather than migrate to Dunedin to breed.
- Work at the Mahinga Kai area in Kaiapoi going well and next phase will start in March 2024.

Questions:

- What are the upcoming events being hosted by the park? *These are all listed on the website.*
- Do you have your own nursery? *No not cost effective currently. Mainly use seeds and work with Ecosource.*
- Query regarding wetlands near Pegasus and boggy tracks. *Have obtained gravel and will be conducting a community track repair day shortly.*
- Are you going to improve signage at Waikuku as visitors often not sure where the track continues? *Yes.*
- With only a team of four has the park enough staffing resources? *Always can use more staff but currently the park is coping. Team will grow however the Trust needs to be economically sustainable.*
- Is the Trust looking at other funding sources to enable it to stop relying on the Council? *Yes however currently when applying to funding that funding is usually ring-fenced to projects.*
- Is the park still struggling with predators? *Yes, mainly weasels and hedgehogs with feral cats to a lesser degree. 300 active traps in the park and volunteers monitor them. If cats spotted in the park then a live trap would be set.*

The Chair thanked N Chapman for coming to speak to the Board and assured him that the Board supported his work.

2. Youth Facility for Pegasus

Presenter(s) G Stephens and E Belton
Trim Ref: 231114182794

Key points:

- Currently there is \$156,826 in the current budget for setting up some type of youth facility in Pegasus.
- Important that proper consultation with youth be undertaken to ensure that they feel ownership with the project.
- First priority is to identify the 'What' before considering the Where.
- Important to be open and transparent throughout the project to ensure that residents are on board.
- Ensure that the homeschooled children are included in the conversation as well as schools in the area.
- Process will be to discover what is required, come back to the Board to ask to go out to consult with the community. Once consultation completed will come to the Board for approval of the concept plan.
- Suggested timeframe for stage 1 – consult youth on the What from November 2023 to March 2024. Stage 2 – consult wider community on What and Where from April 2024 to June 2024.

Questions:

- What age group are you looking at? Hoping to reach 12 to 24 year olds but realistically more like 12 to 18 years olds.
- Query regarding budget provision seeing this project has been delayed for some time? *If further budget required the Board would need to put in a bid to the Long Term Plan.*
- There seemed to have been an increase in budget previously to \$190,000. *G Stephens will check and get back to the Board.*
- Where will the target audience be focused on and would Woodend and Ravenswood be included? *A balance in ensuring that sufficient feedback received and that the facility would be used but not having it taken over.*

3. Board Plan

Presenter(s) Kay Rabe
Trim Ref: 230210017805

- Board Plan needs to be updated for adoption in February 2024.
- Suggested new inclusions into Whats Happening and Looking forward:
Woodend Bypass
Youth facilities for Pegasus
Bike racks at Pegasus Beach
Possible Park and Ride in Ravenswood
Pegasus Community Centre
Sefton Hall Update
Include some sort of disclaimer statement to cover the unknowns due to the change in government
- Changes / updates to information that is already included:
Waikuku and Pegasus Beach viewing platforms
Safety improvements on SH1
Cycle way from Woodend to Kaiapoi

It was agreed that members would forward suggestions to the Governance Team and a draft would be discussed at the December 2023 meeting.

There being no further business the workshop concluded at 6.38pm.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: DRA-20-25-08 / 230324041614

REPORT TO: WOODEND-SEFTON COMMUNITY BOARD

DATE OF MEETING: 4 December 2023

FROM: Mark Henwood – Project Engineer
Jason Recker – Stormwater & Waterways Manager

SUBJECT: School Road Drainage Upgrade

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



Department Manager



Chief Executive

1. SUMMARY

- 1.1 This report is to:
- a) Update the Community Board and Council on progress with the investigation work for the School Road Drainage Upgrade in Woodend and seek approval of the proposed solutions to flooding at 10 School Road, Woodend.
 - b) Seek approval of an additional \$126,000 in budget from Council to deliver on Contract 20/41 School Road Drainage Upgrade.
- 1.2 It is recommended that this report not be held over to 2024/25 and the project reconsidered as part of the Long Term Plan as this will impact the capital works delivery for this year and residents will not receive the improved level of service expected from this project in the 23/24 year.
- 1.3 It is noted that the proposed timing of the report (going to the Community Board on 4 December and Council on 5 December) will mean that any changes or feedback recommended by the Community Board will need to be explained verbally at the Council meeting, as Council agenda will be published prior to this feedback being incorporated.
- 1.4 The proposed solution of piping the flow into the existing stormwater network at Main North Road by Gladstone Road is presented. This solution will meet Engineering Code of Practice requirements by providing piping capacity for the 1 in 5-year stormwater flow into the 79 Petries Road Stormwater Basin / McIntosh Drain which flows across Main North Road down Gladstone Road.
- 1.5 It is also proposed to raise the eastern driveway level of 10 School Road at the boundary as part of the works (subject to approval of the 10 School Road property owner). This is to increase the secondary flow path capacity at 10 School Road and direct flow towards the southside of School Road away from the habitable dwelling at 10 School Road. This will provide an increased level of protection in higher intensity rainfall events at the driveway of 10 School Road.
- 1.6 The proposed solution at 10 School Road will provide a 1 in 5-year primary network stormwater level of service and increase the secondary flow path capacity as well as

diverting the flow to the southern side of School Road before it flows over at the eastern driveway of 10 School Road.

Attachments:

- i. Report to Utilities and Roading Committee 18 May 2021 – TRIM 210507072989
- ii. School Road Drainage Upgrade Preliminary Design Report – TRIM 230324041611

2. RECOMMENDATION

THAT the Woodend-Sefton Community Board:

- (a) **Receives** report No. 230324041614.

AND

THAT the Woodend-Sefton Community Board recommends:

THAT the Council:

- (b) **Receives** report No. 230324041614
- (c) **Approves** the proposed solution to:
 - i. Improve the primary network capacity by piping flows to the existing network at Main North Road near Gladstone Road to meet the 5-year level of service.
 - ii. Improve the secondary flow path at the driveway of 10 School Road noting that this will mitigate the secondary flow overtopping the driveway in heavy rainfall events.
- (d) **Notes** that the estimate for this work (including a 20% project contingency, and all associated fees) is \$541,000, while the current budget allowance is \$415,000.
- (e) **Approves** an additional budget of \$126,000 in the 2023/2024 financial year to the Stormwater LOS (PJ 101517.000.5123) budget, for the construction of the School Road Drainage Upgrade. This will give a total budget of \$541,000.
- (f) **Notes** that the additional budget for 2023/2024 will increase the Coastal Urban Drainage rate by approximately \$3.00 or 1.2% per property from 2025/26 onwards.
- (g) **Notes** that a piped solution will improve the level of service in School Road meeting Waimakariri District Council's 1 in 5-year primary system requirement set out in the Engineering Code of Practice.
- (h) **Notes** that the secondary flow path will be altered (subject to the approval of the 10 School Road property owner) to flow southwards over the crown of the road away from the east driveway of 10 School Road. This is expected to prevent secondary flow overtopping the driveway in significant storm events.
- (i) **Notes** that for higher intensity rainfall events there is limited freeboard provided and therefore the flood waters overtopping the driveway may not be prevented, beyond the design events stated.

3. BACKGROUND

- 3.1 The need for an upgrade was identified following flooding of the property at 10 School Road in the 1 June 2019 flood event. This event was a short duration and high intensity event, with a return period in excess of the 1 in 100-year (1% AEP) event.

- 3.2 The existing primary network in this area is not meeting the desired 1 in 5-year return period (20% AEP) level of service, and the house is lower than the road reserve. This results in flooding of the roadway, and in extreme events (such as 1 June 2019), into the lower section of the house.
- 3.3 The report to the Utilities and Roothing Committee on the 18th of May 2021 (TRIM 210507072989) recommended a piped solution to divert more flow into the Box Drain catchment (drainage reserve at 63 Rangiora Woodend Road) which flows into the Tuahiwi Stream.
- 3.4 Subsequent detailed hydraulic modelling determined that a piped solution to the drainage reserve at 63 Rangiora Woodend Road was not feasible due to the limited driving head and an alternative solution was investigated.
- 3.5 Further investigation into piping to the DN375 pipe in Main North Road (Asset ID: SW005116) included detailed hydraulic modelling. This confirmed that a piped system out to Main North Road would provide capacity for the 5-year event to meet Waimakariri District Council's primary drainage level of service and improve the drainage in the vicinity of the property at 10 School Road (School Road Drainage Upgrade Preliminary Design Report – TRIM 230324041611).
- 3.6 A DN375 and DN300 main is proposed from the corner of School Road / Main North Road to outside 12 School Road. A high-capacity sump is to be installed outside 12 School Road.
- 3.7 Driveway alterations are proposed to increase the crest height to improve the secondary flow path capacity and divert flow southwards over the crown of the road before overtopping the east driveway entrance to 10 School Road.
- 3.8 While the primary beneficiary of the work is the 10 School Road resident, the remainder of the street will benefit from the improved primary drainage network.
- 3.9 Numerous alternatives were investigated, as described in the Preliminary Design Report (TRIM 230324041611).
- 3.10 It is proposed to tender this contract this year and construct in the 2023/2024 financial year.

4. ISSUES AND OPTIONS

- 4.1. Option 1 (recommended option) – Proceed with the upgrade of the pipework and driveway alterations. This will meet Council's 1 in 5-year primary level of service, increase secondary flow path capacity and divert flow away from the driveway. This is the recommended option as it meets the target level of service requirements, is cost effective, and is supported in principle by the most affected resident. It is noted that while the resident is supportive with the concept, staff are still working through the process of gaining final approval of the design, but it is expected that this will be able to be gained.
- 4.2. Option 2 – Proceed with the upgrade of the pipework only and then implement the driveway alterations later if budget allows. This option is not recommended as secondary flow in large and intense storm events will still enter the property and the landowner may have expectations around works to provide increased secondary flow protection. This option does not meet the required level of service and only partially resolves the issue.
- 4.3. Option 3 – Do not proceed and investigate further options. This is not recommended due to the existing system on School Road not meeting Council's 1 in 5-year level of service and the 1 in 50-year secondary flow path guidelines in the road reserve.

- 4.4. Option 4 – Proceed with the upgrade as per Option 1, in a future financial year, through a reconsideration of the merits and priority of the project through the LTP. This is not recommended as the issue would remain unresolved and the required level of service would not be met in the interim period, and it is likely the cost of the work would increase.
- 4.5. Other options have been considered such as property purchase and a passive barrier at the driveway entrance. The property owner has been presented with these options and is in support of the pipe upgrades and driveway alterations. Staff do not recommend trying to pursue these options without the support of the property owner, especially given the viability of Option 1.

Implications for Community Wellbeing

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

Social – *Increasing the stormwater level of service and mitigating the impact of flood events provides increased protection for the property owner(s) in storm events, and will therefore improve their social wellbeing.*

The key milestone dates for this project are shown in Table 1.

Table 1: Key Milestones and Dates

Key Milestone	Start	Complete
Tender	December 2023	21/02/2024
Construction	11/03/2024	31/05/2024
Project Complete		30/06/2024

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

5. COMMUNITY VIEWS

5.1. Mana Whenua

Te Ngāi Tūāhuriri hapū via Mahaanui Kurataiao (MKT) were included in discussions when additional catchment was being added to Woodend Box Drain at 63 Rangiora Woodend Road. As the current design does not go into Box Drain (which feeds into Tuahiwi Stream) and does not alter the current flow path of water in storm events it is understood that the initial concerns raised with the original proposal have been addressed.

5.2. Groups and Organisations

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

- The landowner at 10 School Road has been informed of the proposal for this project, and is supportive in principle, although staff are still working through gaining approval on some final details.
- No community groups or organisations have yet been consulted on this proposal.

5.3. Wider Community

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

- There has been no consultation as yet with the wider community on this proposal.
- The local community will be notified of the project works via letter drop, once the concept and budget has been approved and prior to construction starting.

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. Financial Implications

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

- The current budgets have the following allocations:
 - School Road Drainage Upgrade - \$415,000 (P.J. 101517.000.5123) (construction 2023/2024)

For Option 1 the Engineer's Estimate including professional fees is outlined in Table 2.

Table 2: Option 1 Engineer's Estimate

Committed to Date	Remaining Costs	Amount
2021 / 2022 Design fees		\$18,000
August 2022 Mahaanui Kurataiao Report		\$2,000
2022 / 2023 Design fees		\$39,000
2023 / 2024 Design fees to date		\$11,000
	Construction Pipeline	\$297,000
	Contingency Pipeline (20%)	\$59,000
	Professional Fees Pipeline	\$43,000
	Total Pipeline	\$399,000
	Construction Driveway Alterations	\$56,000
	Contingency Driveway Alterations (20%)	\$11,000
	Professional Fees Driveway Alterations	\$5,000
	Total Driveway Alterations	\$72,000
	Overall Estimate	\$541,000

- For Option 2 the Engineers Estimate is \$476,000 (excludes or defers driveway alterations).

- For Option 3 more costs associated with investigation and design will be incurred before construction of a preferred solution is completed.
- For Option 4, a 5% per year inflation increase would be expected on the Option 1 costs presented in Table 2.

6.1.1 Taking into consideration, professional fees and the 20% contingency, the following budget amendments are proposed in order to achieve Option 1.

Funding Source	Current Budget	Proposed Budget	Proposed Amendments
101517.000.5123	\$415,000.00	\$541,000	Seeking an additional \$126,000 to 2023/24 financial year

6.1.2 Upon approval of this report, there will likely be adequate budget available to allow the project to proceed without any adverse effect on the project.

6.1.3 The additional budget of \$126,000 will have a rating increase of \$3.00 per property (or 1.2%) on the Coastal Urban Drainage account, increasing the average drainage from \$253.06 to \$256.06 per year. This increase will take effect from the 2025/26 financial year onwards.

6.2. Sustainability and Climate Change Impacts

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

The recommendation is to increase the primary drainage level of service to 1 in 5 year and to improve the secondary flow path at the driveway. With heavy rainfall events predicted to occur more often in the future this will help mitigate flooding at 10 School Road.

6.3. Community Implication

The recommended approach would benefit the community by reducing the impact of storm events in the catchment and the risk of private property flooding.

6.4. Risk Management

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

- There is a risk in the interim period before an upgrade is implemented that property flooding could occur during significant rainfall events.
- There remains a residual risk following the works of flooding of habitable spaces of 10 School Road in large storm events due to limited freeboard protection and downstream backwater effects. However, the proposed solution will provide a significant improvement to the status quo, and will reduce the risk of flooding to the property.
- The normal risks associated with construction apply and are partially addressed by provision of a 20% overall project contingency within the cost estimates.

6.5. Health and Safety

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

- There will be a Safety in Design process undertaken as part of the detailed design process, to identify and mitigate construction, maintenance and end user risks.
- Contractors Health and Safety methodology and track record will be assessed in the tender evaluations and a site-specific safety plan will be required.

7. CONTEXT**7.1. Consistency with Policy**

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

7.2. Authorising Legislation

- The Local Government Act is relevant in this matter.

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.
- Core utility services are provided in a timely and sustainable manner
 - Harm to the environment from sewage and stormwater discharges is minimised.
 - Council sewerage and water supply schemes, and drainage and waste collection services are provided to a high standard

7.4. **Authorising Delegations**

- The Council has the delegation to approval additional budget.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR INFORMATION**

FILE NO and TRIM NO: DRA-16 / 210507072989

REPORT TO: Utilities & Roading Committee

DATE OF MEETING: 18 May 2021

FROM: Kalley Simpson – 3 Waters Manager

SUBJECT: School Road Drainage Upgrade

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


Department Manager


Chief Executive

1. SUMMARY

- 1.1 This report is to update the Utilities and Roading Committee on progress with the investigation work for the School Road Drainage Upgrade in Woodend.
- 1.2 The need for an upgrade was identified following flooding of the property at 10 School Road in the 1 June 2019 flood event. This event was a short duration – high intensity 1 in 100 year (1% AEP) event.
- 1.3 The existing primary network in this area is not meeting the desired 1 in 5 year (20% AEP) level of service, and the house is lower than the road reserve. This results in flooding of the roadway, and in extreme events (such as June 1 2019), into the lower section of the house.
- 1.4 Investigation work has been completed that shows the upgrading of the pipework in the area will reduce the risk of flooding and improve the level of protection to the property at 10 School Road. This solution will divert more flow into the Box Drain catchment which flows through Tuahiwi.
- 1.5 Further work is proposed in the 2021/22 financial year to refine the design and integrate the School Road Drainage Upgrade solution to address flooding with the Box Drain Improvements project that is focussed on water quality improvements.

Attachments:

- i. 10 School Road Catchment Size and Concept Option Refinement – TRIM 210503069502
- ii. 10 School Road Woodend Surface Water Flooding – TRIM 191016144443

2. RECOMMENDATION

THAT the Utilities & Roading Committee:

- (a) **Receives** report No. 210507072989.
- (b) **Notes** that a piped solution will improve the level of protection to the property at 10 School Road.
- (c) **Notes** that further work is proposed in the 2021/22 financial year to refine the design and integrate the School Road Drainage Upgrade with the Box Drain Improvements project.

3. **BACKGROUND**

- 3.1 Following the June 1 2019 flood event, an analysis and options assessment was undertaken, Attachment i.
- 3.2 This work recommended the following options be investigated further:
- a. Raising of the property driveway crest level.
 - b. Upgrading sumps at the Gibbs Drive / School Road intersection and redirecting flow to Rangiora Woodend Road via a swale.
- 3.3 It was subsequently determined that a swale to Rangiora Woodend Road was not feasible and a piped solution was investigated.

4. **ISSUES AND OPTIONS**

- 4.1. Further investigation work including detailed hydraulic modelling has confirmed that a piped system out to Rangiora Woodend Road would provide additional capacity in the 50 year event to improve the level of protection to the property at 10 School Road, refer Attachment ii.
- 4.2. Currently this is shown as a 900mm pipe in School Road and a 525mm pipe in Gibbs Drive. It is expected that this solution can be refined to reduce the size and extent of the pipework required and hence the overall cost.
- 4.3. The proposed solution will divert more flow into the Box Drain catchment which flows through Tuahiwi. This additional discharge is unlikely to be acceptable to downstream properties owners. Additionally the Runanga have recently raised concerns over discharges from the Woodend area into Tuahiwi Drain.
- 4.4. There is a parallel project that commences next financial year to look at water quality improvements in Box Drain system. There is an existing gross pollutant trap on this system which helps reduce larger contaminants entering the stream. It is proposed to retrofit an additional treatment system to improve the removal of finer sediment and hydrocarbons from the discharge.
- 4.5. As part of the next stage of design to be undertaken next financial year it will be necessary to ensure that downstream effects are mitigated as part of integrating the two projects.
- 4.6. The Management Team have reviewed this report and support the recommendations.

5. **COMMUNITY VIEWS**

5.1. **Groups and Organisations**

- 5.1.1. The landowner at 10 School Road has been informed of the timeframes for this project.
- 5.1.2. No community groups or organisations have yet been consulted on this proposal.

5.2. **Wider Community**

- 5.2.1. There has been no consultation as yet with the wider community on this proposal.

6. **IMPLICATIONS AND RISKS**

6.1. **Financial Implications**

- 6.1.1. The current budgets have the following allocations:
- School Road Drainage Upgrade - \$415,000 (comprising of \$10,000 in 2020/21, \$55,000 in 2021/22 and \$350,000 in \$2022/23)
 - Box Drain Improvements - \$200,000 (comprising of \$20,000 in 2021/22 and \$200,000 in \$2022/23)

6.1.2. No budget changes are proposed as part of this report or staff submission to the Draft Long Term Plan.

6.2. **Community Implication**

6.2.1. The recommended approach would benefit the community by reducing the impact of storm events in the catchment and the risk of private property flooding.

6.3. **Risk Management**

6.3.1. There is a risk in the interim period before an upgrade is implemented that property flooding could occur during significant rainfall events.

6.3.2. The normal risks associated with construction apply, and are partially addressed by provision of a 30% construction contingency and 10% overall project contingency within the cost estimates.

6.4. **Health and Safety**

6.4.1. There will be a Safety in Design process undertaken as part of the detailed design process, to identify and mitigate construction, maintenance and end user risks.

6.4.2. Contractors Health and Safety methodology and track record will be assessed in the tender evaluations and a site specific safety plan will be required.

7. **CONTEXT**

7.1. **Policy**

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

7.2. **Legislation**

7.2.1. The Local Government Act is relevant in this matter.

7.3. **Community Outcomes**

7.3.1. 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.

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

- Harm to the environment from sewage and stormwater discharges is minimised.
- Council sewerage and water supply schemes, and drainage and waste collection services are provided to a high standard

Delegations

7.3.3. The Utilities and Roading Committee is responsible for activities related to Stormwater drainage.

WAIMAKARIRI DISTRICT COUNCIL**MEMO**

FILE NO AND TRIM NO: DRA-16 / 210503069502

DATE: 03/05/2021

MEMO TO: Kalley Simpson, 3 Waters Manager

FROM: Mark Andrews, Utilities Projects Team Leader

SUBJECT: 10 School Road Catchment size and Concept Option refinement

1. Background

A prior concept memorandum was prepared to develop options to reduce the risk of flooding at 10 School Road, Woodend (refer trim 191016144443). The preferred option included several elements including but not limited to construction of a short section of pipework across School Road and a new swale to convey secondary overland flows from the intersection of Gibbs Drive and School Road to the existing swale/drain in Rangiora Woodend Road. However a new dual use cycleway has been proposed along the swale alignment which significantly reduces the available space for a swale, such that insufficient capacity would be available and the preferred option is no longer viable.

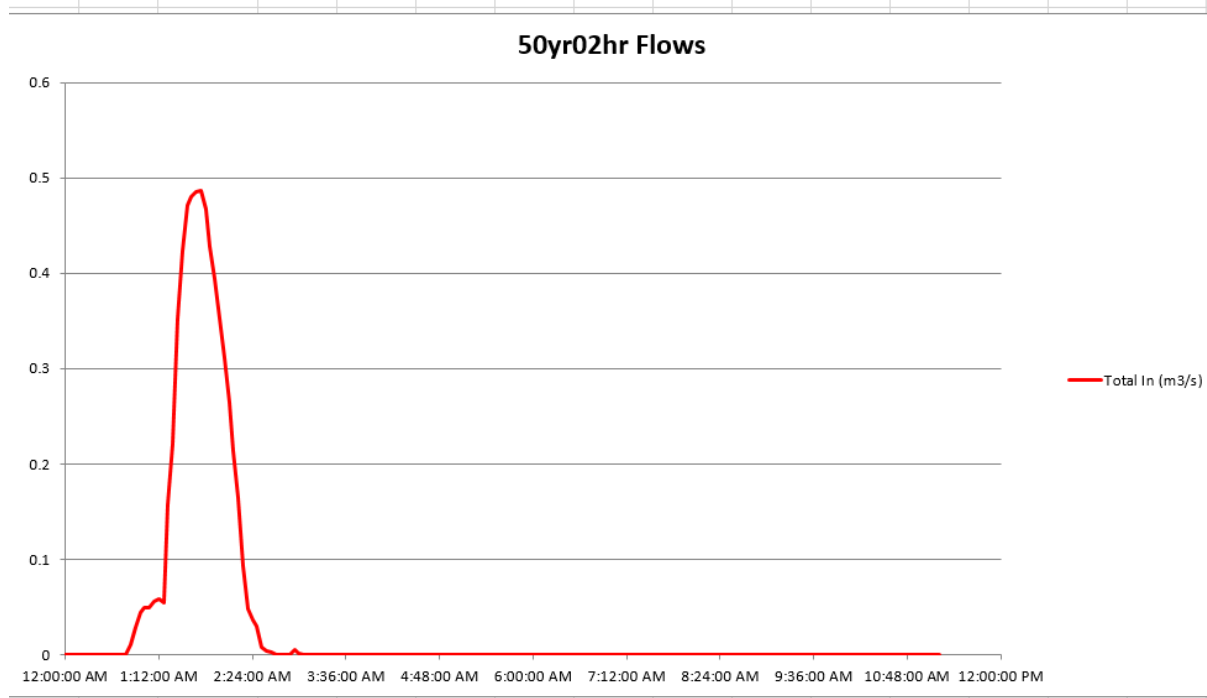
The previous memorandum identified that an alternative but more costly option would be to pipe the primary and secondary flows from the Gibbs Drive/School Road Intersection to a point of discharge to the west of Rangiora Woodend Road. The Asset Manager used the alternative piped option estimate when setting project budgets for subsequent stages. The budget estimate for this option was \$450,000.

The intent of this memorandum is an addendum to the prior concept design report to confirm the effect of the wider network and to more accurately confirm the peak run-off discharging to School Road from Gibbs Drive during a 1 in 50 year event, taking into account the catchment attenuation resulting from upstream infrastructure and topography. This refinement was achieved using the existing calibrated model for Woodend which was not available to be run during the prior stage. The 'Mike Urban 2019 2D-Coupled Woodend-North Kaiapoi Stormwater Model' was also updated/refined to better reflect the potential impact on headloss associated with the gross pollutant trap at the top of Box Drain at Rangiora Woodend Road (refer trim 210503069504). A hydrograph was produced for the section identified in Figure 1 and is shown in Figure 2.

Figure 1 – Location of Hydrograph flow and proposed point of connection (Manhole SW011518)



The 1 in 50 year 2 hour critical duration hydrograph is shown in figure 2 below.



The previous memorandum calculated the upstream catchment using a first principals estimation but acknowledged that this was likely over estimated due to topography creating attenuation/constraints (such as the effect of the centreline of Woodend Road). Refer Figure 3.

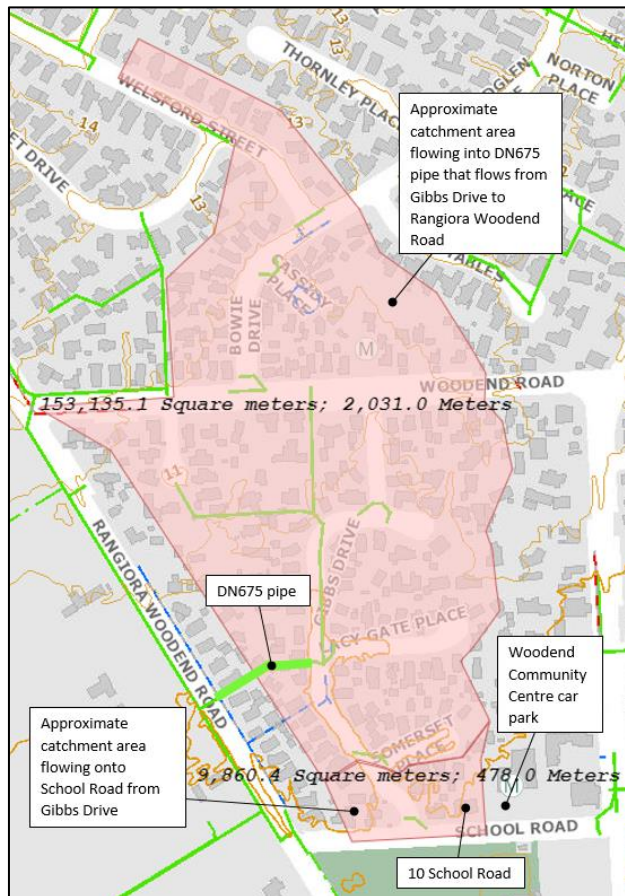


Figure 3 Catchment Areas as identified by prior report

2. Model results for peak run-off from Gibbs Drive

The 'Mike Urban 2019 2D-Coupled Woodend-North Kaiapoi Stormwater Model' was run to estimate the peak run-off entering School Road from Gibbs Drive and the upstream catchment during the critical duration 1 in 5 year, 1 in 50 year and 1 in 100 year storm events. Table 1 identifies the critical duration, peak flow from Gibbs Drive discharging onto 10 School Road and the level of surcharge in what would be the downstream manhole to which primary flow might be discharged.

Return Period	Critical Duration	Overland Flow into School Road from Gibbs Drive	Water Level in existing Manhole SW011518 (lid level 10.0m, IL 8.72m from model)
1 in 5	2 hour	414 l/s	9.54m
1 in 50	2 hour	487 l/s	9.63m
1 in 100	2 hour	776 l/s	9.67m

This estimated flow is notably less than that previously identified, however the level of surcharge in the downstream system to which the pipework would connect is higher than estimated, reducing the hydraulic grade available. Therefore the DN825 pipework originally proposed did not have sufficient capacity and additional network reinforcement was required. The model was used to refine the concept option such the risk of flooding during a 1 in 50 year 2 hour critical duration storm event is reduced.

3. Catchment Performance (pre and post concept option)

Figure 4 shows the predicted flood depth for the existing system during a 1 in 50 year 2 hour critical duration storm event.

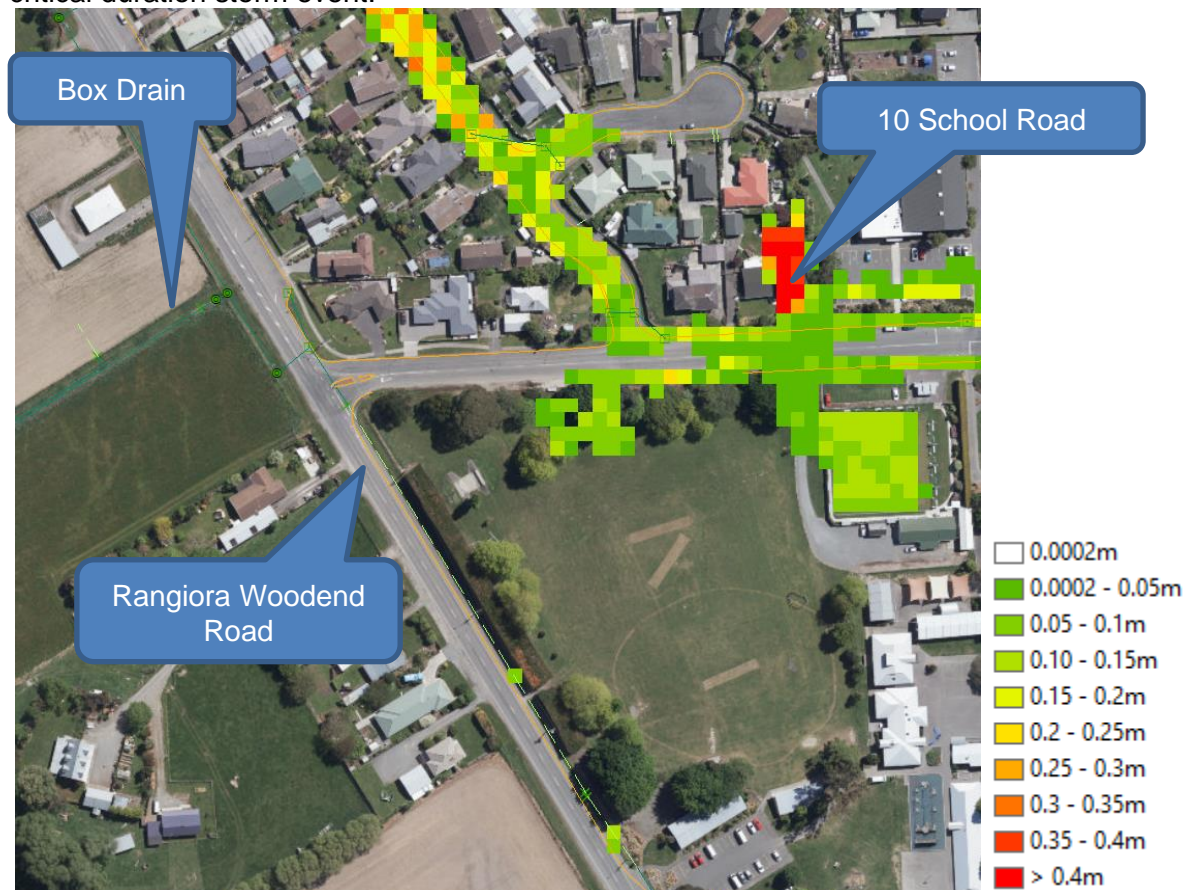


Figure 4 Predicted flood depth for the existing system during a 1 in 50 year 2 hour critical duration storm event

As identified previously, the 'Mike Urban 2019 2D-Coupled Woodend-North Kaiapoi Stormwater Model' was updated with the original concept option to confirm performance. However the extent of surcharge in the downstream system required refinements to the original concept option to reduce the risk of flooding during a 1 in 50 year 2 hour critical duration storm event. These modifications included:

- Additional high capacity sumps at the southern end of Gibbs Drive
- New DN 525mm pipework from existing sump at intersection of Gibbs Drive and Somerset PI through to the new high capacity sumps in Gibbs Drive
- Increasing the size of the pipeline from the end of Gibbs Drive through to box drain to DN900
- Increase pipe under School Rd/Rangiora Woodend Rd intersection from DN225 to DN375
- Additional overflows (e.g. scruffy domed lids) along existing DN675 pipe adjacent to box drain (to allow spilling to existing swale sooner reducing surcharging in the upstream network)
- Additional DN450 overflow pipework as high level overflow upstream of gross pollutant trap at top of Box Drain (Rangiora Woodend Road)

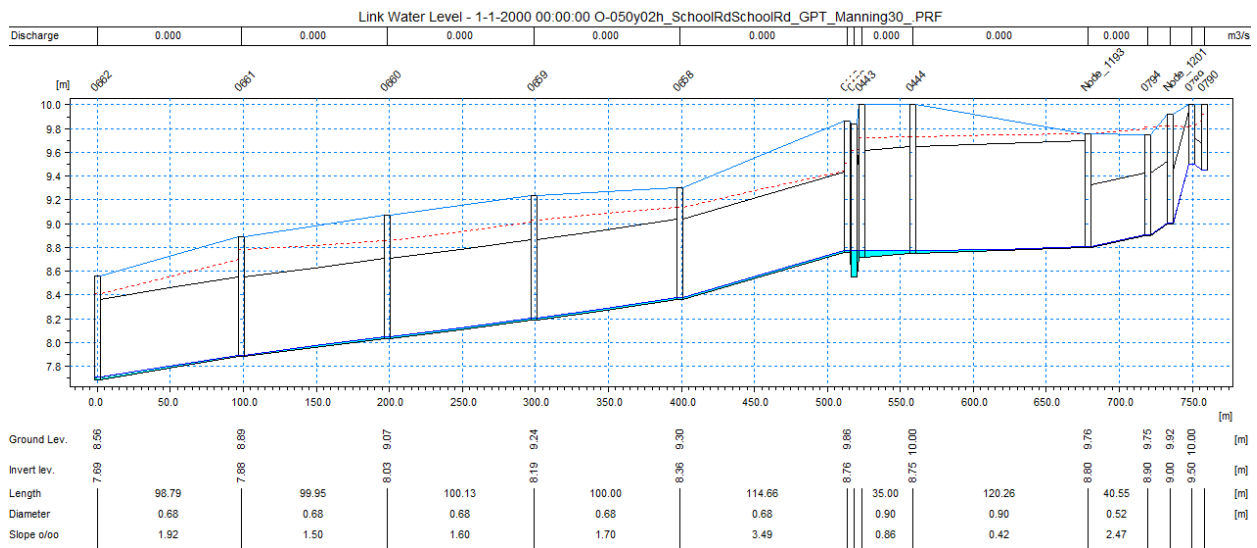
The updated concept option and its performance during a 1 in 50 year 2 hour critical duration storm event are shown in Figure 5



Figure 5 Predicted flood depth for the refined concept option during a 1 in 50 year 2 hour critical duration storm event

It should be noted that although the overland flow map doesn't show it, the kerb and channel is flowing very close to top of kerb along School Road towards Main North Road.

Figure 6 shows the longitudinal section along the alignment of the refined concept option



The concept option results show reduced flood levels in School Road (no overland flow entering private land at 10 School Road) but increased ponding in the drain adjacent to Rangiora Woodend Road.

4. Budget Estimate

The budget estimate for the refined concept option was revisited. The options estimate (191016144437) was amended to reflect the additional works. The revised estimate is identified in the following table:

Component of Budget Estimate	Budget Estimate
Option 1 from concept memo - (raise driveway crest and add bund in community car park berm)	\$10,000
Revised Pipework Option	\$381,000
Contingency (30%)	\$117,000
Professional Fees (10%)	\$39,100
Total Budget Estimate	\$547,400

5. Summary

This addendum to the prior memorandum (191016144443) identifies that, if a piped option to convey flows from Gibbs Drive to manhole SW011518 were the preferred option, it would be required to include DN900 pipework. Additional high capacity sumps with DN525 connections would also be required in Gibbs Drive, with upsizing an existing pipework at the intersection of School Road and Rangiora Woodend Road and additional overflows to box drain. The model predicts that this revised option should reduce the risk of flooding at 10 school road during a 50 year 2 hour critical duration storm event.

The high level cost estimate for a DN900 pipe is in the order of \$550,000 including professional fees, project and construction contingency (30%), detailed design and construction monitoring professional fees. The existing budget is believed to be \$450,000, and the change in pipe size is anticipated to require increasing the budget by \$100,000.

The Woodend hydraulic model was used to confirm pipework sizing, catchment size and option effectiveness. The Gross Pollutant Trap (GPT) at Box Drain (Rangiora Woodend Road) has been adjusted in the model to better reflect the expected loss through the structure. The losses induced are in the order of 0.20m when compared with a typical manhole structure. Due to the overflow mechanisms upstream and downstream, the effect of head loss at this level through the GPT is not impactful. The option identified in this memorandum is predicted to reduce the risk of flooding at 10 School Road during a 1 in 50 year 2 hour critical duration storm event.

Figure 7 shows predicted catchment flooding with the preferred option in place during a 1 in 50 year 2 hour storm event.



Figure 7 Predicted flood depth within wider catchment for the refined concept option during a 1 in 50 year 2 hour critical duration storm event

OPTIONS MEMO

FILE: DRA-16 / TRIM 19101614443
DATE: 18 February 2020
MEMO TO: Kalley Simpson, 3 Waters Manager
FROM: Calum Clark, Project Engineer (Reviewed MA 09/12/19)
SUBJECT: 10 School Road Woodend Surface Water Flooding

1. **SUMMARY**

The purpose of this memo is to propose design options and recommend a solution from amongst these to reduce the risk of flooding at the property of 10 School Road, Woodend. It also takes into account flooding that occurred at the adjacent Woodend Community Centre car park. A building consent review of 10 School Road determined that the rooms attached to the property's garage are consented as habitable floor levels. The resident had the property driveway resurfaced following the 2010/11 earthquake series and it is understood that it was resurfaced to the same level as before. The strip drain present across the entrance to the property garage was constructed as part of the resurfacing work. A high level hydraulic analysis of the catchments and both existing and proposed primary and secondary flow systems was performed following a walkover and topographical survey of the site. From these, a combination of options are considered. The Council's Roading Team were consulted and confirmed their support of the options proposed and that their team could cover the cost of surface reinstatement in the southern berm of School Road. It was also confirmed that a cycleway is to be constructed through the site in the 2020/21 financial year and it is highly recommended that Roading be liaised with to coordinate this with the drainage works proposed here. Those options recommended comprise: raising the property's driveway; upgrading the sumps at the Gibbs Drive-School Road intersection; constructing a pipe from the upgraded sumps to the southern berm of School Road; constructing a swale from the outlet of the new pipe to the existing swale on Rangiora Woodend Road; constructing a shallow bund along the western boundary of the Community Centre Car park; and, that the affected resident consider installing property level protection. The total estimated cost of the recommended options is in the order of \$130,000 including 30% contingency and professional fees.

At the time of updating this report (07/08/2020) the following elements of the recommended design have been incorporated into the design of the cycleway project:

- Upgrade of sumps at the Gibbs Drive-School Road intersection;
- New pipework between above sumps and a bubble-up manhole at the top of the swale; and,
- Swale construction from bubble-up structure to Rangiora-Woodend Road drain have been incorporated into the design of the cycleway project.

2. **BACKGROUND**

2.1. Flooding occurred in Woodend within the dwelling of 10 School Road and in the car park of the Woodend Community Centre during a storm event on 1st June 2019. Stormwater run-off is understood to have exceeded the capacity of the existing primary flow system consisting of a kerb and channel and downstream sumps and pipework. There was no viable secondary overland flow path within the road reserve before spilling through private

property. Water levels are said to have risen along the road reserve before flowing over the driveway of 10 School Road and into the dwelling, flooding to a depth of approximately 540mm. This is the second recorded time the property has flooded in approximately the last 25 years.

Figure 11 indicates the location of the property and community centre car park, the existing stormwater sewers and the suspected flow dynamics of the site.

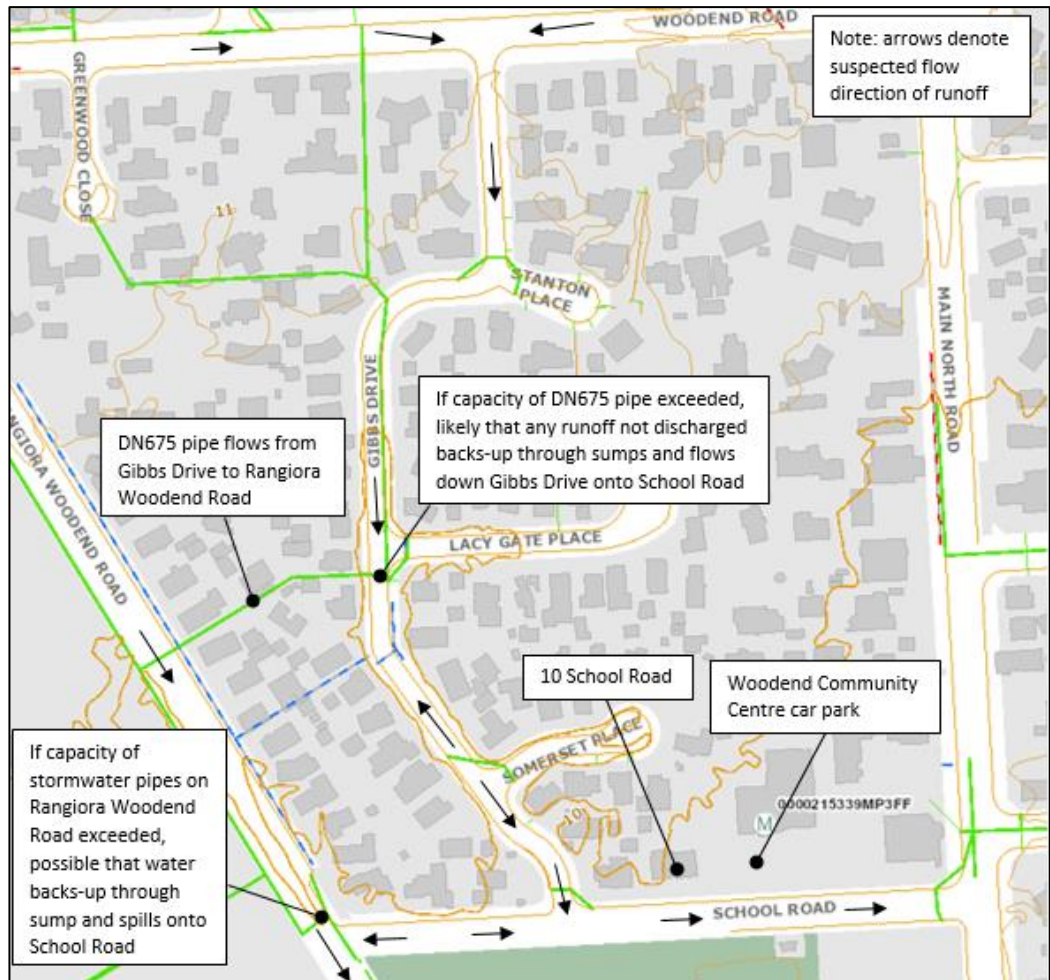


Figure 11: Flow across site

2.2. Factors and mechanisms initially understood to have potentially contributed to the flooding consist of:

- Secondary overland flow path for Gibbs Drive discharging to School Road;
- DN675 pipe flowing from Gibbs Drive to Rangiora Woodend Road may be under capacity, potentially resulting in increased runoff flowing from Gibbs Drive onto School Road;
- Stormwater pipework on Rangiora Woodend Road at intersection with School Road may be under capacity, potentially resulting in water backing-up from the sump at the intersection and spilling onto School Road;
- Build-up of leaves in the kerb and channel on School Road, in the sumps at the School Road-Gibbs Drive intersection and in the sumps of the community centre car park;
- There is no piped primary flow system on School Road to intercept and discharge runoff and the only drainage infrastructure consists of a kerb and channel that discharges to sumps and pipework at the intersection with Main North Road, the connectivity and therefore capacity of which itself is not fully understood;
- Centreline of School Road is significantly higher than kerb and channel;
- No secondary flow path being available within the road reserve prior to spilling through private property;

- Stormwater run-off is generally conveyed along the northern side of School Road with no provision to utilise both sides of the road;
- Potentially insufficient capacity of the property's domestic drainage system to convey runoff from within the property boundary only, which consists of a pipe that conveys roof run-off to the street and a strip drain along the garage entrance that conveys water to a filter drain; and,
- Recent replacement of the property driveway without a raised crest to prevent spill of road run-off into the driveway and garage.

3. INVESTIGATIONS

- 3.1. The property file of 10 School Road on TRIM was reviewed in consultation with the Council's Building Unit as a building consent review. This included the original property design drawings which can be found at TRIM link <trim://150121007151?db=wp&open>. The Building Unit confirmed that as the rooms attached to the garage are shown on the original consented drawings, that these rooms would therefore have complied with the habitable requirements at the time of consent. Written confirmation of this can be found at TRIM link <trim://190723103249?db=wp&open>.
- 3.2. A site walkover of School Road, Gibbs Drive and Rangiora Woodend Road was undertaken on 23rd July 2019. The photographs taken during this can be found attached as APPENDIX A. The findings were generally in keeping with the existing information about the site.
- 3.3. A CCTV survey of the pipes at the intersection with School Road, Main North Road and Gladstone Road was requested by the 3 Waters Manager and performed by HydroTech after the flooding event. The survey identified that there were no significant pipework defects which may have contributed to the flooding and which should be rectified.
- 3.4. A topographical survey of the site was undertaken using the Trimble GPS system on 24th July 2019. Photographs taken during this can be found attached as APPENDIX A.

Some select levels from those obtained are indicated in Table 11. This was a relative survey and the levels obtained are therefore not directly tied back to a permanent datum. The level of a permanent datum was obtained during the survey however so if required, the levels could be amended relative to this.

Table 11: Select site survey levels; levels are relative and not relative to a permanent datum

Feature	Level (m)
Tide mark at 10 School Road	9.694
10 School Road driveway crest (high point on driveway)	9.618
Invert of road kerb and channel at 10 School Road driveway	9.445
Lowest point in Woodend Community Centre car park (cover level of sump containing pipe to bubble-up sump on School Road)	9.302
Kerb and channel invert level on School Road adjacent to bubble-up sump outside Woodend Community Centre car park	9.269

The level of the tide mark could not be accurately established during the survey due to poor GPS satellite coverage resulting from the close proximity to the dwelling. It is recommended that the tide level be accurately obtained at a subsequent design stage should the solution considered require this information in order to be designed effectively.

The results of the topographical survey indicate the following:

- There is a high point at the western end of School Road near its intersection with Rangiora Woodend Road. For secondary overland flow to occur from Rangiora Woodend Road to School Road, surcharging within the order of at least 100-150mm depth would have to occur at the sump located at the intersection. The Council's hydraulic model confirms that this would not occur during up to and including a 1 in 50 year scenario. Anecdotal evidence states that it has occurred; however, this may be due to the event exceeding a 1 in 50 year scenario.
- There is a high point on Gibbs Drive between the upstream sump of the DN675 pipe on Gibbs Drive and School Road. For secondary overland flow to occur from the sump to School Road, surcharging within the order of at least 200mm would have to occur at the sump. The Council's hydraulic model suggests that this likely occurs during a 1 in 50 year scenario.
- There is approximately 30mm difference in level between the covers of the inlet and outlet sumps that convey runoff via a pipe from the bottom of the Woodend Community Centre car park to the kerb and channel of School Road. This implies that a water depth greater than approximately 30mm above the outlet bubble-up sump on School Road would result in water backing-up into the car park. It is considered that a water depth of 30mm in the kerb and channel would likely be exceeded due to the kerb and channel being the only flow path at this location on School Road.
- It is not clear whether flood water first enters the property from over the driveway crest or via the boundary with the community centre car park. It is recommended that this be determined should this impact the effectiveness of a solution that is decided to be proceeded with.

- 3.5. A desktop utilities search of the site was undertaken using the Council Waimap GIS system and by consulting the BeforeUDig website. The results of this are provided attached as APPENDIX B.

4. HYDRAULIC ANALYSIS

- 4.1. The calculations performed for this investigation can be found attached as APPENDIX C.
- 4.2. **Catchment Analysis – Gibbs Drive and School Road:** Catchment surface water runoff rates were calculated for catchments across the site for storm events of 1 in 5 year (20% AEP) and 1 in 50 year (2% AEP) return periods using the Rational Method, which states the following:

$$\text{Runoff rate, } Q \text{ (l/s)} = 2.78CIA$$

Where:

C = runoff coefficient

I = rainfall intensity (mm/hr)

A = area (Ha)

The runoff rate associated with a 20% AEP is the flow required to be conveyed by primary flow systems. Any runoff rates in excess of this are those required to be conveyed by secondary overland flow systems.

The approximate catchment areas discharging runoff to School Road during 20% and 2% AEP storm events were estimated to comprise those indicated in Figure 22. These comprise an approximately 15.3 Ha catchment for flow into the DN675 pipe that flows from Gibbs Drive to Rangiora Woodend Road and an approximately 1.0 Ha catchment for flow onto School Road from Gibbs Drive.

Whilst the topographical survey undertaken as part of this investigation effectively verified the catchment area of the Gibbs Drive-School Road intersection, this was not possible for the catchment of the DN675 pipe due to its significant size. The hydraulic analysis is therefore subject to this catchment area being confirmed and it is recommended that this be achieved by performing a supplementary topographical survey at a subsequent design stage.

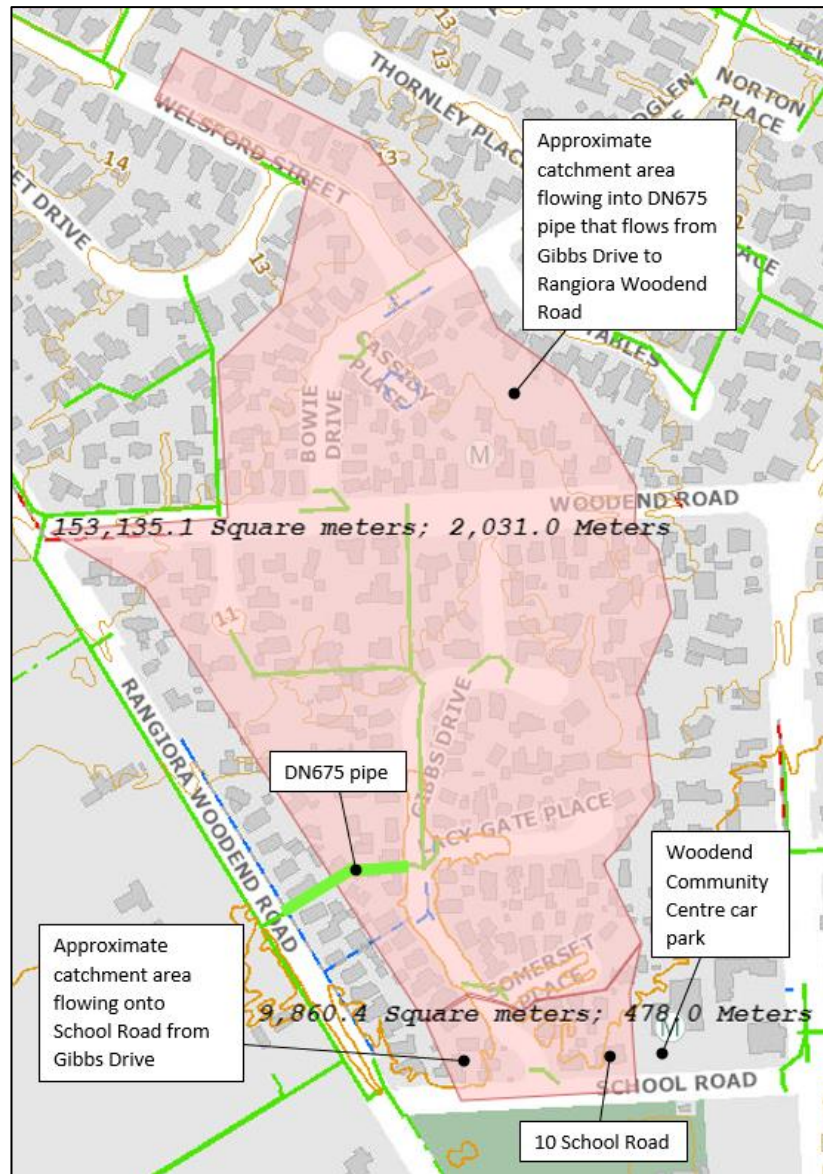


Figure 22: Catchment Areas

The 20% and 2% AEP runoff rates were calculated as approximately 783 l/s and 1,564 l/s respectively for the catchment of the Gibbs Drive DN675 pipe and 50 l/s and 101 l/s respectively for the catchment flowing onto School Road from Gibbs Drive.

In applying the Rational Method, a sample area of the catchment was used to determine the areas of hardstanding and greenspace. This found an approximately 40:60 split which achieved the runoff rates given above. Given the significance of some of these, a sensitivity analysis was performed by varying the percentage of hardstanding to greenspace across the catchments by 10%. The results of this are provided in

Table 22. This shows that a 10%⁴² reduction in hardstanding to greenspace results in an approximately 13% reduction in runoff. However, as the runoff rate achieved is still significant due to the significant catchment size, the impact of reducing the percentage of hardstanding to greenspace by such a margin using the Rational Method is considered to be insignificant.

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Table 22: Sensitivity Analysis of Runoff Rates

(Green rows represent calculated areas)		Catchment	
		DN675 pipe, Gibbs Drive	Gibbs Drive-School Road Intersection
20% AEP	Runoff rate, 30:70 hardstanding to greenspace (l/s)	679	44
	Runoff rate, 40:60 hardstanding to greenspace (l/s)	783	50
	Runoff rate, 50:50 hardstanding to greenspace (l/s)	860	55
2% AEP	Runoff rate, 30:70 hardstanding to greenspace (l/s)	1,357	87
	Runoff rate, 40:60 hardstanding to greenspace (l/s)	1,564	101
	Runoff rate, 50:50 hardstanding to greenspace (l/s)	1,716	111

Flow Analysis – DN675 Pipe, Gibbs Drive: “Tables for the Hydraulic Design of Pipes, Sewers and Channels” by HR Wallingford was used to determine the approximate capacity of the DN675 pipe flowing from Gibbs Drive to Rangiora Woodend Road. The hydraulic gradient was estimated based on the levels obtained from the topographical survey. The flow rates estimated are those indicated in Table 33. As the catchment runoff rate was found to exceed the discharge rate of the DN675 pipe, this suggests that there is excess runoff from the primary flow piped system that spills over a very shallow crest on Gibbs Drive and flows onto School Road. This analysis is confirmed by the Woodend Stormwater Management Plan Hydraulic Modelling Technical Report from August 2000 (refer Trim 00081900001).

Table 33: Flow Rates for Gibbs Drive DN675 Pipe Catchment

Annual Exceedance Probability	Catchment Runoff Rate (l/s)	Capacity of DN675 Pipe (l/s)	Secondary Overland Flow to School Road via Gibbs Drive (l/s)
20%	783	476	307
2%	1,564	560	1,004

The calculations performed assume that the system downstream of Gibbs Drive on Rangiora Woodend Road has sufficient capacity. This assumption is confirmed by the Woodend Stormwater Management Plan Hydraulic Modelling Technical Report from August 2000 (refer Trim 00081900001) and subsequent hydraulic modelling work. However, during a subsequent design stage it is recommended that the Woodend Stormwater model is updated with the proposed option to confirm the required size of infrastructure and the wider impact on the catchment.

- 4.3. **Flow Analysis – School Road:** To determine the maximum possible secondary overland flow rate on School Road prior to the driveway of the property being flooded, the Manning's Equation was used to estimate the flow rate over the berm, footpath, shoulder and carriageway outside 10 School Road to a depth not exceeding the level of the property's

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 driveway crest. It was assumed that there is free discharge of secondary flow downstream onto Main North Road and that there is excess runoff from the upstream catchment of the Gibbs Drive DN675 pipe. The Manning's Equation states that:

$$\text{Flow rate, } Q \text{ (l/s)} = 0.001A \frac{1}{n} R_h^{2/3} S^{1/2}$$

Where:

A = flow area (m²)

N = Manning's roughness coefficient

R_h = Hydraulic radius (m)

S = slope

The flow rates obtained are those indicated in Table 44.

Table 44: Flow Rates for Catchment of Gibbs Drive-School Road Intersection

Annual Exceedance Probability	Total Catchment Runoff Rate (l/s)	Secondary Overland Flow over Northern Side of Road, Footpath and Berm of School Road (l/s)	Secondary Overland Flow above Driveway Crest of 10 School Road (l/s)
20%	357	191	166
2%	1,104	191	913

Table 4 indicates that neither the kerb and channel nor a larger width of the road reserve have sufficient capacity to convey flows without spilling into private property.

- 4.4. **Catchment Analysis – 10 School Road:** A catchment analysis was undertaken for the property of 10 School Road for 20% and 2% AEP storm events. This determined run-off rates of approximately 3 l/s and 5 l/s for the roof of the property dwelling and 4 l/s and 9 l/s for the area covering the rest of the property, respectively.

The drainage systems of the property to discharge these flows comprise a piped roof-to-street system and a strip drain along the entrance of the garage that discharges to a tile-rubble filter drain. The filter drain also intercepts the discharge from the property's septic tank and discharges to the northeast of the property (refer TRIM link [150121007150](#)). The resident confirmed latterly that the filter drain previously discharged to a pond within the site of what is now the Woodend Community Centre. The pond no longer exists, which suggests the tile-rubble drain no longer has free discharge and now discharges via infiltration into the surrounding soil alone.

Due to the granular makeup of the original drainage solution and means of discharging through infiltration, it is not considered unusual for filter drains to become gradually blocked with fines over time and to thus have their efficiency increasingly reduced. This and the fact that the filter drain is understood to no longer have free discharge implies that there is an increased risk that the drainage system does not have sufficient capacity to discharge the required flow.

The above evidence suggests that the property has overall poor flow hydraulics for the purpose of drainage. However, the property owner confirmed latterly that no flooding of the property has ever occurred without secondary flow over the driveway crest from the street first occurring. This suggests that the domestic drainage system has sufficient capacity to discharge the required flow.

5.1. Where calculations were undertaken for those options recommended where possible, these can be found attached as APPENDIX C.

5.2. **Option 1 – Raise Property Driveway Crest and Construct Bund along Community Centre Car Park:** The raising of the driveway crest of 10 School Road was considered in order to provide additional freeboard and thus improve secondary flow within the road reserve. Anecdotal evidence suggests that when the driveway was recently resurfaced by the resident following the 2010/2011 earthquake, it was resurfaced to the same level as previously which would therefore not have changed the flood risk at the property.

The levels obtained from site and the 540mm high tide mark recorded imply that the driveway would require to be raised by no less than 100mm to reduce the risk of flooding. This should be expected to reduce the risk of runoff overtopping the driveway to the garage for a storm event of up to the same size as that which occurred on 1st June 2019, whilst also preventing overtopping of the property's second driveway located further up School Road to the west. Due to the limited accuracy of the tide mark level obtained onsite as per Section 3.4, it is recommended that greater certainty first be achieved in this regard for this option to be pursued or that it otherwise be completed in conjunction with other options. Given that the property-side of the driveway is at an approximately 1:14 slope, any raising of the driveway crest should consider to what extent the driveway might be steepened to maintain reasonable vehicular access to and from the garage.

The levels obtained from site indicate a possibility that secondary overland flow to 10 School Road may occur from the boundary with the community centre prior to the driveway being overtopped. The resident reported that during the flooding, it was not possible to confidently establish which of the two flow paths occurred first. **Error! Reference source not found.** indicates that the grass berm between the car park and the property is not significantly higher than the kerb of the car park. It is therefore recommended that should the option presented here be considered further, the levels along the boundary between 10 School Road and the community centre car park be obtained to determine if this option would be effective. Should the freeboard be found to be insufficient, it is advised to consider constructing a bund to raise the ground level along the boundary between 10 School Road and the community centre. The resident has verbally confirmed that they are open to the use of a bund in this manner.

Subject to achieving greater certainty on the above-noted considerations, this option is recommended.



Figure 33: Looking west onto 10 School Road from Woodend Community Centre car park; note the small apparent freeboard between the car park surface and the property boundary

5.3. **Option 2 – Lower Kerb and Channel:** Lowering the level of the kerb and channel on the northern side of School Road was considered as an option. This would provide additional

freeboard for the driveway of 10 School Road and thus improve secondary flow. However, the road already has a relatively steep camber of approximately 1:13 from shoulder to kerb invert. There is therefore little if any margin for the kerb and channel to be lowered without unreasonably steeping the road camber. Similarly, the topographical survey indicates a very low kerb and channel gradient of approximately 1:290 towards Main North Road, meaning there is little if any sufficient depth to reduce the level of the kerb and channel without impinging on overall secondary flow along the northern side of School Road. This option is therefore not recommended.

- 5.4. **Option 3 – Pipe from Gibbs Drive to Main North Road via School Road:** There is no exclusive primary flow system present on School Road, with all flow on the road being conveyed by the kerb and channel. The exception is at the bottom of the road at the intersection with Main North Road. There is also no system available to convey water from the north side of School Road to the south side, except potentially at the very bottom at the intersection with Main North Road via the sump and pipe system.

As a solution, the option of installing a pipe from the Gibbs Drive-School Road intersection to the School Road-Main North Road intersection was considered. A recent CCTV survey undertaken by the Council found there to be uncertainty in the configuration and connectivity of the existing pipes around the intersection with Main North Road (SH1). Without this information, it is not possible to determine if the existing primary flow system has sufficient capacity to accommodate additional flow from a new pipe. On this basis, it is not recommended to consider this option further unless greater certainty is achieved in this regard.

Assuming that the configuration of the pipework is similar to that shown on the geospatial mapping system and used in the hydraulic model, the model suggests that ponding will occur at the intersection of School Road and Main North Road. This option could detrimentally impact both the hydraulic capacity of a piped solution discharging to existing infrastructure in Main North Road and the safety of users of State Highway 1.

- 5.5. **Option 4 – Pipe from Gibbs Drive to Rangiora Woodend Road via School Road:** This option aims to provide a system to intercept 20% AEP runoff flowing from Gibbs Drive onto School Road and thus reduce run-off flowing towards 10 School Road. It is depicted as a sketch attached as APPENDIX D and consists of the following:

- A. Upgrade the three existing sumps at the Gibbs Drive-School Road intersection to double rear-entry sumps.
- B. Install a new DN300 Class 4 concrete pipe from each of the above-mentioned sumps to a new manhole to be installed in the northern lane of School Road at the intersection with Gibbs Drive.
- C. From the new manhole, install a new approximately 125m length of DN600 Class 4 concrete pipe to discharge into the existing manhole (asset number SW0011751) located on the western side of the School Road-Rangiora Woodend Road intersection.
- D. To accommodate these additional flows, it was estimated that the existing approximately 35m length of DN300 pipe immediately downstream of manhole SW0011751 would require to be upgraded to a DN750 pipe. It is recommended that the levels of the existing sumps and manholes and the required pipe size be confirmed at a subsequent design stage.

The effectiveness of this solution is reliant on the downstream system having sufficient capacity to accommodate the additional discharge. Interrogation of the hydraulic model results suggests that no flooding is predicted from the current system at the School Road-Rangiora Woodend Road intersection during a 50-year return period storm event. The model extract provided in Figure 4 should be referred to.

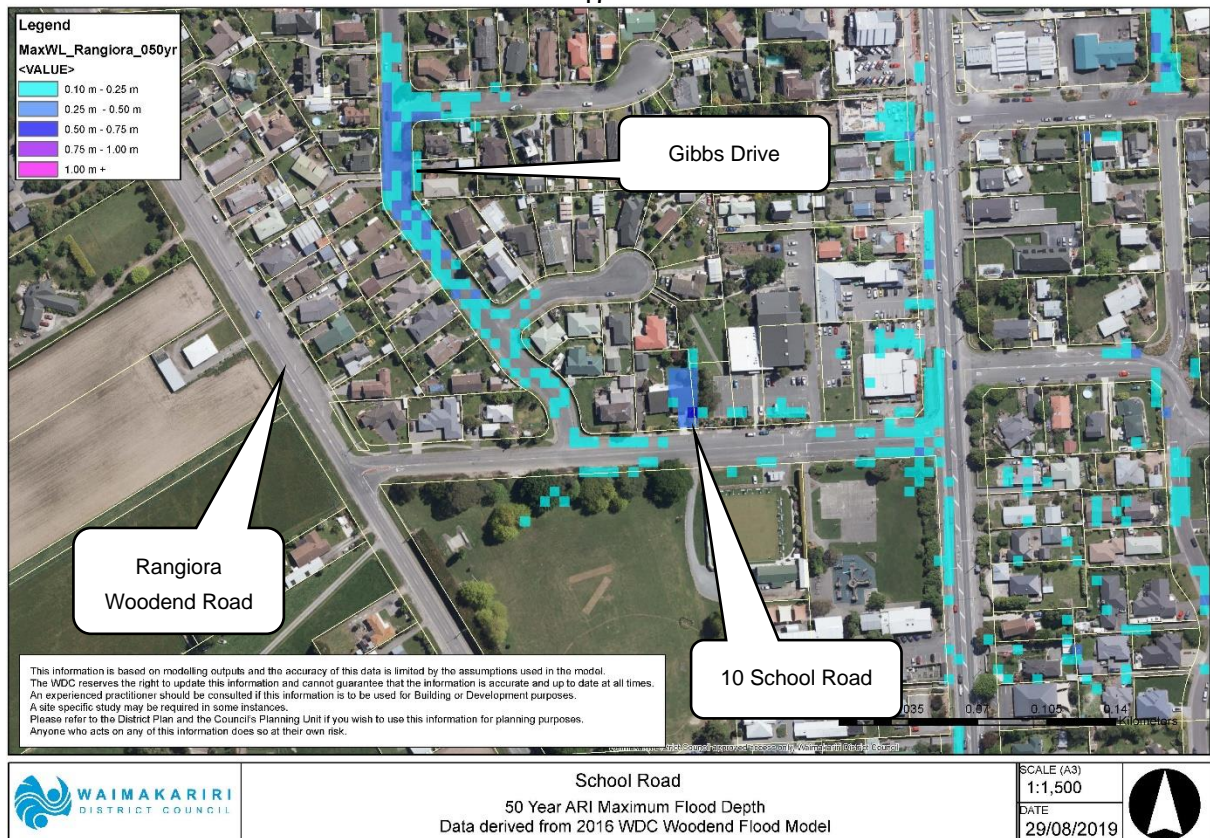


Figure 44: Extract from Woodend stormwater model

This option was estimated to cost in the order of \$222,000 excluding contingency and professional fees (refer APPENDIX E). Relative to its capacity to convey runoff of up to only 20% AEP, it is not considered cost-effective and is therefore not recommended.

5.6. Option 5 – Swale from School Road to Rangiora Woodend Road

This option aims to provide a secondary flow system that conveys runoff away from the property. It is depicted as a sketch attached as APPENDIX D and consists of the following:

- A. Lower the road level across an approximately 390m² area at the Gibbs Drive-School Road intersection by up to approximately 230mm. Locally raise the level of the road immediately downstream of the sump on School Road to tie-into the top of kerb level across an area of approximately 10m². This would be to convey run-off to the southern side of School Road.
- B. Construct an approximately 115m long, 3m wide swale in the berm along the southern side of School Road from the Gibbs Drive intersection to discharge into the top of the existing swale at the intersection with Rangiora Woodend Road. An easement into the grounds of Owen Stalker Park may be required subject to confirmation of lot boundaries to facilitate this connection. It is recommended that this be determined and obtained during the detailed design phase if required. Consideration should also be given to construction of an earth berm along the southern edge of the swale to reduce the risk of runoff into the grounds of Woodend School.

If water were to back-up above the swale, it would have another flow path along the southern side of School Road to Main North Road by virtue of the area of road relevelled at the intersection with Gibbs Drive. The crest of the locally raised section on the northern side of School Road would have to be overtopped for run-off to flow towards 10 School Road.

The Manning's Equation was used to determine the capacity of this option. Based on the parameters proposed in APPENDIX C and APPENDIX D, the flow rates were estimated to be those indicated in Table 55. These figures imply that this option would have sufficient capacity to discharge the required flows.

Table 55: Flow Rates

	Relevelled Intersection	Swale
2% AEP runoff rate (l/s)	1,094	1,094
Discharge rate (l/s)	1,350 (maximum capacity of option as lowest discharge rate)	1,976
Secondary overland flow (l/s)	-256	-882

Consultation with the Council's Roading Team recommended that potholing be performed within the carriageway of School Road to confirm the pavement depth and thus establish whether an oversized sump/pipe/bubble-up system at the intersection as per Option 9 would be more appropriate than relevelling the carriageway under Option 5. The Council's Water Unit subsequently excavated a pothole at the centreline of School Road at the intersection with Gibbs Drive, the results of which are indicated in Table 66 and Figure 55.

Table 66: Potholing Results

Depth	Material
0-45mm	Bituminous surface course
45-450mm	AP40 base/sub-course
450mm onwards	Clay



Figure 55: Pothole in Centreline of School Road at Intersection with Gibbs Drive

These results imply that to relevel this section of road, full road reconstruction would be required. This would increase this option from an estimated cost within the order of \$87,000+GST to \$93,000+GST (for breakdown, refer [191016144437](#)). From the levels obtained from site and through consultation with Roding and the PDU Civils Projects Team (who are performing the design of a cycleway through the site – refer Section 5.13), it is considered that releveling the road at the intersection would require design and construction of greater complexity and potentially unsightly road modifications in order to achieve compliance with the WDC Engineering Code of Practice (ECP) and may result in the ponding and icing-over of water within the carriageway due to unfavourable gradients. Therefore lowering/releveling the road at the intersection is not a viable option.

5.6.1. Extra-Over to Option 5 – Pipe from New Swale to Existing Manhole at School Road-Rangiora Woodend Road Intersection: The Council's Waimap GIS system identifies that a DN225 pipe trends from the top of the existing swale at the School Road-Rangiora Woodend Road intersection to the sump opposite on the northern side of this intersection. The connection point to the swale could not be observed, although it is indicated on the Council's Waimap GIS system. It is therefore assumed that it is overgrown. It is suspected that this pipe acts as an overflow for the primary flow system to discharge to the existing swale on Woodend Road south of the intersection with School Road. Consideration was given to an extra-over of constructing a new pipe to convey flow from the connection between the new and existing swale to the manhole of the primary flow system located on the western side of the intersection (Asset No. SW011751).

The purpose of this would be to reduce the flow conveyed from the existing swale to drainage infrastructure at the Rangiora Woodend Road-State Highway 1 intersection, where flooding is understood to have occurred in the past. It is understood however that separate drainage improvements may be made to this intersection in the future.

To discharge approximately 5% of the flow conveyed from the new swale to the existing, it was calculated that a DN300 pipe would be required. It is not standard practice to convey secondary flow using primary flow infrastructure.

This was estimated to cost in the order of \$27,000 (refer APPENDIX E). This suggests that this extra-over would not be cost effective in conveying the associated flow relative to the proposed swale and nor would a larger pipe of a greater capacity.

5.7. Option 6 – Domestic-Level Improvements: Given the observations made under Section 4.4, it is recommended that the property owner consider domestic-level drainage solutions such as the following options to alleviate flood risk at the property:

- Installation of a sump pump system within the property boundary; and/or,
- Installation of property level protection such as flood doors.

5.8. Option 7 – Upgrade DN675 Pipe from Gibbs Drive to Rangiora Woodend Road or Construct New Second Pipe: As the DN675 pipe that flows from Gibbs Drive to Rangiora Woodend Road has been indicated to be under capacity and therefore a significant contributor to extent of the flooding, it was considered to upgrade the pipe size or construct a second pipe to sufficiently reduce the secondary overland flow from this catchment onto School Road. This option is not recommended however. It would require construction through private property which would incur significant costs and there is no guarantee that it would sufficiently reduce the risk of flooding on its own as it would not address downstream flooding during events exceeding its capacity.

5.10. **Option 8 – Purchase, Modify and Sell Property:**

The following was considered:

- Purchase 10 School Road;
- Modify the LIM or building consent to designate the garage floor and attached rooms as not suitable for habitation;
- Install a sump pump to the property; and,
- Sell the property.

This may be a more cost effective solution than constructing new infrastructure out on the street, therefore it was considered as an option. If this option was to be considered further, it would be recommended to first determine the market buying and selling value to establish its cost effectiveness. However, as the resident is not supportive of this option and the property is not currently for sale, this option is not recommended.

5.11. **Option 9 –Pipe and Swale from Gibbs Drive to Rangiora Woodend Road:**

Consideration was given to a hybrid option that partly combines the approaches of Option 4 and 5 to convey a 2% AEP secondary flow. This is indicated as a sketch attached as APPENDIX D and would comprise the following:

- A. Replace the three existing sumps at the Gibbs Drive-School Road intersection with Humes HUSH pits (or other similar high flow sumps) to improve runoff interception;
- B. Locally raise the level of the road in the northern lane of School Road to the immediate east of the HUSH pits to tie-into the top of kerb level across an area of approximately 10m², to increase conveyance of run-off into the HUSH pits and reduce run-off along the kerb and channel towards 10 School Road;
- C. Installation of large diameter pipes from each of the HUSH pits to a new manhole located in the carriageway at the intersection;
- D. Installation of a new large diameter pipe from the manhole to a new bubble-up sump to be installed in the berm of the southern side of School Road at the top of where the new swale is proposed;
- E. Construct a swale in the berm of the southern side of School Road as per Option 5 under Section 5.6; and,
- F. Extra-over as per Section 5.6.1.

In relation to the pipes proposed, it is not standard practice to rely on primary flow infrastructure to convey secondary flow. This option (excluding the extra-over which is not recommended as per Section 5.6.1) was estimated to cost in the order of \$131,000 excluding contingency and professional fees (refer APPENDIX E). Although it is not standard practice to convey secondary flow via primary flow infrastructure (pipes), this option is recommended ahead of Option 5 (refer Section 5.6). Although estimated to be of greater cost, this is not considered unreasonable relative to its comparatively simple design and buildability and it has the advantage of not creating the risk of ponding and icing-over of water on the carriageway.

5.12. **Option 10 – Removal or Modification of Kerb Build-Out Blocks:**

The kerb build-out blocks used for traffic control in the shoulder of School Road outside the community centre likely marginally reduce the rate of flow along the kerb and channel, due to the relatively small gap left between the blocks and adjacent kerb for the kerb and channel. Any build-up of leaves and debris at this location may further restrict flow. The camber of road is such that water will likely back-up along the kerb and channel before spilling around the roadside edge of the build-out. However this was a noticeable restriction during recent flooding events.

5.13. **Roading Team Consultation of Options:**

The WDC Roding Team were consulted upon the options recommended that involve work within the carriageway, namely Options 4, 5 and 9. They were supportive of these and of the potential to incorporate some form of traffic calming through the releveling of the carriageway surface under Options 5 or 9, given the proximity to Woodend School.

Where the construction of a swale is proposed under Options 5 and 9, the Roding Team confirmed that they have already had compacted metal installed in the southern berm of School Road and were planning to chip-seal over this during 2020. However, this was put on hold pending the outcome of this flood investigation. Roding commented that they were happy to cover the cost of reinstating the surface of the swale.

5.14. Cycleway Project in the Area:

Subsequent to the flood investigations, the Roding Team confirmed plans to construct a cycleway along School Road. Two of the proposed alignments are indicated in Figure 66 and Figure 77 (for full description of alignments, refer TRIM link [200622075866](#)). Drainage-related annotations have been included within these for the purpose of this Options Memo.

The alignment along the edge of Owen Stalker Park (refer Figure 66) would limit the size of the swale that might be constructed, reducing the capacity and compromising the effectiveness of Options 5 and 9. The swale might still be effective although the width and batter slopes of the swale have a significant impact on the capacity due to the shallow gradient available between Gibbs Drive and the discharge point at Rangiora Woodend Road.

The other alignment indicated in Figure 77 is currently pending approval from Community Greenspace. It is acknowledged that the cycleway might incorporate a blend of the two sketches shown below and as such incorporating the drainage upgrades into the cycleway project might provide an improved outcome.

Both alignments shown indicate a crossing over the existing swale on Rangiora Woodend Road immediately downstream of where the proposed swale under Options 5 and 9 would discharge to it. It is recommended that this crossing be designed to convey beneath it the flow required to be conveyed by the swale during a 2% AEP event.



Figure 66: A proposed cycleway alignment – still to be approved by Roding

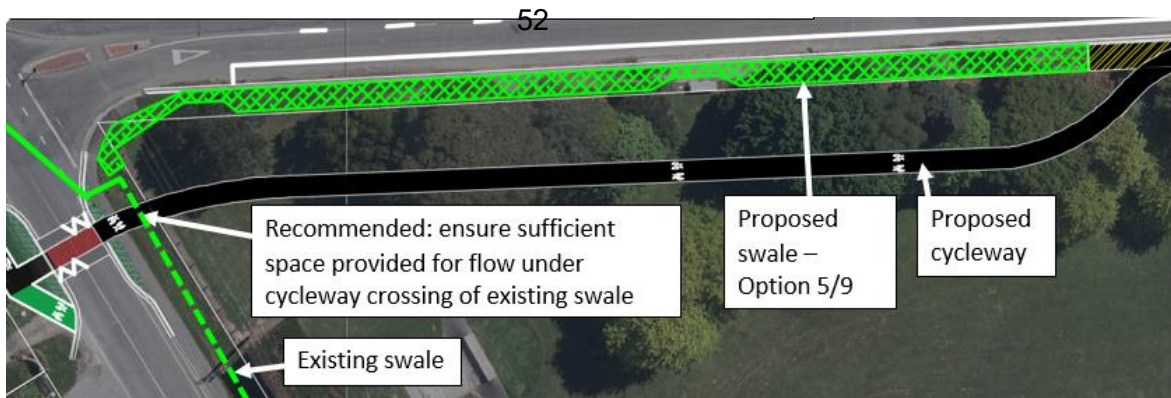


Figure 77: A proposed cycleway alignment – still to be approved by Roding and Community Greenspace

The current programme for the construction of the cycleway is as follows:

- Detailed design: 4 August 2020 – 1 October 2021
- Tender: 4 October 2020 – 3 December 2020
- Construction start: 6 December 2020 – 28 January 2021
- Construction practical completion: 30 June 2021 or earlier

It is recommended that should there be a risk of the chosen option(s) from this Options Memo conflicting with the alignment of the proposed cycleway, that the works be coordinated with Roding with consideration given to constructing the drainage as part of the construction of the cycleway.

- 5.15. **Recommendation:** The findings of this investigation suggest that there are a large number of dynamics associated with the flooding that occurred at 10 School Road on 1st June 2019. Based on these observations and the options considered, a combined approach is recommended of proceeding with Options 1, 9 (with no extra-over) and possibly 6. Option 9 is recommended instead of Option 5 as whilst of greater cost, it is of simpler design and buildability, does not require potentially unsightly modifications to road infrastructure in order to be WDC ECP-complaint and does not create the risk of ponding and icing-over of water in the carriageway. It is recommended that for Options 1 and 9 to be successful, the identified limitations and uncertainties be taken into account as stated. It may be possible to undertake Option 1 in advance of the others, as it would not require to be procured via a full tender procedure. This would be subject to clarifying the uncertainties associated with Option 1.

There is significant risk that depending upon the cycleway position progressed as this might restrict the width and therefore the capacity of the swale required for Option 9 to be effective. If this occurred, consideration could be given to construction of Option 4 which whilst of a higher capital cost, might have a reduced impact from other projects. Alternatively, the effectiveness of the swale might be monitored and a pipework upgrade considered at a later date if flooding continues to occur.

It is recommended that the chosen option(s) be coordinated with Roding as per Section 5.13 to avoid conflict between these works and the proposed cycleway through the site and to ensure that drainage at the site is not worsened and where possible, improved.

The blockage of drainage infrastructure by leaves was initially identified as a potential factor contributing to the flooding. It is considered likely that the blockage of sumps in the road reserve had an insignificant, if any, impact, as these discharge to the kerb and channel. The resident stated that dead vegetation from the cabbage trees within the Woodend Community Centre contributed significantly to the blockage of the sumps within the car park there. This is considered to have potentially contributed more significantly to the flooding at 10 School Road due the risk of cross-boundary flow from the car park to the property (refer Section **Error! Reference source not found.**). It is therefore recommended that the build-up of vegetation over the sumps within the community centre

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car park be monitored and cleared more frequently until an effective solution is implemented.

6. OPTIONS ESTIMATE

- 6.1. Costs were estimated for the recommended Options 1 and 5 as indicated in
- 6.2. Table 77, with a detailed breakdown provided attached as APPENDIX E.

Table 77: Estimated Costs

Option	Estimated Cost (ex. GST)
Option 1 <ul style="list-style-type: none">• Raise Property Driveway Crest	\$10,000
Option 9 (no-extra over) <ul style="list-style-type: none">• Pipe and Swale from Gibbs Drive to Rangiora Woodend Road	\$131,000
(Cost Coverable by Roothing Team – Reinstatement of Swale Surface, Option 5)	(\$17,000)
Total Options Cost =	\$141,000
Contingency 30% =	\$43,000
Estimated Professional Fees =	\$15,000
Total Estimated Cost =	\$199,000

7. CONCLUSION

- 7.1. It should be noted that the calculations performed reflect the conceptual level of this flood investigation, whereby approximations have been made to deliver the information required in the necessary capacity and to provide overall clarity. On this basis, it is recommended that any outcomes proceeded with from this memo are supported by the undertaking of further calculations to obtain greater accuracy and thus certainty from the solutions intended, including through the means recommended in this memo.
- 7.2. The hydraulic analysis undertaken suggests that the existing DN675 pipe flowing from Gibbs Drive to Rangiora Woodend Road does not have sufficient capacity which results in excess runoff flowing onto School Road. This is subject to the estimated catchment area of the pipe being confirmed and it is recommended that this be achieved by performing a supplementary topographical survey at a subsequent design stage. This pipe trends through privately-owned land, therefore it is recommended to not upgrade it and to alleviate the flood risk by applying a solution downstream.
- 7.3. It is recommended that as part of the detailed design the size of pipework and grades will require confirmation and the option(s) added to the hydraulic model for Woodend.
- 7.4. Of the proposed options, a combination of these are recommended for further consideration:
- Option 1:** Raise property driveway crest and add bund along boundary between 10 School Road and Woodend Community Centre to reduce the risk of cross-boundary flow, subject to completion of supplementary topographical survey.

Option 6: Consider domestic-level drainage solutions.

Option 9: Upgrade sumps at Gibbs Drive-School Road intersection, lay pipes to southern side of School Road and construct swale along southern side of School Road to existing swale on Rangiora Woodend Road. An easement into the grounds of Owen Stalker Park may be required subject to confirmation of lot boundaries to facilitate this connection. It is recommended that this be determined and obtained during the detailed design phase if required. Consideration should also be given to construction of an earth berm along the southern edge of the swale to reduce the risk of runoff into the grounds of Woodend School.

The blockage of the community centre car park sumps with vegetation is identified as a potential contributing factor to the flooding at 10 School Road. It is recommended that the build-up of vegetation within these sumps be monitored and if appropriate, have their cleaning frequency increased accordingly.

- 7.5. The Roding Team were consulted and confirmed their support of the options proposed and of the potential to incorporate some form of traffic calming through the relevening of the carriageway surface under Options 5 and 9, given the proximity to Woodend School. They confirmed that they could cover the cost of reinstatement of the surface of the swale proposed under Options 5 and 9.
- 7.6. Subsequent consultation determined that a cycleway is to be constructed through the site in the 2020-21 financial year. It is highly recommended that Roding be consulted to ensure that any drainage works be coordinated with the cycleway works to avoid conflict between the two and for potential financial benefits.

WAIMAKARIRI DISTRICT COUNCIL**MEMO**

FILE NO AND TRIM NO: PD001808 / 230324041611
DATE: 28 April 2023
MEMO TO: Kalley Simpson (WDC), 3 Waters Manager
FROM: Mark Henwood, Project Engineer
SUBJECT: School Road Drainage Preliminary Design Report

1. Purpose

The purpose of this memo is to outline the detailed design, decisions and assumptions made for the project School Road Drainage Upgrade to alleviate flooding at 10 School Road.

2. Background

Flooding has occurred at 10 School Road, Woodend within the dwelling and in the carpark of the Woodend Community Centre during a storm event on 1st June 2019 (Figures 1 – 6).



Figure 1: Flooding 01/06/2019 10 School Road Photo 1



Figure 2: Flooding 01/06/2019 10 School Road Photo 2



Figure 3: Flooding 01/06/2019 – Water Level 10 School Road Photo 3



Figure 4: Flooding 01/06/2019 – Water Level 10 School Road Photo 4

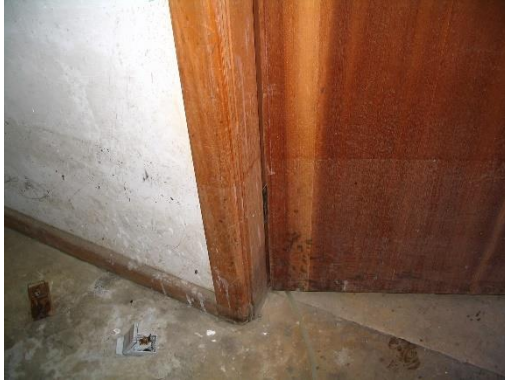


Figure 5: Flooding 01/06/2019 – Water Level 10 School Road Photo 5



Figure 6: Flooding 01/06/2019 – Water Level 10 School Road Photo 6

This is the second known time the property has flooded in approximately the last 25 years (10 School Road, Woodend Surface Water Flooding 18 February 2020, TRIM 19101614443) and has been identified as a short duration high intensity 1 in 100-year flood event (School Road Drainage Upgrade memo, 18 May 2021, TRIM 210507072989).

10 School Road is in the low point of the catchment with no outlet. When sufficient stormwater is flowing down School Road it spills over the low point of the road cross-section at the eastern driveway of 10 School Road. It then ponds and floods the garage and the adjacent rooms of the dwelling. The garage and rooms are consented as a habitable floor level.

It is understood in heavy rainfall events that the DN675 pipe between 19 Gibbs Drive to Rangiora Woodend Road has insufficient capacity (Figure 7) and this causes the stormwater runoff to back up in Gibbs Drive where it eventually spills down into School Road towards Main North Road. The stormwater model for Woodend supports this (Figure 8).

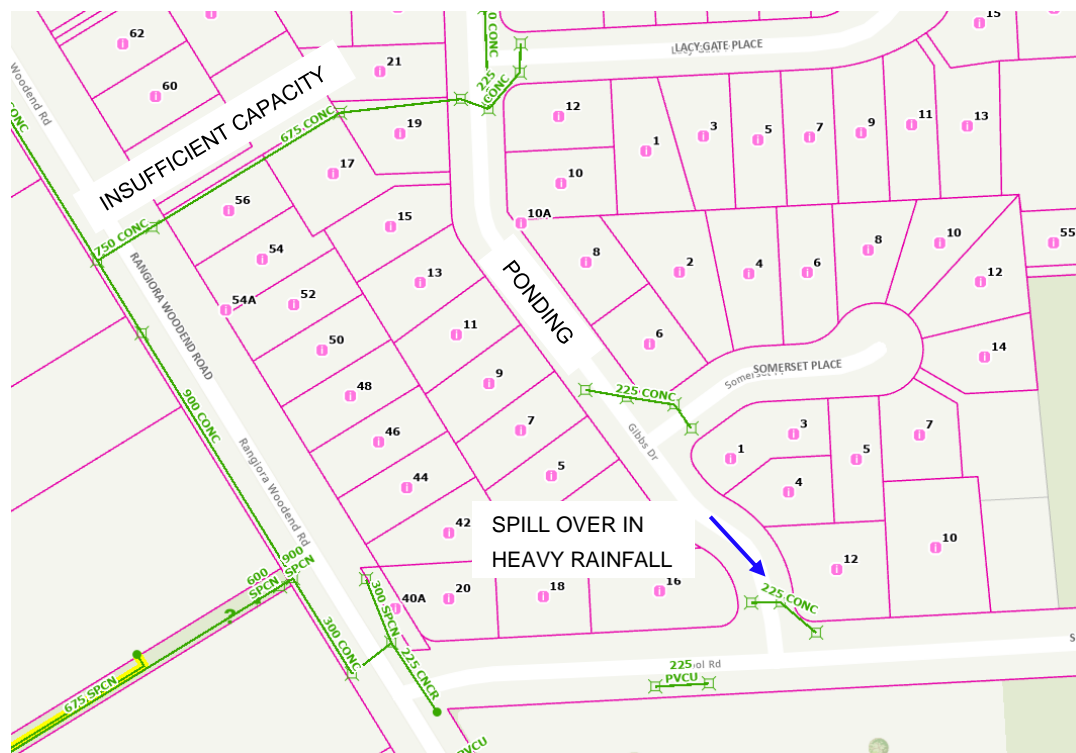


Figure 7: Spill over from Gibbs Drive

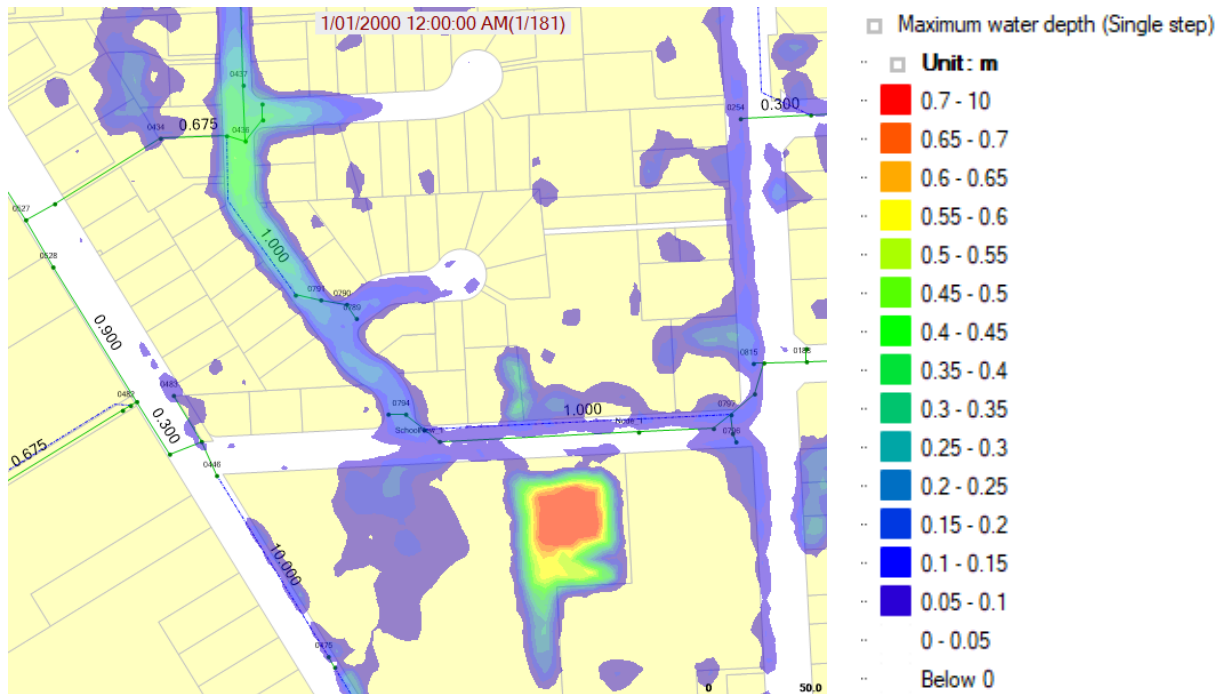


Figure 8: 1 in 50-year storm event – 2-hour Existing Situation School Road

3. Catchment Analysis

The catchment analysis from the stormwater model for the overflow from the Gibbs Drive Catchment has been based on the catchment area shown in Figure 9. This comprises of a 15.6-hectare catchment for the flow into the DN675 pipe. Overflow in heavy rainfall events spills from Gibbs Drive to School Road. A 2-hour critical storm duration was used for this catchment.

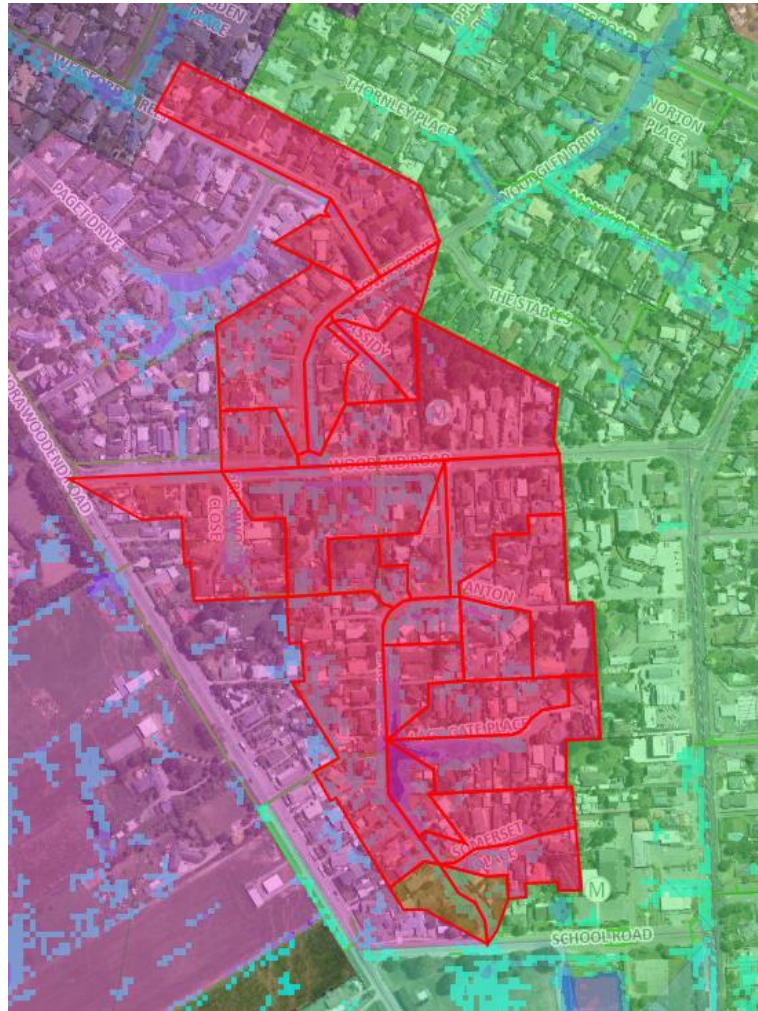


Figure 9: Gibbs Drive Overflow – Catchment Area

The School Road Catchment (1.3-hectares) entering the pipeline was based on a 10-minute storm duration (Figure 10).

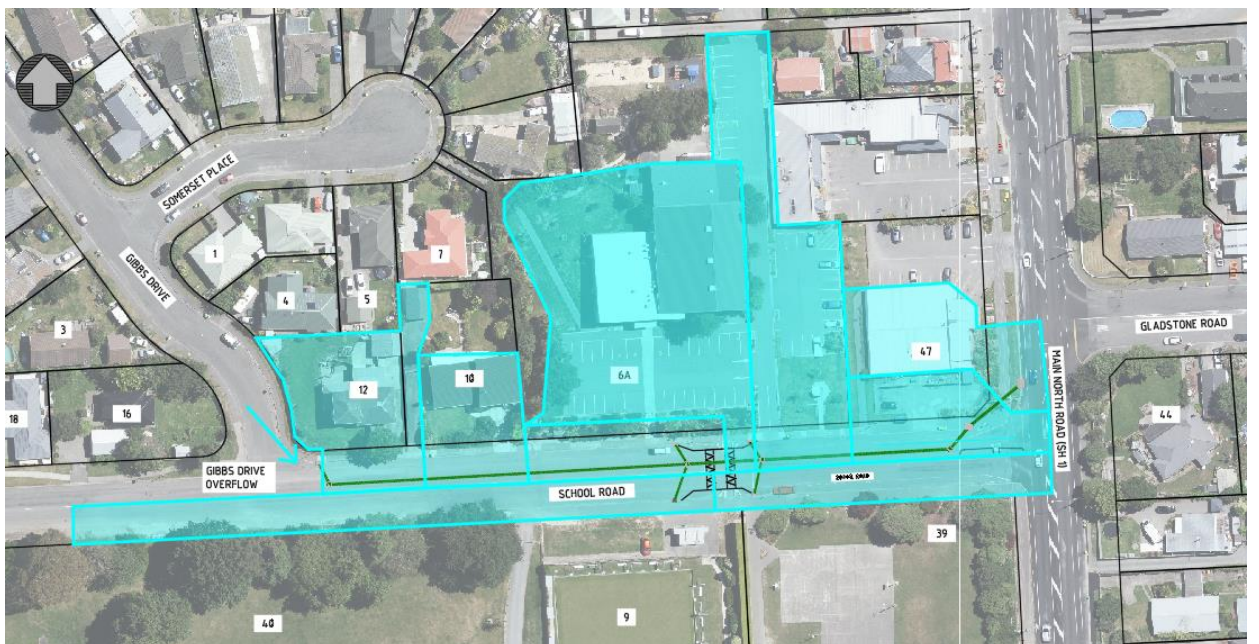


Figure 10: 10 School Road – Catchment Area (Pipe to Main North Road Option)

The catchment area has been confirmed as suggested in Section 7.2, 10 School Road, Woodend Surface Water Flooding Options Memo (TRIM 19101614443). This was done

by using Waimap elevation profiles to determine catchment boundaries and then survey of the kerb at key catchment boundary points identified.

3.1. Woodend Community Centre

Further survey around the Woodend Community Centre Carpark and the boundary of 10 School Road has been undertaken to help determine whether the water inflows from the community centre. There is potential for the soak pit on the west side of the Community Centre to overflow to the low point of the catchment in 10 School Road (Figure 11).



Figure 11: Community Centre Soak Pit

An option to put a subsoil drain from near the soak pit to the sumps in the Woodend Community Centre Carpark was investigated (see Figure 11). However, due to there being insufficient anecdotal evidence of the stormwater pit overflowing, the option has not proceeded. If it occurs in future rainfall events the property owner is advised to take videos and photos so the Engineer can design an effective solution to stop overflow into the property of 10 School Road.

The sumps and stormwater infrastructure in the carpark and nearby roadside were jet cleaned and CCTV'd (Figure 12). The CCTV showed acceptable condition of the infrastructure.

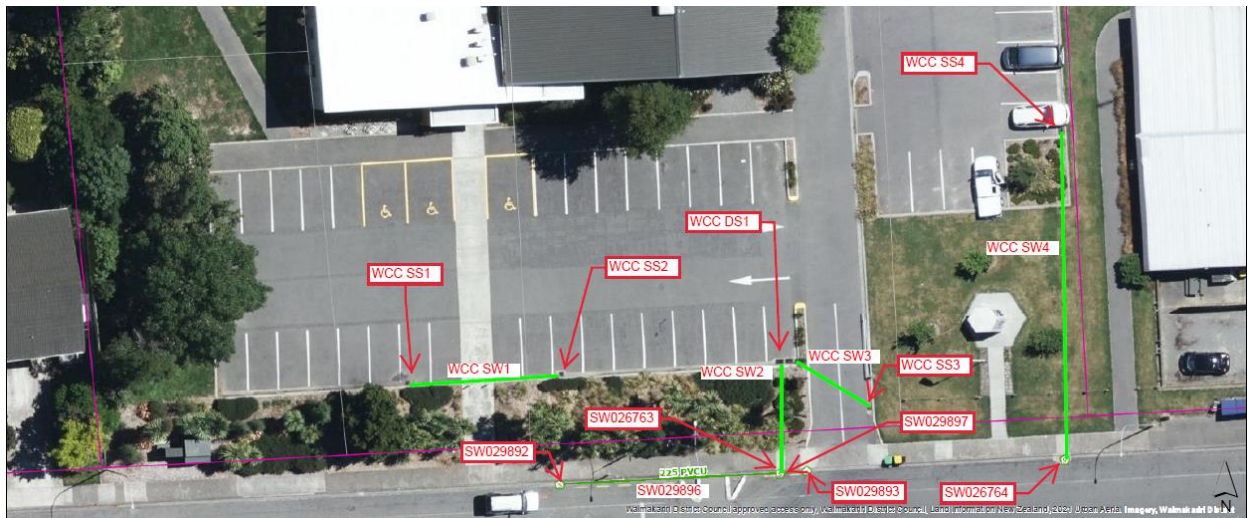


Figure 12: Woodend Community Centre Carpark Stormwater Infrastructure

4. Existing Infrastructure

The current stormwater infrastructure in the School Road / Gibbs Drive Area consisting of bubble-up sumps infrastructure is shown in Figure 13.

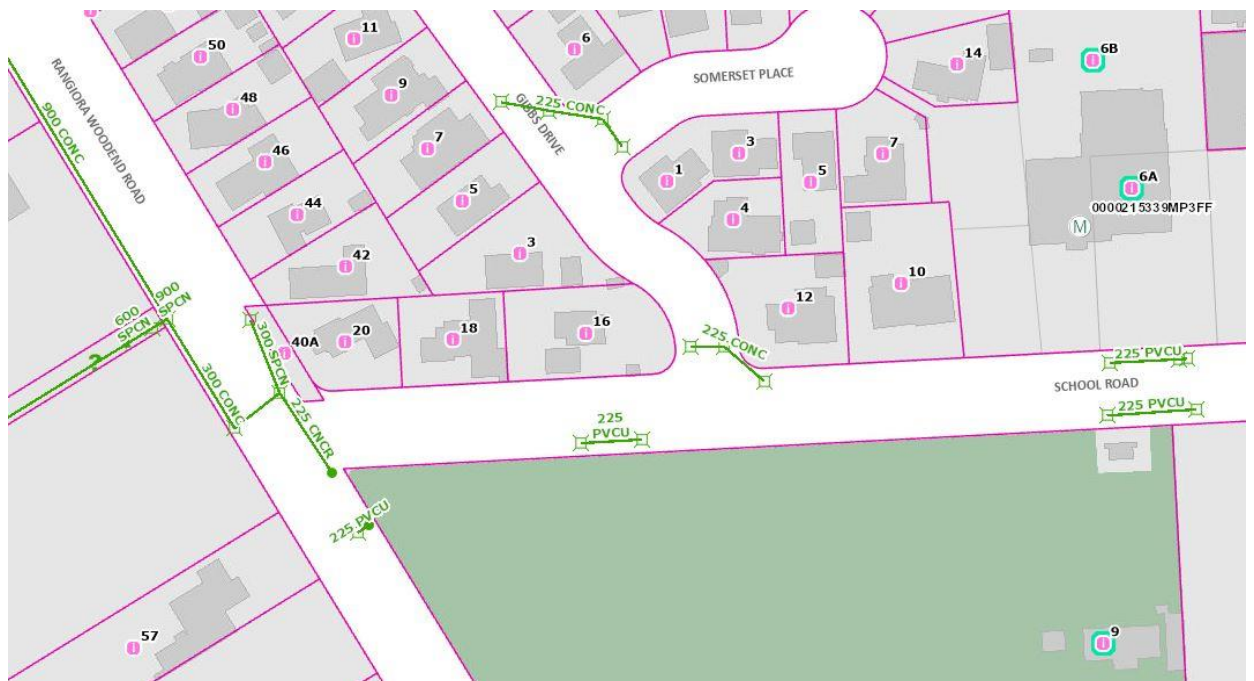


Figure 13: Existing Stormwater Infrastructure

This infrastructure does not meet the required level of service for Waimakariri District Council (WDC). This is the primary reticulation meeting the 1 in 5-year level of service and the secondary flow path causing no flooding of housing in a storm event with a 2% probability of occurring annually. The current stormwater infrastructure will be based on old design rainfall and housing density standards. It is therefore proposed to upgrade the existing infrastructure to provide the required level of service.

Blockages of existing infrastructure shall be prevented by regular maintenance. This involves cleaning out sumps on a regular basis including the community centre carpark. If large storm events are in the forecast sumps should be cleaned out.

5. **Concept Options Presented**

An initial concept memo was prepared to develop options to reduce risk of flooding at 10 School Road, Woodend on 18 February 2020 (refer trim 191016144443).

From the concept memo the following options were presented:

- Option 1 – Raise Property Driveway Crest and Construct Bund along Community Centre Car Park
- Option 2 – Lower kerb and channel on northern side of School Road to create freeboard.
- Option 3 – Pipe from Gibbs Drive to Main North Road via School Road
- Option 4 – Pipe from Gibbs Drive to Rangiora Woodend Road via School Road
- Option 5 – Swale from School Road to Rangiora Woodend Road
- Option 6 – Domestic Level improvement – sump pump system within the property boundary. Flood doors.
- Option 7 – Upgrade DN675 pipe from Gibbs Drive to Rangiora Woodend Road or Construct New Second Pipe
- Option 8 – Purchase, Modify and Sell Property
- Option 9 – Pipe and Swale from Gibbs Drive to Rangiora Woodend Road
- Option 10 – Removal or Modification of Kerb Build-Out Blocks used for Traffic Control Outside the Community Centre and School.

From this memo a combination of Option 1, 6 and 9 was recommended for further consideration.

Following this memorandum an addendum was done, 10 School Road Catchment size and Concept Option refinement on the 3 May 2021 (TRIM 210503069502). The preferred option was Option 9. However, a new cycleway had been proposed (now constructed) that conflicted with it therefore the piped option to 63 Rangiora Woodend Road was chosen.

This addendum identified that a DN900 pipe is required to convey flows from Gibbs Drive to the 63 Rangiora Woodend Drainage Reserve. The stormwater model predicts in the 50-year, 2-hour critical duration storm event that this revised option should reduce the risk of flooding to 10 School Road (See Figure 14).

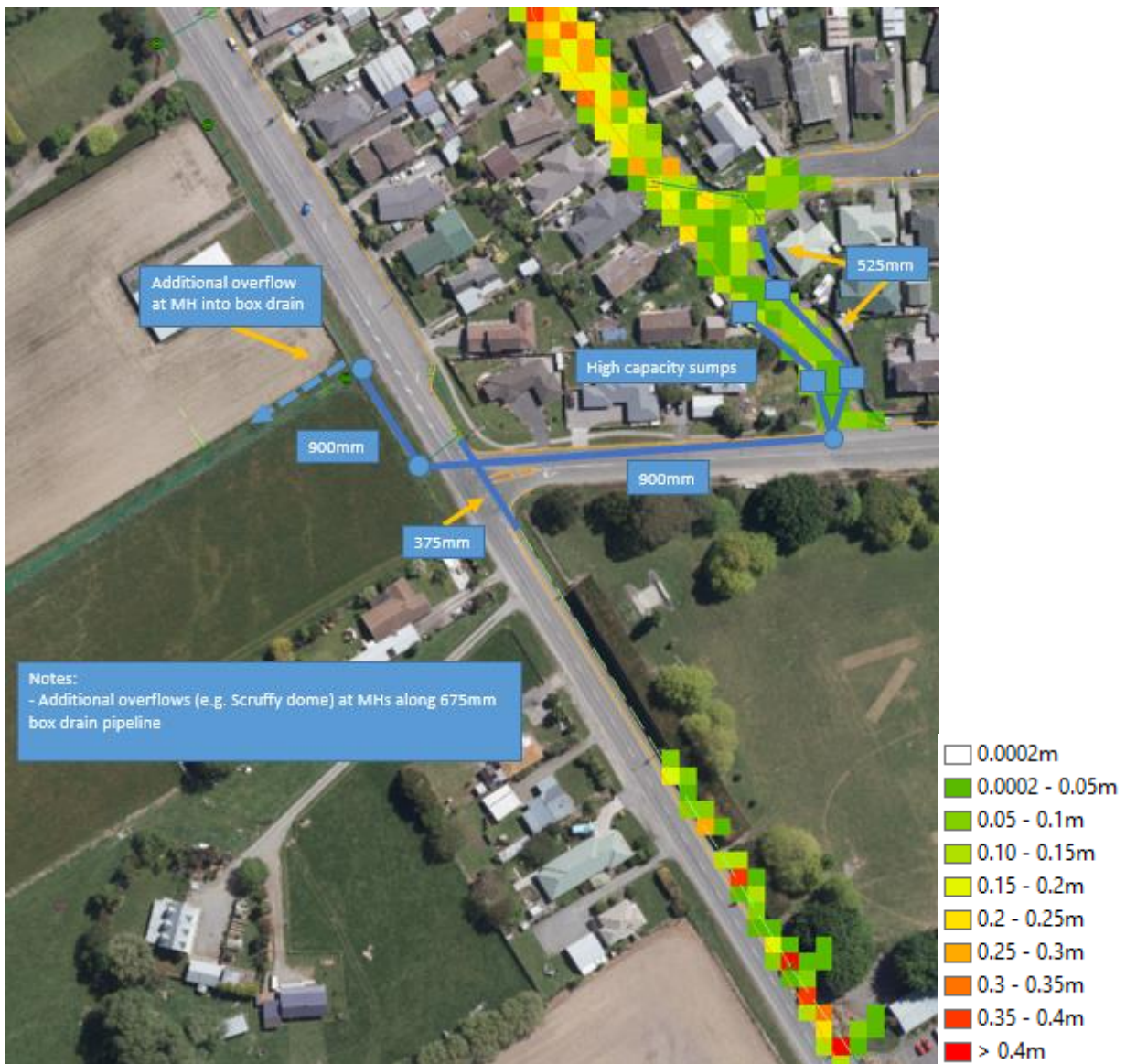


Figure 14: Predicted flood depth for the refined concept option during a 1 in 50-year 2-hour critical duration storm event

On the 18 May 2021 a School Road Drainage Upgrade Report was delivered to the Utilities & Roding Committee (TRIM 210507072989), noting that a piped solution from Gibbs Drive to 63 Rangiora Woodend Road will improve the level of protection in the 50-year storm event to the property at 10 School Road.

This concept option was progressed with a submerged pipe option along School Road to the 63 Rangiora Woodend Road drainage reserve. However, after optioneering with pipe sizes, sumps, road bunds, overflow outlets and multiple model runs no viable solution was found. There was limited head to drive the water from sumps at Gibbs Drive / School Road intersection towards 63 Rangiora Woodend Road drainage reserve. It had a potential cost of \$0.5m to construct with multiple overflows required in the drainage reserve. There was no confidence that the proposed solution would work with such limited driving head. Therefore, it was decided to discard the option rather than risk building something that may not actually solve the flooding issues experienced at 10 School Road.

6. Consultation

6.1. Maahnauī Kurataiao

Initial consultation was started with the proposal of a submerged pipe option to 63 Rangiora Woodend Road drainage reserve. This involves discharging water from an increased catchment area of approximately 0.6ha into the “Box Drain” a now piped drain through to an upper reach of the Tuahiwi Stream (see Figure 15).

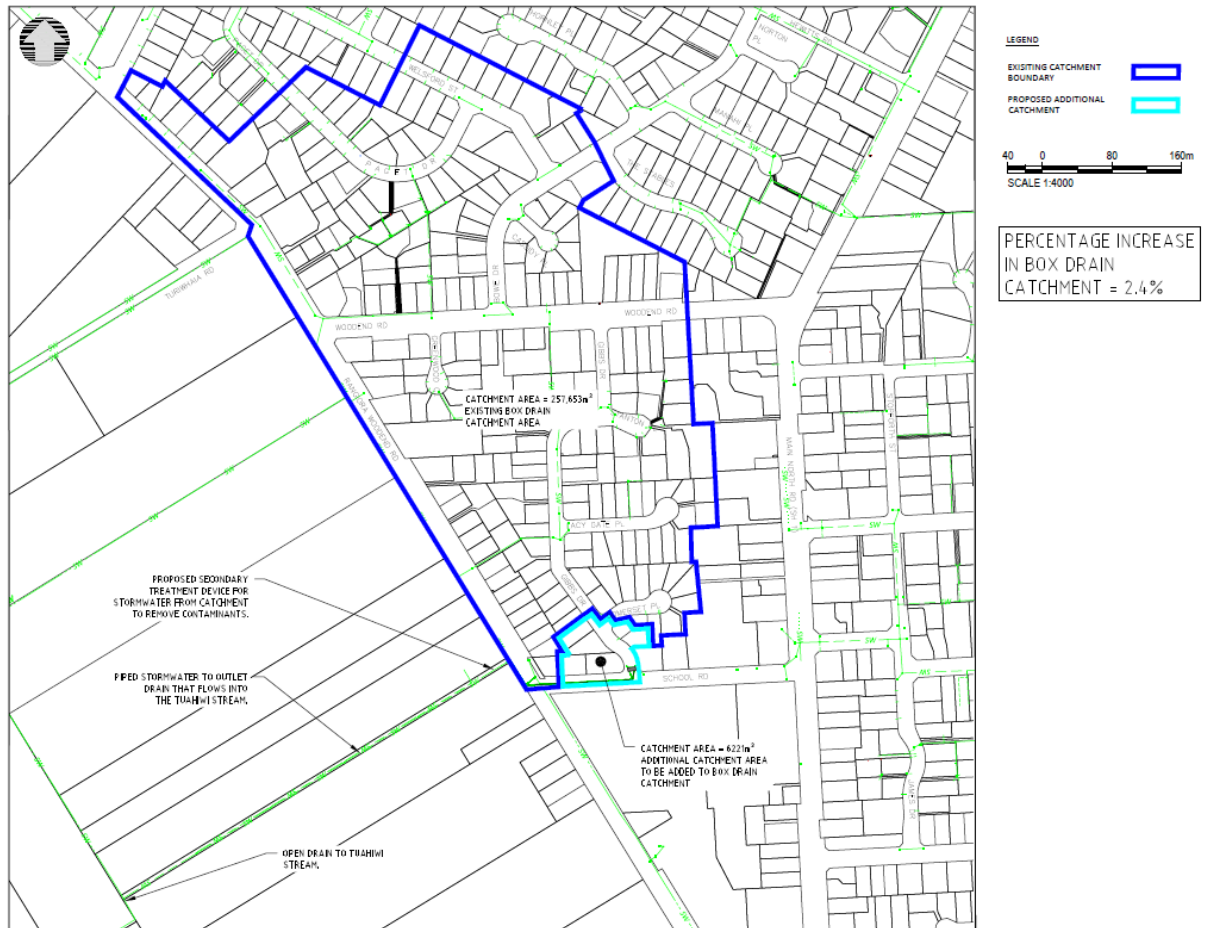


Figure 15: Proposed Additional Catchment to Tuahiwi Stream

The Tuahiwi Stream is of cultural significance to Ngāi Tūahuriri hapū a subtribe of Ngāi Tahu. The tribe has raised concerns on the quality of discharges from the Woodend Catchment.

A service request for adding the additional catchment 0.6 hectares of catchment (see Figure 15) from Woodend to alleviate flooding in School Road into the Tuahiwi Stream was sent to Mahaanui Kurataiao Limited on 29 April 2022. A subsequent meeting with Mahaanui Kurataiao was had on 13 July 2022. Maahnauī Kurataiao prepared a report (dated 5 August 2022). This said the Rūnanga were not opposed to the increase in the Box Drain Catchment if the enhancement of Box Drain and installation of a secondary treatment device is prioritised by WDC.

A parallel project is currently in progress looking at options for treatment of the stormwater runoff from the Woodend Catchment (26.4ha) to achieve the proposed consent requirements. Purchase of 65 and 65A Rangiora Woodend Road adjacent to the drainage reserve has been made for the purpose of stormwater facility development.

6.2. 10 School Road

Consultation with 10 School Road has been ongoing with the progress of options and comments have been made in this report regarding proposed options.

7. **Stormwater Modelling**

The Woodend Hydraulic Model was used to confirm pipework sizing, catchment size and option effectiveness as per the 10 School Road Catchment Size and Concept Option Refinement Memo dated 3/05/2021.

7.1. Modelling Assumptions

The design of the preferred option(s) involves several assumptions in the calculations. These are:

1. Catchment Runoff Coefficient

The catchment runoff coefficients are based on inputs for the Kinematic Wave equation (Model B) using MIKE.

WDC uses three components of Model B to model impervious area, Impervious Steep, Impervious Flat and Pervious Medium.

- Impervious Steep
 - o Building Area (calculated from Building Footprint polygons) +
 - o Carriageway Area (calculated based on Road Asset Maintenance Management (RAMM) values for carriageway width)
- Impervious Flat
 - o Footpath Area (calculated from RAMM values for footpath area) +
 - o Greenspace Impervious Areas (Carparks, Footpaths, Sports Courts etc) +
 - o Default Land Zoning Values for other land associated with Land Parcels
- Pervious Medium
 - o Used for all pervious surfaces.

The hydrological parameters to calculate runoff is then based on the soil drainage classification 1 to 5 (Landcare) (see Appendix A).

2. Intensity of rainfall / Storm events

The rainfall intensity is based on the High Intensity Rainfall Data System (HIRDS) v4. The Average Recurrence Interval (ARI) or Annual Exceedance Probability (AEP) data is based on historical data and then future data is calculated / projected allowing for climate change factors. A 1 in 50-year storm event is a probability. This means it has a 2% chance of occurring in any year. This storm event is also based on a limited sample size. For a 1 in 50-year storm event we may have two data points – statistics says we need a sample size of 30 to give a good estimation. Therefore, there may be some inaccuracy in how often a 1 in 50-year storm event may occur.

Rainfall is applied through boundary conditions based on the following:

- Mike Urban Component: Kinematic Wave method
- Mike 21 Component: Rain on Grid

3. Rainfall profile / estimation method

Design rainfall data used in the models is based on the HIRDS v4 data from NIWA and the RCP8.5 2100 scenario to account for climate change. This is based on the most up to date data from NIWA, and guidance from the Ministry for the Environment regarding climate change.

The raw data is used to create rainfall hyetographs with six steps. The shape of the graphs varies depending on the return period of the storm being modelled. The shape is based on analysis undertaken by NIWA and the WDC have adopted the 'East of South Island' profiles.

For further information on the NIWA profiles and HIRDS v4 refer to https://www.niwa.co.nz/sites/niwa.co.nz/files/2018022CH_HIRDSv4_Final.pdf

4. Time of concentration

The model calculates the time of concentration automatically from the furthest point in the catchment to the outlet. This is the time to enter the stormwater network through the sumps and then the time of pipe flow to the outlet.

5. Lidar data / DEM model

The Lidar / Digital Elevation Model (DEM) for the 2D component for the stormwater model is a 5.0m grid spacing. There is also a DEM used with Manning's roughness for the 2D overland flow within the model (see Appendix A).

6. Loss Coefficients

Includes head losses through pipes and structures. Estimated head loss factors have been used in the model.

7. That the modelled outputs reflect reality

There are many factors that go into a model, and it is possible that not all factors have been appropriately accounted for which may produce a skewed model result. From the information we have, and the level of detail required the model has been developed to try to represent what would happen in real life. However, this is not necessarily guaranteed to happen. Therefore, the model should be used with care.

This is particularly with stormwater models where there is not as refined calibration or verification data.

8. Blockages

The sumps have been assumed to be unblocked during normal operating conditions. However, a model test has been done to see what happens if the sumps are fully blocked.

9. Catchment Area

The catchment area for the model has been based on Lidar Data. At some of the key boundaries the kerb invert has been surveyed to confirm the high point of the catchment.

The catchment area is split between the 1D and 2D components (Figure 16).

Mike Urban Component: Kinematic Wave method

- This relates to the urban areas (blue)

Mike 21 Component: Rain on Grid

- More applicable to rural areas (pink)



Figure 16: Catchment Components

8. Optioneering

In August 2022 a revisit of the options for the flooding issues at 10 School Road was had. A list of 22 options was presented to the 3 Waters Manager (TRIM 221216217914) upon request this was simplified to the five options below (TRIM 221216217915).

Table 1: School Road Drainage Upgrade Options August 2022

Option	Description
1. Piping Secondary Flow	Pipe to 63 Rangiora Woodend Road Drainage Reserve with road bund across Gibbs Drive
2. Automated Barrier (either passive barrier or retractable motorised barrier – Wi-Fi operable)	Installation of an automated flood wall system across the vehicle entrance.
3. Raise Driveway / Lower Crown of the Road	Alter driveway and/or road cross-section.
4. Purchase property / Modify property	Look at purchasing property and modifying the property. Options of: <ul style="list-style-type: none"> - turning approximately 50% of it into a drainage reserve and selling the rest. Make floor non-habitable. - reconvert subterranean living area back to garage space and sell off. - demolish house, build 3 x 3 storey townhouses on the lot, and sell off - Extending the Woodend Community Centre grounds - Demolish house, fill in depression with engineered fill changing the secondary flow path away from the property.
5. Piping to Main North Road	Install sumps upstream of 10 School Road Eastern Driveway and pipe secondary flow to main north road.

After discussions with the 3 waters team and 10 School Road homeowner,

- Piping the secondary flow to the drainage reserve was discarded as previously mentioned in Section 5.
- The automated barrier was discarded due to not preferred by homeowner.
- Purchase of the property and modifying the property was discarded as not preferred by homeowner.
- The homeowner was not particularly keen on raising the driveway as he said his vehicle was already close to scraping the pavement. Cross-sections showing how this could work have been developed and may help the homeowner decide if he would like a greater level of secondary flow protection for his property.
- Piping to Main North Road was chosen as it was the natural direction of the catchment flow, provides a dedicated stormwater system meeting WDC's 1 in 5-year primary drainage level of service, and invert levels could be worked with to tie into the downstream connection point in Main North Road.

9. Piping to Main North Road

The pipe to Main North Road was first sized using the rational method and then refined using the stormwater model.

The pipe has been sized to take the 1 in 5-year storm flow including any spill over from Gibbs Drive in this storm event. As there is insufficient capacity in the road cross-section options were considered to take part or all the secondary flow. These options were not pursued due to budget constraints.

Secondary flow calculations were produced for cross-sections along School Road using the Conveyance Estimation System software. This showed sections from the eastern driveway of 10 School Road to the pedestrian crossing having significantly reduced capacity.

9.1. Pipe Alignment and depth

The pipe alignment has been located to avoid other services in the road and footpath and to have the manholes located in the centre of the lane outside the main wheel path. The proposed alignment of the stormwater pipe and depth are provided in the drawings in Appendix B. This may need to be updated once potholing information has been received.

The pipe depth at SW005116 (buried chamber) from the SW model is shallow. The design based on connecting at this point will involve a submerged system. Invert levels are being confirmed at SW005116 and downstream manhole chamber SW011746. Should connecting in at SW005116 involve a submerged system it is recommended to upgrade and connect in at SW011746.

10. Raise the Driveway of 10 School Road / Lower Crown of Road

10.1. Raise the Driveway of 10 School Road

The option of raising the driveway at the eastern entrance of 10 School Road has been investigated. This is a feasible solution to help mitigate flooding in 10 School Road. This is expected to prevent flood waters overtopping in to the property up to a 1 in 20-year event.

The western vehicle entrance has a height of 9.40m (NZVD 2016) while the eastern vehicle entrance has a height of 9.26m. The eastern vehicle entrance (see Figure 17) can be raised to prevent secondary flow into the eastern garage and adjacent rooms of the property.



Figure 17: 10 School Road Western Vehicle Entrance

There is currently a concrete brick wall along 10 School Road which appears as though it would prevent flood water going through it (See Figure 18).



Figure 18: Concrete Brick Wall 10 School Road – Looking Towards Eastern Vehicle Entrance

As the section of 10 School Road currently has two driveways, the eastern vehicle entrance could potentially be removed to form a higher bund. However, this may not be preferred by the property owner.

From a conversation with the 10 School Road resident and reviewing the previous report (10 School Road Woodend Surface Water Flooding, 18 February 2020, TRIM 19101614443) the resident has reported that during the flooding, it was not possible to confidently establish if secondary flow came first from the Community Centre or the overtopping of the western vehicle entrance.

Due to the current camber of the road, without changing the road cross-section it is difficult to raise the level at the property boundary as the grade changes are already around the limit of 12.5%.

10.2. Option 1 – Raise level within property boundary

The crest level of the driveway could be raised in the property boundary with an increase of 120mm.

The advantages of this option are:

- It is a relatively low-cost option to regrade the driveway.
- That it will divert a greater portion secondary flow path away from the property than the existing option.

The disadvantages of this option are:

- It will make the driveway steeper for the owner (but within the limits for grade changes. CCC Operative Plan Section 7.5.7 Access Design and Gradient - 12.5% grade changes allowable).
- The bund is formed in the property boundary and the property owner could make alterations to the driveway and lower the level of protection provided.

10.3. Option 2 – Raise level outside property boundary

The crest level of the driveway could be raised approximately 240mm in the berm and built out to the edge line of the road. This would provide a high level of protection and any spill over would now head over the crown of the road at a level of 9.37m.

The advantages of this option are:

- It is a relatively low-cost option to regrade the driveway.
- It will divert a greater portion secondary flow path away from the property than the existing option.

The disadvantages of this option are:

- It will make the driveway steeper for the owner (but within the limits for grade changes. CCC Operative Plan Section 7.5.7 Access Design and Gradient - 12.5% grade changes allowable).
- A channel would need to be placed through the build out or a sump and it would not look aesthetically good in the road reserve.
- Building up into the road reserve decreases the width of the secondary flow path.
- Secondary flow is diverted towards the bowling club.

The driveway profile options are shown in Figure 19.

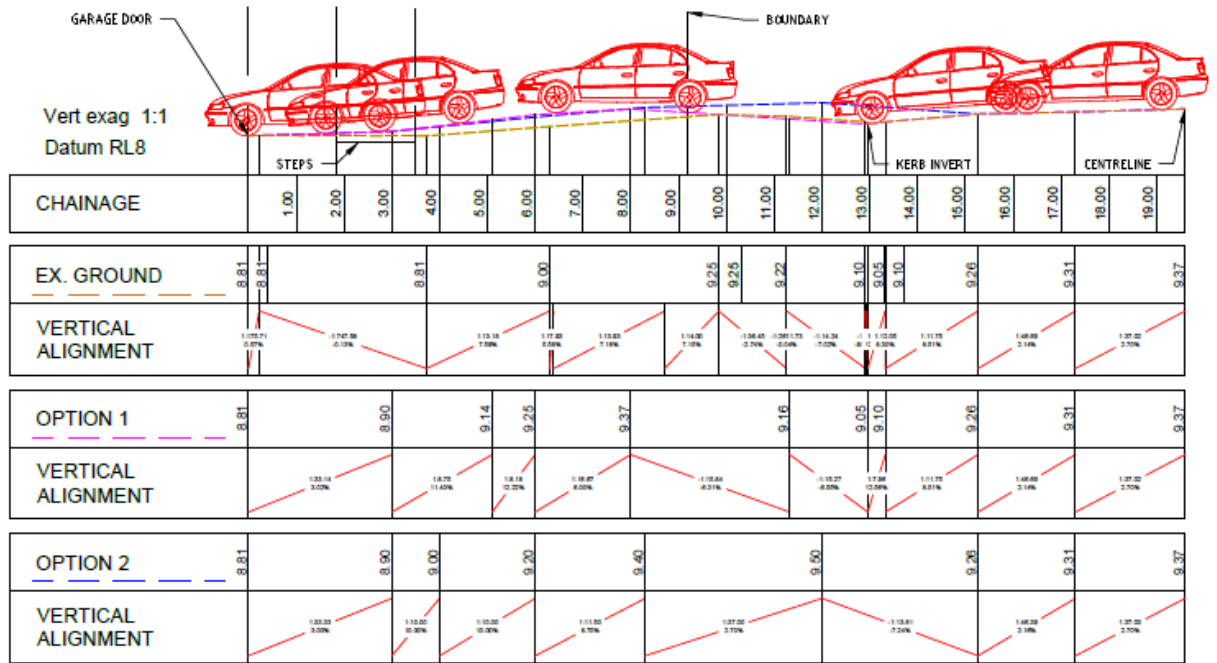


Figure 19: 10 School Road Eastern Driveway Levels

To ensure that flood water does not overflow downstream and come in between 10 School Road and the power box a bund could be formed (Figure 20).



Figure 20: Proposed Bund / Small wall location

10.4. Lowering the Crown of the Road

This involves lowering the crown of the road so that it is lower than the crest of the driveways of 10 School Road. This would mean any spill over would be directed from the northside of School Road to the southside and then flow potentially overtop and flow towards the Woodend Recreation Reserve / Bowling Club.

Lowering the crown of the road would involve a full width road reconstruction in the area, lowering the crown by approximately 100mm over a 30m length.

The concept drawings are located in Appendix B.

The Budget estimate is located in Appendix D.

11. Stakeholders

The following property owners, schools and businesses are likely to be affected by the proposed work that is carried out in School Road:

- Peter and Christine Rowe (10 School Road)
- Martin Ruahine and Pratt Karen Joyce (12 School Road)
- Woodend Community Centre (6A School Road)
- Woodend Hair Design and Grub Hub Café (Rented?), Kong Jie Bin & Kng Chiu Hung (47 Main North Road (SH1))
- Woodend School (39 School Road)
- Woodend Bowling Club (9 School Road)
- Woodend Recreation Reserve – Department of Conservation (40 School Road)

12. Design Considerations

The design process after stormwater modelling confirmed the viable solution was continued by obtaining service plans, ground penetrating road and potholing of critical locations. The table below provides an overview of the design considerations.

School Road – Piping to Main North Road				
TABLE OF DESIGN CONSIDERATIONS				
	Category	Type	Applicable?	Notes
Desktop Survey (Existing Infrastructure)	Existing Council infrastructure	Water	<input checked="" type="checkbox"/>	In berm both sides and centre of road on both sides of the road.
		Waste Water	<input checked="" type="checkbox"/>	Sewer main down along the north side of the road. Some lateral pipe crossings by the pedestrian crossing.
		Storm Water	<input checked="" type="checkbox"/>	Bubble-up sump outside 12 School Road Bubble up system both sides of the road at the pedestrian crossing. Bubble-up sump in kerb and channel east side of community centre Double sump and pipes near Main North Road intersection.
	Utility As-Builts	Underground/Overhead Power Cables	<input checked="" type="checkbox"/>	Underground in berm on both sides of the road reserve. One road crossing. Overhead power on Main North Road.
		Telecommunications Cables	<input checked="" type="checkbox"/>	In berm both sides of the road reserve.
		Fibre Optic Cables	<input checked="" type="checkbox"/>	In berm and roadside on north side.
		Gas Pipes	<input type="checkbox"/>	
	Other Resources of Information	Consultant Reports	<input type="checkbox"/>	
		LLUR	<input type="checkbox"/>	
		Property Records	<input type="checkbox"/>	
	Existing Water Services	AC Pipe	<input checked="" type="checkbox"/>	DN150 AC water pipe crossing
		PVC Pipe	<input checked="" type="checkbox"/>	DN50 PVC Water Pipe Crossing
PE Pipe		<input type="checkbox"/>		

School Road – Piping to Main North Road				
TABLE OF DESIGN CONSIDERATIONS				
	Category	Type	Applicable?	Notes
		Other Pipe Material	<input type="checkbox"/>	
		Road Crossings	<input type="checkbox"/>	
		Existing Valves	<input checked="" type="checkbox"/>	DN50 gate valve near proposed alignment (47 Main North Road)
		Service Connections along Renewal	<input type="checkbox"/>	
	Fire Hydrants	Fire Hydrants	<input type="checkbox"/>	
		Within 20m of the end of cul-de-sac, complying with ECOP	<input type="checkbox"/>	
		Within 135m spacing complying with ECOP	<input type="checkbox"/>	
	Possible Alignment Restrictions	Power Poles	<input checked="" type="checkbox"/>	Power pole near connection point to existing system, Main North Road.
		Streetlights	<input checked="" type="checkbox"/>	Streetlight on Power Pole Main North Road.
		Signposts	<input checked="" type="checkbox"/>	Stop sign, information sign and road signs at intersection.
		Trees/Root Systems	<input type="checkbox"/>	Trees are mostly in private property. Alignment should not be affected
		Wavering Trench Lines	<input checked="" type="checkbox"/>	The Fibre Optic has a wavering trench line around the pedestrian crossing.
		Power/Fibre/Telecoms	<input checked="" type="checkbox"/>	Telecoms in berm in nearby parallel alignment to proposed gravity sewer. Some road crossings
		Existing Water/Sewer/Drainage	<input checked="" type="checkbox"/>	Sewer main and lateral crossings Water pipe crossing Main North Road
		Other	<input type="checkbox"/>	
	Existing Surface Types for reinstatement	Asphalt	<input checked="" type="checkbox"/>	Main North Road and edge of Pedestrian Crossing.
		Chip-seal	<input checked="" type="checkbox"/>	Chipseal road
		Concrete	<input checked="" type="checkbox"/>	Raised concrete pedestrian crossing with paved top.
		Unsealed (Gravel)	<input type="checkbox"/>	
	Other anticipated Conditions	Area Type (Rural/Urban/Com.)	<input checked="" type="checkbox"/>	Combination of commercial and residential area
		Nearby Facilities / Businesses	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> • Woodend Community Centre • Woodend Bowling Club • Woodend School • Woodend Public Toilets • Woodend Hair Design • Grub Hub Café
		Soil/Ground Resistance	<input type="checkbox"/>	
Cultural / Historical Significance		<input type="checkbox"/>		
Design	Investigations	Site Walkover	<input checked="" type="checkbox"/>	Completed as part of Preliminary Design.

School Road – Piping to Main North Road				
TABLE OF DESIGN CONSIDERATIONS				
	Category	Type	Applicable?	Notes
		GPR/Service Locators/GPS	<input checked="" type="checkbox"/>	To be completed after acceptance of recommendation by Utilities and Roading Committee.
		Potholing/Slip Trenching	<input checked="" type="checkbox"/>	To be completed after acceptance of recommendation by Utilities and Roading Committee.
		Other	<input type="checkbox"/>	
	Critical Areas/Pinch Points	Utility Service Clashes	<input checked="" type="checkbox"/>	Sewer/Water/Power/Telecoms to GPR and pothole by contractor to confirm the location and depth.
		Council Service Clashes	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> • DN150 AC Sewer (CH 4, 22m) • Sewer lateral (CH 77m) • DN150 AC Water (CH 1m) • DN50 PVC Water (CH 14m) • Power (CH 3, 6, 9,13,14, 81, 82,123m) • Fibre (CH 9, 11m) • Telecoms (CH 27m) <p>Pipe sizes based on service plans.</p> <p>GPR and potholing of all clashes by contractor to confirm location and depth.</p>
		Above ground	<input checked="" type="checkbox"/>	Power pole at 47 Main North Road – location of covered sump to be confirmed.
		Other	<input type="checkbox"/>	
	Existing Roading and Risk of property damage	Risk of Property Damage (Building)	<input checked="" type="checkbox"/>	Risk of Damage to power poles and signage.
		Kerb / Channel / Footpath /Road Renewal	<input checked="" type="checkbox"/>	Contractor to take pre and post condition surveys.
		Existing Road Damage	<input checked="" type="checkbox"/>	Contractor to take pre and post condition surveys.
		Other	<input type="checkbox"/>	
	Alignment	Footpath/Berm	<input type="checkbox"/>	
		Road	<input checked="" type="checkbox"/>	The pipe has been located in the road even though it is less than DN450 due to the preferred alignment (not haven to reinstate kerb and channel) and less sewer lateral crossings.
Infrastructure Positioning	Valves	<input type="checkbox"/>		
	Hydrants	<input type="checkbox"/>		
	Pipe Depths	<input checked="" type="checkbox"/>	An installation depth of 1.2m cover in the road is recommended to avoid clashes with services. In no circumstances shall the cover be less than 750mm.	
	Main-line connection	<input type="checkbox"/>		

School Road – Piping to Main North Road TABLE OF DESIGN CONSIDERATIONS				
	Category	Type	Applicable?	Notes
	New Watermain Connectivity	Sub-mains	<input type="checkbox"/>	
		Laterals	<input type="checkbox"/>	
	Pipe Material	PE	<input type="checkbox"/>	
		PVC	<input checked="" type="checkbox"/>	PVC preferred due to ease of installation.
		Other	<input checked="" type="checkbox"/>	Concrete pipes may be required if there is reduced cover any areas.
	Constructability	Potential Services Clashes	<input checked="" type="checkbox"/>	All services crossing to be GPR and potholed in advance of laying pipe to confirm depths and sizes.
		Traffic Management	<input checked="" type="checkbox"/>	Mainly working on northern lane. TM for one lane closure needs to be in place. A detour may be required and extra provisions around School Traffic and pedestrian crossing in place.
		Disruption	<input checked="" type="checkbox"/>	Disruption will occur to the stakeholders listed above.

13. Risk Assessment

A project risk assessment was conducted and can be found in Appendix C. Note that it will be updated as required.

14. Budget Estimate of Preferred Option

The budget estimates for the options are below:

The project budget for 2023/24 is \$415,000.

Option	Construction Cost	Professional Fees	Contingency (20%)	Total
1. Pipe to Main North Road	\$297,000	\$55,000	\$70,000	\$422,000
2. Driveway Alterations	\$56,000	\$13,000	\$14,000	\$83,000
3. Lowering Crown of Road	\$125,000	\$13,000	\$25,000	\$163,000

The pipe to main north road (Option 1) has \$20,000 in provisional items to connect the drainage near the pedestrian crossing at the Community Centre to the proposed main line.

Lowering the crown of the road (Option 3) allows to reconstruct the road for a 30m length of road about the eastern driveway of 10 School Road. Provisional Items include:

- \$12,000 to import AP65 Subbase and AP40 Basecourse if there is poor subgrade material.
- \$50,000 estimate for alterations to the Woodend Recreation Reserve / Bowling Club access (opposite 10 School Road) in the Department of Conservation land at 40 Rangiora Woodend Road to divert water towards the open grassed area.

A breakdown of the costs for each estimate is in Appendix D.

15. Summary

After the 63 Rangiora Road discharge option was discarded due to poor hydraulics new options were presented.

Multiple options to alleviate flooding issue in the basement of 10 School Road have been explored and discussed with the 3 Waters Team and the property owner of 10 School Road (see TRIM 221216217915). This flooding is considered to be caused predominantly by secondary overflow from the road in heavy rainfall events down the eastern driveway entrance, with potentially some overflow from the neighbouring Community Centre also.

The proposed solution considering the budget and the opinions of the 10 School Road homeowner is to provide a stormwater pipe to have capacity for the 1 in 5-year storm event from Gibbs Drive along School Road to connect into the existing DN375 pipe in Main North Road where the sump is currently covered over.

Secondary flow path alterations are also proposed to the driveway. This is raising the driveway approximately 100mm to provide more capacity to the flow path.

The proposed option is a 1 in 5-year pipe from Gibbs Drive meeting WDC's level of service. This is to connect into the stormwater system at Main North Road This would involve a new high-capacity sump near the corner of Gibbs Drive and connecting in the existing sumps along the route. (See drawings Appendix B).

To increase level of protection for flood events it is proposed to increase the secondary flow path capacity at the eastern driveway of 10 School Road and divert the flow by altering the road cross-section. This will be done by first raising the crest level of the driveway at 10 School Road and regrading it (See drawing Sheet 4 Appendix B). And secondly by lowering the crown of the road at 10 School Road to divert secondary flow to towards the Woodend Recreation Reserve.

The proposed driveway modifications are expected to prevent flooding into the property up to a 1 in 20-year event. Beyond this it is still expected that flooding of the habitable space below road level would still occur.

There is unlikely sufficient budget to do all the options. It is recommended to proceed with installing the pipeline managing the budgets carefully (considering provisional items within the budget) and should sufficient budget become available consider doing the driveway alterations and then lowering the crown of the road. Alternatively, a staff submission may be made for additional budget for the 2023/24 year to construct both options.

After installation of the pipework and raising the driveway there is residual risk that there will still be some flood flows from the Woodend Community Centre property into 10 School Road.

The diversion of secondary flow from the northside to the southside of School Road will increase the flow on the southside. The Bowling Green on the southside currently experiences flooding in heavy rainfall events. With the installation of a new pipeline this is unlikely to be made worse. As the Bowling Green already experiences flooding in heavy rainfall events this should be looked at as part of a separate project.

The total expected cost of the combined options including all project fees is \$505,000 as per Option 1 & 2 of the cost estimate in Section 14 above.

APPENDIX A: Stormwater Model Parameters

The hydrological parameters to calculate runoff is then based on the soil drainage classification 1 to 5 (Landcare).

Parameter	DRAINAGE 1	DRAINAGE 2	DRAINAGE 3	DRAINAGE 4	DRAINAGE 5-
Wetting Impervious Steep (m)	5.00E-05	5.00E-05	5.00E-05	5.00E-05	5.00E-05
Wetting Impervious Flat (m)	5.00E-05	5.00E-05	5.00E-05	5.00E-05	5.00E-05
Wetting Pervious (m)	5.00E-05	5.00E-05	5.00E-05	5.00E-05	5.00E-05
Storage Impervious Flat (m)	1.50E-03	1.50E-03	1.50E-03	1.50E-03	1.50E-03
Storage Pervious (m)	3.00E-03	3.00E-03	3.00E-03	3.00E-03	3.00E-03
Start Infiltration Pervious (m/s)	4.17E-07	1.39E-06	2.78E-06	6.94E-06	2.08E-05
End Infiltration Pervious (m/s)	1.25E-07	4.17E-07	8.33E-07	2.08E-06	6.25E-06
Exponent Pervious (s ⁻¹)	1.16E-04	8.17E-05	7.12E-05	6.46E-05	5.79E-05
Inverse Horton's Equation Pervious (s ⁻¹)	4.63E-06	5.38E-06	6.15E-06	7.89E-06	1.39E-05
Manning Number Impervious Steep	80	80	80	80	80
Manning Number Impervious Flat	65	65	65	65	65
Manning Number Pervious	12	12	12	12	12

Lidar data / DEM model

Mannings Datasource	Rules
Road Land based on RAMM carriageway tables	Mannings = 80
Motorway Land defined by the Road Centreline Layer in the WDC GIS	Mannings = 80
State Highway Land defined by the Road Centreline Layer in the WDC GIS	Mannings = 80
Building Footprint Layer	Mannings = 3
Land Use 20 and 21 in the Landcare LCDB associated with Rivers or Waterways	Mannings = 50
Rivers in the WDC GIS	Mannings = 50
Land Use 2 in the Landcare LCDB associated with Urban Parkland/Open Space	Mannings = 30
Land Zones identified as Business (Bus) or Residential (Res) on the WDC Land Zoning Layer	Mannings = 10
Land Uses 4, 31, 32, 51, 52, 54, 61-69 in the Landcare LCDB associated with Scrubland and Forests	Mannings = 8
Land Uses 1, 5, 41, 45, 46, 70 in the Landcare LCDB associated with Built up Areas, Roads, Grassland, Wetlands and Mangrove	Mannings = 10
Land Uses 3, 15, 30, 40, 43, 47, 55-57 in the Landcare LCDB associated with Cropland, Pastoral Grassland, Tall Tussock, Flaxland, Highland Scrubland	Mannings = 20
All other land	Mannings = 50

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: BYL-69/2311148182742

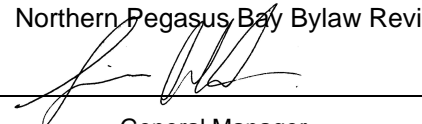
REPORT TO: WOODEND-SEFTON COMMUNITY BOARD

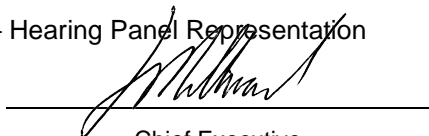
DATE OF MEETING: Monday 4 December 2023

AUTHOR(S): Sylvia Docherty, Senior Policy Analyst

SUBJECT: Northern Pegasus Bay Bylaw Review – Hearing Panel Representation

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


General Manager


Chief Executive

1. SUMMARY

- 1.1. This purpose of this report is to seek a representative from the Woodend-Sefton Community Board for the Northern Pegasus Bay Bylaw 2016 (amended 2023) Hearing Panel to hear submissions and make recommendations to inform a review and any potential changes to the Bylaw.

Attachment:

- i. Northern Pegasus Bay Bylaw Schedule 2 Map updated 2023 – 231025169980

2. RECOMMENDATION

THAT the Woodend-Sefton Community Board:

- (a) **Receives** Report No. 231114182742
- (b) **Appoints** Board Member, to the Northern Pegasus Bay Bylaw 2016 (amended 2023) Hearing Panel to hear submissions on the Bylaw and to recommend decisions to the Council (meeting dates to be confirmed).
- (c) **Notes** that this consultation will inform development of a Statement of Proposal for the Proposed Northern Pegasus Bay Bylaw 2024. The Statement of Proposal will be made available to the wider public for input through the Special Consultative Procedure required by the Local Government Act 2002.
- (d) **Notes** that the Northern Pegasus Bay Bylaw 2016 (amended 2023) will not be required to be formally reviewed for another 10 years.

3. BACKGROUND

- 3.1. The Northern Pegasus Bay Bylaw 2016 (amended 2023) regulates recreational activities along the coastal strip of the District and includes the environmentally significant Ashley – Rakahuri River Estuary. Attachment i outlines the Bylaw area.
- 3.2. The aims of the Bylaw are to manage recreational use, minimise negative environmental impacts, promote public health and safety and minimise nuisance and offensive behaviour.
- 3.3. The Bylaw receives its empowerment through sections 145 and 146 of the *Local Government Act 2002*. Section 153 (3) enables the bylaw to be enforced on land owned by the Department of Conservation and section 22AB of the Land Transport Act 1998 to enable motorcycles to be prohibited from the beach.

- 3.4. The Northern Pegasus Bay Bylaw Implementation Plan was adopted by the Council on 5 December 2017. The Plan incorporated feedback from the consultation process and identified 60 actions across 11 themes including education, publicity, and signage. The Implementation Plan includes actions related to education and publicity. This resulted in leaflets and videos about the Bylaw targeting specific activities carried out by beach users.
- 3.5. The Plan included establishing the Northern Pegasus Bay Advisory Group (Advisory Group) to ensure the purposes of the Bylaw are achieved with a responsibility to oversee the progress of the Implementation Plan.
- 3.6. The Council adopted the Northern Pegasus Bay Bylaw 2016 (amended 2023) on 2 May 2023 noting that this was an interim bylaw to meet critical operational timeframes and that a process would follow to fully review the Bylaw including stakeholders and community consultation.

4. ISSUES AND OPTIONS

- 4.1. On 7 November 2023, the Council approved initiating the consultation process on the Northern Pegasus Bay Bylaw 2016 (amended 2023) from between mid-November 2023 and late-January 2024. At the meeting, the Council also appointed Councillors Blackie (Chair as portfolio holder), Councillor Goldsworthy and Councillor Redmond, a representative of the Woodend-Sefton Community Board and a representative of the Kaiapoi-Tuahiri Community Board and a Te Ngāi Tūāhuriri Rūnanga representative, to the Northern Pegasus Bay Bylaw 2016 (amended 2023) Hearing Panel to hear submissions on the Bylaw and to recommend decisions to the Council.
- 4.2. The Bylaw has been instrumental in improving coastal management for Northern Pegasus Bay since it was introduced. However, there are environmental, health and safety, and implementation issues still affecting the coastal area and consideration needs to be given to what additional regulatory and non-regulatory measure could be taken to resolve or reduce the issues.
- 4.3. Prohibition of dogs from the Ashley/Rakahuri Estuary was introduced in the Northern Pegasus Bay Bylaw 2016 to offer additional protection to the area's internationally significant natural values. Bird monitoring undertaken by the Ashley Rakahuri Rivercare Group recognises declining bird numbers in the area over the last 25 years and that a single dog attack on an endangered species could have significant consequences. The Advisory Group recommends extending the prohibited area to include the Spit, this could be a seasonal or permanent prohibited activity noting that seasonal would be for a significant proportion of the year based on bird activity in the area.
- 4.4. The legalistic nature of the Bylaw document does not lend itself to a particularly user-friendly format or style of expression. Stakeholder feedback has highlighted a need to be more specific as well as clear and simple to understand and enforce.
- 4.5. Feedback from the Advisory Group has highlighted the maps contained in schedules 2 to 6 of the Bylaw are accurate at the time they are produced but that the geography of the coastal area changes frequently making accurate visual representation of the access areas more difficult. Staff will consider the written clauses of the Bylaw to include clear written definitions.
- 4.6. The Bylaw currently allows fires to be lit on the beaches during open season. Following the fire at Tūhaitara Coastal Park on 2 November 2022 consideration should be given to whether this continues as a restricted activity or whether it should be a prohibited activity.
- 4.7. The different Bylaw rules applying to the northern and southern stretches of the coastal strip can be problematic but manageable if supported by good communication between the Waimakariri District Council and the Hurunui District Council. It is also acknowledged that there is a need to educate users entering the coastal strip from Ashworths Beach of the Waimakariri regulations.

- 4.8. Access for Fenton Reserve owners and holders of Fenton Entitlements to waterways associated with these Fenton Reserves and Entitlements for mahinga kai purposes is an issue that the council is legally obliged to address. The Mahaanui Iwi Management Plan identifies '*The need to protect and maintain Ngāi Tahu access to sites associated with wāhi tapu, wāhi taonga, mahinga kai and other cultural resources, including Fenton reserves, Fenton Entitlements and Nohoanga.*' An agreement between the Council, Environment Canterbury, and the Fenton Reserve Trustees consistent with the principles of Kaitiakitanga (the intergenerational responsibility and right of tāngata whenua to take care of the environment and resources upon which they depend) has been drafted and amended based on input from each party. The draft is currently awaiting feedback from Fenton Reserve Trustees before it can progress any further.
- 4.9. Effective targeted enforcement is a key component of managing the Bylaw and was a significant issue in previous consultation submissions. It can't be emphasised enough that effectively implementing the Bylaw is vital to its success. Enforcement of the Bylaw helps to reduce the identified environmental, health and safety issues and user conflicts as well as support the good faith and enthusiasm of members of the local beach communities who are engaged in the bylaw development process. Environment Canterbury enforce the Bylaw through regular patrols of the coastal strip via a ranger service. The cost of this service is split between the Waimakariri District Council and Environment Canterbury.

5. Implications for Community Wellbeing

- 5.1. There are implications on community wellbeing by the issues and options that are the subject matter of this report. The Bylaw supports the following community outcomes:
- 5.1.1. **Social** - Public spaces are diverse, respond to changing demographics and meet local needs for leisure and recreation.
- 5.1.2. **Environmental**
- Our communities are able to access and enjoy natural areas and public spaces.
 - Land use is sustainable; biodiversity is protected and restored.

6. COMMUNITY VIEWS

6.1. **Previous consultation**

In 2015/2016, an extensive public consultation process was undertaken of the Northern Pegasus Bay Bylaw 2010 resulting in 291 submissions received from organisations and individuals which the Council considered over two formal hearings.

Comments from the submissions covered the following themes:

- Vehicle access (64%)
- Enforcement/implementation/review (60%)
- Equestrian (54%)
- Whole document/ miscellaneous (46%)
- Dog control (37%)
- Other activities such as land yachting, freedom camping and the scattering of human ashes (31%)
- Management of and activities in the Ashley/Rakahuri Estuary area (28%)
- Fire control (17%)

Public consultation on the draft Northern Pegasus Bay Bylaw Implementation Plan ran from in August 2017 resulting in 25 submissions. The future management and protection of the Ashley-Rakahuri Estuary was a clear priority for submitters, as was the education of beach users through effective communication, signage, and enforcement. Other issues included vehicle access into the Estuary, educating beach users entering at Ashworths Beach about new Bylaw rules, the proposal to name the coastal strip a park, continuing to

engage with the Hurunui District Council about coastal management and the need to adequately resource the advisory group and enforcement services.

Northern Pegasus Bay Advisory Group

Membership of the Northern Pegasus Bay Advisory Group is based on the organisations represented in the previous Northern Pegasus Bay Working Party and extended to include representation from user groups and beach communities. The following groups were invited to select one person to represent them on the Northern Pegasus Bay Advisory Group:

- Waimakariri District Council – Councillor (Chairperson)
- Kaiapoi-Tuahiwi Community Board
- Woodend-Sefton Community Board
- Department of Conservation
- Environment Canterbury
- Te Ngāi Tūāhuriri Rūnanga
- Te Kōhaka o Tūhaitara Trust
- Hurunui District Council
- Ashley-Rakahuri Rivercare Group
- Waikuku Beach Kite Surfers User Agreement Group
- Ashley Fishermen’s Association Inc
- Woodend Beach Commercial Horse Trainers User Agreement Group
- Fenton Reserve Trustees
- A representative for Waikuku Beach residents (to be determined by the Northern Pegasus Bay Advisory Group)
- A representative for Pegasus Beach residents nominated by the Pegasus Residents Group Inc
- A representative for Pines/Kairaki Beach residents nominated by the Pines Kairaki Beaches Association
- A representative for Woodend Beach residents nominated by the Woodend Community Association.

The Advisory Group advocates for the use of non-regulatory approaches where possible including education and publicity of the Bylaw, but also recognise that enforcement measures with more consequences may be required to manage repeat breaches and breaches of the Bylaw that have a significant impact on the environment or health and safety of users are also required. The Advisory Group also highlighted the education and publicity is currently targeted at residents of the District but the coastal strip receives many recreational visitors from out of the District that may not be aware of the Bylaw.

6.2. Mana whenua

A representative of Te Ngāi Tūāhuriri Rūnanga was appointed to the development of the Northern Pegasus Bay Bylaw 2010 and the 2015 Review Working Party.

Green Space, and Strategy and Business Unit staff attended the joint meeting between the Council and Te Ngāi Tūāhuriri Rūnanga on 7 September 2023 to provide an update on the Bylaw review and ask for Te Ngāi Tūāhuriri Rūnanga representation on the Advisory Group and the review process.

The Northern Pegasus Bay Advisory Group and Council staff would like to work with Te Ngāi Tūāhuriri Rūnanga to ensure Māori views are taken into account in the review and development of the proposed Bylaw. This review will be effective for ten years with the next review then not required until 2034.

6.3. 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.

Organisations that previously submitted on the Bylaw include:

- Christchurch 4WD Club
- Te Kohaka o Tūhaitara Trust
- Braided River Aid Inc
- Woodend-Ashley Community Board
- Canterbury Windsports Association
- Pines Kairaki Beaches Association
- Ashley-Rakahuri Rivercare Group Inc
- Pegasus Riding Club Inc
- Pegasus Residents' Group Inc
- Cust Equestrian Group
- Department of Conservation
- Waikuku Kitesurfers
- North Canterbury Fishing Club 97
- North Canterbury Fish and Game Council
- Canterbury Recreational 4WD Club
- Windsurfing NZ
- Groundswell Sports Ltd
- Royal Forest and Bird Protection Society of NZ Inc
- Kaiapoi Community Board
- Environment Canterbury.

6.4. Wider Community

The wider community is likely to be affected by, or to have an interest in the subject matter of this report. This primarily relates to the residents and members of the wider public that may have concerns around the prohibited and restricted activities of the Bylaw and the impact on the coastal environment where breaches of the Bylaw occur.

6.5. Consultation Process

The public will be notified of the opportunity to make a submission to the Lets Talk About Beaches consultation through public notices in newspapers and information published on the Council's webpage and Facebook page. Submissions will be able to be made online via the Council's web page, by email or by posting or delivering a copy to the Council. Online polls will be run on a short-term basis (weekly or fortnightly) to get specific feedback on key areas such as access for dogs on the spit at the Estuary and fires on the beach. This will provide staff with specific feedback to help develop the Statement of Proposal.

Community events are planned for the beach communities of the District prior to the Summer break, working in partnership with the community representatives of the Advisory Group.

A Beach User Survey will be undertaken similar to the surveys undertaken in 2019 and 2021 that provide specific feedback on awareness of the Bylaw and what people think are the current issues for the Bylaw.

7. OTHER IMPLICATIONS AND RISK MANAGEMENT

7.1. Financial Implications

Annual Budgets	2023/2024
OPEX	\$21,530
CAPEX	\$22,020
Enforcement contract contribution	\$29,760
Total	\$73,310

The review of the Bylaw is being carried out using existing Green Space, and Strategy and Business Unit staff resources. The project is a programmed Strategy and Business Unit

project for the 2023/24 financial year. Any associated costs, such as advertising costs and legal fees are being split between the Green Space, Strategy and Business Units.

Currently there are two budgets within the recreation account which are used for enforcement and infrastructure development related to the Northern Pegasus Bay Bylaw. An operational budget of \$21,530 and a capital budget of \$22,020 is available for this financial year.

Enforcement is undertaken by Environment Canterbury via a ranger service. The cost of this service is split between the Waimakariri District Council and Environment Canterbury with each organisation's share being \$29,760 per year. The schedule for ranger services is agreed between both Councils and is based on known high use periods, weather, and tides. For the winter months, when use of the beach is limited, the ranger service is reduced to half a day at weekends. During peak times, which include the white bait season and summer holiday period, the service is increased to 5 half days a week.

7.2. Sustainability and Climate Change Impacts

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

The Bylaw prohibits vehicles and motorbikes from riding on the dunes. Previous research concluded that the higher the sand dunes were, the more they protected people from coastal hazards. Driving on dunes destroys vegetation that helps to bind the sand together and compacts the sand. This can lead to an unstable dune system that is more at risk from the climate change risks of extreme weather events and sea level rise.

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

7.3. Risk Management

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

7.4. Health and Safety

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

8. CONTEXT

8.1. Consistency with Policy

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

8.2. Authorising Legislation

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

8.3. Consistency with Community Outcomes

- The Council's community outcomes are relevant to the actions arising from recommendations in this report.
 - **Social** - Public spaces are diverse, respond to changing demographics and meet local needs for leisure and recreation.
 - **Environmental**
 - Our communities are able to access and enjoy natural areas and public spaces.
 - Land use is sustainable; biodiversity is protected and restored.

8.4. Authorising Delegations

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

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

Vehicle Access Waikuku

(See Schedule 3 for details)



RESTRICTED NORTHERN VEHICLE ACCESS

- Access is only for the purposes of boat launching or retrieval, fishing, whitebaiting, and mahinga kai gathering.
- Below last high tide, unless it is unsafe to do otherwise.

RESTRICTED ASHLEY / RAKAHURI RIVER MOUTH VEHICLE ACCESS

- Permit required
- Key access only
- Available during annual whitebait season
- On marked route and then below last high tide, unless it is unsafe to do otherwise
- Exemptions apply to owners of Fenton Reserves and holders of Fenton Entitlements

Bylaw applies to area within the Waimakariri District Council Boundary

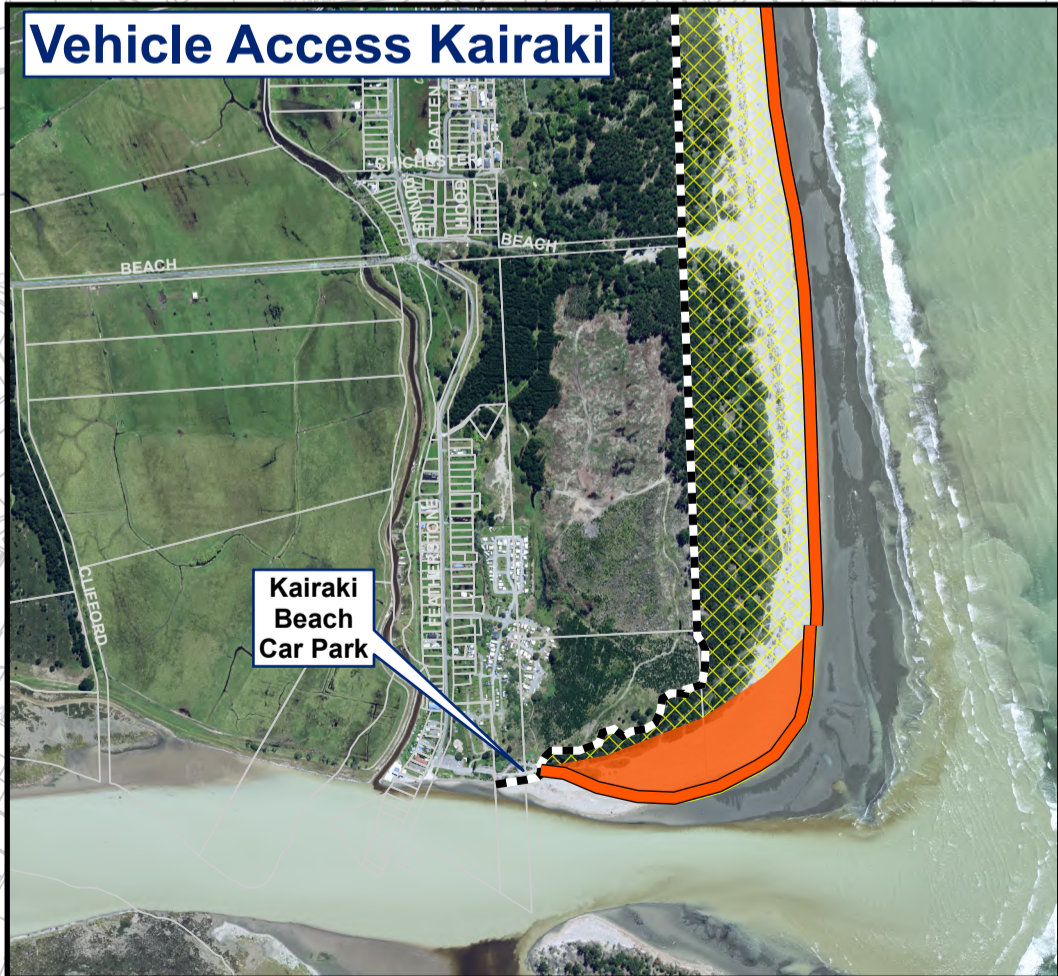


The beach is a prohibited area for 2 wheeled motorbikes

PROHIBITED VEHICLE ACCESS

- No Public Vehicle Access
- Exemptions apply to emergency and authorised maintenance and service vehicles

Vehicle Access Kairaki



RESTRICTED SOUTHERN VEHICLE ACCESS

- Access is only for the purposes of boat launching or retrieval and taking machinery and equipment used for legitimate recreational purposes to the water's edge, fishing, whitebaiting, mahinga kai gathering and holders of mobility parking permits.
- Below last high tide only, apart from at the Waimakariri River Mouth & unless it is unsafe to do otherwise

Pegasus Beach Car Park

Pegasus Beach

Woodend Beach Car Park

Woodend Beach

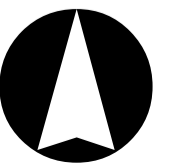
Woodend Beach Ferry Road Horse Access Trail

Kairaki Beach Car Park

Ocean Outfall

WAIMAKARIRI DISTRICT COUNCIL

Eagle Technology, Land Information New Zealand
CHRISTCHURCH CITY COUNCIL



WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: Gov-26-09-06 / 231123188722

REPORT TO: WOODEND-SEFTON COMMUNITY BOARD

DATE OF MEETING: 4 December 2023

AUTHOR(S): Ken Howat (Parks and Facilities Team Leader)

SUBJECT: Installation of Field Lights, Gladstone Park

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


General Manager


Chief Executive

1. SUMMARY

- 1.1. This report seeks approval for the installation of field lights on the Woodend Rugby Club No. 3 field at Gladstone Park.
- 1.2. The Woodend Rugby Club has engaged Magna Tech to complete a sport field lighting design proposal and have reviewed several options to provide a fit for purpose lighting design maximising the light coverage with the pole height and luminaires. The lights themselves would be owned and operated by Woodend Rugby Club including ongoing operational or replacement costs.
- 1.3. The proposed lighting design includes 4 x 18m poles positioned with a 5m set back from the 22m lines. Gladstone Park is zoned rural and therefore a resource consent is not required to install lighting poles at this height. A Geotech assessment will be undertaken to determine the footing requirements for the poles and is a mandatory component of the Engineering Producer Statement (PS1).
- 1.4. The proposed field lights will allow the club to host regional night games across all senior rugby divisions and will reduce demand on their main field which has significant drainage issues over winter months.
- 1.5. For the 2024/25 seasons the club is introducing a woman's team with the long-term aim of encouraging more women into the game and expanding the North Canterbury women's competition. The ability to host night games is considered a critical factor in developing women's rugby as most games will be played at night.

Attachments:

- i. Light Spill Plan (*TRIM 231102175825*)
- ii. Field Lighting Location Map (*TRIM 231102175831*)
- iii. Information Notice (*TRIM 231123188723*)

2. RECOMMENDATION

THAT the Woodend-Sefton Community Board:

- (a) **Receives** Report No. 231123188722
- (b) **Approves** the installation of field lights on the No. 3 rugby field at Gladstone Park.
- (c) **Notes** that an Information Notice would be sent to local residents and stakeholders detailing the proposal, including operating times of the lights.

- (d) **Notes** that the total cost of the project is \$172,268 and that the Woodend Rugby Club is meeting this cost through community grants.
- (e) **Notes** that the project cost includes the laying of power cables to be run from the Rugby Club Pavilion.
- (f) **Notes** that any ongoing maintenance of the field lights would be the responsibility of the Woodend Rugby Club.
- (g) **Notes** that there are currently lights on the tennis/netball courts and the No1 rugby field.
- (h) **Notes** that the recommendations in this report align with the purpose of the Councils Sport and Recreation Reserves Management Plan, *“To provide and maintain sports field capacity to meet reasonable demand”*.

3. **BACKGROUND**

- 3.1. Woodend Rugby Club currently has a total membership of 250 players, with 11 junior teams and three senior teams. The summer touch module attracts 300 players and continues to be a popular recreation activity for all age groups.
- 3.2. Gladstone Park is a significant sports hub for the Woodend and Pegasus communities with Woodend Cricket Club, Woodend Netball Club and Woodend Tennis Club located there. The cricket club shares the rugby clubs pavilion which is beneficial to both clubs.
- 3.3. The power source for the lights will be the Rugby Club Pavilion where the switchboard is being upgraded to accommodate the lights. Total cabling distance from the clubrooms to the lights poles is 312m. 200m of cable will be laid with a horizontal bore and the remaining 112m will be chain trenching which lays the cable and backfills simultaneously and does not leave an exposed trench.
- 3.4. The supply and installation contractor, Magna Tech, has had the design and installation plans reviewed by the Plan Implementation Unit and Consents Team. Resource and Building Consents are not required for this project, however the contractor is required to supply a Geotech report as part of the Producer Statement.(PS1)

4. **ISSUES AND OPTIONS**

- 4.1. Greenspace staff have reviewed the proposal to install field lighting and have met with the Woodend Rugby Club. Staff believe that the proposed field lighting will add value to the rugby club enabling them to host local competition games, regional games and contribute to the development of women’s rugby.
- 4.2. **Option One: Approve the Installation of Field Lights on the No. 3 Rugby Field at Gladstone Park.**
- 4.3. Woodend-Sefton Community Board could approve the recommendation which will allow the rugby club to proceed with the installation of the lights. Staff recommend this option.
- 4.4. **Option Two: Decline the recommendation.**
- 4.5. Woodend-Sefton Community Board could decline the recommendation which would put a halt to the proposed installation of field lights and potential club improvements. Staff would not recommend this option.

Implications for Community Wellbeing

There are implications on community wellbeing by the issues and options that are the subject matter of this report. Sports grounds and greenspace enhance community wellbeing by promoting physical activity, social interaction, and a sense of belonging and

are integral components of thriving and vibrant communities. These aspects of community wellbeing could be further enhanced by the outcomes this project could generate.

- 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. However, the Rununga will be included in the Information Notice distribution. (Attached in this report)

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. These include Gladstone Park Advisory Board, Woodend Cricket Club, Woodend Netball Club and Woodend Tennis Club, all of whom will be included in the Information Notice distribution.

5.2. **Wider Community**

The wider community is likely to be affected by, or to have an interest in the subject matter of this report. The Information Notice will be sent to residents on Hakatere Road, Pegasus and Gladstone Road, Woodend.

5.2.1 The addition of flood lights will change the period of use of the sports field to include night games. This will generate more traffic movements along Gladstone Road and Hakatere Road along with noise generated by spectators and games. In relation to vehicle movements, District Plan chapter 31.25.3, states that land use resulting in more than 250 vehicle movements, either entering or exiting the site per day is a discretionary activity. Regarding noise levels at night games, it is not expected this will exceed allowable noise levels.

5.3.2 Spill lighting is required to be less than 20 lux at or within the boundary of any site zoned residential. The proposed lighting design meets this requirement with a 5 lux /(max) spill, while trees on the raised embankment will provide a visual barrier between the closest residents on Hakatere Rd and the lighting poles.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1 **Financial Implications**

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

6.1.2 The total cost of lighting project is \$172,268 including GST. The club has secured stage one funding which covers the cost of a Geotech report (requirement for the Producer Statement, PS1) and meeting Council requirements. The remainder of the funding will be released once final project approval from Council is achieved. Woodend Rugby Club is GST registered.

6.1.3 Following installation of the field lights, ongoing maintenance will be the responsibility of the Woodend Rugby Club.

6.2 **Sustainability and Climate Change Impacts**

The recommendations in this report do not have sustainability and/or climate change impacts. Magna Tech LED Capricorn Flood Lighting System is designed in individual modules to achieve high powered lighting. LED is highly energy efficient lighting technology using 75% less energy and lasting up 25 times longer than incandescent lighting.

6.3 **Risk Management**

There is a risk that local residents and stakeholders are not supportive of this project. Staff will take this into account will and work with residents and stakeholders to address their concerns.

6.4 **Health and Safety**

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

7 **CONTEXT**

7.1 **Consistency with Policy**

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

7.2 **Authorising Legislation**

- Building Act (in relation to regulations around installation of the light poles)
- AS/NZ Standard 428:2019 (in relation to light spill)

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 wide variety of public places and spaces to meet people's needs.
- There are wide-ranging opportunities for people to enjoy the outdoors.
- The accessibility of community and recreation facilities meet the changing needs of our community.

7.4 **Authorising Delegations**

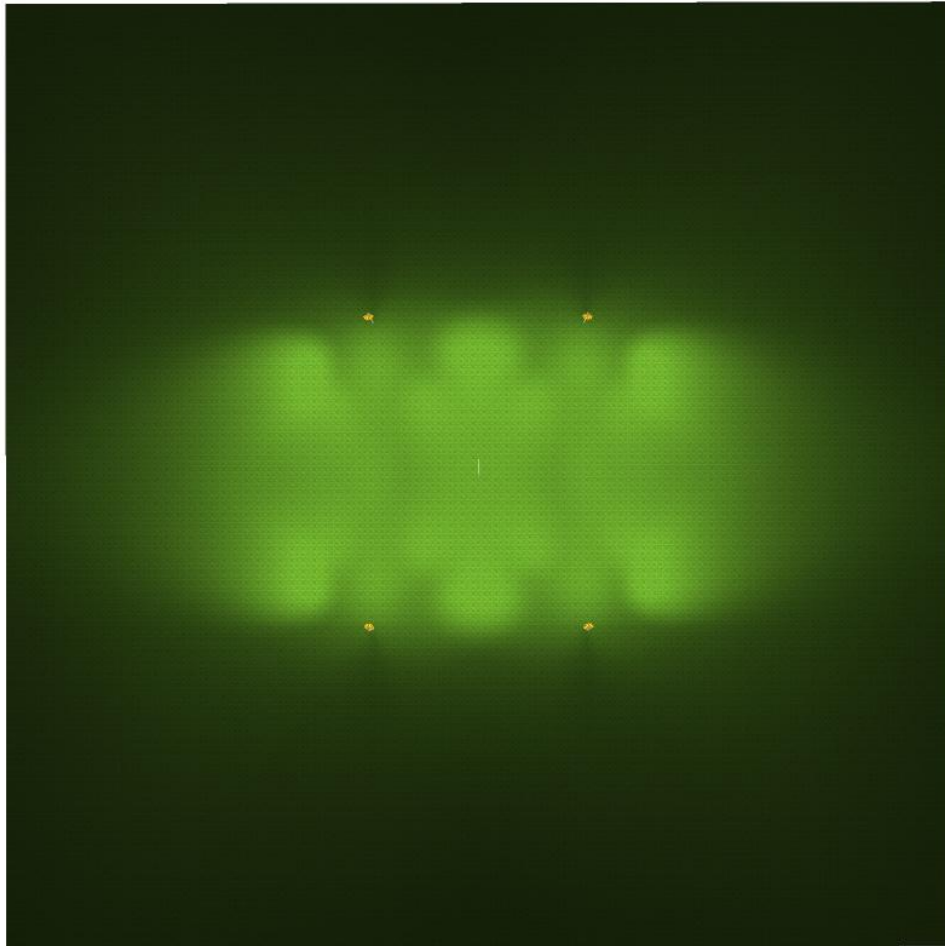
The Woodend-Sefton Community Board have the delegation to approve the recommendations within this report.



Magnatech LED

Operator Shane Burke
Telephone 0275440760
Fax
e-Mail shane@magnatechled.co.nz

Standard Class 2 Rugby Union Field / 3D Rendering

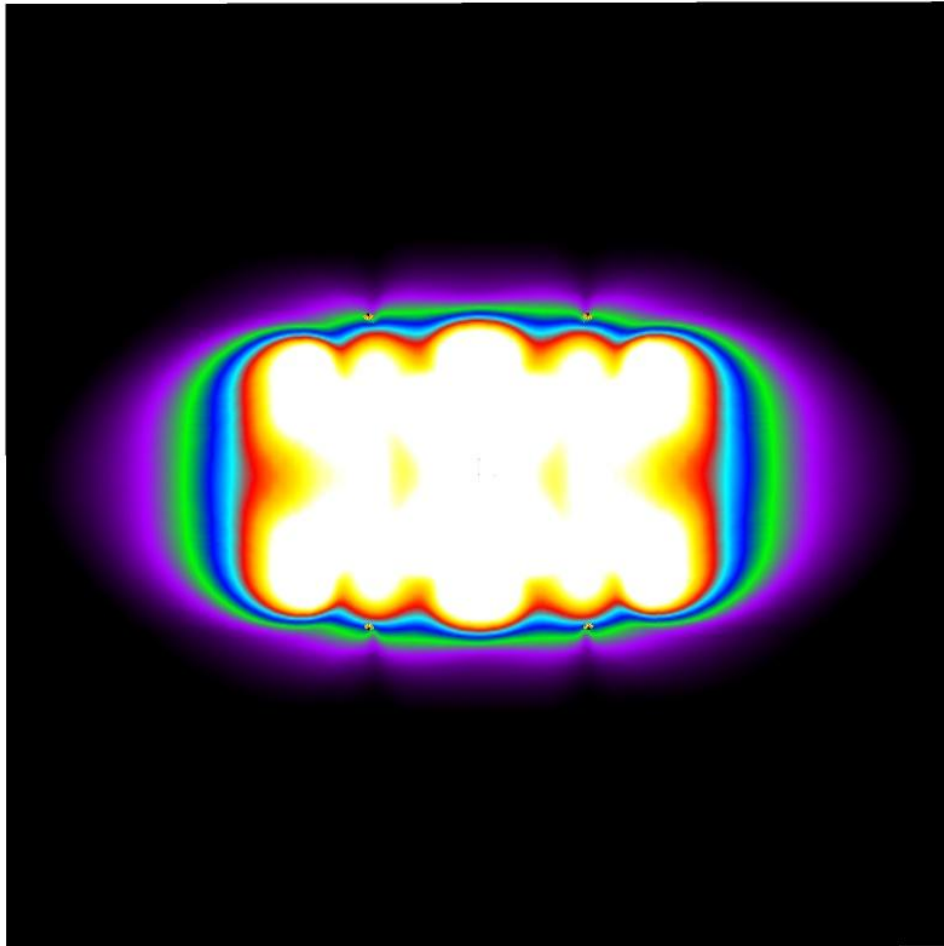




Magnatech LED

Operator Shane Burke
Telephone 0275440760
Fax
e-Mail shane@magnatechled.co.nz

Standard Class 2 Rugby Union Field / False Color Rendering



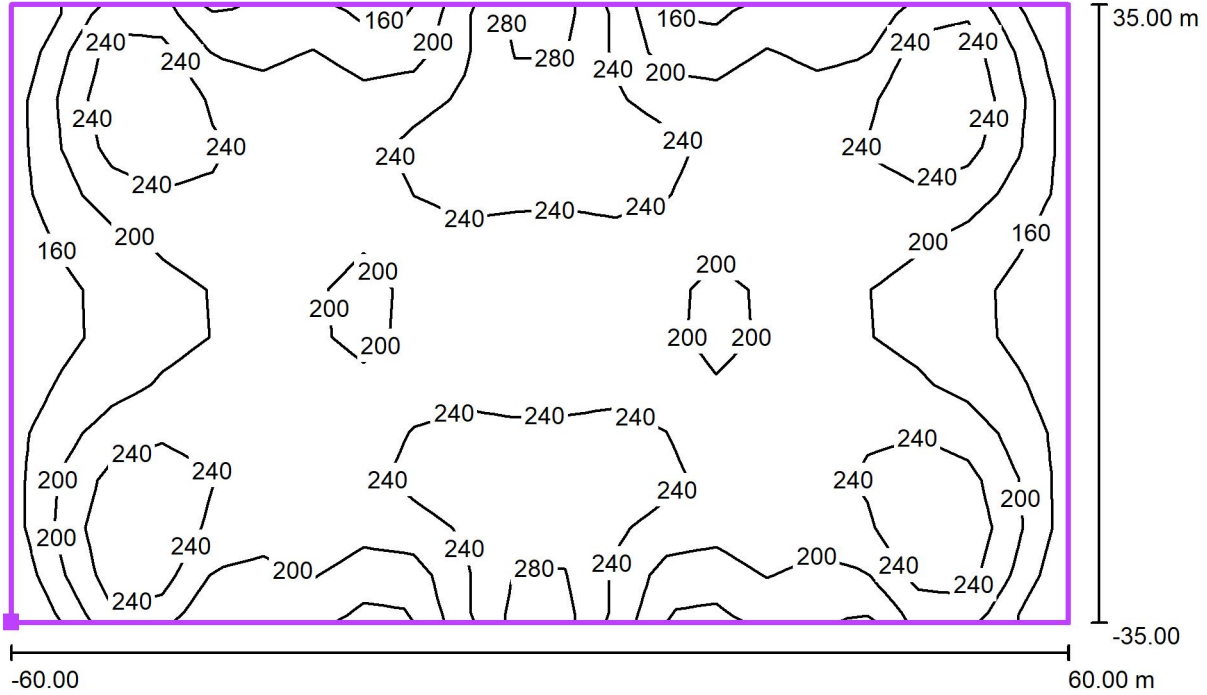
10 33.75 57.50 81.25 105 128.75 152.50 176.25 200

lx

Magnatech LED

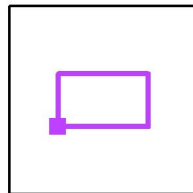
Operator Shane Burke
Telephone 0275440760
Fax
e-Mail shane@magnatechled.co.nz

Standard Class 2 Rugby Union Field / Rugby Field 120x70 (10m In Goal) / Isolines (E, Horizontal)



Values in Lux, Scale 1 : 858

Position of surface in external scene:
Marked point: (-60.000 m, -35.000 m, 0.000 m)



Grid: 21 x 13 Points

E_{av} [lx]
216

E_{min} [lx]
136

E_{max} [lx]
307

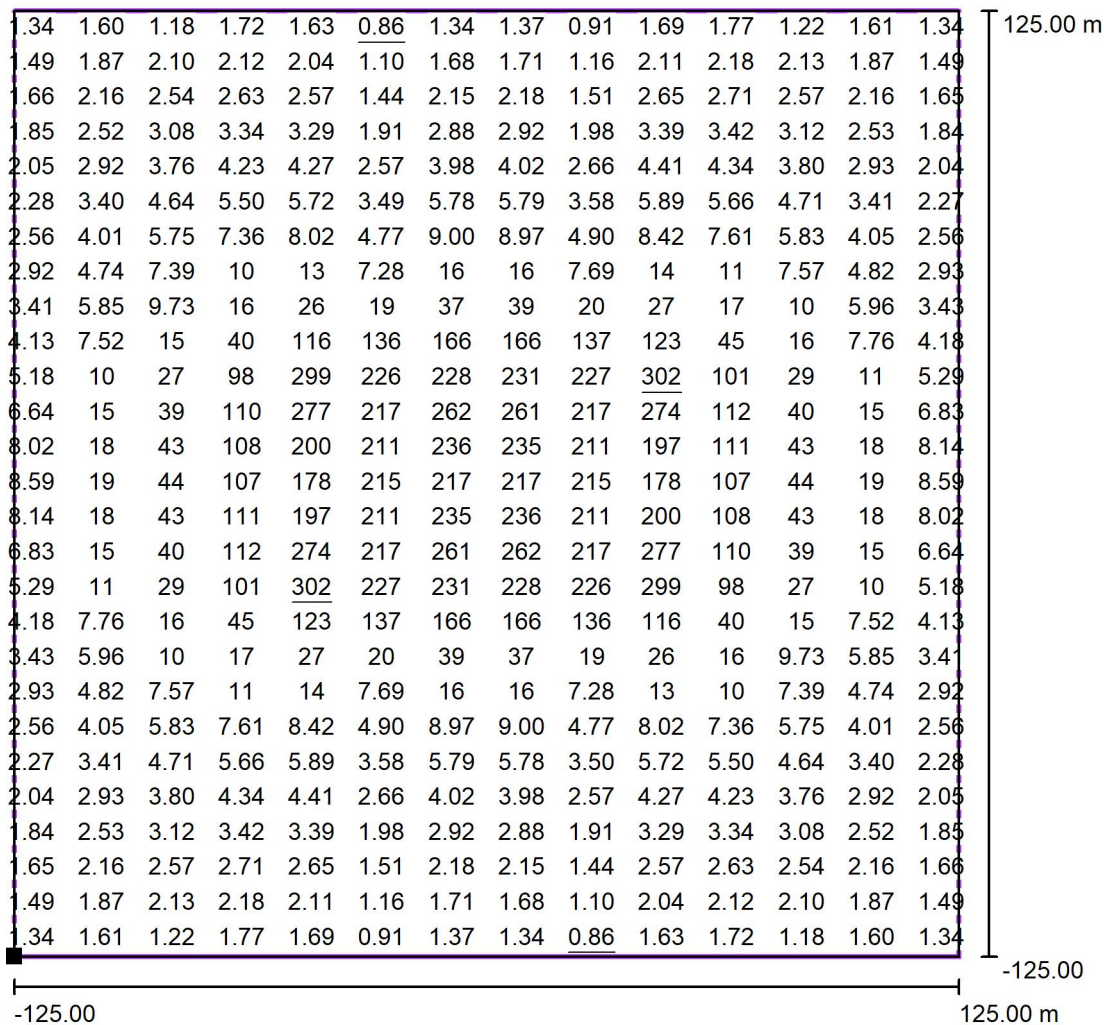
u0
0.63

E_{min} / E_{max}
0.44

Magnatech LED

Operator Shane Burke
 Telephone 0275440760
 Fax
 e-Mail shane@magnatechled.co.nz

Standard Class 2 Rugby Union Field / Light Spill Considerations 250m x 250m / Value Chart (E, Horizontal)

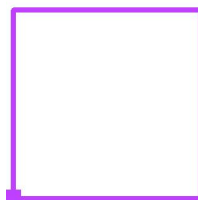


Values in Lux, Scale 1 : 2002

Not all calculated values could be displayed.

Position of surface in external scene:

Marked point: (-125.000 m, -125.000 m, 0.000 m)



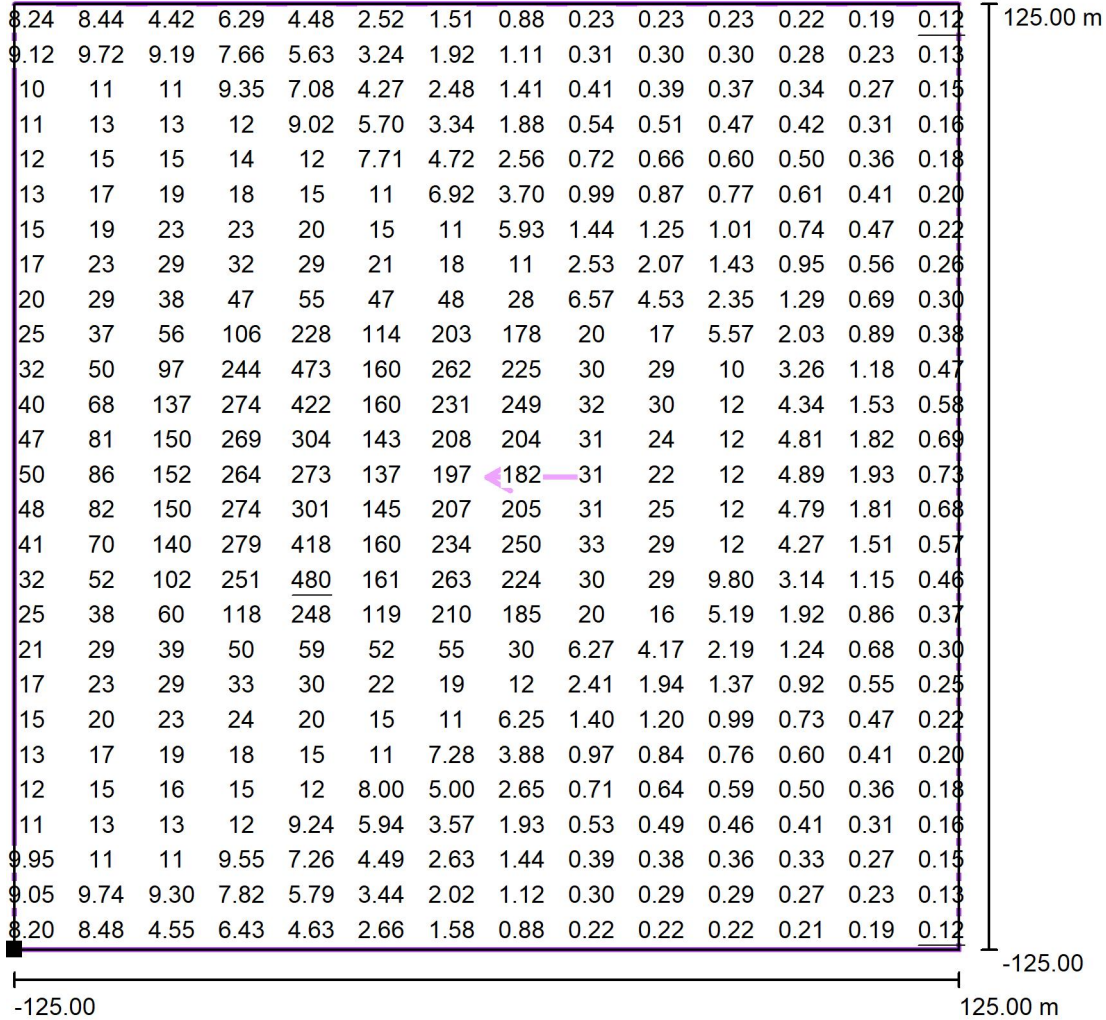
Grid: 27 x 27 Points

E_{av} [lx]	E_{min} [lx]	E_{max} [lx]	u0	E_{min} / E_{max}
41	0.86	302	0.02	0.00

Magnatech LED

Operator Shane Burke
 Telephone 0275440760
 Fax
 e-Mail shane@magnatechled.co.nz

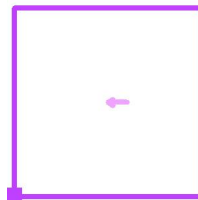
Standard Class 2 Rugby Union Field / Light Spill Considerations 250m x 250m / Value Chart (E, Vertical)



Values in Lux, Scale 1 : 2002

Not all calculated values could be displayed.

Position of surface in external scene:
 Marked point: (-125.000 m, -125.000 m, 0.000 m)



Grid: 27 x 27 Points

E_{av} [lx]	E_{min} [lx]	E_{max} [lx]	u0	E_{min} / E_{max}
41	0.12	480	0.00	0.00

95
125m Light Spill Consideration



Power Supply

Gladstone Park

Change of direction

Pole 1

Pole 2

Pole 3

Pole 4

Field Light Installation Gladstone Park, Pegasus

Woodend Rugby Club is proposing to install four new field lights on the Number Three field at Gladstone Park.

Background

Gladstone Park is a significant sports hub for the Woodend and Pegasus communities with Woodend Cricket Club, Netball Club, Tennis Club and Rugby Club all located there.

Woodend Rugby Club currently has a total membership of 250 players, with 11 junior teams and three senior teams. The summer touch module attracts 300 players and continues to be a popular with all age groups.

The proposed field lights will allow the club to host regional night games across all senior rugby divisions and will reduce demand on their main field, which has significant drainage issues over winter months.

What is being proposed

The Club engaged a third-party lighting specialist to complete a Sport Field Lighting Design Proposal that's fit for purpose and ensures maximum light coverage with minimum disturbance to neighbouring properties.

The proposed lighting design has four 18m poles positioned with a 5m set back from the 22-metre line. Similar lights are already installed at the nearby netball/ tennis courts and on the Number One rugby field.

Gladstone Park is zoned rural and therefore a resource consent is not required to install lighting poles at this height.

Timing of the work

The Woodend-Sefton Community Board will review the proposal at its December meeting. If the proposal is approved, the lights will be installed in the first quarter of 2024.

Traffic impacts

The addition of flood lights to this field will mean an increase in the time the field can be used, specifically into the evening/night. It may also mean more traffic along Gladstone Road and Hakaterere Road, along with noise generated by spectators and games.

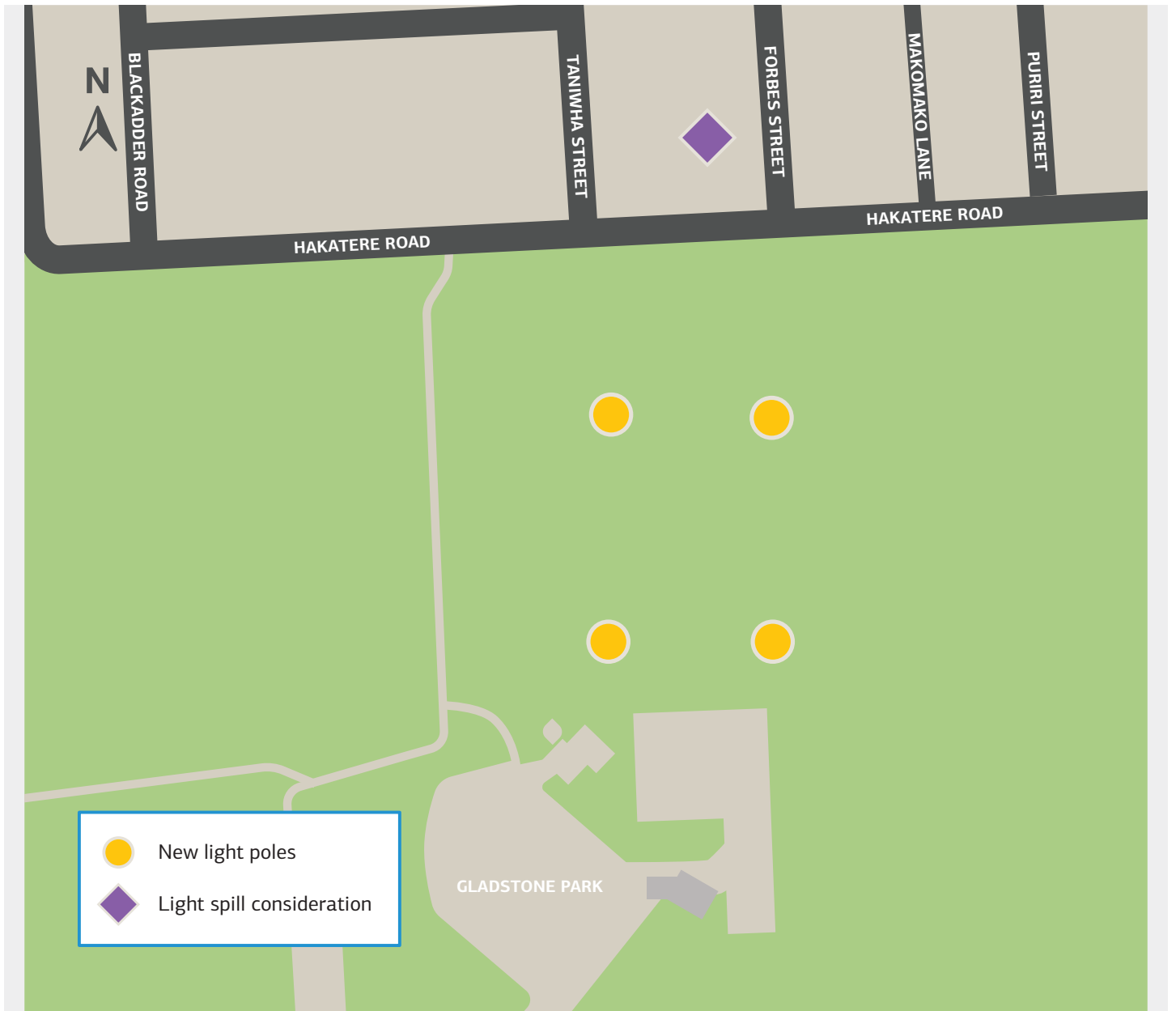
At a minimum, the lights will be used for Rugby Club training on Tuesday and Thursday nights (6–8pm) and Friday night games (6–9pm).

General impacts

Spill lighting is required to be less than 20 lux at or within the boundary of any site zoned residential. The proposed lighting design meets this requirement with a 5 lux (maximum) spill, while trees on the raised embankment will provide a visual barrier between the closest residents on Hakaterere Rd and the lighting poles.

Woodend Rugby Club is meeting the costs of installing and maintaining the field lights.

Please turn over



For more information please contact

Name: Ken Howat

Parks and Facilities Team Leader

Email: ken.howat@wmk.govt.nz

Waimakariri District Council

Phone: 0800 965 468

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: GOV-26-09-06 / 231108178984

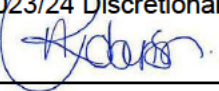
REPORT TO: WOODEND-SEFTON COMMUNITY BOARD

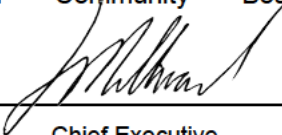
DATE OF MEETING: 4 December 2023

AUTHOR(S): Kay Rabe, Governance Advisor

SUBJECT: Application to the Woodend-Sefton Community Board's
2023/24 Discretionary Grant Fund

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


General Manager


Chief Executive

1 **SUMMARY**

1.1 The purpose of this report is to consider the following two applications for funding:

Name of Organisation	Purpose	Amount requested
Sefton Cricket Club – Junior Section	Towards the purchase of equipment	\$750
Sefton School	Towards a replacement pool cover	\$750
Total:	\$1,500

Attachments:

- i. Application from the Sefton Cricket Club – Junior Section (Trim Ref: 231107178155).
- ii. Application from the Sefton School (Trim Ref: 231122187647).
- iii. Spreadsheet showing previous two years' grants.
- iv. Board funding criteria 2023/24 (Trim Ref: 210603089821).

2 **RECOMMENDATION**

THAT the Woodend-Sefton Community Board:

- (a) **Receives** report No. 231108178984.
- (b) **Approves** a grant of \$..... to the Sefton Cricket Club – Junior Section to purchase equipment for its six junior cricket teams.
OR
- (c) **Declines** the application from the Sefton Cricket Club – Junior Section.
- (d) **Approves** a grant of \$..... to the Sefton School towards a replacement pool cover.
OR
- (e) **Declines** the application from the Sefton School.

3 **BACKGROUND**

- 3.1 The **Sefton Cricket Club – Junior Section** seeks funding to purchase equipment for its six junior cricket teams.
- 3.2 The **Sefton School** is seeking funding towards the replacement cover for the Sefton pool.
- 3.3 The current balance of the 2023/24 Discretionary Grant fund is \$3,660.

4 **ISSUES AND OPTIONS**

Sefton Cricket Club – Junior Section (the Club)

- 4.1 The Sefton Cricket Club is located at the Sefton Domain, Vaughan Street in Sefton and is the primary user of the Sefton Pavilion. The Junior Section caters to juniors, and all players are primary school aged.
- 4.2 The Club is requesting funding to purchase two additional helmets, six sets of pads, four sets of gloves and three additional bats for their junior teams. It is estimated that approximately 80 to 100 children would benefit from this gear, not only now but also in future. The Club hopes to encourage more children to play cricket to build resources for their high school and senior squads. This would benefit the whole community as young players and their extended families enjoy the Club's matches and spend more time outdoors in a recreational setting.
- 4.3 The required equipment is quoted to cost \$1,207. The Club acknowledges that cricket is an expensive sport and, therefore, tries to keep its fees as low as possible to reduce any barrier to children's participation. If this application is unsuccessful, the project will continue on a smaller scale, and junior players will have to rely on spare gear from senior players as they upgrade. However, much of this equipment is unsuitable for younger players due to size and weight. Currently, the Club has applied to become an incorporated society to enable them to pursue other funding opportunities. However, the Club is still awaiting a response to their application. This is the first time the Club has applied for board funding and this has been approved by the Club.

Sefton School (the School)

- 4.4 The School is a co-educational state school with a roll of 127 pupils. The School recognises its commitment to the Treaty of Waitangi by ensuring that every pupil is enriched by an environment that values and reflects New Zealand's bicultural heritage. The School has six full-time classrooms, a separate administration block and the community swimming pool in a very pleasant environment with a large playing area and many well-established shade trees. Part of this area has been developed as an outdoor classroom.
- 4.5 The School is requesting funding to replace its swimming pool cover. The community uses the pool during the warmer months for education on water safety, swimming lessons and recreation. More than 50 families regularly use the pool, which is open to the whole community, including older adults and people with disabilities. The current cover is worn and no longer effectively retains the pool's heat. In 2022, the community fundraised to upgrade the pool heating system with the assistance of Woodend-Sefton Community Board's grant of \$500. With a faulty pool cover, the wear and tear on the heating system is advanced as it needs to operate at optimum to keep the pool at the required temperature.
- 4.6 After the Christchurch earthquakes, the Ministry of Education indicated the department would not fund or contribute towards school pools, concrete, courts, or the refurbishment of playgrounds. This is infrastructure that schools must either budget for or fundraise for. The School chose to keep its pool operational rather than remove it as most schools did after the earthquakes. The School's Board of Trustees has made a commitment to also have a school pool open for children and the community hence the fundraising to keep the pool operational. The School make no profit from the pool and runs at a deficit to provide this facility for the community.

- 4.7 Ensuring the heating system operates effectively allows the pool to be used for extended periods and increase safety. It is estimated that the cost of replacing the pool cover will be approximately \$12,000. Fundraising initiatives have been undertaken, including selling bacon, tea towels, calendar art, garden seeds and eco products. As mentioned previously the Woodend-Sefton Community Board funded Sefton School \$500 towards the replacement heating system for the pool and the Accountability Form has been received.
- 4.8 The Board may approve or decline grants as per the grant guidelines.
- 4.9 **Implications for Community Wellbeing:**
There are no social and cultural implications on community wellbeing by the issues and options that are the subject matter of this report.
- 4.10 The Management Team has reviewed this report.

4 COMMUNITY VIEWS

5.1 Mana whenua

Taking into consideration the provisions of the Memorandum of Understanding between Te Ngāi Tūāhuriri Rūnanga and the Council, Te Ngāi Tūāhuriri hapū may be affected by or have an interest in the subject matter of this report.

5.2 Groups and Organisations

No other groups and organisations other than those which applied are likely to be affected by or to have an interest in the subject matter of this report.

5.3 Wider Community

The wider community are likely to be affected by or interested in the report's subject as swimming and cricket offers physical and mental wellbeing to the community and offer opportunities for people to interact.

5 OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1 Financial Implications

6.1.1 The 2023/24 Annual Plan includes budget provision for the Woodend-Sefton Community Board to approve grants to community groups up to a total of \$7,610 for this financial year.

6.1.2 The current balance of the Woodend-Sefton Community Board's Discretionary Grant Fund for 2023/24 is \$3,660, and if all the applications in this report are approved, the balance would be \$2,910.

6.1.3 The application criteria specify that grants are customarily limited to \$750 per application with a maximum of \$1,000 in any one financial year (July to June). However, a group may apply twice in a financial year, providing the applications are for different projects. Where applicable, GST values are calculated and added to appropriately registered groups if decided benefits exceed Board resolved values.

6.2 Sustainability and Climate Change Impacts

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

6.3 Risk Management

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

6.4 Health and Safety

All health and safety-related issues will fall under the auspices of the groups and organisations that applied for funding.

7. CONTEXT

7.1 Consistency with Policy

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

7.2 Authorising Legislation

Not applicable.

7.3 Consistency with Community Outcomes

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

7.4 Authorising Delegations

Community Boards have delegated authority to approve Discretionary Grant Funding.

Groups applying for Board Discretionary Grants ¹⁰² 2023/2024Name of group: Sefton Cricket Club - Junior SectionAddress: [REDACTED]Contact person within organisation: [REDACTED]Position within organisation: Secretary/TreasurerContact phone number: [REDACTED]Email: [REDACTED]**Describe what the project is and what the grant funding will be used for?** (Use additional pages if needed)

Additional equipment for our 6 junior cricket teams - ideally we would like to purchase 2 additional helmets (\$220), 6 Sets of Pads (\$359.94), 4 sets of Gloves (\$299.94) and 3 additional bats (\$539.97). Total of \$1206.86 incl GST (and 15% discount from Sporting Edge)

What is the timeframe of the project/event date? ImmediateOverall cost of project: 1206.86Amount requested: 750How many people will directly benefit from this project? 80-100

Who are the range of people benefiting from this project? (You can tick more than one box)

- People with disabilities (mental or physical) Cultural/ethnic minorities District
 Preschool School/youth Older adults Whole community/ward

Provide estimated percentage of participants/people benefiting by community area:

Oxford-Ohoka _____% Rangiora-Ashley 20% Woodend-Sefton 80% Kaiapoi-Tuahiwi _____%

Other (please specify): _____

If this application is declined, will this event/project still occur? Yes No

If No, what are the consequences to the community/organisation?

Project will still proceed just on alot smaller scale - we have always kept our junior subscriptions as low as possible - currently \$80 per child with additional children at \$30 - unfortunately this doesn't leave alot of room for buying in additional "club" gear and whilst we get spare gear from the senior players as they upgrade alot of this gear does not fit a youth player.

What are the direct benefit(s) to the participants?

We understand that cricket is not a cheap sport for some famalies to get their children into and we don't want this to be a barrier for a child playing the game past the kiwi cricket/soft ball stage

What is the benefit(s) to your organisation?

103

Attract more children to play for our club and hopefully proceed through the junior teams to the senior squads after high school

What are the benefit(s) to the Woodend-Sefton community or wider district?

As per above we have a number of players that come from the Woodend area as well as the wider North Canterbury area

Is your group applying under the umbrella of another organisation (that is Charity/Trust registered)? Yes No

If yes, name of parent group: _____

What is the relationship between your group and the parent group?

What other fundraising has your group undertaken towards this project/event? List any other organisations you have applied to, or intend to apply to for funding this project and the amount applied for, including applications to other Community Boards.

No other applications at this stage - we have applied to incorporate as a society giving additional funding options but haven't heard back at this stage

Have you applied to the Woodend-Sefton Community Board or any other Waimakariri Community Board for other project funding in the past 18 months? Yes No

If yes, please supply details:

Enclosed Relevant financial information such as a balance sheet or income and expenditure statement (compulsory – your application cannot be processed without financial statements)

Supporting costs/quotes

Other supporting information

I am authorised to sign on behalf of the group/organisation making this application.

I declare that all details contained in this application form are true and correct to the best of my knowledge.

I accept that successful applicants will be required to report back to the Community Board by completing a simple Accountability Report.

I accept that information provided in this application may be used in an official Council report available to the public.

Please note: A signature is not required if you submit this form electronically. By entering your name in the signature box you are giving your authority to this application.

Signed:  Date: 6/11/2023



SPORTING EDGE

QUOTE

Sporting Edge
Unit 9, 501 Wairakei Road
Christchurch, Canterbury 8053
New Zealand

(03) 595 2324
www.sportingedge.co.nz

BILL TO
Sefton Cricket Club

Estimate Number: 40

Estimate Date: November 7, 2023

Valid Until: January 31, 2024

Estimate Total (NZD): **\$1,206.86**

Items	Quantity	Price	Amount
Team Cricket Helmet Kookaburra Pro 600 Helmet XS/S Black	2	\$109.99	\$219.98
Team Cricket Pads Kookaburra Pro 9.0 Slim Fit Batting Pads Jnr	6	\$59.99	\$359.94
Team Cricket Gloves Kookaburra Beast Pro 6.0 Batting Gloves JRH	6	\$49.99	\$299.94
Team Cricket Bat Kookaburra Beast Pro 6.0 Size 5	3	\$179.99	\$539.97
Discount Discount (15%)	1	(\$212.97)	(\$212.97)

Subtotal: \$1,206.86

Total: \$1,206.86

Estimate Total (NZD): **\$1,206.86**

Notes / Terms

Thank you for the opportunity to quote on your requirements. All prices are GST inclusive. If you have any queries please feel free to contact me directly.

Profit and Loss

Sefton Cricket Club Inc

For the year ended 30 June 2024

	2024	2023
Trading Income		
Subscr pt ons Rece ved Jun ors	656.76	1,810.00
Subscr pt ons Rece ved Prem er	390.00	2,005.00
Subscr pt ons Rece ved Sen ors		1,375.00
Total Trading Income	1,046.76	5,190.00
Gross Profit	1,046.76	5,190.00
Other Income		
Grants/Donat ons Rece ved	2,900.00	9,253.88
nterest ncome	23.38	71.51
P ay ng Sh rts ncome	140.00	
Raff e ncome Rece ved	685.00	2,075.00
Total Other Income	3,748.38	11,400.39
Operating Expenses		
Account ng	193.20	193.20
Advert s ng		1,101.13
Cr cket Ba s		965.91
Cr cket Equ pment		4,577.17
Genera Expenses	205.00	2,199.95
Motor Veh c e Expenses		117.52
Repa rs & Ma ntenance Grounds	915.75	75.92
Subscr pt on Expenses		2,207.50
Un forms	5,458.75	2,090.00
Total Operating Expenses	6,772.70	13,528.30
Net Profit	(1,977.56)	3,062.09

Groups applying for Board Discretionary Grants 2023/2024

Name of group: Sefton School

Address: [REDACTED]

Contact person within organisation: [REDACTED]

Position within organisation: Principal

Contact phone number: [REDACTED]

Email: [REDACTED]

Describe what the project is and what the grant funding will be used for? *(Use additional pages if needed)*

The swimming pool cover is very worn and is no longer effectively retaining the heat in our pool. During 2022 we fundraised to upgrade the pool heating system and we now need to complete the final step of this process and replace the pool cover. The community pool is used by the school and the wider community over the warmer months for education on water safety, swimming lessons as well as community wellbeing and recreation. Due to our new heating system we have been able to open the pool at the start of term four which means the pool is now available for more of the year than we have been able to do previously.

What is the timeframe of the project/event date? Two months

Overall cost of project: \$12,000

Amount requested: \$750

How many people will directly benefit from this project? 250

Who are the range of people benefiting from this project? *(You can tick more than one box)*

People with disabilities (mental or physical) Cultural/ethnic minorities District

Preschool School/youth Older adults Whole community/ward

Provide estimated percentage of participants/people benefiting by community area:

Oxford-Ohoka _____% Rangiora-Ashley _____% Woodend-Sefton 100 % Kaiapoi-Tuahiwi _____%

Other (please specify): _____

If this application is declined, will this event/project still occur? Yes No

If No, what are the consequences to the community/organisation?

n/a

What are the direct benefit(s) to the participants?

The greater Sefton community benefit from having affordable access to the local swimming pool. This is in walking distance for people in the village which makes it even more affordable (no driving required). Water Safety is a national issue so being able to provide the community an affordable water experience is a huge benefit.

What is the benefit(s) to your organisation?

A fit for purpose warm pool to use for education, water safety and swimming by our children and the local community.

What are the benefit(s) to the Woodend-Sefton community or wider district?

A quality resource that is really affordable for the community to use as a space for connection, wellbeing and recreation over the summer months.

Is your group applying under the umbrella of another organisation (that is Charity/Trust registered)? Yes No

If yes, name of parent group: n/a

What is the relationship between your group and the parent group?

n/a

What other fundraising has your group undertaken towards this project/event? List any other organisations you have applied to, or intend to apply to for funding this project and the amount applied for, including applications to other Community Boards.

We have done several fundraising initiatives to help fund this project including selling bacon, tea towels, calendar art, garden seeds, and eco products, and we are currently embarking on selling honey.

Have you applied to the Woodend-Sefton Community Board or any other Waimakariri Community Board for other project funding in the past 18 months? Yes No

If yes, please supply details:

We applied to you on 2022 for assistance with the heating system of the pool, and as previously mentioned this aspect is now complete and this is the final stage of the pool heating.

- Enclosed Relevant financial information such as a balance sheet or income and expenditure statement
(*compulsory – your application cannot be processed without financial statements*)
- Supporting costs/quotes
- Other supporting information

- I am authorised to sign on behalf of the group/organisation making this application.
- I declare that all details contained in this application form are true and correct to the best of my knowledge.
- I accept that successful applicants will be required to report back to the Community Board by completing a simple Accountability Report.
- I accept that information provided in this application may be used in an official Council report available to the public.

Please note: A signature is not required if you submit this form electronically. By entering your name in the signature box you are giving your authority to this application.

Signed: _____ Date: _____



**COOMBES AQUATICS LIMITED
CHRISTCHURCH HEAD OFFICE**

34 Acheron Drive, Riccarton
T (03) 348 2072 F (03) 348 2075

WELLINGTON

Corner Meachen and Barnes Streets
PO Box 38-142, Wellington Mail Centre
T (04) 568 3521 F (04) 568 3312

AUCKLAND

Unit A6, 269a Mt Smart Rd, Onehunga
T (09) 579 6500 F (09) 579 6501

coombesaquatics.co.nz

1 November 2023

Heidi Moeller-Kemp
Sefton School
603 Upper Sefton Road,
Sefton

Re: New Replacement MacBall Thermal 8 Heat Saver Pool Cover For Sefton Primary School.

Dear Heidi,

Thank you for the opportunity to quote a new replacement MacBall thermal pool cover for your lovely outdoor school swimming pool. A new replacement thermal pool cover will make a tremendous difference to retaining the days generated heat in your swimming pool. Thermal pool covers work, by trapping in the days generated heat, that is lost overnight with the significant change in day/ night temperatures. Thermal pool covers also stop condensation which prevents valuable water and chemicals lost in the evaporation process. As covers age they lose their thermal effectiveness, start to take on water and generally become awkward to reel in and deploy.

We last manufactured the Sefton School pool covers in October 2013, so they are ready for thermal replacement at 10 years old. Cover lifecycle is 7-10 years dependent on climate.

The price of a new replacement MacBall Heat Saver Thermal Pool Cover for Sefton Primary School's outdoor swimming pool.

MacBall Thermal Pool Cover in Blue

1 Thermal outdoor pool cover

1 x MacBall Thermal Rectangle Pool Cover

1 x Main cover @ 14.736m x 5.820m

1 x Entrance way flapped cover with ladder cut out @ 3.2m x 4.462

As per previously held cover measurements from October 2013 manufacture.

Includes cover ropes

and eyelets to work in with

clients existing cover reel or

proposed new mobile reel

\$5442.00 plus gst & delivery

**Commercial and Residential
Aquatic Specialists**



PROUD SUPPORTER:
WESTPAC RESCUE HELICOPTER

Plus, Optional New Mobile Cover Reel

1 x new black powder coated stainless steel, mobile cover reel, with manual handle for easy reeling in and deploying. Includes heavy duty castors for pool side manoeuvrability and effective operation

\$2720.00 plus gst & delivery

Plus, Optional Onsite Installation

New thermal pool cover installation on new or existing reel and disposal of the old cover.

installation of the new reel if required

\$ 600.00 plus gst

Onto the new mobile reel – includes delivery

Total

\$8762.00 plus gst

Please note, all MacBall thermal pool covers are now made in the below royal blue – the attached picture features two of the shaped pool covers at the New Brighton Hot Pools- He Puna Taimoana



MacBall Thermal Pool Blanket:

The MacBall insulating pool blanket is constructed from a 3-layer laminate of woven polyethylene and closed cell foam which provides excellent insulation qualities for reducing evaporation and subsequent heat loss. We have sold several types of pool covers over the years and have found this type of blanket to be the most durable as well as the best insulator by far. The MacBall Insulating Pool Blanket also has the following features:

- Established in New Zealand & Australia since 1989
- A bound reinforced edging all around the blanket.
- Reinforced eyelets.
- Weighted edging for outdoor pools. This greatly reduces wind problems, but the blanket can still be easily rolled up on a reel system.
- Draw ropes supplied.
- Superior heat retention qualities.
- Superior life span compared to other systems. Expected lifespan of 7 to 10 years. To date we have many commercial blankets with a lifespan exceeding 10 years.



- The blanket comes with a standard warranty of three years.
- The MacBall insulating pool blanket is also light in weight and with a good reel system it only requires one person to deploy and retrieve the covers from the pool.
- Watermark approved to Australian standards

Mobile Reel



I have also attached a copy of our Commercial pool cover brochure which illustrates the finished covers for your reference.

Standard manufacturing lead time:
Thermal Pool Cover 2-4 weeks
Cover reels 4-6 weeks

Terms

All prices quoted are exclusive of GST & Freight,
Quotation valid for 30 days

Payment Terms

20th of the following invoice month

If you have any further questions please don't hesitate to contact me.

Kind regards,
COOMBES AQUATICS LIMITED

Angela Kearney
Sales and Marketing

Coombes Aquatics Limited's Terms and Conditions of Trade

1. Payment

- 1.1. The price of the goods together with GST thereon shall be paid by the customer to Coombes Aquatics Limited ("the supplier") without any deduction whatsoever, on or before the 20th day of the month following invoicing unless otherwise stated in the attached quote.
- 1.2. The customer will pay the deposit as set out in the quote to the supplier on acceptance of the quotation.
- 1.3. If full payment is not made by the customer to the supplier by the due date then:
 - (a) the customer will be in default under this agreement and the supplier may exercise all of the rights and remedies set out in it and otherwise available at law; and
 - (b) the customer will pay interest on the default monies at the rate of 2.5% per month payable on a daily basis from the due date; and
 - (c) the customer will be liable for all expenses (including Solicitor - own client legal costs and debt collection costs) incurred by the supplier as a result of the default.

2. Price

- 2.1. All supplies are made at the prices ruling at delivery date and the supplier reserves the right to pass on to the customer any change in price after the date of any quotation. Prices are subject to change without notice.
- 2.2. All prices are exclusive of goods and services tax or any other taxes which are payable by the customer in addition to the price quoted by the supplier.

3. Return of Goods and Liability on Claims

- 3.1. The supplier will at its sole discretion repair or replace free of charge any goods or part thereof being of the supplier's own manufacture, which are found to be defective by reason of faulty material or workmanship within 12 months of delivery to the customer provided that the customer gives written notice to the supplier of the alleged defect within 14 days of the defect becoming apparent or if the defect is not readily apparent within 14 days of the date when the defect ought to have become apparent to the customer.
- 3.2. The supplier reserves the right in its discretion to repair or replace goods or to credit a portion of the price in respect of any claims accepted, and then only on the following conditions:
 - (a) all claims are subject to any express warranty given by the supplier;
 - (b) all claims are subject to the requirements set out in clause 3.1 above in relation to return of goods;
 - (c) if the supplier's requirements in relation to return of goods are not adhered to the customer will be deemed to have accepted the goods and the supplier will have no liability whatsoever in relation to them.
- 3.3. The supplier's total liability for any loss arising from any defect or non-compliance of the goods or any other breach by the supplier of its obligations under this agreement will not in any circumstances exceed the invoiced price of the goods.
- 3.4. The supplier will not be liable for any consequential indirect or special loss of any kind or any loss caused by the customers servants, agents or any other persons whatsoever.
- 3.5. The customer will indemnify the supplier against any claim by the customer's servants, agents or any other persons in respect of any loss arising from any defect in or non-compliance of the goods or in respect to any other matter whatsoever.
- 3.6. No warranty, condition or guarantee either express or implied is given by the supplier as to the quality, state or condition of any goods or as to their appearance, content or fitness for any particular purpose. The customer acknowledges that it has relied on its own judgment in purchasing the goods.
- 3.7. The supplier will not be liable for any damage whatsoever caused either to the goods or as a result of malfunction of the goods if:
 - (a) the goods are fitted or installed by unqualified trades-people or in an untradesmanlike manner; or
 - (b) the goods are stored, handled, installed or transported otherwise than in accordance with the supplier's use and handling procedures and installation specifications; or
 - (c) the goods are in any way adapted to a use for which they are not specifically intended or are repaired using components not recommended or approved by the supplier.
 - (d) the goods are not manufactured and or designed by the supplier;
 - (e) the goods have been subject to excessive wear and tear in improper or abnormal operation
 - (f) access is not granted to inspect or carry out repairs on defective equipment within a reasonable time.

4. Ownership

- 4.1. Property and title in the goods remains in the supplier until all money the customer owes to the supplier has been paid in full to the supplier or until property and title in the goods has passed to a third party in accordance with this clause.

5. Risk

- 5.1. Risk in any goods supplied to the customer will pass to the customer when the supplier parts with possession of the goods in accordance with this agreement, whether or not ownership has passed to the customer.

6. Warranties and Consumer Guarantees Act

- 6.1. Where supply is for business purposes within the meaning of the Consumer Guarantees Act 1993, pursuant to Sections 2 and 43 the provisions of that Act will not apply to this agreement.
- 6.2. Where supply is other than for business purposes the provisions of Clauses 4 and 5 above will have no effect and the provisions of the Consumer Guarantees Act 1993 will apply.
- 6.3. No repair facilities or spare parts will be available in respect of the goods, and the supplier expressly contracts out of the statutory warranty contained in Section 12 of Consumer Guarantees Act 1993.

7. Delivery

- 7.1. The supplier will make every effort to keep to delivery schedules, but will not be liable for any delivery delays whatsoever.
- 7.2. Point of delivery will be at the supplier's premises unless otherwise agreed in writing.
- 7.3. Where the goods are agreed as being erected or installed by the supplier in the customer's premises then the point of delivery will be at those premises.
- 7.4. If the customer fails to take delivery of goods on the agreed date it will pay the reasonable costs of storage incurred by the supplier.

8. Terms of Quotation

8.1. Limits of Quotation

- (a) The quotation includes only the goods and services which are specified in the particular quotation attached.
- (b) Any changes or extras required by the customer in addition to the quotation will be requested in writing and will be at the customer's cost.

8.2. Acceptance

- (a) The quotation is open for acceptance for 60 days from the day on which it is dated (the acceptance period) unless withdrawn by the supplier before the expiry of the acceptance period.
- (b) After the expiry of the acceptance period the quotation is subject to the supplier's confirmation and the supplier reserves the right to change the quotation.

8.3. Cancellation

- (a) Following the customer's acceptance of the supplier's quotation by placing an order the customer will be liable for all design costs, materials ordered, work carried out or services rendered and all the supplier's other costs in relation to the order.
- (b) No purported cancellation of any order by the customer will be effective unless and until accepted by the supplier in writing.

8.4. Availability of Materials, Plant, Licences, Permits and Authorities

- (a) The quotation is based on the assumption that:
 - (i) all materials and plant needed for the order will continue to be available to the supplier on existing terms; and
 - (ii) the supplier will be able to secure all licenses, permits and authorities required from any governmental or other agency either inside New Zealand or overseas which are essential to the supplier's performance of its obligations.
- (b) The supplier reserves the right to cancel any order before commencing work in the event of any change to its disadvantage.
- (c) All "ex stock" quotations are subject to availability of the item quoted.

8.5. Contract Time

- (a) The supplier will not be liable to the customer for any loss or damage caused by delay due directly or indirectly to causes beyond its control.
- (b) Time for completion of the order will run from the supplier's receipt of all instructions and technical information from the customer necessary to complete the order.
- (c) The customer will indemnify the supplier against any loss incurred by the supplier as a result of delays caused by the customer.

8.6. Specifications

- (a) All specifications of any kind submitted with the quotation are sufficiently accurate only for the purpose of quotation.
- (b) The supplier reserves the right to rectify any inaccuracy in any quotation specification which becomes apparent when detailed specifications are prepared following acceptance.

8.7. Errors and Omissions

- (a) The supplier reserves the right to correct any clerical errors or omissions in any quotation at any time, including but not limited to any errors in computation in any quotation, whether or not the correction results in an increase or decrease in the price or any other change to the quotation or any order placed on the basis of the quotation.



ANNUAL REPORT

FOR THE YEAR ENDED 31 DECEMBER 2022

School Directory

Ministry Number:	3501
Principal:	Heidi Moeller-Kemp
School Address:	603 Upper Sefton Road, Sefton
School Postal Address:	PO Box 9, Sefton, 7445
School Phone:	03 312 9755
School Email:	office@sefton.school.nz

SEFTON SCHOOL

Annual Report - For the year ended 31 December 2022

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Sefton School

Statement of Responsibility

For the year ended 31 December 2022

The Board accepts responsibility for the preparation of the annual financial statements and the judgements used in these financial statements.

The management, including the principal and others as directed by the Board, accepts responsibility for establishing and maintaining a system of internal controls designed to provide reasonable assurance as to the integrity and reliability of the School's financial reporting.

It is the opinion of the Board and management that the annual financial statements for the financial year ended 31 December 2022 fairly reflects the financial position and operations of the School.

The School's 2022 financial statements are authorised for issue by the Board.

Tamara Collins

Full Name of Presiding Member

DocuSigned by:
Tamara Collins
533E14E6881742D...

Signature of Presiding Member

07 May 2023

Date:

Heidi Moeller

Full Name of Principal

DocuSigned by:
Heidi Moeller
8722D402E4D94C7...

Signature of Principal

07 May 2023

Date:

Sefton School

Members of the Board

For the year ended 31 December 2022

Name	Position	How Position Gained	Term Expired/ Expires
Tamara Collins	Presiding Member	Elected	Sep 2025
Heidi Moeller-Kemp	Principal	ex Officio	
Jane Fong	Acting Principal	ex Officio	Dec 2022
Tomo Reed	Parent Representative	Elected	Sep 2022
Hayden Cooper	Parent Representative	Elected	Sep 2022
Lizzie Kirkby	Staff Representative	Elected	Sep 2022
Nikolas Butler	Parent Representative	Elected	Nov 2023
Barry Chapman	Parent Representative	Elected	Nov 2023
Caroline (Poppy) Farrell	Parent Representative	Elected	Sep 2025
Greg Weeks	Parent Representative	Elected	Sep 2025
Kirsty Raymer	Staff Representative	Elected	Sep 2025

Sefton School

Statement of Comprehensive Revenue and Expense

For the year ended 31 December 2022

		2022	2022	2021
	Notes	Actual	Budget	Actual
		\$	(Unaudited)	\$
			\$	
Revenue				
Government Grants	2	1,249,905	1,182,620	1,047,674
Locally Raised Funds	3	91,747	11,000	17,487
Interest Income		2,153	150	465
		<u>1,343,805</u>	<u>1,193,770</u>	<u>1,065,626</u>
Expenses				
Locally Raised Funds	3	31,760	2,000	8,843
Learning Resources	4	929,171	879,019	784,184
Administration	5	104,512	91,474	79,350
Finance		605	-	750
Property	6	264,021	248,397	261,328
Loss on Disposal of Property, Plant and Equipment		-	-	57
		<u>1,330,069</u>	<u>1,220,890</u>	<u>1,134,512</u>
Net Surplus / (Deficit) for the year		13,736	(27,120)	(68,886)
Other Comprehensive Revenue and Expense		-	-	-
Total Comprehensive Revenue and Expense for the Year		<u>13,736</u>	<u>(27,120)</u>	<u>(68,886)</u>

The above Statement of Comprehensive Revenue and Expense should be read in conjunction with the accompanying notes which form part of these financial statements.



Sefton School

Statement of Changes in Net Assets/Equity

For the year ended 31 December 2022

Notes	2022 Actual \$	2022 Budget (Unaudited) \$	2021 Actual \$
Equity at 1 January	182,403	182,403	238,154
Total comprehensive revenue and expense for the year	13,736	(27,120)	(68,886)
Contributions from the Ministry of Education			
Contribution - Furniture and Equipment Grant	1,875	-	3,952
Contribution - Te Mana Tuhono	-	-	9,183
Equity at 31 December	198,014	155,283	182,403
Accumulated comprehensive revenue and expense	198,014	155,283	182,403
Equity at 31 December	198,014	155,283	182,403

The above Statement of Changes in Net Assets/Equity should be read in conjunction with the accompanying notes which form part of these financial statements.



Sefton School

Statement of Financial Position

As at 31 December 2022

		2022	2022	2021
	Notes	Actual	Budget	Actual
		\$	(Unaudited)	\$
			\$	
Current Assets				
Cash and Cash Equivalents	7	209,668	105,499	98,619
Accounts Receivable	8	69,398	45,995	45,995
GST Receivable		-	2,208	2,208
Prepayments		4,515	3,194	3,194
Inventories	9	9,791	9,743	9,743
Investments	10	33,181	32,604	32,604
		<u>326,553</u>	<u>199,243</u>	<u>192,363</u>
Current Liabilities				
GST Payable		3,133	-	-
Accounts Payable	12	75,023	53,982	53,982
Revenue Received in Advance	13	6,960	6,304	6,304
Provision for Cyclical Maintenance	14	24,300	36,600	36,600
Finance Lease Liability	15	4,567	6,953	6,953
Funds held for Capital Works Projects	16	74,758	-	-
		<u>188,741</u>	<u>103,839</u>	<u>103,839</u>
Working Capital Surplus/(Deficit)		137,812	95,404	88,524
Non-current Assets				
Property, Plant and Equipment	11	127,002	109,879	138,879
		<u>127,002</u>	<u>109,879</u>	<u>138,879</u>
Non-current Liabilities				
Provision for Cyclical Maintenance	14	65,542	45,403	40,403
Finance Lease Liability	15	1,258	4,597	4,597
		<u>66,800</u>	<u>50,000</u>	<u>45,000</u>
Net Assets		<u>198,014</u>	<u>155,283</u>	<u>182,403</u>
Equity		<u>198,014</u>	<u>155,283</u>	<u>182,403</u>

The above Statement of Financial Position should be read in conjunction with the accompanying notes which form part of these financial statements.

Sefton School

Statement of Cash Flows

For the year ended 31 December 2022

		2022	2022	2021
	Note	Actual	Budget	Actual
		\$	(Unaudited)	\$
			\$	
Cash flows from Operating Activities				
Government Grants		413,202	356,273	308,266
Locally Raised Funds		89,066	11,000	26,824
Goods and Services Tax (net)		5,341	-	1,623
Payments to Employees		(291,707)	(224,669)	(201,974)
Payments to Suppliers		(159,966)	(135,874)	(128,487)
Interest Received		1,879	150	405
Net cash from/(to) Operating Activities		57,815	6,880	6,657
Cash flows from Investing Activities				
Purchase of Property Plant & Equipment (and Intangibles)		(17,134)	-	(11,533)
Purchase of Investments		(577)	-	(160)
Net cash (to)/from Investing Activities		(17,711)	-	(11,693)
Cash flows from Financing Activities				
Furniture and Equipment Grant		1,875	-	3,952
Finance Lease Payments		(5,688)	-	(5,610)
Funds Administered on Behalf of Third Parties		74,758	-	(64,779)
Net cash from/(to) Financing Activities		70,945	-	(66,437)
Net increase/(decrease) in cash and cash equivalents		111,049	6,880	(71,473)
Cash and cash equivalents at the beginning of the year	7	98,619	98,619	170,092
Cash and cash equivalents at the end of the year	7	209,668	105,499	98,619

The statement of cash flows records only those cash flows directly within the control of the School. This means centrally funded teachers' salaries and the use of land and buildings grant and expense have been excluded.

The above Statement of Cash Flows should be read in conjunction with the accompanying notes which form part of these financial statements.

Sefton School

Notes to the Financial Statements

For the year ended 31 December 2022

1. Statement of Accounting Policies

1.1. Reporting Entity

Sefton School (the School) is a Crown entity as specified in the Crown Entities Act 2004 and a school as described in the Education and Training Act 2020. The Board is of the view that the School is a public benefit entity for financial reporting purposes.

1.2. Basis of Preparation

Reporting Period

The financial statements have been prepared for the period 1 January 2022 to 31 December 2022 and in accordance with the requirements of the Education and Training Act 2020.

Basis of Preparation

The financial statements have been prepared on a going concern basis, and the accounting policies have been consistently applied throughout the period.

Financial Reporting Standards Applied

The Education and Training Act 2020 requires the School, as a Crown entity, to prepare financial statements in accordance with generally accepted accounting practice. The financial statements have been prepared in accordance with generally accepted accounting practice in New Zealand, applying Public Sector Public Benefit Entity (PBE) Standards Reduced Disclosure Regime as appropriate to public benefit entities that qualify for Tier 2 reporting. The school is considered a Public Benefit Entity as it meets the criteria specified as 'having a primary objective to provide goods and/or services for community or social benefit and where any equity has been provided with a view to supporting that primary objective rather than for financial return to equity holders'.

PBE Accounting Standards Reduced Disclosure Regime

The School qualifies for Tier 2 as the school is not publicly accountable and is not considered large as it falls below the expenditure threshold of \$30 million per year. All relevant reduced disclosure concessions have been taken.

Measurement Base

The financial statements are prepared on the historical cost basis unless otherwise noted in a specific accounting policy.

Presentation Currency

These financial statements are presented in New Zealand dollars, rounded to the nearest whole dollar.

Specific Accounting Policies

The accounting policies used in the preparation of these financial statements are set out below.

Critical Accounting Estimates And Assumptions

The preparation of financial statements requires management to make judgements, estimates and assumptions that affect the application of accounting policies and the reported amounts of assets, liabilities, revenue and expenses. Actual results may differ from these estimates.

Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised and in any future periods affected.

Cyclical Maintenance

A school recognises its obligation to maintain the Ministry's buildings in a good state of repair as a provision for cyclical maintenance. This provision relates mainly to the painting of the school buildings. The estimate is based on the school's best estimate of the cost of painting the school and when the school is required to be painted, based on an assessment of the school's condition. During the year, the Board assesses the reasonableness of its painting maintenance plan on which the provision is based. Cyclical maintenance is disclosed at note 14.

Useful lives of property, plant and equipment

The School reviews the estimated useful lives of property, plant and equipment at the end of each reporting date. The School believes that the estimated useful lives of the property, plant and equipment as disclosed in the significant accounting policies are appropriate to the nature of the property, plant and equipment at reporting date. Property, plant and equipment is disclosed at note 11.



Critical Judgements in applying accounting policies

Management has exercised the following critical judgements in applying accounting policies:

Classification of leases

Determining whether a lease is a finance lease or an operating lease requires judgement as to whether the lease transfers substantially all the risks and rewards of ownership to the school. A lease is classified as a finance lease if it transfers substantially all risks and rewards incidental to ownership of an underlying asset to the lessee. In contrast, an operating lease is a lease that does not transfer substantially all the risks and rewards incidental to ownership of an asset to the lessee. Judgement is required on various aspects that include, but are not limited to, the fair value of the leased asset, the economic life of the leased asset, whether or not to include renewal options in the lease term, and determining an appropriate discount rate to calculate the present value of the minimum lease payments. Classification as a finance lease means the asset is recognised in the statement of financial position as property, plant, and equipment, whereas for an operating lease no such asset is recognised. Finance lease liability disclosures are contained in note 15. Future operating lease commitments are disclosed in note 21b.

Recognition of grants

The School reviews the grants monies received at the end of each reporting period and whether any require a provision to carry forward amounts unspent. The School believes all grants received have been appropriately recognised as a liability if required. Government grants are disclosed at note 2.

1.3. Revenue Recognition**Government Grants**

The school receives funding from the Ministry of Education. The following are the main types of funding that the School receives.

Operational grants are recorded as revenue when the School has the rights to the funding, which is in the year that the funding is received.

Teachers salaries grants are recorded as revenue when the School has the rights to the funding in the salary period to which they relate. The grants are not received in cash by the School and are paid directly to teachers by the Ministry of Education.

Other Ministry Grants for directly funded programmes are recorded as revenue when the School has the rights to the funding in the period to which they relate. The grants are not received in cash by the School and are paid directly by the Ministry of Education.

The property from which the School operates is owned by the Crown and managed by the Ministry of Education on behalf of the Crown. Grants for the use of land and buildings are not received in cash by the School as they equate to the deemed expense for using the land and buildings which are owned by the Crown. The School's use of the land and buildings as occupant is based on a property occupancy document as gazetted by the Ministry. The expense is based on an assumed market rental yield on the value of land and buildings as used for rating purposes.

This is a non-cash revenue that is offset by a non-cash expense. The use of land and buildings grants and associated expenditure are recorded in the period the School uses the land and buildings.

Other Grants where conditions exist

Other grants are recorded as revenue when the School has the rights to the funding, unless there are unfulfilled conditions attached to the grant, in which case the amount relating to the unfulfilled conditions is recognised as a liability and recognised as revenue as the conditions are fulfilled.

Donations, Gifts and Bequests

Donations, gifts and bequests are recognised as an asset and revenue when the right to receive funding or the asset has been established unless there is an obligation to return funds if conditions are not met. If conditions are not met funding is recognised as revenue in advance and recognised as revenue when conditions are satisfied.

Interest Revenue

Interest Revenue earned on cash and cash equivalents and investments is recorded as revenue in the period it is earned.

1.4. Operating Lease Payments

Payments made under operating leases are recognised in the Statement of Comprehensive Revenue and Expense on a straight line basis over the term of the lease.

1.5. Finance Lease Payments

Finance lease payments are apportioned between the finance charge and the reduction of the outstanding liability. The finance charge is allocated to each period during the lease term on an effective interest basis.



1.6. Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, bank balances, deposits held at call with banks, and other short term highly liquid investments with original maturities of 90 days or less, and bank overdrafts. The carrying amount of cash and cash equivalents represent fair value.

1.7. Accounts Receivable

Short-term receivables are recorded at the amount due, less an allowance for expected credit losses (uncollectable debts). The school's receivables are largely made up of funding from the Ministry of Education, therefore the level of uncollectable debts is not considered to be material. However, short-term receivables are written off when there is no reasonable expectation of recovery.

1.8. Inventories

Inventories are consumable items held for sale and comprised of stationery, canteen and school uniforms. They are stated at the lower of cost and net realisable value. Cost is determined on a first in, first out basis. Net realisable value is the estimated selling price in the ordinary course of activities less the estimated costs necessary to make the sale. Any write down from cost to net realisable value is recorded as an expense in the Statement of Comprehensive Revenue and Expense in the period of the write down.

1.9. Investments

Bank term deposits are initially measured at the amount invested. Interest is subsequently accrued and added to the investment balance. A loss allowance for expected credit losses is recognised if the estimated loss allowance is not trivial.

1.10. Property, Plant and Equipment

Land and buildings owned by the Crown are excluded from these financial statements. The Board's use of the land and buildings as 'occupant' is based on a property occupancy document.

Improvements funded by the Board to buildings owned by the Crown or directly by the board are recorded at cost, less accumulated depreciation and impairment losses.

Property, plant and equipment are recorded at cost or, in the case of donated assets, fair value at the date of receipt, less accumulated depreciation and impairment losses. Cost or fair value as the case may be, includes those costs that relate directly to bringing the asset to the location where it will be used and making sure it is in the appropriate condition for its intended use.

Gains and losses on disposals (i.e. sold or given away) are determined by comparing the proceeds received with the carrying amounts (i.e. the book value). The gain or loss arising from the disposal of an item of property, plant and equipment is recognised in the Statement of Comprehensive Revenue and Expense.

Finance Leases

A finance lease transfers to the lessee substantially all the risks and rewards incidental to ownership of an asset, whether or not title is eventually transferred. At the start of the lease term, finance leases are recognised as assets and liabilities in the statement of financial position at the lower of the fair value of the leased asset or the present value of the minimum lease payments. The finance charge is charged to the Statement of Comprehensive Revenue and Expense over the lease period so as to produce a constant periodic rate of interest on the remaining balance of the liability. The amount recognised as an asset is depreciated over its useful life. If there is no reasonable certainty whether the school will obtain ownership at the end of the lease term, the asset is fully depreciated over the shorter of the lease term and its useful life.

Depreciation

Property, plant and equipment, except for library resources, are depreciated over their estimated useful lives on a straight line basis. Library resources are depreciated on a diminishing value basis. Depreciation of all assets is reported in the Statement of Comprehensive Revenue and Expense.

The estimated useful lives of the assets are:

Building improvements	10–20 years
Furniture and equipment	10–15 years
Information and communication technology	3–5 years
Leased assets held under a Finance Lease	Term of Lease
Library resources	12.5% Diminishing value



1.11. Impairment of property, plant and equipment and intangible assets

The school does not hold any cash generating assets. Assets are considered cash generating where their primary objective is to generate a commercial return.

Non cash generating assets

Property, plant, and equipment and intangible assets held at cost that have a finite useful life are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. If such indication exists, the School estimates the asset's recoverable service amount. An impairment loss is recognised as the amount by which the asset's carrying amount exceeds its recoverable service amount. The recoverable service amount is the higher of an asset's fair value less costs to sell and value in use.

Value in use is determined using an approach based on either a depreciated replacement cost approach, restoration cost approach, or a service units approach. The most appropriate approach used to measure value in use depends on the nature of the impairment and availability of information.

In determining fair value less costs to sell the school engages an independent valuer to assess market value based on the best available information.

If an asset's carrying amount exceeds its recoverable service amount, the asset is regarded as impaired and the carrying amount is written down to the recoverable amount. The total impairment loss is recognised in the Statement of Comprehensive Revenue and Expense.

The reversal of an impairment loss is recognised in the Statement of Comprehensive Revenue and Expense. A previously recognised impairment loss is reversed only if there has been a change in the assumptions used to determine the asset's recoverable service amount since the last impairment loss was recognised.

1.12. Accounts Payable

Accounts Payable represents liabilities for goods and services provided to the School prior to the end of the financial year which are unpaid. Accounts Payable are recorded at the amount of cash required to settle those liabilities. The amounts are unsecured and are usually paid within 30 days of recognition.

1.13. Employee Entitlements

Short-term employee entitlements

Employee entitlements that are expected to be settled within 12 months after the end of the reporting period in which the employees provide the related service are measured based on accrued entitlements at current rates of pay. These include salaries and wages accrued up to balance date, annual leave earned by non teaching staff, but not yet taken at balance date.

Long-term employee entitlements

Employee benefits that are not expected to be settled wholly before 12 months after the end of the reporting period in which the employee provides the related service, such as retirement and long service leave, have been calculated on an actuarial basis.

The calculations are based on the likely future entitlements accruing to employees, based on years of service, years to entitlement, the likelihood that employees will reach the point of entitlement, and contractual entitlement information, and the present value of the estimated future cash flows. Remeasurements are recognised in Statement of Comprehensive Revenue and Expense in the period in which they arise.

1.14. Revenue Received in Advance

Revenue received in advance relates to fees received from students and grants received where there are unfulfilled obligations for the School to provide services in the future. The fees are recorded as revenue as the obligations are fulfilled and the fees earned.

The School holds sufficient funds to enable the refund of unearned fees in relation to international students, should the School be unable to provide the services to which they relate.

1.15. Funds Held in Trust

Funds are held in trust where they have been received by the School for a specified purpose, or are being held on behalf of a third party and these transactions are not recorded in the Statement of Comprehensive Revenue and Expense.

The School holds sufficient funds to enable the funds to be used for their intended purpose at any time.

1.16. Funds held for Capital Works

The school directly receives funding from the Ministry of Education for capital works projects that are included in the School five year capital works agreement. These funds are held on behalf and for a specified purpose as such these transactions are not recorded in the Statement of Comprehensive Revenue and Expense.

The School holds sufficient funds to enable the funds to be used for their intended purpose at any time.

1.17. Provision for Cyclical Maintenance

The property from which the School operates is owned by the Crown, and is vested in the Ministry. The Ministry has gazetted a property occupancy document that sets out the Board's property maintenance responsibilities.

Cyclical maintenance, which involves painting of the School, makes up the most significant part of the Board's responsibilities outside the day-to-day maintenance. The provision is a reasonable estimate, based on the school's best estimate of the cost of painting the school and when the School is required to be painted, based on an assessment of the school's condition.

The School carries out painting maintenance of the whole school over a variety of periods in accordance with the conditional assessment of each area of the school. The economic outflow of this is dependent on the plan established by the School to meet this obligation and is detailed in the notes and disclosures of these accounts.

1.18. Financial Instruments

The School's financial assets comprise cash and cash equivalents, accounts receivable, and investments. All of these financial assets, except for investments that are shares, are initially recognised at fair value and subsequently measured at amortised cost, using the effective interest method.

Investments that are shares are categorised as financial assets at fair value through other comprehensive revenue and expense in accordance with financial reporting standards. On initial recognition of an equity investment that is not held for trading, the School may irrevocably elect to present subsequent changes in the investments' fair value in other comprehensive revenue and expense. This election has been made for investments that are shares. Subsequent to initial recognition, these assets are measured at fair value. Dividends are recognised as income in the Statement of Comprehensive Revenue and Expense unless the dividend clearly represents a recovery of part of the cost of the investment. Other net gains and losses are recognised in other comprehensive revenue and expense and are never reclassified to the Statement of Comprehensive Revenue and Expense.

The School's financial liabilities comprise accounts payable, borrowings, finance lease liability, and painting contract liability. Financial liabilities are subsequently measured at amortised cost using the effective interest method. Interest expense and any gain or loss on derecognition are recognised in the Statement of Comprehensive Revenue and Expense.

1.19. Borrowings

Borrowings, on normal commercial terms, are initially recognised at the amount borrowed plus transaction costs. Interest due on the borrowings is subsequently accrued and added to the borrowings balance. Borrowings are classified as current liabilities unless the school has an unconditional right to defer settlement of the liability for at least 12 months after balance date.

1.20. Goods and Services Tax (GST)

The financial statements have been prepared on a GST exclusive basis, with the exception of accounts receivable and accounts payable which are stated as GST inclusive.

The net amount of GST paid to, or received from, the IRD, including the GST relating to investing and financing activities, is classified as a net operating cash flow in the statements of cash flows.

Commitments and contingencies are disclosed exclusive of GST.

1.21. Budget Figures

The budget figures are extracted from the School budget that was approved by the Board.

1.22. Services received in-kind

From time to time the School receives services in-kind, including the time of volunteers. The School has elected not to recognise services received in kind in the Statement of Comprehensive Revenue and Expense.

2. Government Grants

	2022 Actual \$	2022 Budget (Unaudited) \$	2021 Actual \$
Government Grants - Ministry of Education	290,457	244,616	301,791
Teachers' Salaries Grants	646,895	642,500	569,409
Use of Land and Buildings Grants	183,847	183,847	162,432
Other Government Grants	128,706	111,657	14,042
	<u>1,249,905</u>	<u>1,182,620</u>	<u>1,047,674</u>

The School has opted in to the donations scheme for this year. Total amount received was \$17,250 (2021: \$17,250).

3. Locally Raised Funds

Local funds raised within the School's community are made up of:

	2022 Actual \$	2022 Budget (Unaudited) \$	2021 Actual \$
Revenue			
Donations & Bequests	47,030	5,000	4,534
Fees for Extra Curricular Activities	23,018	4,000	2,898
Trading	8,216	2,000	6,159
Fundraising & Community Grants	11,042	-	764
Other Revenue	2,441	-	3,132
	<u>91,747</u>	<u>11,000</u>	<u>17,487</u>
Expenses			
Extra Curricular Activities Costs	22,369	2,000	3,507
Trading	7,359	-	5,114
Fundraising & Community Grant Costs	2,032	-	222
	<u>31,760</u>	<u>2,000</u>	<u>8,843</u>
	<u>59,987</u>	<u>9,000</u>	<u>8,644</u>

Surplus / (Deficit) for the year Locally raised funds

4. Learning Resources

	2022 Actual \$	2022 Budget (Unaudited) \$	2021 Actual \$
Curricular	20,646	23,050	16,349
Equipment Repairs	584	1,000	-
Information and Communication Technology	8,076	4,900	4,905
Library Resources	977	1,250	310
Employee Benefits - Salaries	863,133	811,569	729,426
Staff Development	4,973	8,250	4,750
Depreciation	30,782	29,000	28,444
	<u>929,171</u>	<u>879,019</u>	<u>784,184</u>

5. Administration

	2022 Actual \$	2022 Budget (Unaudited) \$	2021 Actual \$
Audit Fee	5,513	5,520	5,250
Board Fees	2,800	4,050	2,745
Board Expenses	532	2,000	380
Communication	916	850	736
Consumables	3,722	6,300	3,686
Operating Lease	(9)	3,600	924
Other	10,811	7,200	8,016
Employee Benefits - Salaries	73,661	55,600	51,461
Insurance	1,150	995	1,032
Service Providers, Contractors and Consultancy	5,416	5,359	5,120
	<u>104,512</u>	<u>91,474</u>	<u>79,350</u>



6. Property

	2022	2022	2021
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Consultancy and Contract Services	34,360	31,200	31,102
Cyclical Maintenance Provision	12,839	5,000	42,927
Grounds	9,979	6,000	4,521
Heat, Light and Water	11,829	13,200	9,453
Rates	3,079	3,000	2,955
Repairs and Maintenance	7,296	4,900	6,554
Use of Land and Buildings	183,847	183,847	162,432
Security	792	1,250	1,384
	<u>264,021</u>	<u>248,397</u>	<u>261,328</u>

The Use of Land and Buildings figure represents 5% of the school's total property value. Property values are established as part of the nationwide revaluation exercise that is conducted every 30 June for the Ministry of Education's year-end reporting purposes.

7. Cash and Cash Equivalents

	2022	2022	2021
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Bank Accounts	209,668	105,499	98,619
Cash and Cash Equivalents for Statement of Cash Flows	<u>209,668</u>	<u>105,499</u>	<u>98,619</u>

The carrying value of short-term deposits with original maturity dates of 90 days or less approximates their fair value.

Of the \$209,668 Cash and Cash Equivalents, \$74,758 is held by the School on behalf of the Ministry of Education. These funds have been provided for the Ministry as part of the school's 5 Year Agreement funding for upgrades to the school's buildings. The funds are required to be spent in 2023 on Crown owned school buildings.

8. Accounts Receivable

	2022	2022	2021
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Receivables	9,544	6,207	6,207
Receivables from the Ministry of Education	3,295	-	-
Interest Receivable	340	66	66
Teacher Salaries Grant Receivable	56,219	39,722	39,722
	<u>69,398</u>	<u>45,995</u>	<u>45,995</u>
Receivables from Exchange Transactions	9,884	6,273	6,273
Receivables from Non-Exchange Transactions	59,514	39,722	39,722
	<u>69,398</u>	<u>45,995</u>	<u>45,995</u>

9. Inventories

	2022	2022	2021
	Actual	Budget	Actual
	\$	(Unaudited)	\$
School Uniforms	9,791	9,743	9,743
	<u>9,791</u>	<u>9,743</u>	<u>9,743</u>

10. Investments

The School's investment activities are classified as follows:

	2022	2022	2021
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Current Asset			
Short-term Bank Deposits	33,181	32,604	32,604
Total Investments	<u>33,181</u>	<u>32,604</u>	<u>32,604</u>



11. Property, Plant and Equipment

	Opening Balance (NBV)	Additions	Disposals	Impairment	Depreciation	Total (NBV)
	\$	\$	\$	\$	\$	\$
2022						
Building Improvements	72,150	-	-	-	(4,051)	68,099
Furniture and Equipment	36,064	3,383	-	-	(9,981)	29,466
Information and Communication Technology	15,872	13,541	-	-	(9,004)	20,409
Leased Assets	11,617	1,771	-	-	(7,323)	6,065
Library Resources	3,176	210	-	-	(423)	2,963
Balance at 31 December 2022	138,879	18,905	-	-	(30,782)	127,002

The net carrying value of equipment held under a finance lease is \$6,065 (2021: \$11,617)

Restrictions

With the exception of the contractual restrictions relating to the above noted finance leases, there are no other restrictions over the title of the school's property, plant and equipment, nor are any property, plant and equipment pledged as security for liabilities.

	2022 Cost or Valuation	2022 Accumulated Depreciation	2022 Net Book Value	2021 Cost or Valuation	2021 Accumulated Depreciation	2021 Net Book Value
	\$	\$	\$	\$	\$	\$
Building Improvements	108,338	(40,239)	68,099	108,338	(36,188)	72,150
Furniture and Equipment	286,812	(257,346)	29,466	283,426	(247,362)	36,064
Information and Communication Technology	121,434	(101,025)	20,409	107,893	(92,021)	15,872
Leased Assets	24,368	(18,303)	6,065	24,364	(12,747)	11,617
Library Resources	14,936	(11,973)	2,963	14,726	(11,550)	3,176
Balance at 31 December	555,888	(428,886)	127,002	538,747	(399,868)	138,879

12. Accounts Payable

	2022 Actual	2022 Budget (Unaudited)	2021 Actual
	\$	\$	\$
Creditors	10,664	4,385	4,385
Accruals	3,763	3,500	3,500
Employee Entitlements - Salaries	57,303	43,881	43,881
Employee Entitlements - Leave Accrual	3,293	2,216	2,216
	75,023	53,982	53,982
Payables for Exchange Transactions	75,023	53,982	53,982
	75,023	53,982	53,982

The carrying value of payables approximates their fair value.

13. Revenue Received in Advance

	2022 Actual	2022 Budget (Unaudited)	2021 Actual
	\$	\$	\$
Other Revenue in Advance	6,960	6,304	6,304
	6,960	6,304	6,304



14. Provision for Cyclical Maintenance

	2022 Actual \$	2022 Budget (Unaudited) \$	2021 Actual \$
Provision at the Start of the Year	77,003	77,003	34,076
Increase to the Provision During the Year	12,839	5,000	12,839
Other Adjustments	-	-	30,088
Provision at the End of the Year	89,842	82,003	77,003
Cyclical Maintenance - Current	24,300	36,600	36,600
Cyclical Maintenance - Non current	65,542	45,403	40,403
	89,842	82,003	77,003

The School's cyclical maintenance schedule details annual painting & other significant cyclical maintenance work to be undertaken. The costs associated with this annual work will vary depending on the requirements during the year. This plan is based on the School's 10 Year Property plan which is prepared by the Ministry of Education appointed property consultant.

15. Finance Lease Liability

The School has entered into a number of finance lease agreements for computers and other ICT equipment. Minimum lease payments payable:

	2022 Actual \$	2022 Budget (Unaudited) \$	2021 Actual \$
No Later than One Year	4,787	7,424	7,424
Later than One Year and no Later than Five Years	1,312	4,750	4,750
Future Finance Charges	(274)	(624)	(624)
	5,825	11,550	11,550
Represented by:			
Finance lease liability - Current	4,567	6,953	6,953
Finance lease liability - Non current	1,258	4,597	4,597
	5,825	11,550	11,550

16. Funds Held for Capital Works Projects

During the year the School received and applied funding from the Ministry of Education for the following capital works projects. The amount of cash held on behalf of the Ministry for capital works project is included under cash and cash equivalents in note 7.

2022	Opening Balances \$	Receipts from MoE \$	Payments \$	Board Contributions \$	Closing Balances \$
LSPM Fencng Upgrade - 234851	-	132,770	(132,770)	-	-
Block 3 Upgrade Heating & Insulation - 232466	-	41,757	(3,924)	-	37,833
LSC Office Upgrade - 220111	-	36,925	-	-	36,925
Totals	-	211,452	(136,694)	-	74,758

Represented by:

Funds Held on Behalf of the Ministry of Education

74,758
74,758

2021	Opening Balances \$	Receipts from MoE \$	Payments \$	Board Contributions \$	Closing Balances \$
SIP Outdoor Learning Enviroment	30,486	6,565	(37,051)	-	-
SCF Solar Panels & Batteries	34,293	4,899	(39,192)	-	-
Totals	64,779	11,464	(76,243)	-	-



17. Related Party Transactions

The School is a controlled entity of the Crown, and the Crown provides the major source of revenue to the School. The School enters into transactions with other entities also controlled by the Crown, such as government departments, state-owned enterprises and other Crown entities. Transactions with these entities are not disclosed as they occur on terms and conditions no more or less favourable than those that it is reasonable to expect the School would have adopted if dealing with that entity at arm's length.

Related party disclosures have not been made for transactions with related parties that are within a normal supplier or client/recipient relationship on terms and condition no more or less favourable than those that it is reasonable to expect the school would have adopted in dealing with the party at arm's length in the same circumstances. Further, transactions with other government agencies (for example, Government departments and Crown entities) are not disclosed as related party transactions when they are consistent with the normal operating arrangements between government agencies and undertaken on the normal terms and conditions for such transactions.

18. Remuneration

Key management personnel compensation

Key management personnel of the School include all trustees of the Board, Principal, Deputy and Assistant Principal.

	2022 Actual \$	2021 Actual \$
<i>Board Members</i>		
Remuneration	2,800	2,745
<i>Leadership Team</i>		
Remuneration	230,934	236,334
Full-time equivalent members	2.00	2.00
Total key management personnel remuneration	233,734	239,079

There are 6 members of the Board excluding the Principal. The Board had held 8 full meetings of the Board in the year. As well as these regular meetings, including preparation time, the Presiding Member and other Board members have also been involved in ad hoc meetings to consider student welfare matters including stand downs, suspensions, and other disciplinary matters.

Principal

The total value of remuneration paid or payable to the Principal was in the following bands:

	2022 Actual \$000	2021 Actual \$000
Salaries and Other Short-term Employee Benefits:		
Salary and Other Payments	0 - 0	60 - 70
Benefits and Other Emoluments	0 - 0	10 - 20
Termination Benefits	0 - 0	0 - 0

Principal 2

The total value of remuneration paid or payable to the Principal was in the following bands:

	2022 Actual \$000	2021 Actual \$000
Salaries and Other Short-term Employee Benefits:		
Salary and Other Payments	0 - 0	50 - 60
Benefits and Other Emoluments	0 - 0	0 - 0
Termination Benefits	0 - 0	0 - 0

Principal 3

The total value of remuneration paid or payable to the Principal was in the following bands:

	2022 Actual \$000	2021 Actual \$000
Salaries and Other Short-term Employee Benefits:		
Salary and Other Payments	110-120	0 - 0
Benefits and Other Emoluments	0-5	0 - 0
Termination Benefits	0 - 0	0 - 0

Other Employees

The number of other employees with remuneration greater than \$100,000 was in the following bands:

Remuneration \$000	2022 FTE Number	2021 FTE Number
100 -110	-	1.00
110 -120	1.00	-
	1.00	1.00

The disclosure for 'Other Employees' does not include remuneration of the Principal.



19. Compensation and Other Benefits Upon Leaving

The total value of compensation or other benefits paid or payable to persons who ceased to be trustees, committee members, or employees during the financial year in relation to that cessation and number of persons to whom all or part of that total was payable was as follows:

	2022 Actual	2021 Actual
Total	\$ -	\$ -
Number of People	-	-

20. Contingencies

There are no contingent liabilities and no contingent assets except as noted below as at 31 December 2022 (Contingent liabilities and assets at 31 December 2021: nil).

Holidays Act Compliance – schools payroll

The Ministry of Education performs payroll processing and payments on behalf of boards, through payroll service provider Education Payroll Limited.

The Ministry's review of the schools sector payroll to ensure compliance with the Holidays Act 2003 is ongoing. Final calculations and potential impact on any specific individual will not be known until further detailed analysis and solutions have been completed.

To the extent that any obligation cannot reasonably be quantified at 31 December 2022, a contingent liability for the school may exist.

Pay Equity Settlement 2022 Washups:

The Ministry of Education provided additional funding for both the Support Staff in Schools' Collective Agreement (CA) Settlement and the Teacher Aide Pay Equity Settlement. The School has not been notified of the final wash up calculation relating to 31 December 2022. The final calculations impact on the financial statements is unable to be determined at the date of reporting.

21. Commitments

(a) Capital Commitments

As at 31 December 2022 the Board has entered into the following contract agreements for capital works.

(a) A contract for Upgrade Heating & Insulation to be completed in 2023, which will be fully funded by the Ministry of Education, \$41,757 has been received of which \$34,924 has been spent on the project to date; and

(b) A \$41,250 contract for LSC Office Upgrade to be completed in 2023, which will be fully funded by the Ministry of Education, and \$36,925 has been received.

(Capital commitments in relation to Ministry projects at 31 December 2021: nil)

(b) Operating Commitments

As at 31 December 2022 the Board has not entered into any operating contracts.

(Operating commitments at 31 December 2021: nil)

22. Financial Instruments

The carrying amount of financial assets and liabilities in each of the financial instrument categories are as follows:

Financial assets measured at amortised cost

	2022 Actual \$	2022 Budget (Unaudited) \$	2021 Actual \$
Cash and Cash Equivalents	209,668	105,499	98,619
Receivables	69,398	45,995	45,995
Investments - Term Deposits	33,181	32,604	32,604
Total Financial assets measured at amortised cost	<u>312,247</u>	<u>184,098</u>	<u>177,218</u>

Financial liabilities measured at amortised cost

Payables	75,023	53,982	53,982
Finance Leases	5,825	11,550	11,550
Total Financial liabilities measured at amortised Cost	<u>80,848</u>	<u>65,532</u>	<u>65,532</u>



23. Events After Balance Date

There were no significant events after the balance date that impact these financial statements.

24. Comparatives

There have been a number of prior period comparatives which have been reclassified to make disclosure consistent with the current year.





SEFTON SCHOOL

2022 Analysis of Variance

Strategic Aim	<p>To raise the rate of progress for all students deemed at risk of not achieving in Reading, Writing and Mathematics.</p> <p><i>Literacy:</i> To ensure all students are engaged and confident in the reading and writing process and maintaining progress.</p> <p><i>Mathematics:</i> To ensure all students are engaged and confident in the area of Mathematics. To maintain and extend the current levels of Mathematics achievement.</p>
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Annual Aim	To increase the number of students achieving at or above the age appropriate curriculum level expectation in Reading, Writing and Mathematics.
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Reading Target	Writing Target	Mathematics Target
<ol style="list-style-type: none"> The students assessed as reading <i>below</i> the age appropriate curriculum level expectation at the end of 2021 will make at least one years' progress during 2022, with at least 25% (5/20) making accelerated progress to achieve age appropriate curriculum level expectation. To shift the 2021 achievement of at least 25% (1/4) of Maori students who were not at the age appropriate curriculum level expectation at the end of 2022 to meet or exceed, while maintaining or exceeding the age appropriate curriculum level expectation for those that were at or above in 2021. 	<ol style="list-style-type: none"> The students assessed as writing <i>below</i> the age appropriate curriculum level expectation at the end of 2021 will maintain current levels due to the current climate of COVID, hybrid learning and / or distance learning. Teachers will implement deliberate acts of teaching to build confidence in student writing abilities to make at least one years' progress during 2022, with at least 20% (6/28) making accelerated progress to achieve age appropriate curriculum level expectation. To shift the 2021 achievement of at least 25% (2/6) of Maori students who were not at the age appropriate curriculum level expectation at the end of 2022 to meet or exceed, while maintaining or exceeding the age appropriate curriculum level expectation for those that were at or above in 2021. 	<ol style="list-style-type: none"> The students assessed as Mathematics <i>below</i> the age appropriate curriculum level expectation at the end of 2021 will make at least one years' progress during 2022, with at least 25% (8/30) making accelerated progress to achieve age appropriate curriculum level expectation. To shift the 2021 achievement of at least 25% (2/5) of Maori students who were not at the age appropriate curriculum level expectation at the end of 2022 to meet or exceed, while maintaining or exceeding the age appropriate curriculum level expectation for those that were at or above in 2021.



Baseline Data		
Reading	Writing	Mathematics
<p>1. The students assessed as reading <i>below</i> the age appropriate curriculum level expectation at the end of 2021 will make at least one years' progress during 2022, with at least 25% (5/20) making accelerated progress to achieve age appropriate curriculum level expectation.</p> <ul style="list-style-type: none"> Seven Year 5 Students who are working towards curriculum expectation 20 children in the working towards curriculum expectation with 12 being male <p>2. To shift the 2021 achievement of at least 25% (1/4) of Maori students who were not at the age appropriate curriculum level expectation at the end of 2022 to meet or exceed, while maintaining or exceeding the age appropriate curriculum level expectation for those that were at or above in 2021.</p> <ul style="list-style-type: none"> Four Māori children working towards curriculum expectation 	<p>1. The students assessed as writing <i>below</i> the age appropriate curriculum level expectation at the end of 2021 will maintain current levels due to the current climate of COVID, hybrid learning and / or distance learning. Teachers will implement deliberate acts of teaching to build confidence in student writing abilities to make at least one years' progress during 2022, with at least 20% (6/28) making accelerated progress to achieve age appropriate curriculum level expectation.</p> <ul style="list-style-type: none"> Eleven Year 5 children who are working towards expectation 28 children are below with 19 being male <p>2. To shift the 2021 achievement of at least 25% (2/6) of Maori students who were not at the age appropriate curriculum level expectation at the end of 2022 to meet or exceed, while maintaining or exceeding the age appropriate curriculum level expectation for those that were at or above in 2021.</p> <p>1. Six Māori children working towards curriculum expectation</p>	<p>1. The students assessed as Mathematics <i>below</i> the age appropriate curriculum level expectation at the end of 2021 will make at least one years' progress during 2022, with at least 25% (8/30) making accelerated progress to achieve age appropriate curriculum level expectation.</p> <ul style="list-style-type: none"> 30 children working towards - 19 male and 11 female <p>2. To shift the 2021 achievement of at least 25% (2/5) of Maori students who were not at the age appropriate curriculum level expectation at the end of 2022 to meet or exceed, while maintaining or exceeding the age appropriate curriculum level expectation for those that were at or above in 2021.</p> <ul style="list-style-type: none"> Five Māori children working towards curriculum expectation

<p>Actions <i>What did we do?</i></p>	<ul style="list-style-type: none"> Review of school wide achievement data to identify students who require extra support. Development of IEP's, and allocation of Teacher Aide time to support classroom teachers as applicable Development of target groups and implementation of needs based teaching. Staff professional Learning – Supported through LSC Active engagement of students in assessment outcomes Collate ongoing reading data, results and report
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Outcomes What happened?		
Reading	Writing	Mathematics
In Brief Reading	In Brief Writing	In Brief Mathematics
50% Achieving At Curriculum Standard 90% Progressed 10% No Progress 30% Accelerated Progress 20 children	51% Achieving At Curriculum Standard 94% Progressed 10% No Progress 23% Accelerated Progress 31 Children	70% Achieving At Curriculum Standard 100% Progressed 0% No Progress 50% Accelerated Progress 22 Children
<p>END OF YEAR UPDATE</p> <p>All Children</p> <ul style="list-style-type: none"> 10 out of 20 children achieved target of <i>achieving at their curriculum level</i> - 50% 18 out of 20 children achieved target of <i>progressing in reading</i> - 90% 2 children made no progress during the year 6 children made progress throughout the year (2x 6 month progressions) Accelerated learning 12 children made progress in a 6 month time slot (2 in the first 6 months and 10 in the second half of the year). <p>Year 5 Cohort</p> <ul style="list-style-type: none"> 3 out of 7 children achieved target of <i>achieving at their curriculum level</i> - 43% (accelerated) 4 out of 7 children achieved target of <i>progressing in reading</i> - 57% 2 out of 7 children made <i>no progress</i> in 2022 for reading - 29% <p>Male</p> <ul style="list-style-type: none"> 5 out of 11 males achieves target of <i>achieving at their</i> 	<p>END OF YEAR UPDATE</p> <p>All Children</p> <ul style="list-style-type: none"> 19 out of 31 children achieved target of <i>achieving at their curriculum level</i> - 51% 29 out of 31 children achieved target of <i>progressing in writing</i> - 94% 3 children made no progress during the year 10% 7 children made progress throughout the year (2x 6 month progressions) 23% Accelerated learning 21 children made progress in a 6 month time slot (2 in the first 6 months and 19 in the second half of the year). 68% <p>Year 5 Cohort</p> <ul style="list-style-type: none"> 7 out of 11 children achieved target of <i>achieving at their curriculum level</i> - 64% (accelerated) 9 out of 11 children achieved target of <i>progressing in reading</i> - 82% 2 out of 11 children made <i>no progress</i> in 2022 for writing - 29% <p>Male</p> <ul style="list-style-type: none"> 7 out of 21 males achieves target of <i>achieving at their</i> 	<p>END OF YEAR UPDATE</p> <p>All Children</p> <ul style="list-style-type: none"> 16 out of 22 children achieved target of <i>achieving at their curriculum level</i> - 70% 22 out of 22 children achieved target of <i>progressing in mathematics</i> - 100% 11 children made progress throughout the year (2x 6 month progressions) 50% Accelerated learning



<p><i>curriculum level</i> - 46% (accelerated)</p> <ul style="list-style-type: none"> 9 out of 11 males achieved target of <i>progressing in reading</i> - 82% 2 out of 11 males made <i>no progress</i> in 2022 for reading - 19% 	<p><i>curriculum level</i> - 33% (accelerated)</p> <ul style="list-style-type: none"> 19 out of 21 males achieved target of <i>progressing in reading</i> - 90% 2 out of 21 males made <i>no progress</i> in 2022 for writing - 10% <p>Please note:</p> <ul style="list-style-type: none"> 1 out of 10 females made <i>no progress</i> in 2022 for writing - 10% 	
<p style="text-align: center;">Māori Students</p> <p>END OF YEAR UPDATE</p> <ul style="list-style-type: none"> 2 out of 4 children progressed to achieved at curriculum level - 50% - target achieved (no change since mid year) 3 out of 4 children achieved target of <i>progressing in reading</i> - 75% 1 child made progress throughout the year (2 x 6 month progressions) Accelerated learning 1 out of 4 children made <i>no progress</i> in 2022 for reading - 25% 	<p style="text-align: center;">Māori Students</p> <p>END OF YEAR UPDATE</p> <ul style="list-style-type: none"> 3 out of 6 children progressed to achieved at curriculum level - 50% - target achieved 5 out of 6 children achieved target of <i>progressing in writing</i>- 83% 1 child made progress throughout the year (2 x 6 month progressions) Accelerated learning 1 out of 6 children made <i>no progress</i> in 2022 for writing - 25% (same child as reading) 	<p style="text-align: center;">Māori Students</p> <p>END OF YEAR UPDATE</p> <ul style="list-style-type: none"> 5 out of 5 children progressed to <i>achieved at curriculum level</i> - 100% - target achieved 2 children made progress throughout the year (2 x 6 month progressions) Accelerated learning

<p>Reasons for the variance Why did it happen?</p>	<p>Sefton School has continued with its period of change in 2022. With many internal and external changes within the current climate.</p> <p>In 2022 we continued to cope with the challenges of COVID 19 on teaching and learning and managing the school on a day to day basis. This was assisted by a new Principal and stable staffing of the school. To bring continuity to classes, we continued to explore staffing options that brought amazing results for students especially when meeting the needs of our learning support children.</p> <p>Sefton School is extremely fortunate to have dedicated and motivated staff to meet the needs of all children at Sefton School. This supportive environment allows students to be the best they can be to reach their potential.</p> <p>All children in the targets made gains - some small progressive gains, sub level shifts or accelerated their learning to achieve above their appropriate curriculum level.</p>
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Other reasons for the variance have been:

- The shift into structured literacy and teachers implementing and embedding the Better Start Literacy Approach.
- In Years 2 & 3 – reporting is now strength based and next steps for students, a shift from a deficient model to a strengths based model.
- Change in assessment practices from Year 0 to 3 into BSLA, no 6 year nets undertaken with our 6 year olds.
- Change of children’s attitudes, they are using strengths not measuring themselves on the colour wheel
- Evidence based research – BSLA
- New SMS system of HERO being implemented and used for assessment and reporting
- STAR / PATS/ Running records in the senior end
- Implementation of ‘The Code’ - Motivation of tamariki has risen.
- Reporting to parents now includes personal voice from the students in their end of year reports.
- Spelling / reading programmes linking strongly together
- The use of controlled texts.
- A feeling of very positive change for the teachers and children
- IYT training for all teachers
- School wide approached now entrenched at Sefton - PB4L practices, Restorative Practices, Zones of Regulation, Circle Time, Discovery Time, Social and Emotional Coaching to assist with our learning support children
- Explicit teaching
- Holistic approach
- Oral language - narratives and reading stories (shared stories) BSLA - developed Maori kupa and vocab
- Words to know in the context (classroom vocab / readers and story books)
- Authentic vocab
- Taken this into Maths as well through the strand and the code rules - Pulled through everything
- Taking time to explicitly teach (story book scaffolded) leading to improvements in oral language
- New assessment practices with BSLA - Officially assessed after two years at school - will alert parents for interventions if BSLA
- interventions pick up learning support needs. No running records (benchmark) until after two years at school due to BSLA. Monitoring STAR Tests - Stanine 4 - critical learner = running records will occur to highlight children’s needs in the senior levels.
- Implementation of ‘The Code’ Programme has shown a huge increase in children’s vocabulary knowledge, improvements in spelling and children taking risks which has resulted in positive writing results.
- Easttle PLD opportunities for Y 3 to 8 teachers and assessments in this area are showing positive results.
- Implementing similar strategies in Literacy (Structured Literacy) into Mathematics in regards to Mathematical Vocabulary which is having positive results in oral language and understanding of the language used in Mathematics. This has been overseen by our Learning Support Coordinator, who is very passionate about Maths..
- Teachers have structured their maths lessons by explicitly teaching basics and strategies followed by mathematically rich tasks.



<p>Evaluation <i>Where to next?</i></p>	<p>The use of target groups, developed from a detailed examination of school wide and individual data, collated from 2022 information and assessments at the beginning of 2023 year, mean that teachers have and can create clear learning pathway plans to follow for each child to progress..</p> <p>Making sure that students are aware of these goals and the next steps in their learning allows for student ownership of their learning.</p> <p>Peer discussions among staff allowing for reflection and remodelling of goals and next steps.</p> <p>An in-depth examination will be made of the data to pin-point specific areas of need to identify gaps in learning that could assist the children who have moved down a level as there could be one facet of the curriculum that is holding them back from achieving. (class targets / class descriptions)</p> <p>Continue to use outside support eg: LSC, RTLit, RTLB, Reading Recovery and MOE Behaviour Specialists and team to help specific students.</p> <p>Continue to embed the new SMS system (HERO) that reflects the modern practices that are happening in the school, setting expectations for teachers regarding teaching, learning and assessment.</p>
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<p>Planning for next year:</p>	<p>Planning for next year: (2023)</p> <p><i>PLD 2023</i></p> <p>Deputy Principal, Jane Fong, is a BSLA facilitator for 2023. This will further strengthen BSLA and Structured Literacy at Sefton School. Plan to further investigate “structured literacy” approach to teaching reading and adopt this approach where appropriate throughout the school. PLD Project funded by the MiOE has been awarded at Sefton for 60 hours. We are going to engage PLD with Literacy Connections to strengthen structured literacy approaches at Sefton.</p> <p>Implement a modernisation of assessment approaches using the BSLA assessment and reporting to parents guidelines and the new Refreshed</p>
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Curriculum PLD provided by the MOE. Review and confirm our school wide assessment and reporting expectations and match this to our SMS system.

Hybrid Learning PLD in 2021 has been extended with a Digital Technology PLD Project to support Literacy and Mathematics, Shona Kelleher from Learning Architects is the facilitator. We have a further 60 hours to implement.

We continue our commitment to our Kahui Ako - Puketeraki, working towards the achievement challenges, attending PLD and contributing to the vision and values of the Kahui Ako.

Reading, Writing and Mathematics for 2023

Analysis of 2022 Data and the mahi that staff have undergone, the following targets are being implemented with target students: 50% of students achieve at curriculum level, 85% to progress and 25% of students to accelerate. These target groups are made up of all students including our diverse learners.

Beyond these groups are individual children at each level who will need careful monitoring through consistent observation and collection of data.

The school will use RTLit/ RTLB and outside agencies to assist children in the school who need extra help, and to support the teachers with their programmes.

Make greater use of LSC in school to assist with the assessment of identified students and development of programmes of work. In 2023, our DP will be employed as our LSC (permanent part-time).

Business as usual:

The use of target groups has been successful in contributing to the maintaining and raising of overall and individual achievement levels throughout the school. This focus is now standard practice throughout the school.

Peer discussions and review of target groups will continue so as to provide a means of reflection

A continued focus on reviewing and refining effective assessment and reporting procedures using standardised tools such as e-asTTle, PAT, STAR and the NZ Curriculum Refresh with a particular focus on student *progress and acceleration* when and where applicable.



Kiwisport Funding Report 2022 Sefton School

Kiwisport is a Government funding initiative to support students participation in organised sport. In 2022, the school received total Kiwisport funding of \$1554.43 (excluding GST)

The funding was spent on employing coaches from the North Canterbury Sports and Recreation Trust.

The number of students that participated in organised sport was 132.

A handwritten signature in black ink that reads 'Heidi Moeller-Kemp'. The signature is written in a cursive, flowing style.

Heidi Moeller-Kemp
Sefton School Principal
02.05.2023

Sefton School Compliance with Education and Training Act 2020 requirements to be a good employer for the year ending 31 December 2022.

The following questions address key aspects of compliance with a good employer policy:

Reporting on the principles of being a Good Employer	
How have you met your obligations to provide good and safe working conditions?	The Sefton School Board of Trustees regularly review our Policies as per the schedule. They are kept up-to-date and implemented to provide good and safe working conditions for all employees.
What is in your equal employment opportunities programme? How have you been fulfilling this programme?	Applicants for employment are treated according to their skills, qualifications, abilities, and aptitudes without bias or discrimination. Yes.
How do you practise impartial selection of suitably qualified persons for appointment?	We follow NZSTA advice and guidelines for employment.
How are you recognising, <ul style="list-style-type: none"> - The aims and aspirations of Maori, - The employment requirements of Maori, and - Greater involvement of Maori in the Education service? 	Sefton School provides a safe and inclusive environment for all staff, and students. We seek advice from local iwi tanga whenua and have a commitment to providing a culturally aware teaching and learning environment.
How have you enhanced the abilities of individual employees?	Sefton School provides individualised professional growth cycles to enhance the abilities of individual employees in a strength based approach to grow staff capabilities.
How are you recognising the employment requirements of women?	Sefton School provides a flexible workplace to accommodate female employees.
How are you recognising the employment requirements of persons with disabilities?	Sefton School has full mobility access and will endeavour to meet any specific additional needs of any staff if the need arises.

Good employer policies should include provisions for an Equal Employment Opportunities (EEO) programme/policy . The Ministry of Education monitors these policies:

Reporting on Equal Employment Opportunities (EEO) Programme/Policy	YES	NO
Do you operate an EEO programme/policy?	Yes	

Has this policy or programme been made available to staff?	Yes	
Does your EEO programme/policy include training to raise awareness of issues which may impact EEO?	Yes	
Has your EEO programme/policy appointed someone to coordinate compliance with its requirements?	Yes	
Does your EEO programme/policy provide for regular reporting on compliance with the policy and/or achievements under the policy?	Yes	
Does your EEO programme/policy set priorities and objectives?	Yes	



INDEPENDENT AUDITOR'S REPORT

TO THE READERS OF SEFTON SCHOOL'S FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2022

The Auditor-General is the auditor Sefton School (the School). The Auditor-General has appointed me, Michael Rondel, using the staff and resources of BDO Christchurch, to carry out the audit of the financial statements of the School on his behalf.

Opinion

We have audited the financial statements of the School on pages 3 to 18, that comprise the statement of financial position as at 31 December 2022, the statement of comprehensive revenue and expense, statement of changes in net assets/equity and statement of cash flows for the year ended on that date, and the notes to the financial statements that include accounting policies and other explanatory information.

In our opinion the financial statements of the School:

- present fairly, in all material respects:
 - its financial position as at 31 December 2022; and
 - its financial performance and cash flows for the year then ended; and
- comply with generally accepted accounting practice in New Zealand in accordance with Public Sector Public Benefit Entity Standards Reduced Disclosure Regime.

Our audit was completed on 7 May 2023. This is the date at which our opinion is expressed.

The basis for our opinion is explained below. In addition, we outline the responsibilities of the Board and our responsibilities relating to the financial statements, we comment on other information, and we explain our independence.

Basis for our opinion

We carried out our audit in accordance with the Auditor-General's Auditing Standards, which incorporate the Professional and Ethical Standards and the International Standards on Auditing (New Zealand) issued by the New Zealand Auditing and Assurance Standards Board. Our responsibilities under those standards are further described in the Responsibilities of the auditor section of our report.

We have fulfilled our responsibilities in accordance with the Auditor-General's Auditing Standards.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of the Board for the financial statements

The Board is responsible on behalf of the School for preparing financial statements that are fairly presented and that comply with generally accepted accounting practice in New Zealand.

The Board is responsible for such internal control as it determines is necessary to enable it to prepare financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Board is responsible on behalf of the School for assessing the School's ability to continue as a going concern. The Board is also responsible for disclosing, as



applicable, matters related to going concern and using the going concern basis of accounting, unless there is an intention to close or merge the School, or there is no realistic alternative but to do so.

The Board's responsibilities, in terms of the requirements of the Education and Training Act 2020, arise from section 87 of the Education Act 1989.

Responsibilities of the auditor for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements, as a whole, are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit carried out in accordance with the Auditor-General's Auditing Standards will always detect a material misstatement when it exists. Misstatements are differences or omissions of amounts or disclosures, and can arise from fraud or error. Misstatements are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of readers taken on the basis of these financial statements.

For the budget information reported in the financial statements, our procedures were limited to checking that the information agreed to the School's approved budget.

We did not evaluate the security and controls over the electronic publication of the financial statements.

As part of an audit in accordance with the Auditor-General's Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. Also:

- We identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- We obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control.
- We evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Board.
- We conclude on the appropriateness of the use of the going concern basis of accounting by the Board and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the School's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the School to cease to continue as a going concern.
- We evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- We assess the risk of material misstatement arising from the school payroll system, which may still contain errors. As a result, we carried out procedures to minimise the risk of



material errors arising from the system that, in our judgement, would likely influence readers' overall understanding of the financial statements.

We communicate with the Board regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Our responsibilities arise from the Public Audit Act 2001.

Other information

The Board is responsible for the other information. The other information comprises the Statement of Responsibility, Members of the Board, Analysis of Variance, Kiwisport and Good Employer Disclosure, but does not include the financial statements, and our auditor's report thereon.

Our opinion on the financial statements does not cover the other information and we do not express any form of audit opinion or assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information. In doing so, we consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit, or otherwise appears to be materially misstated. If, based on our work, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Independence

We are independent of the School in accordance with the independence requirements of the Auditor-General's Auditing Standards, which incorporate the independence requirements of Professional and Ethical Standard 1 *International Code of Ethics for Assurance Practitioners* issued by the New Zealand Auditing and Assurance Standards Board.

Other than the audit, we have no relationship with or interests in the School.

A handwritten signature in blue ink that reads "BDO Christchurch".

Michael Rondel,
BDO Christchurch
On behalf of the Auditor-General
Christchurch, New Zealand

Joe Meppurathu

From: Heidi Moeller - Kemp <principal@sefton.school.nz>
Sent: Wednesday, November 22, 2023 10:06 AM
To: IM Staff; Poppy Farrell
Subject: Grant Application from Sefton School
Attachments: Signed Rangiora-Ashley Community Board Discretionary Grant Application.pdf; MacBall Thermal Pool cover quote -Sefton Primary School (1).pdf; Sefton School 2022 Audited Annual Report (1).pdf

Caution: [THIS EMAIL IS FROM AN EXTERNAL SOURCE] DO NOT CLICK links or attachments unless you recognise the sender email

Kia ora,

Attached is the documentation needed for a grant application from Sefton School. We are seeking support in funding a new thermal pool cover for our Sefton School & Community Pool.

Thank you for looking favorably into our request.

Ngā mihi nui
Heidi

Heidi Moeller - Kemp
Principal
Sefton School
ph: 03 3129755 ext: 212

2021/22

Woodend-Sefton Community Board 10.138.100.2410			(2021/22) \$4,180 + Carry forward \$2300 = \$6,480			\$6,480
	12-Jul	Nil				
	9-Aug	Returned as event cancelled Waimakariri Older Person's Expo Committee	Older Person's Expo	\$500	\$ 500.00	\$ 5,980.00
	13-Sep	Meeting Cancelled				
	11-Oct	Pegasus Bay School	Withdrawn Pegasus Bay Art Show	\$500	-	\$ 5,980.00
	11-Oct	Life Education Trust	Delivery of the Healthy Harold Programme	\$500	\$500	\$ 5,480.00
	8-Nov	Nil				
	13-Dec	Nil				
	15-Feb	Nil				
	11-Apr	Pegasus Residents Group	Battery for AED	\$635	\$635	4,845.00
	11-Apr	Woodend Netball Club	Kiwi netball hoop and nets	\$500	\$500	4,345.00
	11-Apr	Ronel's Community Cuppa	Community Event costs	\$500	\$500	3,845.00
	9-May	Nil				
	6-Jun	St Barnabas Church	Soil and seed	\$ 500.00	\$690	3,135
	6-Jun	Good Night Sleep Tight	Towards winter night kits	\$ 500.00	\$810	\$2,325

2022/23

Woodend-Sefton Community Board 10.138.100.2410			(2022/23) \$ 4,300 + Carry forward \$2,325 = \$6,625			\$6,625
	1-Jul	North Canterbury Federation of Women's Institute	Hire of hall and craft supplies	\$200.00	\$200.00	\$6,425
	11-Jul	Woodend School	Glentui Camp	\$500	Declined	\$ 6,425.00
	8-Aug	Woodend Fire Brigade	Towards safety signage for support vehicle	As much as possible	715	5,710
	12-Dec	Sefton School	Towards replacing the pool heating system		\$500	\$5,210
	March	Relay for Life event	Costs of hosting	\$250	\$500	\$ 4,710.00
	8-May	Woodend Netball Club	Uniforms	\$500	\$500	\$4,210
	8-May	North Canterbury Adventure Club	Sporting Equipment	\$855	Declined	\$4,210
	8-May	Menzshed Pegasus Woodend Community Trust	tools and equipment	\$500	\$500	\$3,710
	8-May	Pegasus Residents Group Incorporated	towards hosting a Matariki Community Event	\$500	\$500	3,210.00
	12-Jun	Sefton Netball Club	Towards new uniforms	\$500	\$500	87 22/23

2023/24

			(2023/24) \$ 4,400 + Carry forward \$2,710 = Returned funds \$500 =			\$7,610
	10-Jul	North Canterbury Federation of Womens Institute	Hall hire, advertising and tutor costs	\$200.00	\$200.00	\$7,410
	10-Jul	Waikuku Beach Surf Life Saving Club	New Garage Door	\$4,500.00	\$750.00	\$6,660.00
	10-Jul	Waikuku Beach Indoor Market	shelving and display cases	500	\$ 500.00	\$ 6,160.00
	14-Aug	Coastguard North Canterbury	towards upgrading the swift water rescue vessel	\$500	\$ 500.00	\$ 5,660.00
	14-Aug	Pegasus Bay Art Show	Towards printing costs	\$500	\$ 500.00	\$ 5,160.00
	14-Aug	Waimakariri Access Group	Towards running an Inclusive Sports Event	\$500	\$ 500.00	\$4,660
	11-Sep	Woodend Volunteer Fire Brigade	Christmas Lights	\$500	\$ 500.00	\$4,160
	11-Sep	Woodend Playcentre	Fencing	\$5,000	\$ 500.00	\$3,660
Woodend-Sefton Community Board 10.138.100.2410	4-Dec	Sefton Cricket Club Junior Section	towards equipment for junior cricket teams	\$750		
	4-Dec	Sefton School	Towards replacment of pool cover	\$750		

GOVERNANCE

Woodend-Sefton Community Board

Discretionary Grant Application

Information to assist groups with their application

The purpose of the Board discretionary grants is to assist projects that enhance community group capacity and/or increase participation in activities.

When assessing grant applications the Board considers a number of factors in its decision making. These include, but are not limited to; type of project, time frame, benefits to the community and costs being contributed. The more information you as a group can provide on the project and benefits to participants the better informed the Board is. You are welcome to include a cover letter as part of your application. The decision to grant funds is the sole discretion of the Board.

The Board cannot accept applications from individuals. All funding is paid to community-based project groups, non-profit community organisations, registered charities or incorporated societies. Council funding is publicly accountable therefore the Board needs to demonstrate to the community where funding is going and what it is being spent on. Staff cannot process your application without financial information.

The Board encourages applicants, where practically possible, to consider using local businesses or suppliers for any services or goods they require in their application. The Board acknowledges that this may result in a higher quote.

It would be helpful to the Board to receive an expense summary for projects that cost more than the grant being requested to show the areas where funds are being spent and a paragraph on what fund raising the group has undertaken towards the project, or other sources considered (ie voluntary labour, businesses for supplies).

Examples (but not limited to) of what the Board can fund:	Examples (but not limited to) of what the Board cannot fund:
✓ New equipment/materials	✗ Wages
✓ Toys/educational aids	✗ Debt servicing
✓ Sporting equipment	✗ Payment for volunteers (including arrangements in kind eg petrol vouchers)
✓ Safety equipment	✗ Stock or capital market investment
✓ Costs associated with events	✗ Gambling or prize money
✓ Community training	✗ Funding of individuals (only non-profit organisations)
	✗ Payment of any legal expenditure or associated costs
	✗ Purchase of land and buildings
	✗ Activities or initiatives where the primary purpose is to promote, commercial or profit-oriented interests
	✗ Payment of fines, court costs or mediation costs, IRD penalties

Criteria for application

- The Board supports a wide range of community activities but the application will only be considered if it is deemed of the nature listed in the table of examples of what the Board can fund (see previous page).
- Applications will only be accepted from community-based project groups, not for profit organisations, registered charities or incorporated societies.
- Applications from Funding Committees and/or similar community-based groups associated with schools will be considered provided there is proof that the activity is not funded by the Ministry of Education. However, schools themselves are not considered non-profit community-based organisations.
- Grant funding will not be allocated for events/projects that have already occurred i.e retrospectively.
- The grant funding is limited to projects primarily within the Board area or benefiting the residents of the ward.
- Grants are generally limited up to \$750 with a maximum of \$1,000 in any financial year (July to June), but a group can apply twice a year, providing it is for different projects. The Board will consider granting more than \$750 in exceptional circumstances provided that detailed reasons for exceeding the present limit are provided.
- The application should clearly state the purpose for which the money is to be used.
- The applicant should submit relevant financial information to prove they can deliver the project. Applications will only be processed once the financial information is received. The Community Board reserves the right to request additional financial information on any application if deemed necessary.
- Organisations that are predominately funded by Central Government must provide supporting evidence that the requested grant will not be spent on projects that should be funded by Central Government.
- Applicants must declare other sources from which funding has been applied for, or granted from, for the project being applied to the Woodend-Sefton Community Board, including information on applications to other Community Boards.
- Grant applications will be considered every month by the Woodend-Sefton Community Board. Applications are recommended to be received three weeks prior to Board meeting dates so they can be processed in time.
- An Accountability Form must be provided to the Council within 20 working days after the event, completion of the project or when the funds were spent outlining how the funds were applied. Relevant proof of purchase such as receipts, banks statements or invoices must be included with the Accountability Form and photos of the event or purchase is encouraged.
- Where possible Boards request permission to utilise these photos on its Facebook page, the Council website or other social media, to encourage other community groups' participation.
- In the event that funds are not spent on the project or activity applied for within 12 months of the date of the event/project, the recipient will be required to return the grant funding to the Council.
- If the activity/event for which funds have been granted does not take place or if the group does not provide the information to enable the grant to be paid within six months of approval of the grant being notified, then in both cases the application will be regarded as closed and funds released for reallocation by the Board.
- No new application will be accepted until the Board receives the Accountability Form and relevant documentation for previous funding granted.

What happens now?

Return your completed application form (with financial records and any supporting information which you believe is relevant to this application) by posting to Private Bag 1005, Rangiora 7440, New Zealand, or hand delivering to your local Service Centre, or emailing to: IM@wmk.govt.nz

What happens next?

- Your application will be processed and presented to the Board at the next appropriate meeting.
- Following the meeting a letter will be sent to notify you of the Board's decision and if successful an invoice and your organisation's bank account details will be requested.
- On receipt of this information payment will be processed to your organisation's bank account.

WAIMAKARIRI DISTRICT COUNCIL**MEMO**

FILE NO AND TRIM NO: DRA-16-05/ 231123188023

DATE: 4 December 2023

MEMO TO: Woodend Sefton Community Board

FROM: Jason Recker, Stormwater and Waterways Manager

SUBJECT: Pegasus Shallow Groundwater Monitoring

The purpose of this memo is to inform the Woodend Sefton Community Board of the installation of three short-term shallow groundwater monitoring piezometers in Greenspace reserve areas in Pegasus. This collaborative effort with Environment Canterbury (Ecan) is part of Waimakariri District Council's ongoing flood investigation to address recent flood issues in Pegasus.

In response to the July 2022 flood event, a Flood Team was established to investigate flooding concerns in Pegasus Main Street and Kuta Street areas. The investigation identified a potential issue with high groundwater affecting the effectiveness of roadside drainage swales in Pegasus. However, the absence of shallow groundwater monitoring piezometers in the area prevents us from confirming this.



Figure 1 - July 2022 Flooding on Pegasus Main Street (left) and Kuta Street (right).

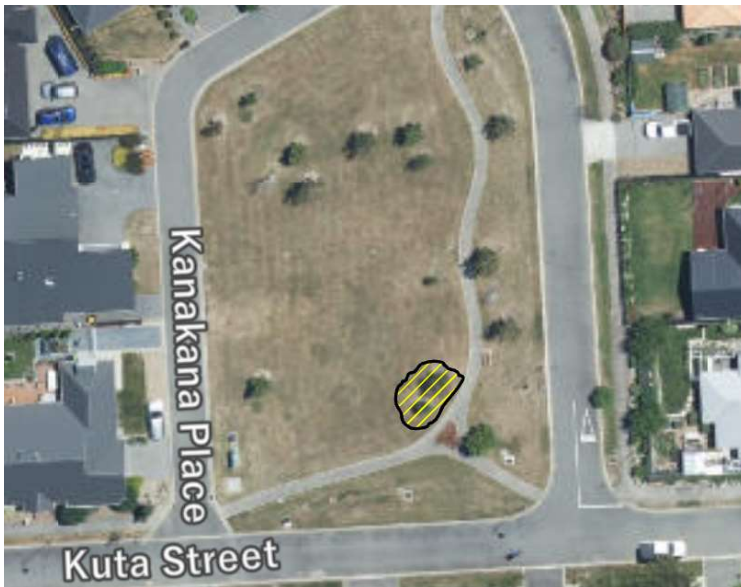
To aid the Waimakariri District Council's flood investigation, Environment Canterbury will undertake the installation of shallow groundwater monitoring piezometers in three Pegasus locations.

The three shallow groundwater monitoring piezometers will be installed at the following locations:

1. Within the public reserve (lake access) at 30 Pegasus Main St, Pegasus (yellow hatch).



2. Within Kawaro Reserve, off Eyrewell Road, Pegasus (yellow hatch).



3. Within the central reserve of Tutaipatu Ave, near Turvey St, Pegasus (yellow hatch).



The proposed piezometers will be 100mm (or smaller) pipes installed below ground with a flush toby box cover. We anticipate the need for these monitoring devices for a duration of two years.

We have scheduled the installation for 7 December 2023, in coordination with Ecan. If you have any questions, please contact Jason Recker – Stormwater and Waterways Manager at jason.recker@wmk.govt.nz.

CHAIRPERSON'S REPORT – November 2023

CHAIR'S DIARY		DISCUSSION POINTS
<i>Date</i>	<i>Events attended</i>	<i>Community Feedback/Issues Raised</i>
7 November	Speed Management Plan public consultation drop-in, Woodend	Low turnout but a good opportunity to catch up with roading staff.
8 November	Ronel's Community Cuppa, Waiora Links Community Trust	Very well attended, and good to catch up with locals. A couple of issues to follow up on.
9 November	Waimakariri Access Group	Regular monthly meeting. Workshop on accessibility for new laneway off Rangiora High Street.
11 November	Volunteered at Pegasus Community Centre	As usual the book cave was popular. Questions about safety at the Pegasus/Ravenswood roundabout and the Woodend bypass.
13 November	WSCB Workshop	Changed to a workshop as no reports.
14 November	Youth Development Grant Committee	Community Board chairs interviewed shortlisted applicants.
15 November	Meeting with Mark and Syliva from Strategy and Business Unit	Update on planning for review of Northern Pegasus Bay Bylaw and Woodend Pegasus Area Strategy
21 November	Meeting with Michael from Property Services	Discussion around felling of some pine trees at Woodend Beach near the carpark and camp. Michael has met with Trust GM and Camp operators to develop a plan.

CHAIR'S STATEMENT
<ul style="list-style-type: none"> • Wrote Board column for December issue of The Woodpecker • Managing Board Facebook page
<p>Main issues raised by residents were:</p> <ul style="list-style-type: none"> • Concern from some residents about the ongoing use of fireworks • Where is the Pegasus community centre is going? • What is happening with the youth space promised for Pegasus • Waka Kotahi planned SH1 safety improvements and the Woodend Bypass – will the Bypass go ahead and if so what will happen with the safety improvements? • Ongoing concerns around safety for pedestrians and cyclists at SH1/Pegasus/Ravenswood roundabout • Pegasus Lake trial results – what is happening?

Shona Powell

Woodend-Sefton Community Board

WOODEND-SEFTON COMMUNITY BOARD**MEMBERS INFORMATION EXCHANGE***For the month of (October/November) 2023*

Member' Name: Ian Fong

MEMBER'S DIARY		DISCUSSION POINTS
<i>Date</i>	<i>Events members have attended</i>	<i>Community Feedback/Issues Raised</i>
14/10/23	Woodend School Fair	By-Pass, road speed queries
26/10/23	Coastal Drainage Advisory Group	Waikuku Flooding-new pump stations, upgraded drain maintaince plan (now over budget)I can share mins if required
18/10/23	Sefton Hall Committee AGM	Paul Lohead-Chairperson
15/11/23	Sefton Hall Committee meeting	WDC staff attended to get an update. Plans needed to amended due to Fire Regs. These should be completed Dec 2023
2/11/23	Pegasus Residents Assoc meeting	

Other:

WOODEND-SEFTON COMMUNITY BOARD

MEMBERS INFORMATION EXCHANGE

November 2023

Member Name: Rhonda Mather

MEMBER'S DAIRY		DISCUSSION POINTS
<i>Date</i>	<i>Meetings/Events members have attended</i>	<i>Community Feedback/Issues Raised</i>
4 Nov	Waikuku Beach market	It was good to see many more stalls and a much livelier atmosphere at this market than the previous month.
7 Nov	GreyPower meeting	Monthly meeting held at Rangiora RSA. Guest speaker was Vicki Lucas from Enliven.
7 Nov	Speed Management Drop-in	Drop-in session at Woodend. I was there about 40 minutes and it was pretty quiet during that time.
7 Nov	North Canterbury Neighbourhood Support AGM	NCNS AGM held at Kaiapoi showed what a well organised and cohesive team they have.
8 Nov	Ronel's Community Cuppa	A Waiora Links Community Trust event. The guest speaker was Justin Hartley from Ray White Pegasus and Mayor Dan was a surprise guest who gave an update on Council activities. Numbers for this event continue to be good with around 53 residents of Woodend, Pegasus and Waikuku in attendance.
9 Nov	Community Networking Forum	Held at Pegasus with a variety of local social service and not-for-profit organisations represented. Of note (and concern) was that the Oasis support service for problem gamblers is being discontinued.
13 Nov	WSCB meeting	No meeting agenda, so workshops were held with Nick Chapman from TKoT introducing himself and giving an update on Trust activities.
14 Nov	Kia Rite Hoes	Event planning workshop run by WDC Community Team. Very worthwhile attending with great resources.
16 Nov	Waiora Links Community Trust	A new Trustee was co-opted and has been appointed as Chairperson. Ian McGregor is a Pegasus resident with an extensive background in not-for-profit admin and management/leadership roles.
22 Nov	Woodpecker Community Trust	End of year function held at the Bunker Café in Pegasus.
22 Nov	Pegasus CCTV Meeting	Meeting facilitated by the Pegasus Residents' Group to gauge public interest in a plan to install security cameras in Pegasus. Those present voted in favour of the idea, so fundraising will now commence to raise the estimated \$10,000 needed for the first phase.

OTHER:

- Compiled Waiora Links Community Trust page for The Woodpecker.
- The Waiora Links Christmas Community Cuppa is to be held at 10am on Wednesday 13th December in the Woodend Community Centre and all Woodend Sefton Community Board members are invited to attend. Woodend School will be providing entertainment.
- A picnic by the Lake event is planned for Sunday 7 January from 10am to 2pm in Pegasus. The Vintage Car Club of NZ and the Pegasus Radio Sailing Club will have displays and anyone is invited to bring along a picnic and have a look at the cars and boats. This event is being hosted by Waiora Links Community Trust and is open to people from all areas. If successful, this is likely to become an annual event. Please spread the word.
- Attended a variety of other meetings on behalf of Waiora Links Community Trust to induct new Chairperson and plan upcoming events and activities.

WOODEND-SEFTON COMMUNITY BOARD

MEMBERS INFORMATION EXCHANGE

For the month of November 2023

Member' Name: Philip Redmond

MEMBER'S DIARY		DISCUSSION POINTS
<i>Date</i>	<i>Events members have attended</i>	<i>Community Feedback/Issues Raised</i>
2 & 3 November	LGNZ Wellington	Finished Floor Flood Levels rural provincial
6 November	Speed Management Plan	Consultation at Oxford – poorly attended
7 November	Speed Management Plan	Consultation at Woodend – also poorly attended
8 November	Ronel's Cuppa	Wairora Links Community Trust. Christmas event at Woodend Community Centre with Mayor and Santa as special guests on 13 December 2023.
8 November	Viva City Video presentation	Data collection using AI – near misses.
P November	CCC – People, Places and Parking workshops	The role of parking in cities and alternatives. Presenters from Complete Streets and Transport Planning.
9 November	Speed Management Plan	Consultation at Rangiora – low attendance
12 November	Environmental Volunteer Showcase	Victoria Park, environmental groups, ecology activities games etc – poorly attended by great event.
13 November	District Licencing Committee	Training session
15 November	Speed Management Plan	Kaiapoi – good attendance
16 November	North Canterbury Sport and Recreation Trust AGM and monthly meeting	Successful year, good gym numbers. Exploring other opportunities.
21 November	PT Futures	Discussion with ECan Chair and staff. LTP discussion average bus fare \$11,00 Pegasus to Rangiora \$32.00. In Christchurch \$6.00. Waimakariri 51% - user \$2.00 and ratepayer balance. Discussed Oxford and orbiter services as options and investigate.
21 November	Waimakariri Public Arts Trust	Exhibition in Council foyer – theme Braided
22 November	Roading field trip to Lees Valley	
22 November	Woodepecker Christmas Event	
22 November	CCTV meeting at Pegasus	
23 November	Site inspection – William Street	Floor level heights 2.7 to 3.2m above datum.
24 November	ECan Summit	Mainpower Stadium, Climate focus
24 November	Rangiora Art Society Opening	Charles Upham Village – well attended
25 November	Kaiapoi Fire Station Official Opening	GST \$8 million. The brigade attends about 250 incidents per annum.

26 November	Royal Commonwealth Society Christmas Lunch	Riccarton House
30 November	Ashley River Rating District Meeting	
30 November	Cones Road Drainage Group Meeting	

Other:

Also attended the following:

- Two committee meetings
- Four briefs and workshops (mainly LTP focused)
- One council meeting
- Four portfolio meetings
- Two Community Board meetings.