



WAIMAKARIRI  
DISTRICT COUNCIL

# Council

## Agenda

Tuesday 2 November 2021

1pm

*Council Chamber  
215 High Street  
Rangiora*

*Members:*

Mayor Dan Gordon (Chair)

Cr Neville Atkinson

Cr Kirstyn Barnett

Cr Al Blackie

Cr Robbie Brine

Cr Wendy Doody

Cr Niki Mealings

Cr Philip Redmond

Cr Sandra Stewart

Cr Joan Ward

Cr Paul Williams

The Mayor and Councillors

**WAIMAKARIRI DISTRICT COUNCIL**

A meeting of the **WAIMAKARIRI DISTRICT COUNCIL** will be held in the **COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA** on **TUESDAY 2 NOVEMBER 2021** commencing at **1pm.**

Sarah Nichols  
GOVERNANCE MANAGER

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

**BUSINESS**

Page No

1. **APOLOGIES**

2. **CONFLICTS OF INTEREST**

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

3. **ACKNOWLEDGEMENTS**

4. **CONFIRMATION OF MINUTES**

4.1. **Minutes of meetings of the Waimakariri District Council held on 5 October 2021**

*RECOMMENDATION*

12-40

**THAT** the Council:

- (a) **Confirms**, as a true and correct record, the circulated minutes of a meeting of the Waimakariri District Council held on 5 October 2021.

**MATTERS ARISING**

4.2. **Minutes of the public excluded meeting of the Waimakariri District Council held on 5 October 2021**

*(Refer to public excluded agenda)*

5. **DEPUTATIONS AND PRESENTATIONS**

Nil.

6. **ADJOURNED BUSINESS**

Nil.

7. **RECOVERY PROJECTS**

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

*Refer Public Excluded Agenda Item 19.3.*

## 8. REPORTS

### 8.1. Waka Kotahi Low Cost Risk Programme Funding Endorsement 2021-24 NLTP – Joanne McBride (Roading and Transport Manager) and Gerard Cleary (Manager Utilities and Roading)

#### RECOMMENDATION

41-52

THAT the Council:

- (a) **Receives** Report No. 211021170637;
- (b) **Approves** staff progressing Option Two as outlined in this report which includes the allocation of additional budget of **\$445,650** over years two and three of the 2021-24 NLTP period, to cover a shortfall in funding in the Low Cost Low Risk area to allow the Minor Safety Programme to continue in full as planned, subject to consultation through the Annual Plan process;
- (c) **Notes** that the Minor Safety Programme includes a number of small safety projects which provide a high value to the community at a relatively low cost:
  - Minor Safety – Small walking & cycling initiatives
  - Minor Safety – Intersection Improvements
  - Minor Safety – Roadside Hazard Removal
  - Minor Safety – Minor Works
  - Minor Safety – School Safety Projects
  - Minor Safety – Minor Lighting Upgrades
- (d) **Notes** that the following projects will be progressed to design stage only with the Council share of funding already allocated:
  - Fernside Rd / Todds Rd Intersection - Safety Improvement
  - Oxford Rd / Charles Upham Dr Roundabout
  - Walking & Cycling Programme
  - Lees Valley Willow Walls
  - Island Rd / Ohoka Rd Intersection Improvements
- (e) **Notes** that the following projects will not be progressed and Council share of funding will be reallocated to the Minor Safety Programme:
  - North Eyre Rd / No. 10 Rd Intersection - Safety Improvements
  - Plasketts Rd / Johns Rd Intersection - Safety Improvements
  - Minor Improvements Programme - Stock Underpasses
- (f) **Notes** that the following projects will be delayed and not progressed unless further funding can be secured:
  - South Eyre Rd / Tram Rd / Giles Rd - Rural Intersection Active Warning Signs
  - Tram Rd / Two Chain Rd - Rural Intersection Active Warning Signs
  - Tram Rd / Earlys Rd - Rural Intersection Active Warning Signs
  - Rangiora Woodend Rd – Traffic Calming
  - Oxford Rd / Tram Rd - Rural Intersection Active Warning Signs
- (g) **Notes** that the New Footpath programme is able to continue as planned, as Council budgets had assumed funding would not be received from Waka Kotahi;
- (h) **Notes** that there is also a strong possibility funding may become available during the three year period, therefore it is recommended design work continues where possible to ensure projects can progress at short notice should this funding become available.

8.2. **NLTP 2021-24 Maintenance, Operations and Renewals Budget Update – Joanne McBride (Roading and Transport Manager) and Gerard Cleary (Manager Utilities and Roading)**

*RECOMMENDATION*

53-60

**THAT** the Council:

- (a) **Receives** Report No. 211020170095;
- (b) **Approves** allocation of additional budget of **\$637,392** to cover the shortfall in funding in the area of Maintenance, Operations and Renewals for the 2021-24 NLTP, subject to consultation through the Annual Plan process;
- (c) **Approves** the existing Levels of Service being maintained this financial year;
- (d) **Notes** that consultation on Levels of Service will be undertaken as part of the upcoming Annual Plan process;
- (e) **Notes** that the Council share (49%) of the difference in funding has already been allowed for within the Long Term Plan budgets and therefore the additional budget required is to cover the 51% which has not been endorsed by Waka Kotahi as part of the 2021-24 National Land Transport Programme;
- (f) **Notes** that the rating impact would be in the 2023/24 year and would result in a 0.15% increase to the General Rate;
- (g) **Notes** that the staff are continuing to work with Waka Kotahi to see if any other funding streams may be available. Any further developments will be reported to Council.

8.3. **Predicted Budget Carry-overs for 2021/22 Capital Works – Gerard Cleary (Manager Utilities and Roading)**

*RECOMMENDATION*

61-65

**THAT** the Council:

- (a) **Receives** Report No. 211019169106.
- (b) **Acknowledges** that budget carry-overs are now predicted for the following Drainage and Wastewater capital works projects from the 2021/22 financial year to the 2022/23 financial year:
  - i. Ashley St Pipe Upgrades
  - ii. School Road Drainage Upgrade
  - iii. Box Drain Improvements
  - iv. Wastewater Septage Facility
- (c) **Acknowledges** that budget carry-overs are at risk of occurring for the following Drainage and Solid Waste capital works projects from the 2021/22 financial year to the 2022/23 financial year:
  - v. Southbrook Pond C Access
  - vi. Beswick Stormwater Pump Station Modifications
  - vii. Cones Road Drain Upgrade
  - viii. Southbrook RRP Disposal Pit Upgrade
  - ix. Southbrook RRP Minor Improvements
  - x. Oxford Transfer Station Pit Wall alterations.

- (d) **Requests** that staff fully inform the Council of the implication on this decision as part of the Annual Plan deliberations, including ensuring that future capital works programmes can be delivered.
- (e) **Notes** that if the situation for a particular project changes such that it can be fully or partially delivered in 2021/22, that this will be updated through to the Council as part of the quarterly capital works progress reporting.
- (f) **Notes** that some project Drainage and Wastewater work is planned to be procured externally by consultants in order to deliver as much of the capital works programme as possible.

#### 8.4. Representation Review Arrangements – S Nichols (Governance Manager)

##### RECOMMENDATION

66-121

**THAT** the Council:

- (a) **Receives** Report No. 211006160932.
- (b) **Notes** Local Electoral Act 2001, Section 19K(1) whereby every resolution specified must include or be accompanied by a description of each proposed ward, constituency, community or subdivision, and its proposed boundaries, so as to make each proposed ward, constituency, community or subdivision readily identifiable to the public AND Section 19K(2). If any resolution under Sections 19H and 19J proposes any change to the basis of election, membership, or ward, constituency, community or subdivision boundaries which applied at the last triennial general election of members of the territorial authority or community board, that resolution must include an explanation of the reasons for the proposed change.
- (c) **Resolves** that in accordance with section 19H of the Local Electoral Act 2001, Waimakariri District is divided into three (3) wards for the purposes of the 2022 triennial local government election with the boundaries being:

##### *i. Kaiapoi-Woodend Ward*

To the district's northern boundary the Kaiapoi-Woodend Ward follows the Rangiora Leithfield Road, to Bairds Road, Upper Sefton Road, Beatties Road, Lower Sefton Road and between MB 2440301 and 2440302 to the Ashley River/Rakahuri. To the south of the Ashley River/Rakahuri the Kaiapoi-Woodend Ward follows Smarts Road, Rangiora Woodend Road, the boundary between Lot 2 DP80275 and Lot 2 DP306045 to Northbrook Road, Boys Road to the Cam River. It then follows the Cam River to Youngs Road, Lineside Road to Fernside Road, and along Flaxton Road, Skewbridge Road, Island Road, (incorporating MB2454800), Butchers Road, part MB2456302 along the Kaiapoi River and Gardiners Road (part MB2456302) to Burgess Road, South Eyre Road and Harpers Road to the Waimakariri River.

##### *ii. Rangiora-Ashley Ward*

From the south of the Ashley River/Rakahuri in the west along Bowicks Road, Ashley Road, Summerhill Road, Reids Road, Tippings Road, Howsons Road, Springbank Road, Tallotts Road, Oxford Road, Boundary Road, the Main Drain, Flaxton Road, Fernside Road, Lineside Road and Youngs Road. Follow the Cam River to Boys Road then Northbrook Road and along the boundary between Lot 2

DP80275 and Lot 2 DP306045 to Rangiora Woodend Road, and along Rangiora Woodend Road to Smarts Road to the Ashley River/Rakahuri. North of the Ashley River/Rakahuri in the west the Rangiora-Ashley Ward commences on the northern boundary at the Okuku River; thence across Mt Thomas to the Garry River at the boundary of mesh block 2438500 and to the confluence of the Ashley River/Rakahuri and the Garry River. The eastern boundary to the north of the Ashley River/Rakahuri follows between MB 2440301 and 2440302 to the Lower Sefton Road, Beatties Road, Upper Sefton Road, Bairds Road and Rangiora Leithfield Road to the district boundary.

*iii. Oxford-Ohoka Ward*

North of the Ashley River/Rakahuri in the east the Oxford-Ohoka Ward commences on the northern boundary at the Okuku River; thence across Mt Thomas to the Garry River at the boundary of mesh block 2438500 and to the confluence of the Ashley River/Rakahuri and the Garry River. In the south-east from the Waimakariri River the Oxford-Ohoka Ward follows Harpers Road, Burgess Road to Gardiners Road, part MB2456302 along the Kaiapoi River, Butchers Road, Island Road, Skewbridge Road, the Main Drain, Boundary Road, Oxford Road, Tallotts Road, Springbank Road, Howsons Road, Tippings Road, Reids Road, Summerhill Road, Ashley Road and Bowicks Road to the Ashley River/Rakahuri. From this point to the confluence with the Garry River the Ashley River/Rakahuri forms the boundary between the Oxford-Ohoka Ward and the Rangiora-Ashley Ward. The Waimakariri River provides the southern boundary for the Oxford-Ohoka Ward and the District Boundary the western and northwestern boundary of this ward.

- (d) **Retains** in accordance with section 19H(d) of the Local Electoral Act 2001, three (3) ward names of:
- i. Kaiapoi-Woodend Ward (eastern area) as delineated on LGC-059-2016-W2 Map.
  - ii. Rangiora-Ashley Ward (central area) as delineated on LGC-059-2016-W3 Map.
  - iii. Oxford-Ohoka Ward (western area) as delineated on LGC-059-2016-W4 Map.
- (e) **Retains** the Council comprising of ten (10) Councillors, elected from three (3) wards and one Mayor elected at large for the triennial local government elections to be held on 8 October 2022 being the following:
- i. The Mayor shall be elected by the electors of the Waimakariri District.
  - ii. Four Councillors shall be elected by the electors of the Kaiapoi-Woodend Ward.
  - iii. Four Councillors shall be elected by the electors of Rangiora-Ashley Ward.
  - iv. Two Councillors shall be elected by the electors of the Oxford-Ohoka Ward.
- (f) **Retains** four Community Boards to be:
- i. Rangiora-Ashley Community Board located in the Rangiora-Ashley Ward.

- ii. Oxford-Ohoka Community Board located in the Oxford-Ohoka Ward.
  - iii. Kaiapoi-Tuahiwi Community Board located in the southern area of the Kaiapoi-Woodend Ward.
  - iv. Woodend-Sefton Community Board located in the northern area of the Kaiapoi-Woodend Ward.
- (g) **Retains** subdivisions of the Rangiora-Ashley and Oxford-Ohoka wards being:
- i. Rangiora-Ashley Ward subdivision boundary being the north side of the Ashley River to the ward boundaries then south on Lehmans Road, Fernside Road to the junction of Flaxton Road with Rangiora being the urban development strategy boundary as named:
    - a. Rangiora subdivision for the urban area of Rangiora of the Rangiora-Ashley ward subdivision boundary (as delineated on LGC-059-2016-1 Map).
    - b. Ashley subdivision for the rural area of the Rangiora-Ashley ward subdivision boundary (as delineated on LGC-059-2016-S-2 Map).
  - ii. Oxford Subdivision to the west of the subdivision line and Ohoka-Swannanoa Subdivision to the east of the subdivision line in Oxford-Ohoka Ward north to south from the Rangiora-Ashley ward boundary; Earlys Road and Downs Road to the Waimakariri River as named:
    - a. Oxford subdivision for the area north of the Oxford-Ohoka ward subdivision boundary (as delineated on LGC-059-2016-S3 Map).
    - b. Ohoka-Swannanoa subdivision for the area south of the Oxford-Ohoka ward subdivision boundary (as delineated on LGC-059-2016-S4 Map).
- (h) **Retains** the areas of community for the Kaiapoi-Woodend Ward area for the purposes of community board membership at the following road boundaries,
- i. Kaiapoi-Woodend Ward subdivision boundary being east to west; Rangiora-Woodend Road, Main North Road (SH1), Fullers Road, Jeffs Road, Lees Road to the coast.
    - a. Woodend-Sefton Community Board area of community to the north of the Rangiora-Woodend Road, Main North Road (SH1), Fullers Road, Jeffs Road, Lees Road to the coast (as delineated on LGC-059-2016-Com1 Map).
    - b. Kaiapoi-Tuahiwi Community Board area of community to the south of the Rangiora-Woodend Road, Main North Road (SH1), Fullers Road, Jeffs Road, Lees Road to the coast (as delineated on LGC-059-2016-Com2 Map).
- (i) **Retains** the membership of the community board for each community as follows:
- i. The Kaiapoi-Tuahiwi Community Board comprises of five elected members and two members of the Council representing the Kaiapoi-Woodend Ward and appointed to the community board by the Council;
  - ii. The Woodend-Sefton Community Board comprises of five elected members and two members of the Council representing the Kaiapoi-Woodend Ward and appointed to the community board by the Council.

- iii. The Oxford-Ohoka Community Board comprises of six elected members (being three from the Oxford Subdivision and three members from the Ohoka-Swannanoa Subdivision) and two members of the Council representing the Oxford-Ohoka Ward and appointed to the community board by the Council.
  - iv. The Rangiora-Ashley Community Board comprises of eight elected members (being six members from the Rangiora Subdivision and two members from the Ashley Subdivision) and four members of the Council representing the Rangiora-Ashley Ward and appointed to the community board by the Council;
- (j) **Notes** the objection and appeal process open to submitters through the Local Government Commission as stipulated in the Local Electoral Act 2001 section 19O and 19P. The Objection period will occur from 8 November to 8 December 2021.
- (k) **Circulates** a copy of this report and subsequent resolutions to all four Community Boards.

8.5. **Deed of Amendment and Restatement of Te Kohaka O Tuhaitara Trust – S Markham (Manager Strategic Projects )**

*RECOMMENDATION*

122-147

**THAT** the Council:

- (a) **Receives** Report No. 211013165821.
- (b) **Adopts** the Deed of Amendment and Restatement of Te Kōhaka o Tūhaitara Trust Deed dated 19 November 2020. (211013165830).
- (c) **Notes** three WDC sealed/signed copies of the Deed for Te Rūnanga o Ngāi Tahu and Te Kōhaka o Tūhaitara Trustees to sign will be made available.

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

Nil.

10. **WELLBEING, HEALTH AND SAFETY**

10.1. **Wellbeing, Health and Safety Report October 2021 – J Harland (Chief Executive)**

*RECOMMENDATION*

148-157

**THAT** the Council:

- (a) **Receives** Report No. EXC-34-20/211022170884.
- (b) **Notes** that there were no notifiable event this month. WDC is, so far as is reasonably practicable, compliant with the Person Conducting a Business or Undertaking (PCBU) duties of the Health and Safety at Work Act 2015.

## 11. **COMMITTEE MINUTES FOR INFORMATION**

11.1. Minutes of a meeting of the Utilities and Roading Committee of 21 September 2021

11.2. Minutes of a meeting of the District Planning and Regulation Committee of 19 October 2021

*RECOMMENDATION*

158-169

**THAT** Items 11.1 and 11.7 be received information.

## 12. **COMMUNITY BOARD MINUTES FOR INFORMATION**

12.1. Minutes of a meeting of the Oxford-Ohoka Community Board meeting of 6 October 2021

12.2. Minutes of a meeting of the Woodend-Sefton Community Board meeting of 11 October 2021

12.3. Minutes of a meeting of the Rangiora-Ashley Community Board meeting of 13 October 2021

12.4. Minutes of a meeting of the Kaiapoi-Tuahiwi Community Board meeting of 18 October 2021

*RECOMMENDATION*

170-207

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

## 13. **CORRESPONDENCE**

Nil.

## 14. **MAYOR'S DIARY**

14.1. **Mayor's Diary 29 September – 26 October 2021**

*RECOMMENDATION*

208-211

**THAT** the Council:

(a) **Receives** report no 211027172485.

## 15. **COUNCIL PORTFOLIO UPDATES**

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

15.2. **Greater Christchurch Partnership Update** – Mayor Dan Gordon

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

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

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

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

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

## 16. **QUESTIONS**

*(under Standing Orders)*

## 17. **URGENT GENERAL BUSINESS**

(under Standing Orders)

## 18. **MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED**

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

### RECOMMENDATION

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

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

Item No	Minutes/Report of	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
19.1	Minutes of public excluded portion of Council meeting of 5 October 2021	Confirmation of minutes	Good reason to withhold exists under Section 7	Section 48(1)(a)
<b>REPORTS</b>				
19.2	Report of G MacLeod (Community Greenspace Manager)	Cust Anglican Cemetery	Good reason to withhold exists under Section 7	Section 48(1)(a)
19.3	Report of R Kerr (Delivery Manager)	Kaiapoi Stormwater and Flooding Improvements	Good reason to withhold exists under Section 7	Section 48(1)(a)
19.4	Report of R Hawthorne (Property Manager)	Land Purchase Durham Street	Good reason to withhold exists under Section 7	Section 48(1)(a)
19.5	Report of R Hawthorne (Property Manager)	Satellite Office Accommodation Planning	Good reason to withhold exists under Section 7	Section 48(1)(a)
19.6	Report of J Harland (Chief Executive)	Appointment of Trustees to Board of Enterprise North Canterbury	Good reason to withhold exists under Section 7	Section 48(1)(a)

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

Item N°	Reason for protection of interests	LGOIMA Part 1, Section 7
19.1 – 19.6	Protection of privacy of natural persons; To carry out commercial activities without prejudice; Maintain legal professional privilege; Enable Council to continue with (commercial) negotiation without prejudice or disadvantage Prevent the disclose of information for improper gain or advantage	Section 7 2(a) Section 7 2(b)ii Section 7 (g) Section 7 2(i)  Section 7 (j)

**CLOSED MEETING**

*See Public Excluded Agenda.*

**OPEN MEETING**

19. **NEXT MEETING**

The next scheduled ordinary meeting of the Council will occur on Tuesday 7 December, Waimakariri District Council Chambers, Rangiora Service Centre, 215 High Street, Rangiora.

**MINUTES OF A MEETING OF THE WAIMAKARIRI DISTRICT COUNCIL HELD IN THE KAIKANUI MEETING ROOM, RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI ON TUESDAY 5 OCTOBER 2021, COMMENCING AT 1PM**

**PRESENT**

Mayor D Gordon (Chairperson), Deputy Mayor N Atkinson, Councillors A Blackie, W Doody, N Mealings, P Redmond, S Stewart (until 5.02pm), J Ward and P Williams.

**IN ATTENDANCE**

J Harland (Chief Executive), G Cleary (Manager Utilities and Roding), S Markham (Manager - Strategic Projects), D Young (Senior Engineering Adviser), G MacLeod (Community Greenspace Manager), S Hart (Business and Centres Manager), C Roxburgh (Water Asset Manager), S Nichols (Governance Manager), K LaValley (Project Development Manager), S Collin (Infrastructure Strategy Manager 3 Waters), R Hawthorne (Property Manager) V Thompson (Business and Centres Advisor), C Roxburgh (Water Asset Manager), K Simpson (3waters Manager), A Mace-Cochrane (Graduate Engineer), L Beckingsale (Policy Analyst), T Kunkel (Governance Team Leader), and A Smith (Governance Coordinator).

1. **APOLOGIES**

Moved: Councillor Ward

Seconded: Councillor Blackie

**THAT** apologies for absence be received and sustained from Councillors K Barnett and R Brine.

**CARRIED**

2. **CONFLICTS OF INTEREST**

Item 8.1 – Councillor Atkinson declared a conflict of interest as he had a business relationship with the owner of the property.

3. **ACKNOWLEDGEMENTS**

Nil.

4. **CONFIRMATION OF MINUTES**

4.1 **Minutes of meetings of the Waimakariri District Council held on 7 September 2021 and 28 September 2021**

Moved: Councillor Atkinson

Seconded: Councillor Ward

**THAT** the Council:

- (a) **Confirms**, as a true and correct record, the circulated Minutes of a meeting of the Waimakariri District Council held on 7 September 2021.
- (b) **Confirms**, as a true and correct record, the circulated Minutes of a meeting of the Waimakariri District Council held on 28 September 2021.

**MATTERS ARISING**

Nil.

4.2 **Minutes of the public excluded meetings of the Waimakariri District Council held on 7 September 2021**

*(Refer to public excluded minutes)*

5. **DEPUTATIONS AND PRESENTATIONS**

5.1. **Heather Woods – 108 Butchers Road**

H Woods provided a brief history of her discussions and agreement with the Council on the possible provision of an esplanade strip adjacent to 108 Butchers Road. She noted that the Council's reason for requiring the esplanade strip to enable public recreational use no longer applies as there was already a walking track on the property's eastern boundary. H Woods advised that the rural amenity for their farm, which was zoned Rural Lifestyle, would be challenging to maintain if there was to be public access on three sides of their property. The increased public access to their property, due to the walking trail, had already led to an increase in property theft and vandalism.

H Woods explained that the Resource Management Act, 1991 (RMA) was clear regarding the rights of property owners when establishing esplanade reserves. In her opinion, the Council would be infringing on their rights, as it would not be able to guarantee their property's safety with the unbridled public access on three sides of their property. The Council would also be changing the use of the property and would therefore have to consider rezoning the area. They had always allowed the Council access to this area and had maintained it to the Council's satisfaction. She, therefore, noted her concern that the Council was imposing the esplanade reserve without appropriate consultation with the effected property owners.

In conclusion, H Wood emphasised that the Council's reasons for requiring the esplanade reserve did not seem justified and that the RMA made provision for other means of granting the Council access to the river that did not include an esplanade reserve.

The Mayor enquired if H Wood had a written agreement with the Council that they would not need an esplanade reserve. H Woods explained that the agreement was captured in e-mails between herself and staff, of which she tabled. She also noted that they had previously discussed the subdivision of their property with the former Mayor and Council staff.

Councillor Redmond sought clarity if H Wood would be agreeable with a 20-metre esplanade strip. H Wood confirmed that they would be happy with the provision of an esplanade strip for conservation and maintenance purposes only however for it not to allow public access.

**RESOLUTION TO CONSIDER SUPPLEMENTARY AGENDA ITEM**

Moved: Councillor Doody

Seconded: Councillor Blackie

**THAT** the Council:

- (a) **Agrees** to consider supplementary agenda Item 7.2, as listed below, at this meeting:

Whistler Bridge Protection – Lees Valley – J McBride (Roading and Transportation Manager) and D Young (Senior Engineering Advisor)

*At this time, supplementary Item 8.1 was taken. The Minutes have been recorded in the order of the Agenda.*

## 6. **ADJOURNED BUSINESS**

### 6.1. **Approval to Consult on the Waimakariri District Walking and Cycling Network Plan and Infrastructure Prioritisation Programme Update – A Mace-Cochrane (Graduate Engineer) and D Young (Senior Engineering Consultant)**

Mayor Gordon advised that Councillor Barnett had submitted several questions regarding the feedback received from the Community Boards. A Mace-Cochrane confirmed that Councillor Barnett's concerns would be addressed as part of the staff presentation.

A Mace-Cochrane advised that Waka Kotahi's 2021/24 National Land Transport Programme for the Waimakariri District did not include any funding for new walking and cycling infrastructure. Therefore, the only available funding for the next three years was on average \$500,000 per annum that the Council had included in the 2021/31 Long Term Plan. Staff could not predict whether any funding from Waka Kotahi would become available in the future; however, staff would continue to work closely with Waka Kotahi in an attempt to secure additional funding.

D Young highlighted the consultation process undertaken with the Community Boards. Staff had tried to capture all the comments made by the Community Boards, and most of the requested amendments had been included in the proposed Walking and Cycling Network Plan. However, today the Council was only being asked for approval to undertake public consultation. The Community Boards would be given an opportunity to provide input on the response received during the public consultation.

*The meeting adjourned from 2.22pm to 2.35pm to allow Councillors to study the staff's responses to the questions submitted by Councillor Barnett.*

Councillor Stewart questioned if it may be worth stating in the consultation documents that for the next three years. There would be no funding available from Waka Kotahi. D Young confirmed that the current uncertainty of Waka Kotahi funding would be noted in the consultation documents.

Councillor Williams asked if the costs associated with the public consultation would be covered from the funding allocated by Council to this project. D Young confirmed that approximately \$50,000 had been budgeted for consultation and would be allocated from the project budget.

Councillor Doody raised a concern that the Walking and Cycling Network Plan did not differentiate between rural and urban paths, which could lead to public confusion regarding the level of service to be provided. D Young noted that due to the issue's complexity, staff were struggling to explain the grading of paths to the public. However, they were trying to convey to the public what they could expect by providing photos of surfaces and corresponding maps.

Mayor Gordon asked that if the Council was able to show the extensive work it had done on the project, would it be in a better position to request funding from Waka Kotahi. D Young believed that the Council may have a better chance of receiving funding if it could show what it would be spending the money on over the next three years, hence the importance of the Walking and Cycling Network Plan. J Harland noted that it was essential to prioritise the commuter routes, as Waka Kotahi was more likely to fund alternative transport than recreational cycling.

In response to a question, D Young confirmed that the consultation document would include various maps conveying different information.

Councillor Atkinson expressed apprehension that the public would be consulted on a project with insufficient funding, no set delivery timeframe and no clear designs. He, therefore, questioned the reason for the proposed public consultation. D Young noted that a significant benefit of the Walking and Cycling Network Plan was that it provided staff with information on where provision had to be made for future walking and cycling infrastructure. Also, Council was hoping that identifying a priority would assist them in securing Waka Kotahi funding.

In reply to a question from Councillor Mealings, D Young confirmed that any work funded by the Council as part of this project could not in future be claimed back from Waka Kotahi.

Moved: Councillor Ward

Seconded: Councillor Redmond

**THAT** the Council:

- (a) **Receives** Report No. 210920151361.
- (b) **Approves** consultation being carried out on the Walking and Cycling Network Plan (Attachment ii), and the proposed infrastructure prioritisation programme shown in Attachment iii and iv, noting that the timing of specific works would not be part of the consultation information.
- (c) **Approves** retaining the current local share budget of \$563,500 over the next three years of the Long Term Plan cycle infrastructure construction, noting the uncertainty regarding the availability of Waka Kotahi funding.
- (d) **Notes** that the duration for delivery of the prioritisation programme would be subject to the budget allocated.
- (e) **Notes** that pre-engagement on improving the understanding of cycleways would be carried out in February 2022, with district-wide consultation occurring at a time to be determined during February and March 2022.
- (f) **Notes** that the change in the timing of consultation would be advised to the Community Boards and to the Walking and Cycle Network Plan Reference Group.
- (g) **Notes** that the results of the public consultation and final proposals would be presented to the Community Boards and then Council for approval.
- (h) **Notes** the Plan and prioritisation of routes would be reviewed every three years.

**CARRIED**

Councillor Atkinson Against

Councillor Ward commented that it was important for the Council to have a Walking and Cycling Network Plan to show its commitment to alternative transport. A plan would also clarify the walking and cycling infrastructure to be provided while considering new subdivisions. Finally, the Plan may assist in securing funding from Waka Kotahi in the future.

Councillor Redmond congratulated staff on the development of the Walking and Cycling Network Plan and their early engagement with the Community Boards. He noted the large amount of work had gone on the Plan, and he would like to see the project's conclusion. He, therefore, supported going out to public consultation.

Councillor Williams believed that it was important for the Council to have a Walking and Cycling Network Plan to assist with the planning for future development. However, he doubted that the Plan would help in securing funding from Waka Kotahi in the future. He expressed his disappointment with Waka Kotahi's decision not to fund the project, especially in light of their previous championing of alternative transport options.

Councillor Mealings thanked staff for the development of such a comprehensive plan and the extensive consultation undertaken. She believed that it was important for the Council to have a Walking and Cycling Network Plan to demonstrate that it was serious about developing walking and cycleways, therefore she would support public consultation. Councillor Mealings stated that she found it disheartening that Waka Kotahi opted not to subsidise this project. It was especially disappointing for rural areas with no public transport that needed alternative options to using vehicles to take their children to facilities and schools.

Mayor Gordon commended staff for the work done and noted that he would support going out for public consultation. He advised that the Chief Executive of Waka Kotahi, Nicole Rosie, would be visiting the Waimakariri District shortly. At which time the Council's disappointment about Waka Kotahi's lack of commitment to the project would be shared. Hopefully, the Council's work on the development of the Walking and Cycling Network Plan would encourage Waka Kotahi to rethink their position.

Council Stewart endorsed the comments of previous speakers. She believed that it was important to consult the public on the proposed Walking and Cycling Network Plan, as it would provide clarity to the public and staff on the walking and cycling infrastructure to be provided in future. She hoped that the rural community would use the public consultation process as a platform to highlight their needs in terms of alternative transport infrastructure. Thus enabling the Council to petition Waka Kotahi for rural infrastructure.

Councillor Atkinson noted the benefit of the Walking and Cycling Network Plan for the Council's future planning. However, he did not support the Plan going out for public consultation, as there was insufficient funding and no clear designs. In his opinion, the Plan and complicated maps would only confuse the public and encourage expectations that the Council would not be able to meet. He expressed his frustration that the Council seemed only to be focusing on walking and cycling and no other means of alternative transport.

## 7. **RECOVERY PROJECTS**

### **COVID-19 RECOVERY PLANNING / SHOVEL READY PROJECTS**

*Refer Public Excluded Agenda Item 19.2.*

### **29-30 MAY 2021 ADVERSE WEATHER EVENT RECOVERY**

#### 7.1. **May 2021 Flood Recovery – Completion Report – S Hart (District Recovery Manager)**

S Hart advised that the report signalled the completion of the organised recovery following the extreme weather event that occurred on 30 and 31 May 2021. Whilst some ongoing work generated by the flood continued as part of the Council's daily operations, there was no longer a need for a resource dedicated recovery coordination. He noted that most of the \$55,400 from the Mayoral Relief Fund had been allocated mainly to rural residents in need. The \$4 million fund held by the Ministry of Primary Industries (MPI) targeted commercial farms, primarily defined as those that derived more than 51% of their income from the property. Any farms that did not qualify were considered lifestyle blocks.

As such, only \$20,000 was allocated to rural properties in the Waimakariri District. In conclusion, S Hart highlighted the various Recovery learnings from this event, especially the development of a generic Recovery Plan that would better prepare the Council to support rural property owners by focusing on risk reduction, resilience building and event readiness.

Mayor Gordon acknowledged the guidance and support of staff and the Deputy Mayor in the allocation of funding from the Mayoral Relief Fund. He noted that in addition to the funding received from the Crown, the Council received funding from other sources. To ensure transparency, he requested S Hart submit a report to the Council on the allocations made from the Mayoral Relief Fund following this event.

Councillor Doody enquired if MPI considered requests for funding for the replacement of fencing. S Hart explained that the criteria set by the MPI to qualify for funding were very restrictive, which resulted in many applications not qualifying. However, there was still money in the fund to be allocated, and the MPI was reviewing the set criteria. Nevertheless, it should be noted that this was a regional event, and the funding may be allocated to other districts considered to be in more need.

Moved: Councillor Atkinson

Seconded: Councillor Williams

**THAT** the Council:

- (a) **Receives** Report No. 210922153158.
- (b) **Notes** the significance and scale of the May Canterbury Flood event as detailed in section three of this report.
- (c) **Notes** the activities and programme of work undertaken during the flood recovery phase of the May flood event.
- (d) **Notes** the ongoing flood recovery work that would continue as part of Council BAU Work Programmes, and would be reported on through normal management and governance processes.
- (e) **Notes** termination of formal 'coordinated recovery' had occurred, and the support provided by the Recovery Management function was no longer required.
- (f) **Acknowledges** the support of key organisations involved in the recovery phase of this event, and in particular the North Canterbury Rural Support Trust for their work within the rural communities.
- (g) **Notes** both the learnings captured from this flood event, and the opportunities identified for improvements to future recovery activities of the Council.
- (h) **Supports** a further review of the Council's Recovery Management arrangements by staff, with the intention of considering how the learnings and opportunities identified in this report might be used to improve recovery operations for future events.
- (i) **Notes** the importance of ongoing development and inclusion of critical GIS resources to support both the EOC for future emergency responses, and the Recovery Management Team for future recovery activities.
- (j) **Notes** a report would be made to the draft 2022/23 Annual Plan Budget meeting in February 2022 regarding funding for specialist advice in developing the Council's Recovery Plan and related processes for use in future recovery events.

- (k) **Notes** that the development of a District Recovery Plan may result in a request for further resourcing to enable greater disaster recovery capacity within the Council. Any such further resourcing would be subject to a further report to Council for consideration.
- (l) **Circulates** this report to the Community Boards for their information.

**CARRIED**

Mayor Gordon commented that the Council had shared its concerns with the Government, and they needed to relook at their definitions of lifestyle blocks and rural properties. He thanked the staff for the work they did as part of the recovery.

Councillor Atkinson advised that the groups working with Enhanced Taskforce Green were investigating the possibility of assisting farmers with replacing their fencing. He noted that dealing with extreme events would always be difficult as there was not enough funding to assist those in need. However, he recognised the vulnerability of the four-hectare block owners and that the Council would need to be better prepared to assist them during any future events.

*The Supplementary agenda item was taken at this time.*

**7.2. Whistler Bridge Protection – Lees Valley – J McBride (Roading and Transportation Manager) and D Young (Senior Roading Engineer)**

D Young provided a brief background to the damage caused to the Whistler Bridge during previous flooding events. He explained the work to be done as part of the proposed Whistler Bridge Abutment Project, which included bedding the containers in the river bed and installing gabions along the top. Waka Kotahi and Environmental Canterbury supported the proposed project, for which Waka Kotahi provided funding.

Council Atkinson enquired how long the containers were expected to last. D Young advised that the holes would be cut in the bottom of the containers to ensure proper drainage. The containers were expected to last 30 to 40 years.

Councillor Doody raised a concern that the containers may become hazardous if they were washed away. D Young explained that the containers were not expected to wash away during flood events, as they would be weighted down and embedded into the river bed. Worst case scenario, the containers may slump out of alignment, which could easily be corrected.

Councillor Mealings questioned if the containers could be painted to guard against rust and to make them more aesthetically pleasing. D Young noted that painting the containers had been considered and it was agreed that it may be considered in future if the gravel kept washing away and the containers were exposed.

Councillor Atkinson asked if the stacking of containers was considered to allow them to be embedded deeper into the river bed. D Young advised that it was agreed not to stack the containers due to the negative visual impact it may have.

Moved: Councillor Doody

Seconded: Councillor Atkinson

- (a) **Receives** Report No. 210922152878.

- (b) **Notes** that the cost of the bridge protection works at Whistler Bridge in Lees Valley of approximately \$300,000 could be carried out within the overall budget, but that some budget had needed reallocating from slope stability works on several minor washouts to achieve this.
- (c) **Acknowledges** that the bridge protection methodology to achieve this involves using open-topped shipping containers filled with gravel, supplemented by rock and gabions (see attachments i), ii), and iii).
- (d) **Notes** that this would provide a stronger and more resilient solution than traditional rock and gabion solutions, which had not been successful in the past.
- (e) **Notes** that this river was in a high natural values area, and so the aesthetics need to be carefully considered.
- (f) **Notes** that ECan accept this approach, provided the effects were mitigated by the following:
  - a. Bedding the containers approx. 1.0-1.5m below river bed level
  - b. Installing gabions along the top to minimise the visual impact
  - c. Banking up material along the front face to minimise the impact
  - d. Applying for a retrospective resource consent
- (g) **Notes** that staff were continuing discussions with Waka Kotahi about emergency works funding and would seek additional budget for the slope stability works on several minor washouts. Staff would report separately on any additional Council funding share required.
- (h) **Notes** that staff would provide an update to the Lees Valley residents of the next steps for their information.

**CARRIED**

Councillor Doody congratulated the staff on the initiative. Councillor Atkinson concurred with Councillor Doody and noted that it was an ingenious way of solving the problem.

Mayor Gordon agreed that Lees Valley residents would appreciate the Council's efforts to ensure that the bridge was not continuously washed away during future flood events.

## 8. REPORTS

### 8.1. Esplanade Reserve/Strip 108 Butchers Road – C Brown (Manager Community and Recreation)

*Note: This report was considered immediately following Deputation 5.1.*

*Having declared a conflict of interest Councillor Atkinson stepped away from the table and did not participate in the discussion.*

G Cleary advised that staff recommended that the Council acquired the land located adjacent to 108 Butchers Road as an esplanade reserve. He explained the significance of the Ohoka Stream in this area, which was near the confluence of the Kaiapoi, Cam and Cust Rivers, and Silverstream. It was therefore critical that the Council was able to gain access to this part of the Ohoka Stream for drainage maintenance and flood control.

Other reasons for the esplanade reserve included public access to the waterways, recreational use of the esplanade reserve via the Arohata Te Awa initiative and protection of conservation values.

Regarding the Council previously not wanting the esplanade reserve, G MacLeod noted that the correspondence with the property owner related to the Council purchasing the reserve outside the subdivision process. However, as the property owner had now applied for subdivisions, it would be ideal to acquire the esplanade reserve. The Greenspace Team were keen to protect the biodiversity corridors along waterways across the district.

Councillor Doody enquired if the 20-metre strip would be measured from the centre of the river. G MacLeod noted that the esplanade reserve would be taken from the banks of the river outwards. The difference between an esplanade strip and a reserve was that the boundaries of the strip, which was taken from the centre of the river, moved. Thus the amount of land taken could become less over time, thereby impeding the work that needed to be done. The boundaries of the esplanade reserve were set.

Councillor Doody also enquired if the reserve would be fenced, or if the property owners would be allowed to graze. The Council would generally not allow grazing down to a waterway margin. However, no plans had been made regarding the fencing of the reserve, as this would be done in conjunction with the property owner.

Councillor Redmond sought clarity between an esplanade reserve and an esplanade strip with regards to public access. G MacLeod advised that both an esplanade strip and a reserve would allow for public access. However, an esplanade strip would be held under land tenure, whereas an esplanade reserve would provide the Council with land ownership. This ownership would allow the Council to develop a long-term vision for the land to increase biodiversity. The Council would also be able to better ensure public access to land that it owned, as the esplanade reserve's boundaries were defined, there would be a clearer understanding of where the public would be allowed to access.

Councillor Redmond inquired what the purpose of the esplanade reserve would be, in light that it did not lead anywhere. G MacLeod noted that a reserve would allow for various activities such as the development of a walking track, the enhancement of the environment through increased biodiversity and streamside planting, the creation of a buffer zone and the management of flood mitigation. He further noted that esplanade reserves would allow for the reinstatement of the Queen's Chain that had been set aside for public use around the coast, lakes, and many rivers. G Cleary highlighted the previous flooding experienced in this area and stressed the importance of the esplanade reserve for flood mitigation along this part of the Ohoka Stream.

Mayor Gordon sought clarification of the alleged agreement reached between the Council and the property owner. G MacLeod stated that, to his knowledge, correspondence with the property owner included a letter in response to a Long Term Plan submission. There was also an e-mail advising the property owner that the Council would not purchase the reserve outright, however the Council would reconsider obtaining the esplanade reserve if the property was subdivided.

The property owner, H Woods, tabled a copy of her correspondence with the Council.

Councillor Blackie enquired why an esplanade reserve of 20-metres would be needed. G Cleary explained that due to the importance of the Ohoka Steam area, access for flood mitigation and management was vital. A 20-metre reserve would allow large machinery and trucks access to the waterway.

There would be sufficient space to ensure that the biodiversity of the waterway was protected through planting along the riverbank while also providing pedestrian access.

Councillor Williams asked what the difference in width was between an esplanade reserve and an esplanade strip. G MacLeod advised that the esplanade strip did not have a standard width. Generally, the width of the strip was determined through negotiation with the property owner. Councillor Williams further asked if a narrower esplanade strip would be sufficient if the Council could stop the river bank from eroding. G Cleary believed that a width less than 20-metres would compromise access and limit the Council's ability to provide all the required services.

Councillor Ward questioned how close the large trees that required maintenance were to the Ohoka Stream. G MacLeod noted that some trees were adjacent to 108 Butchers Road on the strip that led down to Butchers Road. The Council's Property Team were currently managing these trees. The Council's 3Waters Team were dealing with the trees along the waterway. It was not possible to provide the exact location of the trees.

Councillor Ward inquired who would be responsible for fencing the esplanade reserve to ensure the property owner's security. G MacLeod noted that this would be finalised during the subdivision process. He, therefore, undertook to follow up on the matter and advise the Council accordingly.

Mayor Gordon questioned if staff were adamant that the esplanade reserve should be 20-metre wide. G Cleary advised that the Ohoka Stream was a substantial waterway in the district, which was of high value to the community. Any area less than 20-metres would compromise the Council's ability to undertake flood mitigation, ensure biodiversity and to provide public access.

Moved: Councillor Stewart      Seconded: Councillor Blackie

**THAT** the Council:

- (a) **Receives** Report No. 210827138860.
- (b) **Approves** an Esplanade Reserve as the appropriate esplanade to be acquired should subdivision of 108 Butchers occur.
- (c) **Approves** the width of the Esplanade reserve to be 20m wide.
- (d) **Notes** that Council would be responsible for maintenance and any future development of the land should an esplanade reserve be acquired.
- (e) **Notes** that the provision of an esplanade reserve is considered the best option due to the reasons detailed in the District Plan being that the Ohoka Stream had conservation, natural hazard mitigation, access and recreational use values.

Councillor Stewart acknowledged the concerns of the property owner, however, she noted the importance of this part of the Ohoka Stream and its flood potential. Many farmers had raised concerns at Ohoka Rural Drainage Advisory Group meetings regarding flooding upstream in Ohoka Stream. As this area was close to the confluence of the Kaiapoi, Cam and Cust Rivers, and Silverstream, it was critical for flood mitigation and drainage maintenance. She explained that the water quality of the Ohoka Stream was compromised as it contained high levels of nitrates. A 20-metre esplanade reserve would enable the Council to extensively plant a five to six-metre area down the river, creating a filter strip. It would further allow the creation of a walkway and also a "buffer" strip of extensive planting near the boundary with the property owner to enhance their security.

Acquiring the 20-metre esplanade reserve showed vision as it would improve access to waterways from the mountains to the sea Councillor Stewart stated. Councillor Stewart believed property owners needed to embrace the establishment of esplanade reserves as they were fundamental to restoring native planting and improve water quality. She encouraged staff to work closely with the property owner to alleviate all their concerns.

Councillor Blackie commented that from previous experience, that the establishment of an esplanade reserve reduced crime in an area as it improved security by allowing people access to an otherwise isolated area.

#### Amendment

Moved: Councillor Williams

Seconded: Councillor Redmond

**THAT** the Council:

- (c) **Approves** the width of the Esplanade strip.

**LOST**

Councillor Williams noted that he was not convinced that the Council needed a 20-metre wide esplanade reserve. He believed that the Council would be able to provide all the services required within a 10-metre wide esplanade strip.

Councillor Redmond concurred with the points raised by Councillor Williams. He explained that under Schedule 10 of the Resource Management Act (RMA), an esplanade strip could provide public access to the waterway. The Council would have to purchase the land if it established an esplanade reserve. This would add up to a high cost to the Council if it occurs throughout the district. It, therefore, made sense to acquire an esplanade strip, which would benefit the property owner in that it remained on the property title, but would also provide public access. He did not believe that the river bank would erode to such an extent that the strip would not be accessible.

In response to questions, G MacLeod explained that the Council would own an esplanade reserve, allowing the Council to develop a long-term plan for the land. The Council would also be able to better maintain land that it owned. G Clearly believed that an esplanade reserve would provide the Council with more secure rights and access to the land.

Councillor Mealings enquired if the Ohoka Stream Walkway and the area of the Cam River that had been plated as part of the Arohata Te Awa initiative were esplanade reserves or strips. It was noted that most of the Ohoka Stream Walkway was reserve as was the Arohata Te Awa area.

Councillor Ward sought clarity on if the esplanade reserve, would be more secure due to fencing. G MacLeod confirmed that in a 20-metres reserve the Council could provide planting and fencing, thereby providing a buffer between the public walkway and the adjoining property.

The motion then became the substantive motion.

Moved: Councillor Stewart

Seconded: Councillor Blackie

**THAT** the Council:

- (a) **Receives** Report No. 210827138860.
- (b) **Approves** an Esplanade Reserve as the appropriate esplanade to be acquired should subdivision of 108 Butchers occur.

- (c) **Approves** the width of the Esplanade reserve to be 20m wide.
- (d) **Notes** that Council would be responsible for maintenance and any future development of the land should an esplanade reserve be acquired.
- (e) **Notes** that the provision of an esplanade reserve is considered the best option due to the reasons detailed in the District Plan being that the Ohoka Stream has conservation, natural hazard mitigation, access and recreational use values.

**CARRIED**

Councillors Williams and Redmond Against

Councillor Stewart noted that a 20-metre esplanade reserve would provide certainty to all parties. It would also enable the Council to plant a buffer between the public walkway and the adjoining property while allowing access for flood mitigation work. She, therefore, urged Councillors to support the motion.

#### **8.2. Maintenance of Pou at Entrance to Pegasus Town – C Brown (Community and Recreation Manager)**

G MacLeod explained that the purpose of this report was to seek Council's approval to undertake work in refurbishing and restoring the six pou situated at the entrance to Pegasus township. No maintenance had been done to the pou since their unveiling in 2008. It was anticipated that the restoration works would cost approximately \$20,000. G MacLeod clarified that although the pou were situated on land owned by the Pegasus Golf Course, the artworks themselves were gifted to the people of the Waimakariri District.

Councillor Williams enquired if the pou could be relocated onto Council-owned property. G MacLeod stated that the option had not been explored, as it would entail an extensive process due to the culture and historical significance of the artwork.

Councillor Williams questioned if the proposed restoration of the pou could not be funded from the Woodend-Sefton Community Board's Landscaping budget, as part of maintaining the Pegasus Town entrance. G MacLeod advised that the matter had not been discussed with the Community Board, however, the possibility could be investigated, noting that the Community Board's Landscaping budget had limited funding.

Councillor Blackie raised a concern regarding the completeness of the quotation received for the work. G MacLeod acknowledged that sourcing quotations for the restoration of artwork was difficult, hence the additional funding requested.

Councillor Redmond asked if the current owners of Pegasus Township, the Templeton Group, had been approached for a contribution. G MacLeod advised that the Templeton Group had not been approached to contribute to the restoration of the pou.

Councillor Atkinson enquired if the continued maintenance of the pou could fall under the Waimakariri Public Arts Trust or if application could be made to the Council's Heritage Fund. G MacLeod noted that the matter would be investigated.

Moved: Councillor Atkinson

Seconded: Mayor Gordon

**THAT** the Council:

- (a) **Receives** report No. 210923153767.

- (b) **Notes** the quoted cost for restoration of the six pou at Pegasus town entrance and others at the pā site boundary as \$9,600.00.
- (c) **Approves** additional budget allocation of \$20,000 for the Pegasus pou restoration project.
- (d) **Notes** that should this be approved, staff would work with Tribal Pataka Management (Fayne Robinson, Riki Manuel) to complete this restoration project.
- (e) **Notes** that staff would contact the current land owners to engage and collaborate with for the restoration of the pou.
- (f) **Notes** that staff would engage with the current land owners to develop a legal agreement between Council and the Golf Club for the provision of maintenance and preservation of this area of land and the pou.
- (g) **Notes** that staff would advise the Council of any progress, project dates etc.
- (h) **Circulates** this report to the Mahi Tahī Joint Development Committee and the Woodend-Sefton Community Board for information.

**CARRIED**

Councillor Williams Against

Councillor Atkinson noted that the pou were gifted to the Waimakariri community by the Kaikoura iwi and should be maintained and preserved. The pou were in public ownership and their continued maintenance therefore needed to be ensured either by the Waimakariri Public Arts Trust or through the Council's Heritage Fund. Councillor Doody concurred with the comments made by Councillor Atkinson.

Mayor Gordon commented that the pou were beautiful artworks that needed to be maintained. The Rūnanga had requested the Council to maintain the pou at Mahi Tahī Joint Development Committee meetings, and failure to do so would be a reputational risk to the Council. He agreed with Councillor Atkinson that the responsibility of the future maintenance of the pou should be clarified.

Councillor Mealings supported the maintenance of the pou as they were public art that needed to be preserved.

Councillor Williams noted that the Council did not own the land that the pou were situated on, as such, the Council had no control of the future preservation of the pou. He was therefore not in support of spending public money on artwork not situated on Council-land.

In his right of reply Councillor Atkinson stated that it was clear that the pou were owned by the public, and the Council therefore needed to maintain them for future generations. He noted that the Council currently maintained many things in the public interest that were not located on Council-owned land.

### **8.3. District Parking Strategy draft approval to publicly consult – V Thompson (Business and Centres Advisor)**

V Thompson and S Hart were present for consideration of this report seeking approval of the draft District Parking Strategy and for a one month consultation period from 18 October to 14 November 2021. It is proposed to present the final District Parking Strategy document to the Council in December for consideration and adoption.

V Thompson pointed out that this consultation period coincides with the draft District Plan, but suggested that these two consultations would target different audience groups in the community. It is important to have the adopted parking strategy in place by the end of the year, noting that the minimum parking requirements have been removed from the operative District Plan in February 2022. The optimal parking benchmark has been kept at 85% in the Strategy and it was not considered to lower this threshold.

There were no questions.

Moved Councillor Williams

Seconded Councillor Blackie

**THAT** the Council:

- (a) **Receives** report no. 210901140170;
- (b) **Notes** the draft District Parking Strategy at attachment (i);
- (c) **Notes** the proposed public consultation timeframe from 18 October to 14 November 2021 (a period of four weeks);
- (d) **Notes** the draft Strategy reflects feedback (where appropriate and practicable) from the Community Boards as well as Ableys Transportation Consultants;
- (e) **Notes** the public consultation document (attachment ii) and the proposed engagement process outlined in the consultation communications plan (attachment iii);
- (f) **Notes** that following public consultation, the draft Strategy will be updated to reflect community feedback before a final version is brought back to the Council for adoption on 7 December 2021, along with a report detailing consultation feedback;
- (g) **Notes** that disability parking provision will be further addressed as part of the Accessibility Strategy Review in 2022;
- (h) **Approves** the draft Strategy (attachment i) for public consultation once it has been updated to reflect Councillor feedback (where applicable).

**CARRIED**

**8.4. North East Rangiora Development Area proposal - Hearing Panel, Mayor D Gordon (Chair), Councillors P Williams and J Ward**

K LaValley and L Beckingsale spoke to this report presenting the recommendations of the Hearing Panel for the North East Rangiora Development Area proposal. There were two options presented for the funding of a series of roading development projects to service development between Kippenberger Avenue north to Coldstream Road. Public consultation was held from 23 July to 24 August. The hearing and deliberations were held on 15 September, with seven submissions received and none being against the proposal. The hearing panel unanimously supported Option 1 which adopted the budgets and the development contributions becoming effective immediately.

Following a question from Councillor Redmond, L Beckingsale advised that all the submitters except one were in support of this development and the option recommended. The one submitter in opposition was actually in opposition to all development in the district, which was outside the scope of the consultation process.

Moved Councillor Doody

Seconded Councillor Mealings

**THAT** the Council:

- (a) **Receives** Report No. 210916149478.
- (b) **Adopts** Option 1 thereby adopting the following budgets and approving the changes to the Development Contributions Policy Schedule as described.

<b>Budget/Project Name</b>	<b>Financial year</b>	<b>Budget Amount</b>
Outer East Rangiora North/South Collector Road – District Level of Service	2023/24	\$500,000
Outer East Rangiora North/South Collector Road – District Level of Service	2028/29	\$500,000
Outer East Rangiora North/South Collector Road - District Growth	2023/24, 28/29	\$1,000,000
Outer East Rangiora North/South Collector Road – Outline Development Plan Growth	2023/24, 28/29	\$6,000,000
Kippenberger/MacPhail Roundabout – District Level of Service	2022/23	\$416,250
Kippenberger/MacPhail Roundabout - District Growth	2022/23	\$416,250
Kippenberger/MacPhail Roundabout - Outline Development Plan Growth	2022/23	\$416,250
Outer East Rangiora Shared Path (East/West Collector Road) - Outline Development Plan Growth	2028/29	\$220,000

- (c) **Notes** that on adoption, the development contributions become effective immediately. The rates impact will be effective at the financial year the works are planned for.
- (d) **Notes** the updated Development Contributions Policy Schedule will be available on the Council's website or on request.

#### **CARRIED**

Councillor Williams suggested there be communication with the developer on keeping the levels of traffic onto Kippenberger Avenue to a minimum while the development is being progressed, to cause as little disruption as possible. He suggested that a temporary vehicle access from Golf Links Road would assist with this.

Mayor Gordon acknowledged the work of staff and the level of information that was provided during this hearing and deliberation process, enabling a good process to be undertaken.

Councillor Mealings acknowledged as a good indication from the community, that there were no objections received against the proposal. The development will allow for more housing which is needed in the district and also fulfilled the Council's obligations to the Greater Christchurch partnership.

Councillor Stewart enquired what the width of the esplanade reserve would be on the Cam River. Staff would provide this information.

### 8.5. Reconsideration of 3 Waters Rating Structure – K Simpson (3 Waters Manager)

S. Collin and K Simpson presented this report which provided background to a review of 3 Waters rating structures that was previously carried out in 2017 and looked at options for re-engaging on this issue. S Collin advised that the original programme had a 2021 start for reconsidering this issue but this report proposed a delay until the outcome of the Governments Three Waters Review is known. The original review resulted from rates challenges, and although there have been some relief with stimulus and shovel ready funding, there was still the ongoing issue of the affordability of rates for small rural schemes. Consideration was given to include reviewing stockwater and drainage rates in a review and this was included as an option. Staff noted that if a decision of the Three Waters Reform is not known by March 2022, there will not be enough time to consider 3 Waters rating information for the 2024 – 2034 Long Term Plan (LTP).

Councillor Stewart asked if this was not considered again until March 2022, what would be the timeframe if the Council wanted to consider stockwater and drainage rates independently of the 3 Waters, and to include it in the next 2022-23 Annual Plan as a consultation item. Councillor Stewart pointed out that all areas of 3 waters needed to be considered, but there was a real issue with the rural drainage rating. S Collin advised that a minimum lead in time of approximately 18 months would be required, before an LTP.

Mayor Gordon asked what the staff capacity would be to undertake reviews at this time. G Cleary responded that this would put a lot of pressure on current staff levels, noting that there has been four senior engineering staff leave the Council in recent months and there is currently a difficult recruitment environment. The staff capacity is very minimal at this time and any additional workload will impact on other projects.

Following a question from Councillor Mealings, relating to recommendation (e), S Collin advised that stockwater is not included as part of the Three Waters Reform, but it is still unclear whether rural land drainage activities would be included, in its current form. There would be risks in proceeding with a consultation process until this was clarified.

Moved Councillor Williams

Seconded Councillor Redmond

**THAT** the Council:

- (a) **Receives** report No. 210517078096.
- (b) **Notes** the difficulties that the Government's Three Waters Reform proposals have made to the originally intended programme for public consultation on the matter of 3 Waters district wide rating.
- (c) **Agrees** that any decision to commence reconsideration of 3 Waters rating structures should be postponed until after clarity about the outcome of the Three Waters Reforms has been reached.
- (d) **Requests** that staff will report back to Council on this matter after the outcome of the proposed Three Waters Reforms is known.
- (e) **Notes** that an opportunity exists to proceed with consideration of rating structure changes for stockwater and or rural land drainage activities, whether or not the Three Waters Reforms proceed in their current form.

- (f) **Notes** the following possible programme of key dates, based on the assumption that certainty regarding the Three Waters Reforms is achieved by March 2022, and which could apply to either a full 3 Waters activities rates review, or stockwater and rural land drainage only:

Period	Action
March 2022	Signal Council's intent to consider proposal for 3 Waters district wide rating review in the draft Annual Plan
April - July 2022	Establish a Working Party to review and update the proposals and effects on rates considered by the original Working Party, potentially extending the scope to include stockwater
August 2022	Report to Council seeking endorsement of the updated conclusions from the Working Party
October 2022	Local Body elections
February 2023	Report to new Council to confirm the August 2022 resolution
April - July 2023	Special Consultative Procedure to seek community views
August - December 2023	Prepare draft budgets based on the SCP outcome
July 2024	Implementation with 2024/34 LTP

- (g) **Notes** that if decisions about the Three Waters Reform have not been made by March 2022, there will not be adequate time to reconsider 3 Waters rating structure in time for their implementation in the 2024/34 LTP.

**CARRIED**

Councillor Stewart Against

Councillors Williams and Redmond both agreed that it is the right move to put this review on hold as it could be confusing for the public if the Council undertook consultation on this matter now.

Councillor Stewart acknowledged the comments, though did not support this matter being put on hold and supported this review commencing in-house now, even before the national Three Waters Reform is decided. She believed that if this matter is put on hold for a further period, it may be that by the time it is considered, the Council may not have any influence on the rating system at all. Councillor Stewart suggested that this was a disservice to our ratepayers and the rating issues needed to be addressed.

Councillor Atkinson did not believe the Council is letting ratepayers down, but the Council needs to make sure that people understand the process that would need to be undertaken. There is also the possibility of the Government making changes and the Local Government reform may also impact on this.

Mayor Gordon concurred with the comments of Councillor Atkinson, and also acknowledged the comments on the issue of the capacity of staff. The Three Waters response has already put huge pressure on staff resources. Mayor Gordon acknowledged the comments of Councillor Stewart but believed this is not the right time to undertake this consultation.

Councillor Blackie acknowledged the comments of Councillor Stewart and the anomalies of rating but also agreed this was not the right time to undertake consultation on 3 Waters rating.

**8.6. Confirm Storage Upgrade Solution and Budget for Mandeville Water Head Works Storage Upgrade – S Fauth (Project Engineer and C Roxburgh (Water Asset Manager)**

C Roxburgh presented this report, which informed the Council of the increase in the cost estimate for the storage upgrade at Mandeville and sought approval for additional budget for the single stainless steel tank option to be progressed. This is considered to be a critical asset and the stainless steel tank option is preferred. An alternative option of having 14 interlocking plastic tanks was discussed, but this is not preferred, with these having operational and maintenance challenges. Staff have had discussions with neighbouring Council staff on this matter, and are confident in recommending the stainless steel tank built to the standard required, however the original budget was not enough to cover the cost of the stainless steel tank

Councillor Doody enquired about stability of this stainless steel tank if there was an earthquake. C Roxburgh advised it would be built onto a concrete pad, which would be fixed to the ground. There would be some plastic tanks kept on site, in case these were needed as a back-up.

Moved Councillor Mealings

Seconded Councillor Williams

**THAT** the Council:

- (a) **Receives** report No. 210819136073;
- (b) **Approves** a \$350,000 budget increase on the Mandeville Storage Upgrade budget (PJ 101592.000.5103) for 2021/22 in order to achieve the single stainless steel tank solution.
- (c) **Notes** that it has been calculated that there will be an increase to the Mandeville water supply development contribution by about \$174 per unit, from \$1,236 currently to \$1,410 per unit.
- (d) **Notes** that there will be an increase to the Mandeville water rate of approximately \$12 per unit of water per year, which is approximately 4% of the water component of the rate.
- (e) **Notes** that this single stainless steel tank option is the recommended solution due to greater resilience, lowest risk of contamination, and minimal ongoing operating costs.
- (f) **Notes** that an alternative option was assessed by Council staff to instead provide a multiple plastic tank (“tank farm”) solution, such that the project can be completed within the total budget available. However this option is not recommended due to the heightened risk of failure and operational and maintenance challenges.
- (g) **Circulates** this report to the Oxford-Ohoka Community Board for their information.

**CARRIED**

Councillor Mealings noted that Mandeville is a growing area and this would be the best option available for residents. The stainless steel welded option is preferred from a maintenance point of view and also aesthetically. It is disappointing that the cost has escalated over recent years, but supported this as the best option and encouraged colleagues to support the motion.

Councillor Williams believed this is the best option, noting that it could be that in future plastic tanks will not meet compliance of the Water Regulator.

In reply, Councillor Mealings said that this is an asset that will also have a longer operational life than the other options considered and in the long term, would be a neutral cost.

**8.7. Greater Christchurch Partnership and Urban Growth Partnership Memorandum of Agreements – J Harland (Chief Executive)**

J Harland presented this report involving the recommendations of the Greater Christchurch Partnership Committee to approve the Urban Growth Partnership Committee Memorandum of Agreement and the Updated Greater Christchurch Partnership Committee Memorandum of Agreement. This supports the Greater Christchurch Partnership continuing and dealing with non-urban growth strategic matters. There will be a new committee of the same membership with the addition of two Crown Ministers; Ministers Woods and Mahuta. The Crown is seeking more involvement in the urban environment and looking for a sustainable and well-functioning environment, priorities around de-carbonising the transport system, increasing resilience to natural hazards, climate change, accelerating provision of affordable housing and access to employment, education and services. The first joint project is a special plan with Christchurch City Council. The membership from this Council would remain unchanged, being Mayor Gordon, and Councillors Atkinson and Mealings. Similar agreements have been enacted around the country and this will align Christchurch in this process.

Moved Councillor Atkinson

Seconded Mayor Gordon

**THAT** the Council:

- (a) **Receives** Report No. 210915148047.
- (b) **Approve** the Greater Christchurch Urban Growth Partnership Committee Memorandum of Agreement (Attachment i) and updated Greater Christchurch Partnership Committee Memorandum of Agreement (Attachment ii).
- (c) **Delegate** responsibility to the Greater Christchurch Partnership Independent Chair to make any minor non-material amendments to the Agreements.
- (d) **Delegate** responsibility to the Mayor to execute the Agreements.
- (e) **Note** that officers are in discussions with mana whenua representatives on the potential of mana whenua / Ngāi Tahu gifting a name for the Greater Christchurch Urban Growth Partnership Committee.
- (f) **Note** that Mayor Dan Gordon, Deputy Mayor Neville Atkinson and Councillor Niki Mealings remain the appointed members of the Greater Christchurch Partnership Committee until the conclusion of the 2022 triennial general election under Clause 31 of Schedule 7 of the Local Government Act 2002.
- (g) **Note** that once the Greater Christchurch Urban Growth Partnership Committee Memorandum of Agreement (Attachment i) has been approved by all parties to the Agreement the Waimakariri District Council are recommended to:
  - a) **Resolve** to appoint the Greater Christchurch Urban Growth Partnership Committee, in accordance with Clause 30 and Clause 30A of Schedule 7 of the Local Government Act 2002;

- b) **Appoint** the Waimakariri District Council's Greater Christchurch Partnership Committee members being Mayor Dan Gordon, Deputy Mayor Neville Atkinson and Councillor Niki Mealings as the appointed members of the Greater Christchurch Urban Growth Partnership Committee until the conclusion of the 2022 triennial general election under Clause 31 of Schedule 7 of the Local Government Act 2002.
- c) **Resolve** under Schedule 7 Clause 30(7) of the Local Government Act 2002 that the Greater Christchurch Partnership Committee and the Greater Christchurch Urban Growth Partnership Committee are not discharged following triennial general elections, in accordance with clause 5.6 of the Memorandum of Agreements.
- d) **Delegate** to the Greater Christchurch Urban Growth Partnership Committee the authority to adopt a new name.

**CARRIED**

Councillor Atkinson said he is looking forward to working with the Ministers on this partnership committee.

Mayor Gordon said that achieving an urban growth partnership had been something sought for some time. Having Ministers at the table and participating will take the Greater Christchurch Partnership to the next level. Mayor Gordon said this a positive move and commended the motion to all colleagues.

Councillor Mealings concurred with colleagues comments.

#### 8.8. **2022 Council Meeting Schedule – S Nichols (Governance Manager)**

S Nichols presented this report seeking adoption of the meeting schedule until early October 2022 for the ordinary Council and Standing Committee meetings. Following on from having the two meeting break weeks included in the 2021 calendar year, it was pointed out that there have been four meeting break weeks spread throughout the 2022 year. This excludes meeting times for Councillors, but does not include any other commitments that councillors may have with the community. Prior to this meeting, Councillor Barnett had asked if the meeting start time for Audit and Risk Committee meetings could be changed from 9am to 10am. There had been discussion with the Manager Finance and Business Support and it was noted that there were times when three hours is required to cover all the business of an Audit and Risk Committee meeting, particularly when presentations from Council controlled organisations, (CCOs) or the Auditor or Treasury are scheduled. It was suggested that for days when presenters are attending these meetings that the start time remain at 9am, however for other meetings of this Committee, there could be a later start time of 10am. Following discussion, it was agreed that the start time for Audit and Risk Committee meetings in the recommendation would remain at 9am however there would be flexibility to change this to 10am for some meetings as deemed appropriate by the Manager of Finance and Business Support.

Moved Mayor Gordon

Seconded Councillor Atkinson

**THAT** the Council:

- (a) **Receives** report No 210920151295.

- (b) **Adopts** the following meeting schedule for the period from 24 January to 4 October 2022 (as outlined in Trim 210902141186).

- (i) Ordinary Council Meeting Dates commencing at 1pm on the first Tuesday of the month:

1 February 2022	1 March 2022	5 April 2022
3 May 2022	7 June 2022	5 July 2022
2 August 2022	6 September 2022	4 October 2022

- (ii) Council meetings relating to (Draft) Annual Plan and Annual Report including submissions and hearings:

2 and 3 February 2022 (Budgets)	4 and 5 May 2022 (Hearings)	24 and 25 May 2022 (Deliberations)
14 June 2022 (Adoption)	21 June 2022 (Reserve Adoption)	4 October 2022 (Annual Report)

- (c) **Adopts** the following meeting schedule for the period from 24 January 2022 to 4 October 2022 for Committees:

- i. Audit and Risk Committee commencing at 9am on Tuesdays:

15 February 2022	15 March 2022	17 May 2022
19 July 2022	23 August 2022	20 September 2022

- ii. District Planning and Regulation Committee at 1pm on Tuesdays:

22 February 2022	26 April 2022	21 June 2022
23 August 2022	20 September 2022	

- iii. Community and Recreation Committee generally at 3.30pm on Tuesdays:

15 February 2022	15 March 2022	31 May 2022
19 July 2022 (1pm)	16 August 2022	20 September 2022

- iv. Utilities and Roading Committee generally at 3.30pm on Tuesdays:

22 February 2022	22 March 2022	26 April 2022
17 May 2022	21 June 2022	19 July 2022
23 August 2022 (4pm)	27 September 2022	

- v. Mahi Tahi Joint Development Committee at 9am on Tuesdays:

8 February 2022	8 March 2022	5 April 2022
14 June 2022	12 July 2022	6 September 2022

- vi. Land and Water Committee at 1pm on Tuesdays

15 February 2022	22 March 2022	17 May 2022
16 August 2022	27 September 2022	

- vii. District Licencing Committee at 9am on Fridays

25 February 2022	25 March 2022	29 April 2022
27 May 2022	15 July 2022	26 August 2022
23 September 2022		

viii. Waimakariri Water Zone Committee at 3.30pm on Mondays

31 January 2022	4 April 2022	4 July 2022	5 September 2022
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- (d) **Notes** the Mahi Tahi Joint Development Committee dates and locations will be subject to further confirmation with our Ngāi Tūāhuriri partners.
- (e) **Notes** the Waimakariri Water Zone Committee dates will be subject to further confirmation with Environment Canterbury, although it is anticipated that meetings will occur quarterly.
- (f) **Notes** the Community Boards will adopt their own timetable at their meetings held during October and November 2021, as proposed in Trim 210902141186.
- (g) **Notes** that no formal meetings are scheduled for Councillors on the weeks of 18 April, 27 June, 25 July and 29 August 2022.
- (h) **Circulates** a copy of the finalised meeting times to Ngāi Tūāhuriri partners and the Community Boards for their reference.

**CARRIED**

Mayor Gordon extended thanks for the work in setting this meeting calendar and also the factoring in meeting break weeks during 2022, which allows Councillors to plan other activities. Mayor Gordon agreed with Audit and Risk remaining at 9am commencement, however where practical, this could be moved to 10am subject to the items of business on the agenda.

Councillor Atkinson supported the need to accommodate Councillors other commitments and the flexibility of start time for Audit and Risk Committee.

Councillor Williams also supported this meeting schedule, but does have a preference to have start times to be consistent for each committee meeting as he felt it was important meetings have consistent start times for the public interested in attending meetings.

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

Nil.

10. **WELLBEING, HEALTH AND SAFETY**10.1. **Wellbeing, Health and Safety Report September 2021 – J Harland (Chief Executive)**

J Harland took this report as read and advised that there is work underway looking at how staff report on the health and safety performance and the risks that there are. There is also consideration being given to the safety of Customer Services staff and making sure that everything is being done in this respect.

There were no questions.

Moved Councillor Blackie

Seconded Councillor Ward

**THAT** the Council:

- (a) **Receives and Notes** Report No. 210924154678.

- (b) **Notes** that there were no notifiable event this month. WDC is, so far as is reasonably practicable, compliant with the Person Conducting a Business or Undertaking (PCBU) duties of the Health and Safety at Work Act 2015.

**CARRIED**

11. **COMMITTEE MINUTES FOR INFORMATION**

Nil.

12. **COMMUNITY BOARD MINUTES FOR INFORMATION**

Due to the national Covid Level 4 lockdown restrictions, there were no Community Board meetings held during September 2021. Mayor Gordon noted that although there had not been any formal meetings held, there had been engagement with the Board members during this time.

13. **REPORTS FOR INFORMATION FROM THE UTILITIES AND ROADING COMMITTEE MEETING OF 21 SEPTEMBER 2021**

13.1. Eastern Districts Sewer Scheme Annual Compliance Monitoring Report 2020-2021 – L Hurley (Project Planning and Quality Team Leader) and K Simpson (3 Waters Manager)

13.2. May 2021 Flood Event – Update on Service Requests – C Fahey (Water Operations Team Leader) and K Simpson (3 Waters Manager)

Moved Councillor Williams                      Seconded Councillor Blackie

**THAT** Items 13.1 and 13.2 be received for information.

**CARRIED**

14. **CORRESPONDENCE**

Nil.

15. **MAYOR'S DIARY**

15.1. **Mayor's Diary 1 - 28 September 2021**

Moved Councillor Doody                      Seconded Councillor Ward

**THAT** the Council:

- (a) **Receives** report no 210929157054.

**CARRIED**

16. **COUNCIL PORTFOLIO UPDATES**

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

Mayor Gordon spoke of the words that were included in the District Plan and the words included by iwi into this document. This was a good reflection on this Council and the progress that had been made over the years with the District Plan Review.

**16.2. Greater Christchurch Partnership Update – Mayor Dan Gordon**

Mayor Gordon referred to J Harland's report considered earlier in the meeting and also highlighted the Spatial Plan timeline. There needed to be consideration given to the number of Planners with the required experience needed to undertake this work. The next meeting of the Partnership is scheduled for Friday of this week.

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

Councillor Stewart referred to her update at the September Council meeting on the lack of progress after ten years of the Canterbury Water Management Strategy, which has been referred to Council staff, and awaits a report back on this. Councillor Stewart finds it extremely sad that after ten years there has been little progress made

Environment Canterbury have changed the criteria for the Immediate Steps Funding which is the only funding that the Water Zone Committees have to allocate. This is now \$50,000 for the first year (the current year), with no criteria and zone committee members now need to determine how to evaluate projects on this basis, if the money is going to be assigned within the current year.

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

The Waimakariri Passchendaele Advisory Group held their most recent meeting the previous day. Minutes of these meetings would be circulated to Councillors to share information.

Councillor Atkinson spoke of some medals of members of C and D Company (members who were from Kaiapoi and Rangiora), from World War 1, that have been in the Christchurch RSA Club building which has been demolished. It is to be determined how these medals will be shared between the Kaiapoi and Rangiora RSA Clubs. There is also 11 pillars that were at the front of the Christchurch RSA building which have significance and there was a possibility that some of these could be relocated to strategic places on the Passchendaele Path. There needs to be discussion initiated with the liquidator of the building regarding this possibility and with the Council Greenspace staff.

There is a pamphlet being produced providing information on the Waimakariri Passchendaele Twinning relationship and all the stakeholders involved with this. The pamphlet will be available for the public to view in the RSA Clubs and the libraries.

Mayor Gordon added that the Passchendaele Memorial Service is being held next Tuesday, 12 October, commencing at 11am at the Kaiapoi Cenotaph. All Councillors are welcome to attend.

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

The WOW Aqua Play Park is progressing with the inflatable equipment currently enroute to New Zealand. It was planned for this facility to be operating for the summer.

The Mahinga Kai (Huria Reserve) is progressing and the working group are meeting this week, with work underway on the initial concept.

The detailed plans for the Courtney Hub are currently being worked on before being presented to the Community Board and then public consultation.

The opening of the Motorhome Park had been delayed due to Covid lockdowns and may not be open until February. Originally this was hoped to be open for the start of summer.

The Honda planting day was held three weeks ago and had been a successful day.

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

Councillor Mealings noted that ENC are embracing sustainability, including providing education and advice to small businesses on being more sustainable, including holding zero waste events. The Staff Sustainability Champions group met last week. The Canterbury Mayoral Forum Climate Change Councillors workshop was also held last week, which included a talk from Trevor Stuthridge, Research Director from Agresearch, who spoke on the six areas that are being researched at Agresearch on more sustainable farming practices. Councillor Mealings noted that the most value in attending these meetings is the opportunity to network with other climate change councillors and discuss issues.

A District Carbon Footprint emissions profile for the community emissions profile is being undertaken.

It was noted that staff member M O'Connell will be leaving the Council later in the month. M O'Connell helped write the Sustainability Strategy and convened the Sustainability Champions staff group and has been instrumental in assisting Councillor Mealings with the Sustainability Champions group.

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

A joint promotions meeting with Oxford, Kaiapoi and Rangiora was held recently and there was a consensus reached that businesses are doing okay but the recovery is not as good as after the previous lockdown. Following a meeting with Enterprise North Canterbury, Visit Waimakariri and business owners, it was apparent that the recent Covid lockdown and alert level restrictions had been challenging for some businesses. ENC have advised that there had only been six business requiring assistance, and business owners were more aware of where to access assistance than they were following the lockdown in 2020. A lot of business promotion events are on hold due to the Covid alert level restrictions, however with the most recent update and increased numbers allowed to attend, this will allow for some of these events to take place. It is hoped that the Business Awards will take place in late November.

The Kaiapoi Cultural Festival is planned for mid-November and the River Parade is planned for March 2022.

**17. QUESTIONS**

There were no questions.

**18. URGENT GENERAL BUSINESS**

There was no urgent business.

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

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

Moved Councillor Atkinson

Seconded Councillor Doody

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

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

Item No	Minutes/Report of	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
19.1	Minutes of public excluded portion of Council meeting of 7 September 2021	Confirmation of minutes	Good reason to withhold exists under Section 7	Section 48(1)(a)
<b>REPORTS</b>				
19.2	Report of R Kerr	Kaiapoi Stormwater and Flooding Improvements Scope of Tranche Two and financial Delegations	Good reason to withhold exists under Section 7	Section 48(1)(a)
19.3	Report of D Young (Senior Engineering Advisor) and J McBride (Roading and Transportation Manager)	Purchase of land at realigned portion of Lees Valley Road	Good reason to withhold exists under Section 7	Section 48(1)(a)
19.4	Report of S Hart (Business and Centres Manager)	Kaiapoi South Mixed Use Business Area – Development Proposal MOU	Good reason to withhold exists under Section 7	Section 48(1)(a)
19.5	Report of S Hart (Business and Centres Manager)	North of High Car Parking Building proposal	Good reason to withhold exists under Section 7	Section 48(1)(a)
19.6	Report of C Brown (Community and Recreation Manager)	Property Purchase, Rangiora	Good reason to withhold exists under Section 7	Section 48(1)(a)
19.7	Report of R Hawthorne (Property Manager)	Ashley Gorge Kiwi Holiday Park Lease	Good reason to withhold exists under Section 7	Section 48(1)(a)
19.8	Report of R Hawthorne (Property Manager)	Land Purchase Rangiora	Good reason to withhold exists under Section 7	Section 48(1)(a)
19.9	Report of C Roxburgh (Water Asset Manager)	Agreement for Oxford Water Main Joints	Good reason to withhold exists under Section 7	Section 48(1)(a)
19.10	Report of J Millward (Manager Finance and Business Support)	Reappointment of Te Kōhaka o Tūhaitara Trustees	Good reason to withhold exists under Section 7	Section 48(1)(a)
<b>MATTER REFERRED FROM AUDIT AND RISK COMMITTEE MEETING OF 21 SEPTEMBER 2021</b>				
19.11	Report from J Harland (Chief Executive)	Reappointment of Waimakariri Irrigation Limited (WIL) Director	Good reason to withhold exists under Section 7	Section 48(1)(a)

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



19.6 **Edward Street, Rangiora, Purchase – C Brown (Manager Community and Recreation)**

Resolves that the report, discussion and resolutions remain public excluded to enable Council to continue with commercial negotiation without prejudice or disadvantage.

19.7 **Ashley Gorge Kiwi Holiday Park – Request for Additional Renewal Term – R Hawthorne (Property Manager)**

Resolves that the report and discussion remain public excluded, to enable the Council to carry out commercial activities without prejudice and the resolutions be made public once the sale of the business has been concluded

19.8 **Land Purchase Durham Street, Rangiora – R Hawthorne (Property Manager)**

Resolves that the report and discussion remain public excluded to enable the Council to conduct commercial activities and for the protection of privacy of natural persons and the resolutions be made public once the purchase of the land has been concluded,

19.9 **Settlement Agreement for Failed Joints on Bay Road Water Main – C Roxburgh (Water Asset Manager)**

Resolves that the report, discussion and resolutions remain public excluded as these contain legally sensitive information that could invalidate the settlement.

19.10 **Reappointment of Te Kōhaka o Tūhaitara Trustees – J Millward (Manager Finance and Business Support)**

Resolves that the report and resolutions be made public, once the Trustee reappointments have been confirmed and the Trustees advised of the Council decision.

**MATTER REFERRED FROM THE AUDIT AND RISK COMMITTEE MEETING OF 21 SEPTEMBER 2021**

**Reappointment of Waimakariri Irrigation Limited (WIL) Director – J Harland (Chief Executive)**

Resolves that the report and resolutions be made public, once the Board reappointment has been confirmed and the person involved has been advised of the Council decision.

**CARRIED**

*The public excluded part of the meeting occurred from 5.08pm to 6.51pm.*

**OPEN MEETING**

19.5 **North of High Car Parking Building – Ashmore Holdings Ltd Proposal – S Hart (Business and Centres Manager)**

- (a) **Receives** Report No. 210825138057.
- (b) **Notes** the significance of the North of High concept, as identified in the Rangiora Town Centre Strategy, in relation to developing the Town Centre to the North, creating new retail opportunities to help stem the

flow of retail leakage, and providing much great car parking supply to the centre of the Town Centre.

- (c) **Notes** the information related to current Rangiora Town Centre car parking supply, demand and utilisation information, as set out in section three of the report.
- (d) **Notes** that whilst the current parking challenges within the Rangiora Town Centre were manageable, known risks highlighted potential supply constraints that would result in greater parking challenges, vehicle circulation, and commuter frustration in the near future.
- (e) **Notes** review of the timing of current Long Term Plan provisions related to Rangiora Town Centre parking projects would be an element for consideration alongside implementing the MOU.
- (f) **Notes** that should Council support the recommendations within this report, staff would brief the Rangiora-Ashley Community Board on this matter, and collect the Board's feedback for inclusion in any future reports to Council.
- (g) **Circulates** this report to the Rangiora-Ashley Community Board.

20. **NEXT MEETING**

The next scheduled ordinary meeting of the Council will occur on Tuesday 2 November 2021, Waimakariri District Council Chambers, Rangiora Service Centre, 215 High Street, Rangiora.

There being no further business, the meeting closed at 6.52pm.

CONFIRMED

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

\_\_\_\_\_  
Date

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

**FILE NO and TRIM NO:** RDG-11, RDG-29 / 211021170332

**REPORT TO:** COUNCIL

**DATE OF MEETING:** 2 November 2021

**AUTHOR(S):** Joanne McBride, Roading and Transport Manager  
Gerard Cleary, Manager Utilities & Roading

**SUBJECT:** Waka Kotahi Low Cost Low Risk Programme Funding Endorsement 2021-24 NLTP

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

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

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

**1. SUMMARY**

- 1.1. This report is to update Council on the 2021-24 National Land Transport Programme (NLTP) specifically in regard to the Low Cost Low Risk (LCLR) Programme and funding endorsed by Waka Kotahi.
- 1.2. The Low Cost Low Risk funding category is for activities or projects where improvements are need to ensure that the Transport network can operate safely and efficiently, and includes the following activity classes:
  - Road to Zero
  - Walking & Cycling Improvements
  - Local Road Improvements
  - State Highway Improvements
  - Public Transport Services
  - Public Transport Infrastructure
- 1.3. The Low Cost Low Risk work category provides for the construction / implementation of low-cost, low-risk improvements to a maximum total approved cost per project of \$2 million. The implementation cost cap limit is inclusive of all costs such as professional services, administration and related overheads, property and construction/implementation costs
- 1.4. Waimakariri District Council submitted a funding bid of \$13.2 million to Waka Kotahi for the 2021-24 NLTP.
- 1.5. Waka Kotahi has endorsed funding to the value of \$6.6 million for the three year period, which is below the Council allocated budget, leaving a gap in funding of \$6.6 million for the period.
- 1.6. For this funding gap, the WDC share at 49% has already been budgeted for meaning the shortfall amount to be funded would be the 51% requested from Waka Kotahi which equates to **\$3,366,000** over the three year period.
- 1.7. Consideration has been given to the option of reducing capital project spending to balance the shortfall and it is recommended a multi-layered approach be taken to progressing these projects.
- 1.8. This approach would include work continue on the design of a number of declined projects utilising Council allocated share of funding where possible, so that if funding does become

available over the next two years, then Council will be well positioned to seek this funding from Waka Kotahi and progress projects quickly.

- 1.9. It is noted that the allocation from Waka Kotahi does include a “top up” to reach 50% of the WDC funding bid application. This means there is approximately \$960,000 of approved funding which can be assigned to a project(s) which are of a high priority to Council, subject to being within the correct activity class and gaining Waka Kotahi approval.
- 1.10. It is recommended that Council give consideration to progressing the Tuahiwi Footpath and Townsend Rd Culvert Extension projects, subject to Waka Kotahi approval.

Attachments:

- i. Waimakariri District Council - 2021-24 NLTP Funding Decision from Waka Kotahi (TRIM No. 211020169759)
- ii. Low Cost Low Risk Projects Options Outline for Council Report November 2021 (TRIM No. 211021170332)

## 2. **RECOMMENDATION**

**THAT** the Council:

- (a) **Receives** Report No. 211021170332;
- (b) **Approves** staff progressing Option Two as outlined in this report which includes the allocation of additional budget of **\$445,650** over years two and three of the 2021-24 NLTP period, to cover a shortfall in funding in the Low Cost Low Risk area to allow the Minor Safety Programme to continue in full as planned, subject to consultation through the Annual Plan process;
- (c) **Notes** that the Minor Safety Programme includes a number of small safety projects which provide a high value to the community at a relatively low cost:
  - Minor Safety – Small walking & cycling initiatives
  - Minor Safety – Intersection Improvements
  - Minor Safety – Roadside Hazard Removal
  - Minor Safety – Minor Works
  - Minor Safety – School Safety Projects
  - Minor Safety – Minor Lighting Upgrades
- (d) **Notes** that the following projects will be progressed to design stage only with the Council share of funding already allocated:
  - Fernside Rd / Todds Rd Intersection - Safety Improvement
  - Oxford Rd / Charles Upham Dr Roundabout
  - Walking & Cycling Programme
  - Lees Valley Willow Walls
  - Island Rd / Ohoka Rd Intersection Improvements
- (e) **Notes** that the following projects will not be progressed and Council share of funding will be reallocated to the Minor Safety Programme:
  - North Eyre Rd / No. 10 Rd Intersection - Safety Improvements
  - Plasketts Rd / Johns Rd Intersection - Safety Improvements
  - Minor Improvements Programme - Stock Underpasses
- (f) **Notes** that the following projects will be delayed and not progressed unless further funding can be secured:
  - South Eyre Rd / Tram Rd / Giles Rd - Rural Intersection Active Warning Signs
  - Tram Rd / Two Chain Rd - Rural Intersection Active Warning Signs
  - Tram Rd / Earlys Rd - Rural Intersection Active Warning Signs
  - Rangiora Woodend Rd – Traffic Calming
  - Oxford Rd / Tram Rd - Rural Intersection Active Warning Signs

- (g) **Notes** that the New Footpath programme is able to continue as planned, as Council budgets had assumed funding would not be received from Waka Kotahi;
- (h) **Notes** that there is also a strong possibility funding may become available during the three year period, therefore it is recommended design work continues where possible to ensure projects can progress at short notice should this funding become available.

### 3. **BACKGROUND**

- 3.1. Low Cost Low Risk funding category provides for the construction / implementation of low-cost, low-risk improvements to a maximum total approved cost per project of \$2 million.
- 3.2. The \$2 million implementation approved cost limit is inclusive of all costs such as professional services, administration and related overheads, property and construction/implementation costs
- 3.3. Waka Kotahi expects low cost, low risk programmes to be firmly linked to activity management planning documents (e.g. activity management plans (AMPs), road safety action plans (RSAPs) and regional land transport plans (RLTPs)) as well as long term plans (LTPs).
- 3.4. Key principles for low cost, low risk programmes include:
- 3.4.1. The activities in these programmes will be optimised by following a straightforward process to reflect the government's priorities. Investment partners can apply their own assessment framework during their programme prioritisation, but there is a clear expectation they will assess an individual project's alignment with the appropriate activity class results alignment criteria.
- 3.4.2. Walking and cycling activities that form part of an investment partner's low cost, low risk programme will be cross-checked for alignment with activities in the walking and cycling activity class.
- 3.4.3. It is particularly important to have flexibility to adjust the programme over the three year NLTP period, particularly where parts of the programme are not well developed at the time the NLTP is adopted.
- 3.4.4. Projects within a low cost, low risk programme will not need to calculate a benefit-cost ratio. RCA's will need to identify the principal benefit the project is seeking to achieve.
- 3.5. As part of the 2021-24 NLTP funding bid, Waimakariri District Council requested funding of \$13.2 million for Low Cost Low Risk activities. This included a number of safety improvements, intersection upgrades, cycling improvements and infrastructure upgrades.
- 3.6. Waka Kotahi has endorsed funding to the value of \$6.6 million for the three year period which is below the Council allocated budget, leaving a funding gap of \$6.6 million for the NLTP period. While Council share is available the Waka Kotahi share has not been approved.
- 3.7. The Low Cost Low Risk Programme put forward went through a vigorous process to consider the impacts of Covid and what was a high priority for Council, and as such funding requests have been kept to a minimum to maintain a safe network and continuing to slowly build on the Districts walking & cycling network. The Long Term Plan (LTP) has been adopted based on these funding assumptions.
- 3.8. Activities which have been approved by Waka Kotahi include:
- Skew Bridge Active Warning Signs
  - Island Rd / Tram Rd Active Warning Signs
  - Flaxton Rd / Fernside Rd Speed Management

- Swannanoa Rd / Johns Rd Intersection
- Bradleys Rd / Tram Rd / McHughes Rd roundabout (design only)
- Skewbridge Rd / Mulcocks Rd Right Turn Bay
- River Road Upgrade in conjunction with Park & Ride
- Mulcocks & Fernside Rail Crossing Investigation
- Wrights Rd / Iain North Rd Intersection Improvements
- Southbrook Rd / Coronation St / Torlesse St

3.9. Activities which have not been approved include:

- Minor Safety Programme
- Fernside / Todds Rd Intersection Improvement
- Tram Rd / South Eyre / Giles Rd Active Warning Signs
- Tram Rd / Two Chain Rd Active Warning Signs
- Townsend Rd Culvert Extension
- Tram Rd / Earlys Rd Active Warning Signs
- Oxford Rd / Charles Upham Dr roundabout
- Plasketts Rd / Johns Rd Intersection Improvement
- Rangiora Woodend Rd Safety Improvements
- Oxford Rd / Tram Rd Active Warning Signs
- Walking & Cycling Implementation
- Tuahiwi Footpath
- Lees Valley Willow Walls
- Island Rd / Ohoka Rd Roundabout

3.10. Councils that did not receive approval for 50% of our LCLR bid projects. Waka Kotahi have advised that where Councils did not reach the 50% approval level, the Low Cost Low Risk area has been 'topped up' to reach this 50% funding. This is an approach Waka Kotahi has taken across the country.

3.11. Council received a 'top up' of approximately \$960,000 in the Low Cost Low Risk area under two separate activities:

- Low Cost Low Risk: Road to Zero Activity - \$480,000
- Low Cost Low Risk: Local Road Improvements Activity - \$482,000

This means this funding can be allocated to projects which were declined within the specific Low Cost Low Risk activity area, however this is subject to Waka Kotahi approval of the specific projects put forward for inclusion.

3.12. This means there is an opportunity to seek approval for a project(s) to be included which have not been approved to date.

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

4.1. Consideration has been given to the options for progressing the capital projects as approved in the Long Term Plan. The following options are available to Council:

4.2. **Option One – Fund the shortfall up to the full LTP Programme of works**

This options would see Council fully fund the shortfall over the three year period between the budgets approved in the LTP and the Waka Kotahi endorsed funding.

Waka Kotahi has endorsed funding to the value of \$6.6 million for the three year period which is below the Council allocated budget. This results in a funding difference of \$6.6 million for the period (51% Waka Kotahi and 49% WDC).

Of this funding shortfall, the WDC share at 49% has already been budgeted in the LTP meaning the amount to be funded would be the 51% requested but not approved by Waka Kotahi. This 51% equates to \$3.366 million over the three year period.

The shortfall of \$3.366 million could be loan funded over a 25 year period from 2022/23 with an increase to the Roding rate of 0.5 to 0.6% over the years from 2022/23 to 2024/25.

The rating impact to the general rate results in an increase of between 0.1% and 0.11% over the years from 2022/23 to 2024/25.

This is not the recommended option as there is a reasonable likelihood that further funding may become available through this NLTP from Waka Kotahi. If this does not eventuate that further consideration can be given as part of a future Annual Plan process on allocating funding.

#### 4.3. Option Two – Advance key projects and continue to seek additional funding

This options would take a strategic approach to the delivery of projects based on Council priorities and benefit to the Community. Projects which are already approved would continue as planned and the following approach would be undertaken with projects which have been declined:

- The following projects which have not been funded would be taken through design stage which the budgeted Council share of funding and be ready for progressing should funding become available:
  - Fernside Rd / Todds Rd Intersection - Safety Improvement
  - Oxford Rd / Charles Upham Dr Roundabout
  - Walking & Cycling Programme
  - Lees Valley Willow Walls
  - Island Rd / Ohoka Rd Intersection Improvements
  
- The Minor Safety Programme is very important to continue as it delivers a large number of small safety projects which provide a high value to the community at a relatively low cost.
  - Minor Safety – Small walking & cycling initiatives
  - Minor Safety – Intersection Improvements
  - Minor Safety – Roadside Hazard Removal
  - Minor Safety – Minor Works
  - Minor Safety – School Safety Projects
  - Minor Safety – Minor Lighting Upgrades

This option would allow for this programme to continue to be fully delivered as planned in year one, with additional funding being required in years two and three to fully fund this programme.

- The following projects being a lower priority would not be progressed and Council share of funding reallocated to the Minor Safety Programme:
  - North Eyre Rd / No. 10 Rd Intersection - Safety Improvements
  - Plasketts Rd / Johns Rd Intersection - Safety Improvements
  - Minor Improvements Programme - Stock Underpasses
  
- The following projects would be delayed and not progressed unless further funding was secured from Waka Kotahi:
  - South Eyre Rd / Tram Rd / Giles Rd - Rural Intersection Active Warning Signs
  - Tram Rd / Two Chain Rd - Rural Intersection Active Warning Signs
  - Tram Rd / Earlys Rd - Rural Intersection Active Warning Signs
  - Rangiora Woodend Rd – Traffic Calming
  - Oxford Rd / Tram Rd - Rural Intersection Active Warning Signs

Option Two is the recommended option as it allows Council to continue its higher priority projects and to be positioned such that should funding become available then Council would be able to respond quickly.

The rating impact of funding the shortfall in the Minor Safety Programme of **\$445,650** over years two and three of the 2021-24 NLTP period is a 0.2% increase to the general rate in the 2023/24 and 2024/25 years and an increase to the Roding rate of 0.1% over the same period as outlined under item 6.1.

- 4.4. It is noted that staff are continuing to work with our Waka Kotahi Investment Adviser to see whether additional information can be provided to progress any further projects. This process will continue in the short term and should any additional funding be secured then this would be reported to Council.

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

There are implications on community wellbeing by the issues and options that are the subject matter of this report. Reduced investment in safety and infrastructure projects will mean that known safety issues may not be addressed or there may be delays which can create safety risks for pedestrians, cyclists and road users.

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

### **5. COMMUNITY VIEWS**

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

Te Ngāi Tūāhuriri hapū are likely to have any specific interest in the subject matter of this report, specifically the Tuahiwi Footpath project which has been requested for a number of years.

#### **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 however no specific consultation has been undertaken to date.

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

The wider community is likely to be affected by, or to have an interest in the subject matter of this report. Should projects be delayed then this could cause negative feedback from the Community.

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

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

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

**Option Two** as recommended would see Council fund a shortfall to allow the Minor Safety Programme portion of the Low Cost Low Risk Programme continue in Years Two and Three of the NLTP. This will result in additional budget of **\$445,650** needing to be allocated over years two and three of the NLTP period.

This would result in an increase to the general rate in 2023/24 and 2024/25 of 0.02% and an increase to the Roding rate of 0.1% in the same years and as outlined in the tables below. For the general rate this equates to a rating increase of \$0.68 per rate payer in 2023/24 year and \$1.36 per rate payer in the 2024/25 year.

<b>Average District Rate % Increase</b>	<b>2021/22</b> (Year 1 NLTP)	<b>2022/23</b> (Year 2 NLTP)	<b>2023/24</b> (Year 3 NLTP)	<b>2024/25</b> (Next NLTP)
Per LTP	4.31%	4.17%	4.18%	4.17%
With unsubsidised Minor Safety Programme 2021-24 impact	4.31%	4.17%	4.20%	4.19%
<b>Increase</b>	<b>0%</b>	<b>0%</b>	<b>0.02%</b>	<b>0.02%</b>

<b>Roding Rate % Increase</b>	<b>2021/22</b> (Year 1 NLTP)	<b>2022/23</b> (Year 2 NLTP)	<b>2023/24</b> (Year 3 NLTP)	<b>2024/25</b> (Next NLTP)
Per LTP	4.3%	6.0%	3.7%	3.9%
With unsubsidised Minor Safety Programme 2021-24 impact	4.3%	6.0%	3.8%	4.0%
<b>Increase</b>	<b>0%</b>	<b>0%</b>	<b>0.1%</b>	<b>0.1%</b>

It is noted that staff are continuing to work with Waka Kotahi Investment Advisors to explore other options for additional funding. There is also a reasonable possibility that funding may become available during the three year period and it is therefore recommended that Council continue with design work where possible ensure it is in a strong position to progress projects at short notice should this funding become available.

## 6.2. Sustainability and Climate Change Impacts

The recommendations in this report do have sustainability and/or climate change impacts. Deteriorating assets affect vehicle efficiency and this can increase carbon emissions. Also reducing levels of service on assets such as footpaths and cycle ways can result in less utilisation of these facilities.

## 6.3 Risk Management

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

The primary risk to be considered is the risk of increasing safety issues on the network should assets deteriorate below current levels of service. This could result in negative community feedback.

## 6.3 Health and Safety

There are health and safety risks arising from the adoption/implementation of the recommendations in this report, as decreased investment in network improvements could result in increasing safety issues on the network.

## 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

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

#### ***Transport is accessible, convenient, reliable and sustainable***

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

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

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

#### ***There is a safe environment for all***

- Harm to people from natural and man-made hazards is minimised.
- Our district has the capacity and resilience to quickly recover from natural disasters and adapt to the effects of climate change.

- Crime, injury and harm from road crashes, gambling, and alcohol abuse are minimised.

7.4. **Authorising Delegations**

This matter is for consideration by Council as it has financial implications.

## Appendix: Approved investment for 2021-24 NLTP – Waimakariri District Council

### Continuous programme allocation

Revised allocations for your continuous programmes are outlined below.

Activity class	2021-24 programme with indicative funding approval (Gross \$)	2021-24 programme with funding approval (Gross \$)
Local roads maintenance	\$34,611,000	\$35,537,000
Road safety promotion	\$615,000	\$615,000

### Low cost low risk programme allocation

The approved funding level for the low cost low risk programme was set following the Waka Kotahi moderation process and discussions with your staff since the start of the 2021-24 NLTP development. The level of investment represents an affordable programme that could practically be co-funded and delivered over the 2021-24 NLTP period.

Approved low cost low risk allocations by activity class are outlined below.

Activity class	2021-24 programme with funding approval (Gross \$)
Local roads improvements	\$3,332,000
Public transport infrastructure	\$400,000
Public transport services	\$281,000
Road to zero	\$2,604,000
Walking and cycling improvements	\$50,000

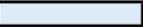
While all care has been taken to ensure all the figures are correct, with the tight timeframes there may be some minor errors or omissions in the detail provided here.

For conditions relating to this funding, please see [National Land Transport Fund investment claims and obligations policy](#).

Low cost / low risk improvements 2021-24											
Activity name	Activity class	Intervention type	Requested Funding for NLTP 2021-24	WDC Share 49%	Waka Kotahi Requested Share 51%	NZTA status	NZTA comment	PROPOSED TO PROGRESS	SAVINGS	EXTRA COST TO FULLY FUND	Comments
<b>Approved Projects</b>											
Skew Bridge Active Warning Signage	Road to Zero	Activated Warning Signs	\$ 330,000	\$ 161,700	\$ 168,300	Approved	MEDIUM Target medium or greater collective risk corridors or intersections to achieve a death and serious injuries reduction of >15% over a 5- year period (Skewbridge_325_m1)	\$ 330,000	\$ -	\$ -	Planned for 2021/22
Flaxton Rd / Fernside Rd Speed Management	Road to Zero	Speed Management	\$ 330,000	\$ 161,700	\$ 168,300	Approved	MEDIUM Target medium or greater collective risk corridors or intersections to achieve a death and serious injuries reduction of >15% over a 5- year period	\$ 330,000	\$ -	\$ -	Planned for 2022/23
Swannanoa Rd / Johns Rd Intersection - Safety Improvements	Road to Zero	Intersection improvements	\$ 165,000	\$ 80,850	\$ 84,150	Approved	MEDIUM Target medium or greater collective risk corridors or intersections to achieve a death and serious injuries reduction of >15% over a 5- year period (simple_8652)	\$ 165,000	\$ -	\$ -	Options to reallocate funding with Waka Kotahi approval. Safety improvements carried out here last year. Continue to monitor.
Minor Improvements Programme - Speed Management	Road to Zero	Speed Management	\$ 255,000	\$ 124,950	\$ 130,050	Approved	VERY HIGH Speed limit changes reduce operating speed in corridor by >10 km/h	\$ 255,000	\$ -	\$ -	Funding for speed limit changes implementation across 3 years.
Bradleys Rd / McHughes Rd / Tram Rd Intersection - Rural Roundabout - Design	Road to Zero	Intersection improvements	\$ 200,000	\$ 98,000	\$ 102,000	Approved	MEDIUM Target medium or greater collective risk corridors or intersections to achieve a death and serious injuries reduction of >15% over a 5- year period (simple_6238)	\$ 200,000	\$ -	\$ -	Design phase only in 2023/24
Tram Rd Speed Management - SH1 to Two Chain Rd	Road to Zero	Speed Management	\$ 330,000	\$ 161,700	\$ 168,300	Approved	MEDIUM Target medium or greater collective risk corridors or intersections to achieve a death and serious injuries reduction of >15% over a 5- year period (simple_61672)	\$ 330,000	\$ -	\$ -	No WDC budget allocation. Discuss with Council.
Skewbridge Rd / Mulcocks Rd Intersection - Safety Improvement	Road to Zero	Intersection improvements	\$ 514,000	\$ 251,860	\$ 262,140	Approved	MEDIUM Target medium or greater collective risk corridors or intersections to achieve a death and serious injuries reduction of >15% over a 5- year period (simple_7857)	\$ 514,000	\$ -	\$ -	Design & construction of a right turn bay at Mulcocks Rd.
GCP TDM Programme	Public transport services	Other, as agreed with NZTA	\$ 281,000	\$ 137,690	\$ 143,310	Approved	High >3 and up to 6% change in share of private passenger vehicle-based trips to other modes*	\$ 281,000	\$ -	\$ -	Greater Christchurch commitment. PT Futures TDM not included. Discussed with Waka Kotahi staff and funding is being allocated.
River Rd Upgrade in conjunction with Park & Ride	Public transport infrastructure	pedestrian and cycle access to public transport facilities - new / improved	\$ 400,000	\$ 196,000	\$ 204,000	Approved	HIGH >3 and up to 6% change in share of private passenger vehicle-based trips to other modes* (PT Futures)	\$ 400,000	\$ -	\$ -	Construction planned for 2023/24
Southbrook Rd / Torlesse St / Coronation St Intersection Improvements - Traffic Signals	Local road improvements	Intersection improvements	\$ 1,800,000	\$ 882,000	\$ 918,000	Approved	MEDIUM Target medium or greater collective risk corridors or intersections to achieve a death and serious injuries reduction of >15% over a 5- year period	\$ 1,800,000	\$ -	\$ -	Consultation progressing. Construction planned for 2022/23.
Mulcocks Rd & Fernside Rd Rail Crossings in conjunction with Waka Kotahi & KiwiRail	Local road improvements	Intersection improvements	\$ 50,000	\$ 24,500	\$ 25,500	Approved	HIGH Target medium-high or high collective risk corridors or intersections to achieve a death and serious injuries reduction of 25-39% over a 5- year period	\$ 50,000	\$ -	\$ -	Investigation planned for 2021/22
Main North Rd / Wrights Rd Intersection in conjunction with Park & Ride	Local road improvements	Intersection improvements	\$ 600,000	\$ 294,000	\$ 306,000	Approved	HIGH 6-7% change in number of jobs accessed within 45 minutes by a given mode or modes (public transport, walking, cycling, driving) in the morning peak	\$ 600,000	\$ -	\$ -	Construction planned for 2021/22
Completion of the Peraki St / Vickery St Greenway	Walking & Cycling	Cycle ways: incl. new or improved cycleways and shared paths, lanes, signage and markings, bicycle parking/rack, shared bridges and structures, targeted education & promotion; excl. all off-road and mountain biking trails	\$ 50,000	\$ 24,500	\$ 25,500	Approved	N/A - Completion of project	\$ 50,000	\$ -	\$ -	Completion of project
Public Transport Infrastructure (Bus Shelters)	Public transport services	Other, as agreed with NZTA	\$ 400,000	\$ 196,000	\$ 204,000	Approved	High >3 and up to 6% change in share of private passenger vehicle-based trips to other modes*	\$ 400,000	\$ -	\$ -	Installation of bus shelters on PT routes
Road to Zero Top Up	Road to Zero	Other, as agreed with NZTA	\$ -	\$ -	\$ -	Approved		\$ 480,000	\$ -	\$ -	Can be used to help fund other projects with Waka Kotahi approval
Local Road Improvements Top Up	Local road improvements	Other, as agreed with NZTA	\$ -	\$ -	\$ -	Approved		\$ 482,000	\$ -	\$ -	Can be used to help fund other projects with Waka Kotahi approval
<b>Subtotal for Projects Approved</b>			<b>\$ 5,705,000</b>	<b>\$ 2,795,450</b>	<b>\$ 2,909,550</b>			<b>\$ 6,667,000</b>	<b>\$ -</b>	<b>\$ -</b>	
Activity name	Activity class	Intervention type	Requested Funding for NLTP 2021-24	WDC Share 49%	Waka Kotahi Requested Share 51%	NZTA status	NZTA comment	PROPOSED TO PROGRESS	SAVINGS	EXTRA COST TO FULLY FUND	Comments
<b>Declined Projects</b>											
Fernside Rd / Todds Rd Intersection - Safety Improvement	Road to Zero	Intersection improvements	\$ 514,000	\$ 251,860	\$ 262,140	Declined	LOW Target low-medium or greater collective risk corridors and/or intersections to achieve a death and serious injuries reduction of >5% over a 5-year period (simple_4679)	\$ 251,860	\$ -	\$ -	Right turn bay. Carry on with design from WDC funding. Re-apply if more funding becomes available.
South Eyre Rd / Giles Rd / Tram Rd Intersection - Safety Improvements	Road to Zero	Intersection improvements	\$ 330,000	\$ 161,700	\$ 168,300	Declined	LOW Target low-medium or greater collective risk corridors and/or intersections to achieve a death and serious injuries reduction of >5% over a 5-year period (complex_1130)	\$ -	\$ -	\$ -	Within proposed speed limit reduction area. Hold but re-apply should further funding become available. Rural Active Warning Signs.

Two Chain Rd / Tram Rd Intersection - Safety Improvements	Road to Zero	Intersection improvements	\$ 165,000	\$ 80,850	\$ 84,150	Declined	LOW Target low-medium or greater collective risk corridors and/or intersections to achieve a death and serious injuries reduction of >5% over a 5-year period (simple_61672)	\$ -	\$ -	\$ -	Hold and re-apply should funding become available. Rural Active Warning Signs.
Townsend Rd Culvert Widening	Road to Zero	Other, as agreed with NZTA	\$ 350,000	\$ 171,500	\$ 178,500	Declined	LOW Target low-medium or greater collective risk corridors and/or intersections to achieve a death and serious injuries reduction of >5% over a 5-year period (Townsend_5240_m1)	\$ 350,000	\$ -	\$ -	Culvert widening 2022/23. Progress as a Road to Zero Top Up Project
Earllys Rd / Tram Rd - Safety Improvements	Road to Zero	Intersection improvements	\$ 165,000	\$ 80,850	\$ 84,150	Declined	LOW Target low-medium or greater collective risk corridors and/or intersections to achieve a death and serious injuries reduction of >5% over a 5-year period (simple_60991)	\$ -	\$ -	\$ -	Hold and re-apply should funding become available. Rural Active Warning Signs.
North Eyre Rd / No. 10 Rd Intersection - Safety Improvements	Road to Zero	Intersection improvements	\$ 165,000	\$ 80,850	\$ 84,150	Declined	LOW Target low-medium or greater collective risk corridors and/or intersections to achieve a death and serious injuries reduction of >5% over a 5-year period (complex_1135)	\$ -	\$ 80,850	\$ -	Safety improvements carried out here last year. Remove project and continue to monitor.
Charles/Upham Intersection	Road to Zero	Intersection improvements	\$ 700,000	\$ 343,000	\$ 357,000	Declined	LOW Target low-medium or greater collective risk corridors and/or intersections to achieve a death and serious injuries reduction of >5% over a 5-year period (simple_3754)	\$ 343,000	\$ -	\$ -	Progress the design from WDC Share of funding. Hold and re-apply should funding become available.
Plasketts Rd / Johns Rd Intersection - Safety Improvements	Road to Zero	Intersection improvements	\$ 165,000	\$ 80,850	\$ 84,150	Declined	LOW Target low-medium or greater collective risk corridors and/or intersections to achieve a death and serious injuries reduction of >5% over a 5-year period (simple_23361)	\$ -	\$ 80,850	\$ -	Active warning signs in place. Speed is currently being consulted upon. Remove project and continue to monitor.
Rangiora Woodend Rd - Traffic Calming / Safety Improvements	Road to Zero	Traffic Calming	\$ 150,000	\$ 73,500	\$ 76,500	Declined	LOW Target low-medium or greater collective risk corridors and/or intersections to achieve a death and serious injuries reduction of >5% over a 5-year period	\$ -	\$ -	\$ -	Increased growth along the corridor. Hold and re-apply if funding becomes available.
Oxford Rd / Tram Rd Intersection - Safety Improvement	Road to Zero	Intersection improvements	\$ 165,000	\$ 80,850	\$ 84,150	Declined	LOW Target low-medium or greater collective risk corridors and/or intersections to achieve a death and serious injuries reduction of >5% over a 5-year period	\$ -	\$ -	\$ -	Hold and re-apply should funding become available.
Walking & Cycling Implementation	Walking and cycling improvements	Cycle ways: incl. new or improved cycleways and shared paths, lanes, signage and markings, bicycle parking/rack, shared bridges and structures, targeted education & promotion; excl. all off-road and mountain biking trails	\$ 1,500,000	\$ 735,000	\$ 765,000	Declined	MEDIUM Investment to support behaviour change (e.g. education, promotion) to improve mode shift outcomes	\$ 735,000	\$ -	\$ -	This is a very important area of funding for us and will impact on the further development of our cycle network which is key to providing alternate transport options. Carry on with design from WDC funding. Re-apply if more funding becomes available.
New Footpaths	Walking and cycling improvements	Walking improvements: incl. new or improved footpaths, pedestrian crossings, pedestrian refuges, crossing controls, all signage and markings, pedestrian overbridges and underpasses, targeted education & promotion; excl. footpath maintenance	\$ 300,000	\$ 147,000	\$ 153,000	Declined	MEDIUM Investment to support behaviour change (e.g. education, promotion) to improve mode shift outcomes	\$ -	\$ -	\$ -	Carry on unsubsidised as has been done in the past. No financial impact.
Minor Improvements Programme - Walking & Cycling	Walking and cycling improvements	Walking improvements: incl. new or improved footpaths, pedestrian crossings, pedestrian refuges, crossing controls, all signage and markings, pedestrian overbridges and underpasses, targeted education & promotion; excl. footpath maintenance	\$ 150,000	\$ 73,500	\$ 76,500	Declined	MEDIUM Investment to support behaviour change (e.g. education, promotion) to improve mode shift outcomes	\$ 150,000	\$ -	\$ 76,500	This is very important funding used to deliver minor safety improvements in the area of walking & cycling and key to us being able to address safety issues as identified. Low cost with good safety outcomes.
Tuahiwi Footpath from Greens Rd to Bramleys Rd, including housing, marae, and cemetery.	Walking and cycling improvements	Walking improvements: incl. new or improved footpaths, pedestrian crossings, pedestrian refuges, crossing controls, all signage and markings, pedestrian overbridges and underpasses, targeted education & promotion; excl. footpath maintenance	\$ 450,000	\$ 220,500	\$ 229,500	Declined	MEDIUM Investment to support behaviour change (e.g. education, promotion) to improve mode shift outcomes	\$ 450,000	\$ -	\$ -	This is a very important area of funding for us to promote walking in the Tuahiwi township and to link to the Marae, School, Preschool, Sports facilities, Church and the Urupa, all of which are within a short distance of each other. Progress as a Local Road Improvement Top Up project, subject to Waka Kotahi approval.
Lees Valley Willow Walls	Local road improvements	Bridges and structures	\$ 80,000	\$ 39,200	\$ 40,800	Declined	LOW Target medium-high or high collective risk corridors or intersections to achieve a death and serious injuries reduction of 25-39% over a 5-year period	\$ 39,200	\$ -	\$ -	Hold project. Discuss with Waka Kotahi further and consider whether this can be funded for resilience. In the mean time proceed within Council share of funding already allocated.
Minor Improvements Programme - Intersection Improvements	Local road improvements	Intersection improvements	\$ 495,000	\$ 242,550	\$ 252,450	Declined	LOW Target low-medium or greater collective risk corridors and/or intersections to achieve a death and serious injuries reduction of >5% over a 5-year period	\$ 495,000	\$ -	\$ 252,450	This is very important funding used to deliver minor intersection improvements and key to us being able to address safety issues as identified. Lower cost interventions with good safety outcomes.
Minor Improvements Programme - Roadside Hazards	Local road improvements	Clear zone improvements	\$ 300,000	\$ 147,000	\$ 153,000	Declined	LOW Target low-medium or greater collective risk corridors and/or intersections to achieve a death and serious injuries reduction of >5% over a 5-year period	\$ 300,000	\$ -	\$ 153,000	This is very important funding used to address roadside hazards. Lower cost interventions with good safety outcomes.
Minor Improvements Programme - Minor Works	Local road improvements	Traffic calming	\$ 150,000	\$ 73,500	\$ 76,500	Declined	LOW Target low-medium or greater collective risk corridors and/or intersections to achieve a death and serious injuries reduction of >5% over a 5-year period	\$ 150,000	\$ -	\$ 76,500	This is very important funding used to deliver minor works with a safety outcome. Lower cost interventions with good safety outcomes. Recommend Council fund the shortfall.
Island Rd/Ohoka Rd intersection	Local road improvements	Intersection improvements	\$ 1,300,000	\$ 637,000	\$ 663,000	Declined	LOW Target low-medium or greater collective risk corridors and/or intersections to achieve a death and serious injuries reduction of >5% over a 5-year period	\$ 637,000	\$ -	\$ -	Carry on with design from WDC funding. Re-apply if more funding becomes available. Following up with Waka Kotahi staff as this has been assessed under the wrong category.
Minor Improvements Programme - School Safety	Local road improvements	Traffic calming	\$ 150,000	\$ 73,500	\$ 76,500	Declined	LOW Target low-medium or greater collective risk corridors and/or intersections to achieve a death and serious injuries reduction of >5% over a 5-year period	\$ 150,000	\$ -	\$ 76,500	This is very important funding used to deliver school safety initiatives. Lower cost interventions with good safety outcomes. Progress as a top up project subject to Waka Kotahi approval.
Tuahiwi speed management completion	Local road improvements	Traffic calming	\$ 15,000	\$ 7,350	\$ 7,650	Declined	LOW Target low-medium or greater collective risk corridors and/or intersections to achieve a death and serious injuries reduction of >5% over a 5-year period	\$ -	\$ -	\$ -	This funding is not required.

Minor Improvements Programme - Lighting improvements	Local road improvements	Lighting improvements	\$ 90,000	\$ 44,100	\$ 45,900	Not actioned	LOW No evidence at a project level	\$ 90,000	\$ -	\$ 45,900	This is very important funding used to minor lighting improvements which have a safety outcome. Eg. Rural intersection with crash history, bus stops with no lighting, areas with deficient lighting etc. Further evidence to be provided. Progress as a top up project subject to Waka Kotahi approval.
Minor Improvements Programme - Stock Underpasses	Local road improvements	Stock underpasses/crossing	\$ 150,000	\$ 73,500	\$ 76,500	Declined	LOW Target low-medium or greater collective risk corridors and/or intersections to achieve a death and serious injuries reduction of >5% over a 5-year period	\$ -	\$ 73,500	\$ -	Funding where stock underpasses are requested. Can be address with Council and Waka Kotahi on a case by case basis and as requests for underpasses arise.
<b>Subtotal for Projects Declined</b>			<b>\$ 7,999,000</b>	<b>\$ 3,919,510</b>	<b>\$ 4,079,490</b>			<b>\$ 4,141,060</b>	<b>\$ 235,200</b>	<b>\$ 680,850</b>	<b>Therefore shortfall for Council to fund</b>
<b>Grand total</b>			<b>\$ 13,704,000</b>	<b>\$ 6,714,960</b>	<b>\$ 6,989,040</b>			<b>\$ 10,808,060</b>	<b>\$ 235,200</b>	<b>\$ 680,850</b>	<b>\$ 445,650</b>

KEY:		Recommended top up project - Local Road Improvements
		Recommended top up project -Road to Zero
		Recommend fully funded by Council

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

**FILE NO and TRIM NO:** RDG-11, RDG-29 / 211020170095

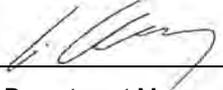
**REPORT TO:** COUNCIL

**DATE OF MEETING:** 2 November 2021

**AUTHOR(S):** Joanne McBride, Roading and Transport Manager  
Gerard Cleary, Manager Utilities & Roading

**SUBJECT:** NLTP 2021-24 Maintenance, Operations & Renewals Budgets Update

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

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

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

**1. SUMMARY**

- 1.1. This report is to update Council on the 2021-24 National Land Transport Programme (NLTP) specifically in regard to the Maintenance, Operations and Renewals (MOR) Programme and the funding endorsed by Waka Kotahi.
- 1.2. Maintenance, Operations & Renewal funding covers the core services which need to be provided on a Transport network, to ensure that the network can operate safely, that the network condition does not deteriorate due to a lack of investment and to meet agreed levels of service.
- 1.3. A lack of investment can have safety implications and result in an increase in deaths & serious injuries, as well as a deterioration in network condition.
- 1.4. Waimakariri District Council submitted a funding bid of \$36,786,789 to Waka Kotahi for the 2021-24 NLTP.
- 1.5. Waka Kotahi has endorsed funding to the value of \$35,537,000 for the three year period, which is below the Council allocated budget which leaves a gap in funding of \$1,249,789 for the period.
- 1.6. For this funding gap, the WDC share at 49% has already been budgeted for meaning the shortfall amount to be funded would be the 51% requested from Waka Kotahi (but not approved) which equates to **\$637,392**. This would be required to be funded in year 3 of the three year period.
- 1.7. Consideration has been given to the option of reducing renewals spending to balance the shortfall, however due to the likely impact on network users and the reduced levels of service consideration should be given to fully funding the shortfall.
- 1.8. Therefore it is recommended that the current level of service should continue to be met for the current financial year and consultation on this issued be carried out as part of the next Annual Plan process.

**Attachments:**

- i. Waimakariri District Council - 2021-24 NLTP Funding Decision from Waka Kotahi (TRIM No. 211020169759)
- ii. 2021-24 NLTP Maintenance Operations & Renewals Funding Breakdown (TRIM No. 211020169954)

## 2. **RECOMMENDATION**

**THAT** the Council:

- (a) **Receives** Report No. 211020170095;
- (b) **Approves** allocation of additional budget of **\$637,392** to cover the shortfall in funding in the area of Maintenance, Operations and Renewals for the 2021-24 NLTP, subject to consultation through the Annual Plan process;
- (c) **Approves** the existing Levels of Service being maintained this financial year;
- (d) **Notes** that consultation on Levels of Service will be undertaken as part of the upcoming Annual Plan process;
- (e) **Notes** that the Council share (49%) of the difference in funding has already been allowed for within the Long Term Plan budgets and therefore the additional budget required is to cover the 51% which has not been endorsed by Waka Kotahi as part of the 2021-24 National Land Transport Programme;
- (f) **Notes** that the rating impact would be in the 2023/24 year and would result in a 0.15% increase to the General Rate;
- (g) **Notes** that the staff are continuing to work with Waka Kotahi to see if any other funding streams may be available. Any further developments will be reported to Council.

## 3. **BACKGROUND**

3.1. Maintenance, Operations & Renewal funding covers the core services which need to be provided on a Roading network to ensure that the network can operate safely and to ensure that network condition does not deteriorate to such a point that a marked step up in investment is required.

3.2. Maintenance, Operations & Renewal funding includes the following activities:

### Maintenance & Operations

- Sealed pavement maintenance
- Unsealed pavement maintenance
- Drainage maintenance
- Structures maintenance
- Environmental maintenance (Vegetation, mowing, detritus, ice gritting, fords)
- Traffic services maintenance (lighting, signs & road markings)
- Traffic Signals Maintenance
- Cycle path maintenance
- Footpath maintenance
- Rail crossing maintenance
- Network & Asset Management

### Renewals

- Remetalling
- Resurfacing (chipsealing and asphalt surfacing)
- Drainage renewals (culverts and kerb & channel)
- Pavement rehabilitation
- Structures Component Replacement
- Traffic Services Renewals (lighting, signs & road markings)
- Footpath renewals

3.3. As part of the 2021-24 NLTP funding bid, Waimakariri District Council requested funding of \$36,786,789 be allocated to cover basic costs with just inflation added. This did not allow for any step changes in maintenance activities (with the exception of Structures where we were falling behind with maintenance activities).

- 3.1. Programmes put forward have only been to cover what is consider essential works and as such we have set all funding requests to an absolute minimum to maintain the network in its current state. The Long Term Plan (LTP) has been adopted based on these funding assumptions.
- 3.2. Waka Kotahi has endorsed funding to the value of \$35,537,000 for the three year period which is below the Council allocated budget, leaving a funding gap of \$1,249,789 for the NLTP period. While Council share is available the Waka Kotahi share has not been approved.
- 3.3. Waimakariri District Council road maintenance costs are in the lower quartile when compared with our peer group, despite the fact we are a high growth Council. We are experiencing increasing traffic volumes including freight movements around the district and this is increasing pressure on our roads.

#### 4. ISSUES AND OPTIONS

- 4.1. Consideration has been given to the option of reducing spending to balance the shortfall. It is noted however that a lack of investment can have safety implications and result in increasing crashes across the network, which in turn can result in deaths & serious injuries.
- 4.2. A lack of investment can also create a bow wave of renewals where condition overall is deteriorating faster than the rate of replacement, which then results in increased expenditure being required to then “catch up” with the deterioration curve.
- 4.3. It is also noted that the Waka Kotahi Technical Audit process which was carried out in March 2021 had recommendations to improve delineations, markings and vegetation particularly at intersections. This would become more of a challenge with reduced funding in areas such as Traffic Services Renewal, Traffic Service Maintenance and also Environmental Maintenance.
- 4.4. The following options are available to Council:
- 4.5. Option One – Fund the shortfall up to the full LTP budget  
This options would see Council fund the shortfall in year three of the NLTP period. The shortfall being the difference between the budgets approved in the LTP and the Waka Kotahi Endorsed funding.

Waka Kotahi has endorsed funding to the value of \$35,537,000 for the three year period which is below the Council allocated budget. This results in a funding difference of \$1,249,789 for the period (51% Waka Kotahi and 49% WDC funding).

Of this funding shortfall, the WDC share at 49% has already been budgeted in the LTP meaning the amount to be funded would be the 51% requested but not approved by Waka Kotahi. This equates to \$637,392 for the three year period.

The rating impact of this would be an increase of 0.15% to the general rate in the 2022/23 year and an increase to the Roding rate of 0.8% as outlined under item 6.1.

This is the recommended option which would result in a total Maintenance, Operations & Renewal budget of **\$36,786,789** which is the budget allowed for through the Long Term Plan.

- 4.6. Option Two – Spend Waka Kotahi Endorsed budget plus Council Share already allocated  
This options would the see budget revised to allow spending of the Waka Kotahi Endorsed funding plus the Council share (49%) over and above this which has already been allocated in the LTP.

Waka Kotahi has endorsed funding to the value of \$35,537,000 for the three year period which is below the Council allocated. Council has already budgeted 49% of the extra to

make up our budgets as part of the LTP over the three year period, which is a total of \$612,396. This option would have a total budget of **\$36,149,396** with no rating impacts.

This is not the recommended option as it will result in some maintenance and renewal activities needing to be reduced, resulting in a reduced level of service.

4.7. Option Three – Spend up to the Waka Kotahi Endorsed Funding Level and reallocate the remaining Council Share

This options would see Council only spend up to the Waka Kotahi Endorsed funding value of \$35,537,000 for the three year period. While this would be a savings to Council it would result in maintenance and renewal activities needing to be significantly reduced which would have a significant impact on the network. This option would result in a total budget of **\$35,537,000** with no rating impacts.

This is not the recommended option due to the significant safety concerns which it would raise as well as the resulting reduction in levels of service for the Community.

**Implications for Community Wellbeing**

There are implications on community wellbeing by the issues and options that are the subject matter of this report. Reduced levels of road maintenance and renewals would have impacts across the district and can create safety risks for pedestrians, cyclists and road users.

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

**5. COMMUNITY VIEWS**

5.1. **Mana whenua**

Te Ngāi Tūāhuriri hapū are not likely to have any specific interest in the subject matter of this report.

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 however no specific consultation has been undertaken to date.

5.3. **Wider Community**

The wider community is likely to be affected by, or to have an interest in the subject matter of this report. Should maintenance levels be reduced due to funding constraints then this could adversely affect levels of service.

**6. OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

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

Option one as recommended would see Council fund the shortfall to allow the Maintenance, Operations & Renewals activities continue as indicated in the Long Term Plan resulting in additional budget of \$612,396 needing to be allocated in year three of the NLTP period.

This would result in an increase to the general rate in 2023/24 of 0.36% followed by a decrease of 0.33% in the following year. This is an increase to the Rooding rate of 2.2% in the 2023/24 year followed by a decrease of 1.9% in 2024/25 as outlined in the tables below. This equates to an increase of \$12.07 per rate payer in the 2023/24 year followed by an increase of \$1.07 per rate payer in 2024/25.

<b>Average District Rate % Increase</b>	<b>2021/22</b> (Year 1 NLTP)	<b>2022/23</b> (Year 2 NLTP)	<b>2023/24</b> (Year 3 NLTP)	<b>2024/25</b> (Next NLTP)
Per LTP	4.31%	4.17%	4.18%	4.17%
With unsubsidised MOR programme 2021-24 impact	4.31%	4.17%	4.54%	3.84%
<b>Increase or Decrease</b>	<b>0%</b>	<b>0%</b>	<b>0.36%</b>	<b>-0.33%</b>

<b>Roading Rate % Increase</b>	<b>2021/22</b> (Year 1 NLTP)	<b>2022/23</b> (Year 2 NLTP)	<b>2023/24</b> (Year 3 NLTP)	<b>2024/25</b> (Next NLTP)
Per LTP	4.3%	6.0%	3.7%	3.9%
With unsubsidised MOR programme 2021-24 impact	4.3%	6.0%	5.9%	2.0%
<b>Increase or Decrease</b>	<b>0%</b>	<b>0%</b>	<b>2.2%</b>	<b>-1.9%</b>

It is also noted that staff are continuing to work with Waka Kotahi Investment Advisors to explore other options for additional funding. This may not completely fund the shortfall gap however if additional funding can be secured then this would be reported back to Council.

## 6.2. Sustainability and Climate Change Impacts

The recommendations in this report do have sustainability and/or climate change impacts. Deteriorating assets affect vehicle efficiency and this can increase carbon emissions. Also reducing levels of service on assets such as footpaths and cycle ways can result in less utilisation of these facilities.

## 6.3 Risk Management

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

The primary risk to be considered is the risk of increasing safety issues on the network should assets deteriorate below current levels of service. This could result in negative community feedback.

## 6.3 Health and Safety

There are health and safety risks arising from the adoption/implementation of the recommendations in this report, as decreased investment in maintenance could result in increasing safety issues on the network.

## 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

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

#### ***Transport is accessible, convenient, reliable and sustainable***

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

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

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

***There is a safe environment for all***

- Harm to people from natural and man-made hazards is minimised.
- Our district has the capacity and resilience to quickly recover from natural disasters and adapt to the effects of climate change.
- Crime, injury and harm from road crashes, gambling, and alcohol abuse are minimised.

**7.4. Authorising Delegations**

This matter is for consideration by Council as it has financial implications.

## Appendix: Approved investment for 2021-24 NLTP – Waimakariri District Council

### Continuous programme allocation

Revised allocations for your continuous programmes are outlined below.

Activity class	2021-24 programme with indicative funding approval (Gross \$)	2021-24 programme with funding approval (Gross \$)
Local roads maintenance	\$34,611,000	\$35,537,000
Road safety promotion	\$615,000	\$615,000

### Low cost low risk programme allocation

The approved funding level for the low cost low risk programme was set following the Waka Kotahi moderation process and discussions with your staff since the start of the 2021-24 NLTP development. The level of investment represents an affordable programme that could practically be co-funded and delivered over the 2021-24 NLTP period.

Approved low cost low risk allocations by activity class are outlined below.

Activity class	2021-24 programme with funding approval (Gross \$)
Local roads improvements	\$3,332,000
Public transport infrastructure	\$400,000
Public transport services	\$281,000
Road to zero	\$2,604,000
Walking and cycling improvements	\$50,000

While all care has been taken to ensure all the figures are correct, with the tight timeframes there may be some minor errors or omissions in the detail provided here.

For conditions relating to this funding, please see [National Land Transport Fund investment claims and obligations policy](#).

Category Breakdown	WDC Final Bid per Year to Waka Kotahi (22 March 2021)			WDC Total For 3 Year Period	Waka Kotahi Actual Allocation			Waka Kotahi Actual allocated	For Three Year Period (2021-24)	
	2021/22 \$	2022/23 \$	2023/24 \$		TOTAL Bid 21-24 \$	2021/22 \$	2022/23 \$		2023/24 \$	TOTAL for 3 Year period \$
Maintenance										
Sealed maintenance	1,434,200	1,448,542	1,463,027	4,345,769	1,434,200	1,448,542	1,463,027	4,345,769	0	0%
Unsealed maintenance	409,050	413,151	417,272	1,239,473	409,050	413,151	417,272	1,239,473	0	0%
Drainage Maintenance	625,120	624,301	630,545	1,879,966	625,120	624,301	630,545	1,879,966	0	0%
Structures maintenance	140,000	140,000	140,000	420,000	137,000	139,740	142,535	419,275	725	1%
Environmental Maintenance	722,810	730,038	737,338	2,190,186	680,000	693,600	707,472	2,081,072	109,114	15%
Traffic Services Maintenance	1,093,000	1,099,730	1,106,527	3,299,257	950,000	969,000	988,380	2,907,380	391,877	36%
Traffic Signals	40,000	50,400	50,904	141,304	40,000	40,800	41,616	122,416	18,888	47%
Cycle Path Maintenance	28,899	30,647	32,501	92,047	18,000	18,360	18,727	55,087	36,960	127%
Footpath maintenance	150,000	151,500	153,015	454,515	151,000	151,000	151,000	453,000	1,515	1%
Rail Crossing Maintenance	22,018	22,238	22,461	66,717	22,018	22,238	22,461	66,717	0	0%
Emergency Works	5,000	0	0	5,000	0	0	0	0	5,000	0%
Network and Asset management	1,357,650	1,371,226	1,384,939	4,113,815	1,357,650	1,371,226	1,384,939	4,113,815	0	0%
<b>TOTAL FOR MAINTENANCE</b>	<b>6,027,747</b>	<b>6,081,773</b>	<b>6,138,529</b>	<b>18,248,049</b>	<b>5,824,038</b>	<b>5,891,958</b>	<b>5,967,974</b>	<b>17,683,970</b>	<b>564,079</b>	
<b>Renewals</b>										
Remetalling	505,000	510,050	515,150	1,530,200	500,000	510,000	520,200	1,530,200	0	0%
Resurfacing	2,143,624	2,165,060	2,186,711	6,495,395	2,143,624	2,165,060	2,186,711	6,495,395	0	0%
Drainage renewals	732,250	739,573	746,968	2,218,791	590,000	601,800	613,836	1,805,636	413,155	56%
Pavement Rehabilitation	1,070,600	1,081,306	1,092,119	3,244,025	1,050,000	1,071,000	1,092,420	3,213,420	30,605	3%
Structures component replacement	382,000	376,250	377,513	1,135,763	382,000	376,250	377,513	1,135,763	0	0%
Traffic Services Renewal	860,147	616,962	623,854	2,100,963	610,000	622,200	634,644	1,866,844	234,119	28%
Footpath Renewal	599,026	604,516	610,061	1,813,603	590,000	601,800	613,972	1,805,908	7,695	1%
<b>TOTALS FOR RENEWALS</b>	<b>6,292,647</b>	<b>6,093,717</b>	<b>6,152,376</b>	<b>18,538,740</b>	<b>5,865,624</b>	<b>5,948,110</b>	<b>6,039,296</b>	<b>17,853,030</b>	<b>685,710</b>	
<b>GRAND TOTAL</b>	<b>12,320,394</b>	<b>12,175,490</b>	<b>12,290,905</b>	<b>36,786,789</b>	<b>11,689,662</b>	<b>11,840,068</b>	<b>12,007,270</b>	<b>35,537,000</b>		

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION****FILE NO and TRIM NO:** LTC-03-18/211019169106**REPORT TO:** COUNCIL**DATE OF MEETING:** 2<sup>nd</sup> November 2021**AUTHOR(S):** Gerard Cleary, Manager Utilities and Roading**SUBJECT:** Predicted Budget Carry-overs for 2021/22 Capital Works**ENDORSED BY:**  
(for Reports to Council,  
Committees or Boards)\_\_\_\_\_  
Department Manager\_\_\_\_\_  
Chief Executive**1. SUMMARY**

- 1.1. This report is to request the Council's acknowledgement that it is predicted a number of 3 Waters and Solid Waste projects will not be fully delivered in 2021/22 financial year, and therefore a budget carry-over is signalled.
- 1.2. The primary reason for this is the recent departure of a number of PDU senior staff, but there are a number of other contributing factors.

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

- (a) **Receives** Report No. 211019169106.
- (b) **Acknowledges** that budget carry-overs are now predicted for the following Drainage and Wastewater capital works projects from the 2021/22 financial year to the 2022/23 financial year:
- i. Ashley St Pipe Upgrades
  - ii. School Road Drainage Upgrade
  - iii. Box Drain Improvements
  - iv. Wastewater Septage Facility
- (c) **Acknowledges** that budget carry-overs are at risk of occurring for the following Drainage and Solid Waste capital works projects from the 2021/22 financial year to the 2022/23 financial year
- i. Southbrook Pond C Access
  - ii. Beswick Stormwater Pump Station Modifications
  - iii. Cones Road Drain Upgrade
  - iv. Southbrook RRP Disposal Pit Upgrade
  - v. Southbrook RRP Minor Improvements
  - vi. Oxford Transfer Station Pit Wall alterations.

- (d) **Requests** that staff fully inform the Council of the implication on this decision as part of the Annual Plan deliberations, including ensuring that future capital works programmes can be delivered.
- (e) **Notes** that if the situation for a particular project changes such that it can be fully or partially delivered in 2021/22, that this will be updated through to the Council as part of the quarterly capital works progress reporting.
- (f) **Notes** that some project Drainage and Wastewater work is planned to be procured externally by consultants in order to deliver as much of the capital works programme as possible.

### 3. **BACKGROUND**

- 3.1. As part of the long Term Plan adoption, the Council allowed budget for a range of capital works projects to be carried out in 2021/22. At that time, the Council staff were recommending the adoption of this programme, and were comfortable that it had the planning and resources in place to deliver it.
- 3.2. Unfortunately since then there have been a number of matters occur that have now affected this, to the point that the staff no longer believe that the total programme can be delivered.
- 3.3. In particular, the main issue that has eventuated is the loss of a number of key Project Delivery Unit staff has meant the resources to plan, design and procure the works internally have been restricted. In particular, the recent departure of the Special Projects Manager, the Utilities Projects Team Leader and a Senior Project Engineer means that the senior and experienced staff who would generally lead the projects are now more limited.
- 3.4. In addition, other factors include:
  - 3.4.1. Flooding event in May and June meant that several key staff were otherwise engaged and were unable to effectively plan the work in advance
  - 3.4.2. Covid restrictions meant that a number of projects from the 20/21 financial year were not completed, leading to the need to work on these at the early stages of 2021/22.
  - 3.4.3. The lack of both a Drainage and Waterways Manager and a Wastewater Asset Manager meant that there was less focus on planning the works.
  - 3.4.4. The amount of work currently in the market-place has meant that consultants are less available to assist.
- 3.5. The Utilities and Roading senior management have discussed the situation and agreed on a number of actions to assist with this situation, including
  - 3.5.1. Appointing a consultant to assist with a number of critical projects
  - 3.5.2. Ongoing recruitment to provide additional internal staff
  - 3.5.3. Delaying of some projects until later this year of next year.
- 3.6. This report addresses the third of these actions.
- 3.7. Accordingly, the following 2021/22 projects are noted as being required to be carried over to 2022/23:
  - 3.7.1. Drainage – Ashley St Pipe Upgrades
  - 3.7.2. Drainage – School Road Drainage Upgrade
  - 3.7.3. Drainage – Box Drain Improvements

- 3.7.4. Wastewater – Septage Facility
- 3.8. In addition the following Drainage projects will be progressed, but may not achieve the full expected outcome and so are at risk of carried over:
- 3.8.1. Southbrook Pond C Access
  - 3.8.2. Beswick Stormwater Pump Station Modifications
  - 3.8.3. Cones Road Drain Upgrade
- 3.9. Thirdly the following Solid Waste projects will be progressed but are unlikely to be fully delivered:
- 3.9.1. Southbrook Disposal Pit Upgrade
  - 3.9.2. Southbrook Minor Improvements
  - 3.9.3. Oxford Transfer Station Pit Wall alterations.
- 3.10. It is noted that the Roding programme is still predicted to be fully delivered, despite the late confirmation of the Waka Kotahi funding. This is partly because the resourcing issues noted above have not affected the Roding programme to the same degree, and partly because of the lower funding (reported separately).

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

- 4.1. Senior Utilities and Roding management have considered various options for addressing the issues above, and have developed a range of solutions. In part this has included awarding a separate Reticulation Professional Services contract. This consultant will assist the Council staff with a number of projects including:
- 4.1.1. York Street Diversion – Design
  - 4.1.2. Rangiora Central Sewer Stage 5 – MSQA
  - 4.1.3. Woodend Road Rising Main – MSQA
  - 4.1.4. Wiltshire Court to Green St Stormwater Stage 1 – MSQA
- 4.2. As a clearer picture of the workload and the resources emerges, other planned projects such as Rangiora Central Sewer Stage 8 design and Edwards St sewer pipeline replacement may be added to their tasks if the ongoing recruitment of additional internal resources is not successful.
- 4.3. In addition, a selected tender for Solid Waste assistance was also requested. However no consultants were able to deliver in the required timeframe. The staff will be negotiating with consultants about assistance in an amended timeframe but this will put full delivery at risk.
- 4.4. As mentioned above, the recruitment of new staff for a number of roles is being actively pursued, but in the current market it is proving very difficult to complete a successful recruitment process.
- 4.5. The Council could request that staff take additional actions in terms of additional consulting resources. However this is not recommended due to the cost, the difficulty in scoping some of the affected works, and the internal staff time required to manage consultants.

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

There are implications on community wellbeing by the issues and options that are the subject matter of this report. The delayed delivery of a number of these projects will directly affect the community, and its wellbeing.

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

## 5. **COMMUNITY VIEWS**

### 5.1. **Mana whenua**

Te Ngāi Tūāhuriri hapū are likely to be affected by, or have an interest in the subject matter of this report. This is because some of the projects relate to stormwater discharges. This will be communicated to te Ngāi Tūāhuriri hapū at the next available opportunity.

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

There are groups and organisations likely to be affected by, or to have an interest in the subject matter of this report. In each of the projects listed above, there are either individuals, or groups of residents that will be negatively impacted by the delays. This will be managed by staff on a case by case basis.

### 5.3. **Wider Community**

The wider community is likely to be affected by, or to have an interest in the subject matter of this report. This is either because the effect of delays will impact on a service that the community relies on, or there will be interest in the delay of budgeted work. This will be managed by the staff in terms of ensuring that any impacts are appropriately communicated.

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

### 6.1. **Financial Implications**

There are financial implications of the decisions sought by this report. The primary implication is that the number of carry-overs to the next financial year will be higher, and in turn this has the risk of overloading the 2022/23 year work programme. The staff will consider the full implications of this in time for the Annual Plan deliberations, and will ensure that the work programme for next year is adjusted to take this into account.

The value of the projects that will not be delivered in 2021/22 is shown below:

- i. Ashley St Pipe Upgrades - \$120,000
- ii. School Road Drainage Upgrade - \$65,000
- iii. Box Drain Improvements - \$20,000
- iv. Wastewater Septage Facility - \$1,020,000

This equates to a delay in approximately 4% of the drainage capital works programme and 22% of the wastewater capital works programme this financial year.

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

The recommendations in this report do have sustainability and/or climate change impacts. The delay of some of the Drainage projects will mean that the Council is making slower progress towards mitigating the impact of extreme weather events on the community. The delay in the Septage Facility will mean that improvements to minimise the effects of septage disposal will be delayed. Also the delay in the Solid Waste programme will mean that planned improvements that will encourage resource separation and waste minimisation will not be achieved as soon as intended

### 6.3 **Risk Management**

There are risks arising from the adoption/implementation of the recommendations in this report. Firstly there is a risk that because the benefits intended by each project are delayed, that the issues intended to be mitigated will occur for longer and possibly negatively impact on the community.

Secondly, there is a risk of frustration from either individuals or groups due to delays in the benefits from these projects.

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

There are health and safety risks arising from the adoption/implementation of the recommendations in this report, but these will be managed through the work planning process.

### 7. **CONTEXT**

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

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

#### 7.2. **Authorising Legislation**

7.2.1. This matter is covered by the Local Government Act.

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

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

In particular the Community Outcome that "*Core utility services are provided in a timely and sustainable manner*" will be negatively affected.

#### 7.4. **Authorising Delegations**

It is appropriate that the Council consider this matter.

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION****FILE NO and TRIM NO:** GOV-03-03 / 211006160932**REPORT TO:** COUNCIL**DATE OF MEETING:** 2 November 2021**AUTHOR(S):** Sarah Nichols, Governance Manager**SUBJECT:** Representation Review Arrangements 2022 – Final Proposal**ENDORSED BY:**  
(for Reports to Council,  
Committees or Boards)  
\_\_\_\_\_  
Department Manager  
\_\_\_\_\_  
Chief Executive**1. SUMMARY**

- 1.1. This report is for the Council to consider the final proposal, for the representation arrangements affecting the October 2022 Local Body Election.
- 1.2. Following consultation, hearing and discussion, the status quo is proposed regarding the retention of boundaries, number of elected members, ward and community board names. One minor change is proposed involving the Rangiora-Ashley Subdivision with a membership of six (rather than five) members from the Rangiora (urban) subdivision and two (rather than three) community board members from the Ashley (rural) subdivision.

**Attachments:**

- i. Unconfirmed Minutes from Hearing Panel (Trim 211006160932)
- ii. Report to Hearing Panel (Trim 2109301557886)
- iii. Report on consultation (Trim 2107191170191)

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

- (a) **Receives** Report No. 211006160932.
- (a) **Notes** Local Electoral Act 2001, Section 19K(1) whereby every resolution specified must include or be accompanied by a description of each proposed ward, constituency, community or subdivision, and its proposed boundaries, so as to make each proposed ward, constituency, community or subdivision readily identifiable to the public AND Section 19K(2). If any resolution under Sections 19H and 19J proposes any change to the basis of election, membership, or ward, constituency, community or subdivision boundaries which applied at the last triennial general election of members of the territorial authority or community board, that resolution must include an explanation of the reasons for the proposed change.
- (b) **Resolves** that in accordance with section 19H of the Local Electoral Act 2001, Waimakariri District is divided into three (3) wards for the purposes of the 2022 triennial local government election with the boundaries being:
  - i. *Kaiapoi-Woodend Ward*  
To the district's northern boundary the Kaiapoi-Woodend Ward follows the Rangiora Leithfield Road, to Bairds Road, Upper Sefton Road, Beatties Road, Lower Sefton Road and between MB 2440301 and 2440302 to the

Ashley River/Rakahuri. To the south of the Ashley River/Rakahuri the Kaiapoi-Woodend Ward follows Smarts Road, Rangiora Woodend Road, the boundary between Lot 2 DP80275 and Lot 2 DP306045 to Northbrook Road, Boys Road to the Cam River. It then follows the Cam River to Youngs Road, Lineside Road to Fernside Road, and along Flaxton Road, Skewbridge Road, Island Road, (incorporating MB2454800), Butchers Road, part MB2456302 along the Kaiapoi River and Gardiners Road (part MB2456302) to Burgess Road, South Eyre Road and Harpers Road to the Waimakariri River.

*ii. Rangiora-Ashley Ward*

From the south of the Ashley River/Rakahuri in the west along Bowicks Road, Ashley Road, Summerhill Road, Reids Road, Tippings Road, Howsons Road, Springbank Road, Tallotts Road, Oxford Road, Boundary Road, the Main Drain, Flaxton Road, Fernside Road, Lineside Road and Youngs Road. Follow the Cam River to Boys Road then Northbrook Road and along the boundary between Lot 2 DP80275 and Lot 2 DP306045 to Rangiora Woodend Road, and along Rangiora Woodend Road to Smarts Road to the Ashley River/Rakahuri. North of the Ashley River/Rakahuri in the west the Rangiora-Ashley Ward commences on the northern boundary at the Okuku River; thence across Mt Thomas to the Garry River at the boundary of mesh block 2438500 and to the confluence of the Ashley River/Rakahuri and the Garry River. The eastern boundary to the north of the Ashley River/Rakahuri follows between MB 2440301 and 2440302 to the Lower Sefton Road, Beatties Road, Upper Sefton Road, Bairds Road and Rangiora Leithfield Road to the district boundary.

*iii. Oxford-Ohoka Ward*

North of the Ashley River/Rakahuri in the east the Oxford-Ohoka Ward commences on the northern boundary at the Okuku River; thence across Mt Thomas to the Garry River at the boundary of mesh block 2438500 and to the confluence of the Ashley River/Rakahuri and the Garry River. In the south-east from the Waimakariri River the Oxford-Ohoka Ward follows Harpers Road, Burgess Road to Gardiners Road, part MB2456302 along the Kaiapoi River, Butchers Road, Island Road, Skewbridge Road, the Main Drain, Boundary Road, Oxford Road, Tallotts Road, Springbank Road, Howsons Road, Tippings Road, Reids Road, Summerhill Road, Ashley Road and Bowicks Road to the Ashley River/Rakahuri. From this point to the confluence with the Garry River the Ashley River/Rakahuri forms the boundary between the Oxford-Ohoka Ward and the Rangiora-Ashley Ward. The Waimakariri River provides the southern boundary for the Oxford-Ohoka Ward and the District Boundary the western and northwestern boundary of this ward.

(c) **Retains** in accordance with section 19H(d) of the Local Electoral Act 2001, three (3) ward names of:

- i. Kaiapoi-Woodend Ward (eastern area) as delineated on LGC-059-2016-W2 Map.
- ii. Rangiora-Ashley Ward (central area) as delineated on LGC-059-2016-W3 Map.
- iii. Oxford-Ohoka Ward (western area) as delineated on LGC-059-2016-W4 Map.

- (d) **Retains** the Council comprising of ten (10) Councillors, elected from three (3) wards and one Mayor elected at large for the triennial local government elections to be held on 8 October 2022 being the following:
- i. The Mayor shall be elected by the electors of the Waimakariri District.
  - ii. Four Councillors shall be elected by the electors of the Kaiapoi-Woodend Ward.
  - iii. Four Councillors shall be elected by the electors of Rangiora-Ashley Ward.
  - iv. Two Councillors shall be elected by the electors of the Oxford-Ohoka Ward.
- (e) **Retains** four Community Boards to be:
- i. Rangiora-Ashley Community Board located in the Rangiora-Ashley Ward.
  - ii. Oxford-Ohoka Community Board located in the Oxford-Ohoka Ward.
  - iii. Kaiapoi-Tuahivi Community Board located in the southern area of the Kaiapoi-Woodend Ward.
  - iv. Woodend-Sefton Community Board located in the northern area of the Kaiapoi-Woodend Ward.
- (f) **Retains** subdivisions of the Rangiora-Ashley and Oxford-Ohoka wards being:
- i. Rangiora-Ashley Ward subdivision boundary being the north side of the Ashley River to the ward boundaries then south on Lehmans Road, Fernside Road to the junction of Flaxton Road with Rangiora being the urban development strategy boundary as named:
    - a. Rangiora subdivision for the urban area of Rangiora of the Rangiora-Ashley ward subdivision boundary (as delineated on LGC-059-2016-1 Map).
    - b. Ashley subdivision for the rural area of the Rangiora-Ashley ward subdivision boundary (as delineated on LGC-059-2016-S-2 Map).
  - ii. Oxford Subdivision to the west of the subdivision line and Ohoka-Swannanoa Subdivision to the east of the subdivision line in Oxford-Ohoka Ward north to south from the Rangiora-Ashley ward boundary; Earlys Road and Downs Road to the Waimakariri River as named:
    - a. Oxford subdivision for the area north of the Oxford-Ohoka ward subdivision boundary (as delineated on LGC-059-2016-S3 Map).
    - b. Ohoka-Swannanoa subdivision for the area south of the Oxford-Ohoka ward subdivision boundary (as delineated on LGC-059-2016-S4 Map).
- (g) **Retains** the areas of community for the Kaiapoi-Woodend Ward area for the purposes of community board membership at the following road boundaries,
- i. Kaiapoi-Woodend Ward subdivision boundary being east to west; Rangiora-Woodend Road, Main North Road (SH1), Fullers Road, Jeffs Road, Lees Road to the coast.
    - a. Woodend-Sefton Community Board area of community to the north of the Rangiora-Woodend Road, Main North Road (SH1), Fullers Road, Jeffs Road, Lees Road to the coast (as delineated on LGC-059-2016-Com1 Map).
    - b. Kaiapoi-Tuahivi Community Board area of community to the south of the Rangiora-Woodend Road, Main North Road (SH1), Fullers Road, Jeffs Road, Lees Road to the coast (as delineated on LGC-059-2016-Com2 Map).

- (h) **Retains** the membership of the community board for each community as follows:
- i. The Kaiapoi-Tuahivi Community Board comprises of five elected members and two members of the Council representing the Kaiapoi-Woodend Ward and appointed to the community board by the Council;
  - ii. The Woodend-Sefton Community Board comprises of five elected members and two members of the Council representing the Kaiapoi-Woodend Ward and appointed to the community board by the Council.
  - iii. The Oxford-Ohoka Community Board comprises of six elected members (being three from the Oxford Subdivision and three members from the Ohoka-Swannanoa Subdivision) and two members of the Council representing the Oxford-Ohoka Ward and appointed to the community board by the Council.
  - iv. The Rangiora-Ashley Community Board comprises of eight elected members (being six members from the Rangiora Subdivision and two members from the Ashley Subdivision) and four members of the Council representing the Rangiora-Ashley Ward and appointed to the community board by the Council;
- (i) **Notes** the objection and appeal process open to submitters through the Local Government Commission as stipulated in the Local Electoral Act 2001 section 19O and 19P. The Objection period will occur from 8 November to 8 December 2021.
- (j) **Circulates** a copy of this report and subsequent resolutions to all four Community Boards.

### 3. **BACKGROUND**

- 3.1. The Local Electoral Act 2001 (LEA) sets out the requirement for local authorities to review the arrangements for Council elections at least once every six years, with the last review held by the Council in 2015 affecting the 2016 and 2019 local body elections. The Council has now undertaken a review, including public consultation to consider matters ahead of the 2022 local body elections.
- 3.2. As the Council determines its representation proposal, the three key factors that must be carefully considered are:
- Communities of interest,
  - Effective representation of communities of interest, and
  - Fair representation of electors.
- 3.3. This review has focused on the 2022 local body elections. Staff will be recommending to the incoming Council that another Representation Review occur in early 2023, ahead of the 2025 local body elections. The reason for undertaking another review in 2023 is because updated Census data will be available, better reflecting the growth patterns in the district, particularly in the east and north of the district. Also an understanding and future direction of the central government reforms, particularly the Future of Local Government will be better understood.

- 3.4. A Representation Review Working Party was established in August 2020, involving a number of meetings reflecting on statistics, options and communities of interest. A proposal was approved by the Council in August 2021 which was publicly consulted on through a Special Consultative Process (SCP). The subsequent hearing (of full Council) received 15 submissions on 12 October 2021. *Refer to attachments for report and minutes.*

### **Representation Arrangements**

- 3.5. Equal representation is interpreted as “one vote one value”, with a permitted tolerance of +/- 10 percent of population. The Census calculations for the tolerances for each of the proposed Wards are set out below based on the 2018 Statistics New Zealand Estimated Resident Population:

			<b>2013 Census</b>	<b>2018 Census</b>
District (at large)	Mayor		49,989	64,650
Kaiapoi-Woodend Ward	4 councillors	5 + 5 community board members (two community boards within two community areas)	18,410	24,900
Rangiora-Ashley Ward	4 councillors	8 community board members (one community board – two subdivisions consisting of 6 urban and 2 rural members)	21,309	26,700
Oxford-Ohoka Ward	2 councillors	6 community board members (one community board – two subdivisions consisting of 3 members apiece)	10,270	13,050
<b>Total elected members</b>	<b>10 Councillors 1 Mayor</b>	<b>24 Community Board members **</b>	<b>49,989</b>	<b>64,650</b>

- 3.6. The quota per Councillor based on the 2018 census data must represent between 5,820 and 7,110 people. Each of the four Councillors for the Kaiapoi-Woodend Ward based on the data will represent approximately 6,225 people. The four Councillors in the Rangiora-Ashley Ward will each represent 6,675 people and two Councillors from the Oxford-Ohoka Ward will each represent 6,525 people. Councillors would be elected by the whole ward in which they stand and not by subdivision, from those who are enrolled on the electoral roll within that particular ward. The incoming Council would then appoint Councillors to the Community Boards.

- 3.7. The population that each member will represent is as follows:

Ward	Population (2018 census)	Members (Councillors)	Population per member
Kaiapoi-Woodend Ward	24,900	4	6,225
Rangiora-Ashley Ward	26,700	4	6,675
Oxford-Ohoka Ward	13,050	2	6,525
Total	64,650	10	6,465

In accordance with section 19V(2) of the Local Electoral Act 2001 the population that each member represents must be within the range of 6,465 +/- 10% (5,820 to 7,110), unless particular community of interest considerations justify otherwise.

## 3.8. The Community Board areas to be retained are as follows:

Community Board	Area of Community
Kaiapoi-Tuahiwi Community Board	Located in the southern area of the Kaiapoi – Woodend Ward, including Clarkville, Kaiapoi and Tuahiwi
Woodend-Sefton Community Board	Located in the northern area of the Kaiapoi – Woodend Ward, including Woodend, Pegasus, Ravenswood, Waikuku and Sefton
Rangiora-Ashley Community Board	Located in the Rangiora-Ashley Ward
Oxford-Ohoka Community Board	Located in the Oxford-Ohoka Ward

## 3.9. The Community Board membership to be retained are as follows:

*Kaiapoi-Tuahiwi and Woodend-Sefton Community Boards*

The Kaiapoi-Tuahiwi and Woodend-Sefton Community Boards will each elect five (5) members. The boards will not be subdivided for electoral purposes. They will each have two appointed members as follows:

Community Board	Number of members from ward
Kaiapoi-Tuahiwi Community Board	2 members appointed from the Kaiapoi – Woodend Ward
Woodend-Sefton Community Board	2 members appointed from the Kaiapoi – Woodend Ward

*Rangiora-Ashley Community Board*

The Rangiora-Ashley Community Board will elect eight (8) members. Four members will be appointed to the Board from the Rangiora-Ashley Ward. The Rangiora-Ashley Community Board will be subdivided for electoral purposes as follows:

Subdivision	Area of Subdivision
Rangiora (urban)	Rangiora and Southbrook
Ashley (rural)	Fernside, Cust, Mairaki Downs, Ashley, Loburn and Okuku to the Garry River

The population that the members of each subdivision will represent is shown below:

Subdivision	Population (2018 census)	Board Members	Population per member
Rangiora (urban)	19,400	6	3,233
Ashley (rural)	7,360	2	3,680
Total	26,760	8	3,345

The population each member of the Rangiora-Ashley Community Board represents falls within the range of 3,345 +/- 10% (3,010 to 3,680) in accordance with section 19V(2) of the Act.

*Oxford-Ohoka Community Board*

The Oxford-Ohoka Community Board will elect six (6) members. Two (2) members will be appointed to the Board from the Oxford-Ohoka Ward.

The Oxford-Ohoka Community Board will be subdivided for electoral purposes as follows:

Subdivision	Area of Subdivision
Ohoka-Swannanoa	Ohoka, Mandeville, Swannanoa
Oxford	West Eyreton, Eyrewell, Oxford urban and rural, Lees Valley and Glentui

The population that the members of each subdivision will represent is shown below:

Subdivision	Population (2018 census)	Board Members	Population per member
Ohoka-Swannanoa	6,620	3	2,207
Oxford	6,450	3	2,150
Total	13,070	6	2,178

The population each member of the Oxford-Ohoka Community Board represents falls within the range of 2,180 +/- 10% (1,960 to 2,400) in accordance with section 19V(2) of the Act.

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

- 4.1. The Hearing Panel, (and the Working Group previously) considered the matter of the representation arrangements for the Rangiora-Ashley subdivisions, whilst retaining the current boundaries. Because of the population ratio there is a need to change the ratio of five elected board members in the Rangiora subdivision and three elected board members in the Ashley Subdivision. Two options were proposed through the consultation. Either remove the subdivision and elected all board members at large (whole Rangiora-Ashley Ward) or alternatively elect six board members for the Rangiora subdivision (which is considered more urban) and elect two board members for the Ashley subdivision (which is considered more rural). The proposal of retaining the subdivision was preferred by the Hearing Panel as it ensured fair representation. Nine of the fifteen submitters agreed with the proposal to change the ratio of five elected board members in the Rangiora Subdivision and three elected board members in the Ashley subdivision to six and two members respectively. Three submitters preferred the option to elect all board members 'at large', one preferred a rural board and two did not provide a reason.
- 4.2. The Hearing Panel unanimously recommend that the ward boundaries and subdivisions remain unchanged from current arrangements. This provides stability and consistency for electors and is within the population ratios.
- 4.3. Based on submitters feedback the Hearing Panel unanimously recommend that all names of wards and community boards remain unchanged for reasons of familiarity to electors and consistency.

- 4.4. The Hearing Panel recommend the number of elected members remain unchanged, including the continuation of the four community boards. Discussion did occur regarding the eastern ward of Kaiapoi-Woodend and the communities of interest, noting that the two community boards did serve different sectors of the ward area and that arrangements had generally worked well. It was appropriate that this area be reviewed during the next electoral cycle as the population was increasing and ward boundaries may require adjustment in three years time to more suitably enable fair representation.
- 4.5. The Council are required to deliberate on the following matters under the Local Electoral Act 2001 and section 19K(2) of the Act states "... that resolution must include an explanation of the reasons for the proposed change".
- 4.5.1. Section 19H Review of representation arrangements for elections of territorial authorities.
- 4.5.2. Section 19J Review of community boards.
- 4.5.3. Section 19K Requirements for resolution.
- 4.5.4. Section 19V Requirement for fair representation and other factors in determination of membership for wards, constituencies and subdivisions.
- 4.5.5. The number, names and boundaries for wards within the Waimakariri District.
- 4.5.6. The existence of community boards and wards they serve and names of those boards.
- 4.5.7. The representative membership of community boards.

### **Implications for Community Wellbeing**

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

- 4.6. The Chief Executive has reviewed this report and support the recommendations.

## **5. COMMUNITY VIEWS**

### **5.1. Mana whenua**

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

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

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

### **5.3. Wider Community**

The wider community is likely to be affected by, or to have an interest in the subject matter of this report. Consultation under the Special Consultative Procedure occurred district-wide with the community from 12 August to 27 September. Fifteen submissions were received with one submitter speaking at the hearing which was conducted on 12 October 2021. Formal notification in local papers will occur from 8 November, whereby a person may appeal the process November/early December 2021. Any appeal will be to the Local Government Commission who will consider matters before making a final determination for the 2022 electoral arrangements in the first quarter of 2022.

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

### **6.1. Financial Implications**

There are financial implications of the decisions sought by this report. If the proposal is adopted it is not anticipated to have an impact on budget provisions with either elected member remuneration or staff servicing costs. There is appropriate budget within the Governance operational budget for advertising and administration of the Representation Review and mapping confirmation with the Department of Statistics.

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

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

### **6.3. Risk Management**

There are not risks arising from the adoption/implementation of the recommendations in this report. All elements of the Council's representation proposals are subject to rights of appeal and/or objection. It is therefore important that the review process is robust and results in a defensible outcome.

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

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

## **7. CONTEXT**

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

This matter is a matter of significance in terms of the Council's Significance and Engagement Policy.

### **7.2. Authorising Legislation**

Local Electoral Act 2001, particularly Part 1A, Section 19A-19ZI.

Local Government Act 2002; particularly:

Section 3 "the purpose of this Act is to provide for democratic and effective local government that recognises the diversity of New Zealand Communities".

Section 14 "(1)(b) a local authority should make itself aware of, and should have regard to, the views of all of its communities; and (1)(c) when making a decision, a local authority should take account of: - (i) the diversity of the community, and the community's interests, within its district or region; and (ii) the interests of future as well as current communities; and (iii) the likely impact of any decision on each aspect of well-being referred to in subparagraphs (i) and (ii). (1)(d) a local authority should provide opportunities for Maori to contribute to its decision-making processes".

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

The Council's community outcomes are relevant to the actions arising from recommendations in this report. There are wide-ranging opportunities for people to contribute to the decision making by local, regional and national organisations that affects our District.

### **7.4. Authorising Delegations**

Legislative.



Councillor Williams asked if R Mather believed the role of a community board was to pass onto Councillors that local knowledge and understanding. R Mather advised she was not advocating to remove community boards, however she believed a Councillor had a more effective voice on Council than the Community Board. It was important that a representative from the Woodend-Sefton Community Board area was on Council to provide that voice.

Mayor Gordon thanked R Mather for her submission and noted the Council would take her submission into consideration when making their decision in early November.

**4**     **REPORT**  
**2022 - 2025 Local Body Election Representation Arrangements – S Nichols (Governance Manager)**

S Nichols took the report as read. The report outlined the process undertaken to this point and provided an update on submissions received during the formal consultation. A full report for a decision on the final proposal would come before the Council on 2 November 2021.

The consultation had been carried out over a six week period. That consultation period also included the time that 3 Waters consultation occurred and therefore experienced a large increase in visitors to the Council's consultation page 'LetsTalk, thus providing additional exposure to the community about the Representation Review consultation. However the total number of submissions received was 15.

The submissions did reflect evidence and conversations from earlier in the process with taking a pragmatic approach to the election arrangements for 2022 elections as the majority supported the status quo. With regard to the feedback for abolishing subdivisions Sarah Nichols noted that they aided representation by helping avoid the dominance of urban areas. Once the election concluded the subdivision line was effectively erased and all members of a community board were consulting on all of the issues put before them for that Ward or in the case of the eastern ward, the two community areas.

Councillor Doody asked for clarification on timing of the representation review. S Nichols explained that legally a review had to occur every six years but it could be completed every three years if the Council believed there was good reason. Staff would be strongly recommending to the incoming Council that in 2023 there be another review. At that time there would be updated census data, improved growth data, (especially in high growth areas), and clearer direction of the local government reforms and how that may impact future elections.

Councillor Redmond asked how the recent government decision to potentially extend the local government term by one year affect the representation in 2023. S Nichols commented as there had been no legislative change, just musings at this stage there was no impact.

Councillor Redmond asked if there needed to be a commitment to review now. S Nichols advised that was a decision for the new Council, in early 2023. Any review would occur in 2024 ahead of the 2025 local body elections. This Council was only looking at arrangements for the 2022 elections.

Moved: Councillor Williams

Seconded: Councillor Atkinson

**THAT** the Council:

- (a)     **Receives** Report No. 210930157886.
- (b)     **Receives** and considers all submissions.
- (c)     **Notes** that 15 submissions were received during the consultation and one person will speak to their submission at the hearing.

- (d) **Notes** that the Council will consider and deliberate representation arrangements for the Local Body elections to be held in October 2022 at a Council meeting to be held on 2 November 2021.

**CARRIED**

Councillor Williams commented there had been good discussion previously on the Representation Review, with the few submissions received the indication was generally that the arrangements were working reasonably well.

Councillor Atkinson commented that in another three years the Council would be in a much better position to make changes if required. It was sensible to retain a 'holding pattern' at this time until more was known about the direction of local government reforms. He commented on issues with the current census data.

Councillor Barnett expressed sympathy with the submitter. Six years ago, in the last review, the Woodend-Ashley Ward was removed and since then she believed the Woodend/Pegasus area had lacked local knowledge around the Council table. However, boundaries changed over time, and members moved over time, meaning it was a reality that they were 'Councillors at large' and it was important that they were in touch with all communities. She noted the growth in the Woodend-Sefton area and commented that in the future that population may exceed that of Oxford-Ohoka who currently had two Council representatives. She believed changing now would be premature. She encouraged those in the Kaiapoi-Woodend Ward to be in touch with the community board members as 'eyes and ears' of that community. She believed the growth currently occurring in the Woodend Pegasus area would require changes for the next review.

Mayor Gordon supported the resolution and commented there were only minor changes required and the present arrangement was serving well. While he understood the comments of the submitter who had made good points, the Council was not in a position to consider extensive changes at the moment. He knew how well the members around the table advocated for their communities and how well connected they were. Mayor Gordon commented that the Community Boards had an important function also and he tried to attend as many board meetings as possible. Regular briefings were held with community boards for joint conversations around topical issues.

Councillor Redmond had found the submissions interesting, commenting there was a full spectrum of opinion from those wanting 'at large' elections to those wanting a more geographic split. He commented while there was no perfect solution he felt the present system was serving as well as it could. He noted the current population growth in the Kaiapoi-Woodend Ward, particularly Ravenswood. The community elected the Council who they thought would serve best. He was in the unusual position of not living in the ward or district and commented on the importance of connecting to communities they served. The current system was not perfect but he was supportive of the resolution.

Councillor Doody welcomed a review in three years especially considering the growth in areas such as Woodend and Mandeville.

There being no further business, the hearing concluded at 1.54pm.

CONFIRMED

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

\_\_\_\_\_  
Date

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR INFORMATION**

**FILE NO and TRIM NO:** GOV-03-03/210930157886

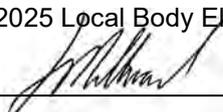
**REPORT TO:** COUNCIL HEARING

**DATE OF MEETING:** 12 October 2021

**AUTHOR(S):** Sarah Nichols, Governance Manager

**SUBJECT:** 2022 - 2025 Local Body Election Representation Arrangements

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

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

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

**1. SUMMARY**

- 1.1. The purpose of this report is to provide information, primarily public submissions, for the Council to consider a final proposal of the representation arrangements on 2 November 2021.
- 1.2. The Council will deliberate on the final proposal on 2 November 2021, as part of the scheduled ordinary meeting. Following decisions of that meeting the final proposal will be advertised for one month, calling for any objections. If any objections are received to the final proposal then the Local Government Commission will hear and consider the matter in early 2022, before confirming the final determination.

Attachments:

- i. Consultation documentation (Trim 210727122614)
- ii Submissions to be heard (Trim 210930157921)
- ii. Complete public submissions (Trim 210930157911)

**2. RECOMMENDATION**

**THAT** the Council:

- (a) **Receives** Report No. 210930157886.
- (b) **Receives** and considers all submissions
- (c) **Notes** that 15 submissions were received during the consultation and one person will speak to their submission at the hearing.
- (d) **Notes** that the Council will consider and deliberate representation arrangements for the Local Body elections to be held in October 2022 at a Council meeting to be held on 2 November 2021.

**3. BACKGROUND**

- 3.1. The Local Electoral Act 2001 (LEA) sets out the requirement for local authorities to review the arrangements for Council elections at least once every six years, with the last review held by the Council in 2015 affecting the 2016 and 2019 local body elections.

- 3.2. This review has focused on the 2022 local body elections. Staff will be recommending to the incoming Council that another Representation Review occur in early 2023, ahead of the 2025 local body elections.
- 3.3. Key steps of the process followed to date have been:
- 4 August 2020 Council Report – introduced process, established Working Party
  - August 2020 Reports to Boards – introduced process, members for Working Party
  - November 2020 population statistics provided by Local Government New Zealand (LGNZ)
  - December 2020 update provided to Te Ngāi Tūāhuriri Rūnanga
  - 9 February - update to Mahi Tahī Joint Development Committee
  - 10 February 2021 – workshop with Rangiora-Ashley Community Board regarding subdivision
  - 23 February 2021 Council Report – confirmation of First Past the Post voting
  - March 2021 workshops with each Community Board, receiving views
  - 3 August 2021 Council Report – approves Special Consultative Procedure for period 12 August to 27 September 2021.
- 3.4. Based on advice from the Representation Review Working Party, community board feedback, staff advice and legislative compliance requirements as set out in the Local Electoral Act 2001 and Local Government Commission guidelines, the resolution from Council was for the Special Consultative Procedure to consult on the proposal to retain, in the majority of circumstances, the current representation arrangements.
- 3.5. Statistics from LGNZ showed that the subdivision arrangements for the Rangiora-Ashley Community Board (RACB) no longer met the threshold of fair representation of electors. The consultation included the proposal to resolve this by changing the ratio of elected members from five in the Rangiora subdivision and three in the Ashley subdivision to six and two members respectively. The alternative proposed was to remove the RACB subdivision completely and elect board members at large.
- 3.6. Through the special consultative procedure, social media was utilised and the “Bang the Table” interactive forum was accessible on the Council consultation pages. Along with newspaper adverts directing people to the website for more information, submission forms were available in hard copy at the Libraries, Service Centres and Community Centres of Pegasus and Woodend. Elected members were also encouraged to raise the awareness of this consultation. The Mayor raised awareness of the consultation through his regular radio slot with Compass FM.

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

- 4.1. During the Special Consultative Procedure fifteen submissions were received. One via email, and fourteen through the Let’s Talk page of the Council website. One submitter wished to speak to their submission.
- 4.2. There were approximately 2,300 visitors to the Let’s Talk landing page between the consultation period of 12 August and 27 September (the period coincided with the 3 Waters consultation). There were 136 specific views to the Representation Review consultation information.
- 4.3. All submitter’s agreed with retaining the current ward names. Fourteen of the fifteen submitters agreed with retaining the current board and subdivision names with one submitter expressing a strong preference to retaining all names. There were no suggested alternative naming.

- 4.4. Thirteen of the fifteen submitters were supportive of retaining the current boundaries. One submitter expressed preference for 'at large' elections for councillors and community boards. One submitter did not provide an answer to that question.
- 4.5. Twelve of the fifteen submitters were supportive of having ten councillors. Two submitters wanted to reduce (one for cost savings, one preferred outreach offices). One submitter wanted to increase elected members (for full representation).
- 4.6. Thirteen of the fifteen submitters agreed community boards aid representation to the Council and agreed with retaining the current four community boards. Two submitters believed they did not aid representation and disagreed with retaining them. One of those who disagreed preferred outreach offices and the other was concerned that rural people were not fairly represented and suggested a rural board for rural communities and needs.
- 4.7. Nine of the fifteen submitters agreed with the proposal to change the ratio of five elected board members in the Rangiora Subdivision and three elected board members in the Ashley subdivision to six and two members respectively. Three submitters preferred the option to elect all board members 'at large', one preferred a rural board and two did not provide a reason.
- 4.8. Summary of submitter responses provided on the next page.

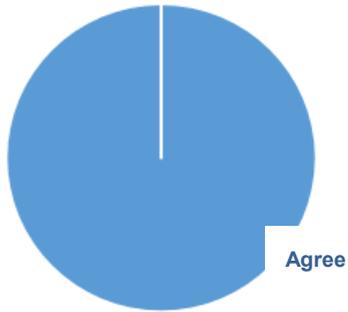
#### **Implications for Community Wellbeing**

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

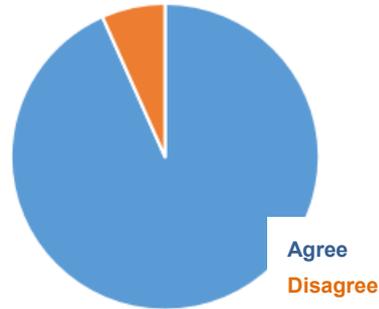
- 4.9. The Management Team has reviewed this report and support the recommendations.

**SUMMARY OF SUBMITTER RESPONSES**

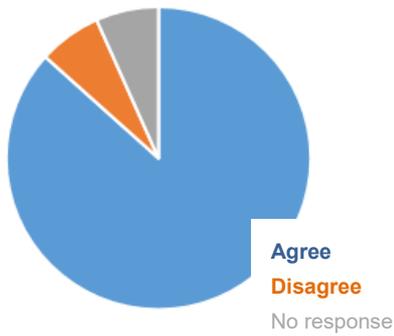
Agree with ward names



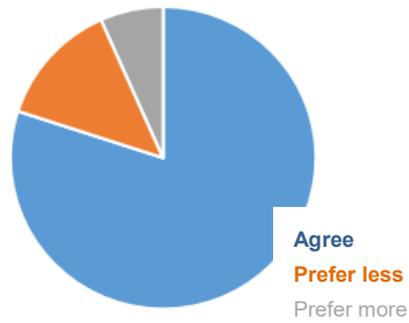
Agree with board and subdivision names



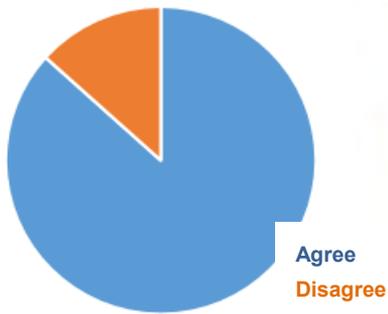
Agree with current boundaries



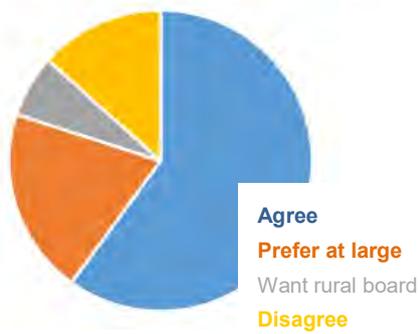
Agree with 10 councillors



Agree with retaining boards



Agree with RACB subdivision change



## **5. COMMUNITY VIEWS**

### **5.1. Mana whenua**

Te Ngāi Tūāhuriri hapū are likely to be affected by, or have an interest in the subject matter of this report. They have been consulted on several occasions prior to consultation and are supportive of the proposal.

### **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, they have been provided the opportunity to have their views considered during the formal consultation

### **5.3. Wider Community**

The wider community is likely to be affected by, or to have an interest in the subject matter of this report and were able to have their views considered during the formal consultation.

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

### **6.1. Financial Implications**

There are financial implications of the decisions sought by this report. The proposal that went to public consultation retained the current number of elected members, being 10 councillors, Mayor and 24 board members. If the proposal is adopted it is not anticipated to have an impact on Annual Plan budget provisions (as previously indicated in the LTP) with either elected member remuneration or staff servicing costs. There is appropriate budget within the Governance operational budget for advertising and administration of the Representation Review and mapping confirmation with the Department of Statistics.

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

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

### **6.3. Risk Management**

There are not risks arising from the adoption/implementation of the recommendations in this report. All elements of the Council's representation proposals are subject to rights of appeal and/or objection. It is therefore important that the review process is robust and results in a defensible outcome.

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

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

## **7. CONTEXT**

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

This matter is a matter of significance in terms of the Council's Significance and Engagement Policy.

## 7.2. **Authorising Legislation**

Local Electoral Act 2001, particularly Part 1A, Section 19A-19ZI.

Local Government Act 2002; particularly:

Section 3 “the purpose of this Act is to provide for democratic and effective local government that recognises the diversity of New Zealand Communities”.

Section 14 “(1)(b) a local authority should make itself aware of, and should have regard to, the views of all of its communities; and (1)(c) when making a decision, a local authority should take account of: - (i) the diversity of the community, and the community’s interests, within its district or region; and (ii) the interests of future as well as current communities; and (iii) the likely impact of any decision on each aspect of well-being referred to in subparagraphs (i) and (ii). (1)(d) a local authority should provide opportunities for Maori to contribute to its decision-making processes”.

Section 82 and 83: The community engagement and consultation outlined in this report reflect the requirements of the Local Electoral Act 2001 and the Local Government Act 2002.

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

The Council’s community outcomes are relevant to the actions arising from recommendations in this report. There are wide-ranging opportunities for people to contribute to the decision making by local, regional and national organisations that affects our District.

## 7.4. **Authorising Delegations**

Legislative.



Freepost Authority Number 1667



Attention: Sarah Nichols  
 Representation Review  
 Waimakariri District Council  
 Private Bag 1005  
 Rangiora 7440

Fold along here

Please seal on all sides with tape.

Fold along here

**Contact Information**

Name:

Group:

Email:

Phone:

Postal address:

Your feedback can be sent by mail, dropped into any Service Centre, emailed to **representation@wmk.govt.nz** or completed online at **waimakariri.govt.nz/letstalk**

Privacy Statement – information collected only for purposes related to Representation Review Consultation and all contact information stored securely.

I wish my private information not to be made public. (This will be viewed by the Council and staff only).

# LET'S TALK ABOUT REPRESENTATION REVIEW

LET'S  
TALK



## WHAT DO YOU THINK?

The Council is seeking your views as we make sure Waimakariri's representation arrangements continue to meet the District's needs ahead of the October 2022 local body elections.

### How will you be represented at your Council?

The role of elected members, our Mayor, Councillors and Community Board members, includes acting as a voice for the local community. We are looking for ideas and feedback on whether our arrangement for fair and effective representation meet the needs and expectations of the District.

### What is the Representation Review?

To ensure councils retain effective and fair representation for the community, all territorial authorities are required under the Local Electoral Act 2001 to review their representation arrangements at least every six years. The last time this Council undertook a review was for the 2016 Local Government elections. You can learn more about Representation Reviews on the Local Government Commission website [lgc.govt.nz](http://lgc.govt.nz)

The Council needs to work from the most recent Census data statistics (2018) to ensure the ratio of elected members to population is balanced and fair across the District. This can be complex when considering the growth Waimakariri is experiencing and the need to ensure everyone is fairly represented.

### What are 'communities of interest'?

When looking at boundaries for local representation, we are required to consider 'communities of interest'. This term can be subjective, however we generally consider three factors:

1. A sense of belonging to an area
2. An ability to meet the community requirements for services
3. An ability politically to represent the interest of the community.

### What do we need to decide?

- The total number of councillors there should be for the District and the way they are elected - at 'large' or by ward.
- The boundaries of wards and their names.
- Whether there should be community boards in the District and, if so, the number of boards; their names and boundaries; the number of members for each board including any appointed members; and whether the board area should be subdivided for electoral purposes.

### What do we need to consider when making decisions?

- What are the District's communities of interest?
- What are the best means to provide effective representation of communities of interest?
- What is fair representation of electors?

# LET'S TALK ABOUT REPRESENTATION REVIEW

## What representation do we have now?

This map shows the current arrangements:



Waimakariri District

- One Mayor elected from the whole of the District.
- Ten Councillors elected from three different Wards.

Ward	Number of Councillors	Population
Oxford-Ohoka Ward	2	13,050
Rangiora-Ashley Ward	4	26,700
Kaipoi-Woodend Ward	4	24,900
		64,650

- Four Community Boards.

Board	Subdivision No of members		Total members	Population
Oxford-Ohoka Community Board	Oxford 3	Ohoka 3	6	13,050
Rangiora-Ashley Community Board	Ashley 3	Rangiora 5	8	26,700
Woodend-Sefton Community Board	No subdivision		5	9,240
Kaipoi-Tuahivi Community Board	No subdivision		5	15,650

More information about our Councillors and Community Boards can be found here: [waimakariri.govt.nz/your-council/council-boards-and-committees](http://waimakariri.govt.nz/your-council/council-boards-and-committees)

## Will Waimakariri have a Māori Ward?

Waimakariri is one of eleven councils in New Zealand where the Māori electoral population is not sufficient to

meet the threshold for the option to establish a Māori ward. Therefore this is not applicable for the Waimakariri District October 2022 local body elections.

The Council supports Māori involvement in decision making and in 2020 the Mahi Tahī Joint Development Committee was established in partnership between Te Ngāi Tūāhuriri Rūnanga and Waimakariri District Council to further develop our working relationship and increase decision-making 'at the table'. Any changes to representation arrangements will be made in consultation with Te Ngāi Tūāhuriri Rūnanga.

## What needs to change?

The members of the Rangiora-Ashley Community Board are elected from two subdivisions (or areas) that can be largely thought of as an urban subdivision and a rural subdivision. As the growth of Rangiora has exceeded that of the rural areas, changes need to be made to ensure the representation arrangements remain fair.

## What is the cost of representation?

A democratic system requires financial and other resources to support its function, however cost is not an aspect that is considered for the Representation Review as that relates to democracy. The remuneration of elected members is set independently by the Remuneration Authority. Legally we must have at least six councillors, and a maximum of 30. In our District, we think the current number of 10 councillors provides fair representation to the community and adequately provides for the work involved in making decisions on your behalf.

## The Process/Timeline

- Public Consultation - 12 August-27 September 2021
- Hearing of Submissions - Tues 12 October (morning)
- Council consider final proposal - Tues 2 November
- Final Proposal advertised and advised to Local Government Commission - 8 November
- Appeals to the Commission - 8 November-8 December 2021
- Local Government Commission consider any appeals - February 2022
- Local Government Commission confirm final representation arrangements for the 8 October 2022 local body elections - March 2022.

## QUESTIONS

**Q1.** Do you agree with retaining the current Boundaries  Yes  No (refer to [waimakariri.govt.nz/your-council/local-body-elections](http://waimakariri.govt.nz/your-council/local-body-elections) for more info).

Do you agree with retaining the current ward names?

Kaiapoi-Woodend Ward  Yes  No

Rangiora-Ashley Ward  Yes  No

Oxford-Ohoka Ward  Yes  No

Do you have alternative suggestions for ward names?

**Q2.** Do you believe that 10 is the right number of councillors to represent the interest of our District?  Yes  No

If not, what would you consider the right number of councillors to be and why?

**Q3.** Do you believe community boards aid representation to the Council?  Yes  No

If not, what could be done differently to ensure that community boards better represent you and subsequent decisions of the Council?

Do you agree with retaining the current four community boards?  Yes  No

If not what changes would you make and why?

**Q4.** Do you agree with retaining the current community board names:

Woodend-Sefton Community Board  Yes  No

Kaiapoi-Tuahiwi Community Board  Yes  No

Rangiora-Ashley Community Board  Yes  No

Oxford-Ohoka Community Board  Yes  No

To view a copy of the Local Government Commission determination 2016 visit [waimakariri.govt.nz/data/assets/pdf\\_file/0016/21238/4549540DA-Blank-Document.pdf](http://waimakariri.govt.nz/data/assets/pdf_file/0016/21238/4549540DA-Blank-Document.pdf)

**Q5.** Do you agree with retaining the current subdivision names: Rangiora and Ashley Subdivisions  Yes  No  
Ohoka-Swannanoa and Oxford Subdivisions  Yes  No

### Proposal

Assuming that our current boundaries remain as they are, there are two options for ensuring that the Rangiora-Ashley Community Board subdivision continues to remain fair. Because of population ratios there is a need to change the ratio of five elected board members in the Rangiora subdivision and three elected board members in the Ashley subdivision to either:

**Proposal:** Six elected board members in Rangiora subdivision and two elected board members from the Ashley subdivision.

Do you support this proposed change?  Yes  No

Why do you/don't you support this proposed change?

**Alternative:** remove the subdivision and elect all board members at large (the whole ward).

Do you have any other comments regarding representation matters such as:

- ward boundaries
- community boards
- elected member numbers
- ward/board names

Following this formal consultation, which will include hearings, the Council will make a recommendation in November to the Local Government Commission, who in March/April 2022 will determine the final representation arrangements ahead of the October 2022 Local Body Elections.

Hearings will occur on the morning of Tuesday 12 October 2021 in Council Chambers, Rangiora Service Centre, 215 High Street, Rangiora.

Your written submission will be considered by the Council at the hearing.

I wish to speak at the hearing to my submission.

If you would like to comment further, please feel free to include additional pages inside the envelope if you wish.

# Project Report

01 July 2021 - 27 September 2021

## Let's Talk Waimakariri

### Let's Talk About Representation Review



#### Visitors Summary

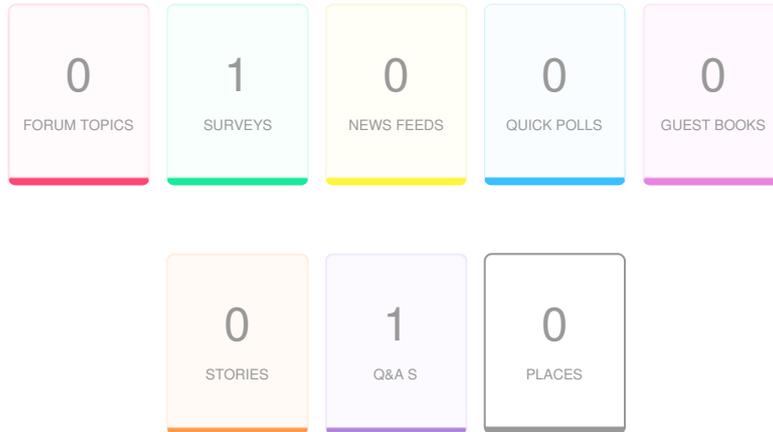


#### Highlights



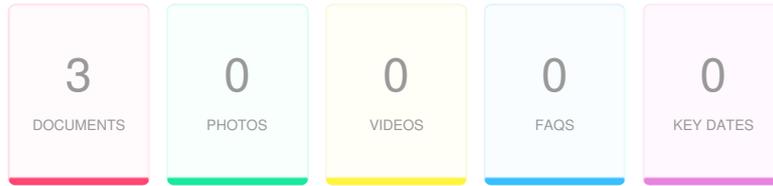
Aware Participants	113	Engaged Participants	14		
Aware Actions Performed	Participants	Engaged Actions Performed	Registered	Unverified	Anonymous
Visited a Project or Tool Page	113				
Informed Participants	52	Contributed on Forums	0	0	0
Informed Actions Performed	Participants	Participated in Surveys	14	0	0
Viewed a video	0	Contributed to Newsfeeds	0	0	0
Viewed a photo	0	Participated in Quick Polls	0	0	0
Downloaded a document	7	Posted on Guestbooks	0	0	0
Visited the Key Dates page	0	Contributed to Stories	0	0	0
Visited an FAQ list Page	0	Asked Questions	0	0	0
Visited Instagram Page	0	Placed Pins on Places	0	0	0
Visited Multiple Project Pages	36	Contributed to Ideas	0	0	0
Contributed to a tool (engaged)	14				

## ENGAGEMENT TOOLS SUMMARY



Tool Type	Engagement Tool Name	Tool Status	Visitors	Contributors		
				Registered	Unverified	Anonymous
Qanda	Got a question?	Published	23	0	0	0
Survey Tool	Your Feedback	Published	29	14	0	0

## INFORMATION WIDGET SUMMARY



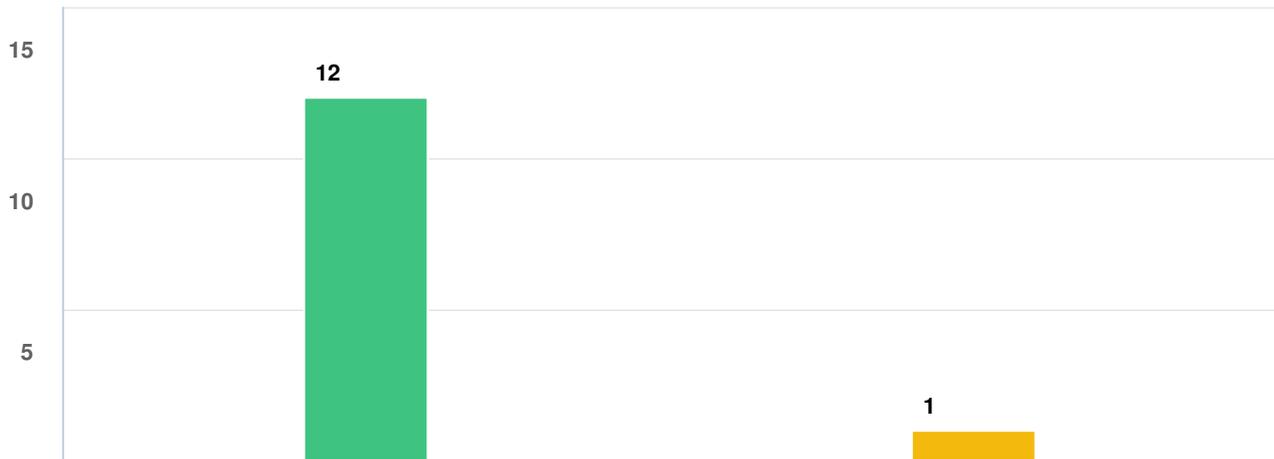
Widget Type	Engagement Tool Name	Visitors	Views/Downloads
Document	Let s Talk: Representation Review Fillable PDF	5	6
Document	Local Government Commission Determination 2016	2	4
Document	Waimakariri Local Body Elections	0	0

## ENGAGEMENT TOOL: SURVEY TOOL

### Your Feedback

Visitors <b>29</b>	Contributors <b>14</b>	CONTRIBUTIONS <b>14</b>
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#### Do you agree with retaining the current boundaries?



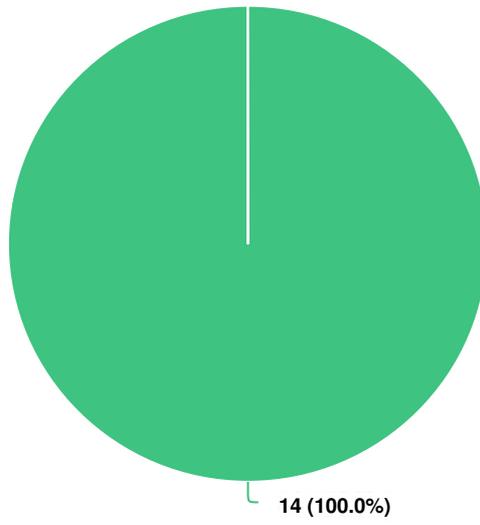
#### Question options

- Yes
- No

Optional question (13 response(s), 1 skipped)

Question type: Checkbox Question

Agree with Ward Name:  
Kaiapoi-Woodend Ward



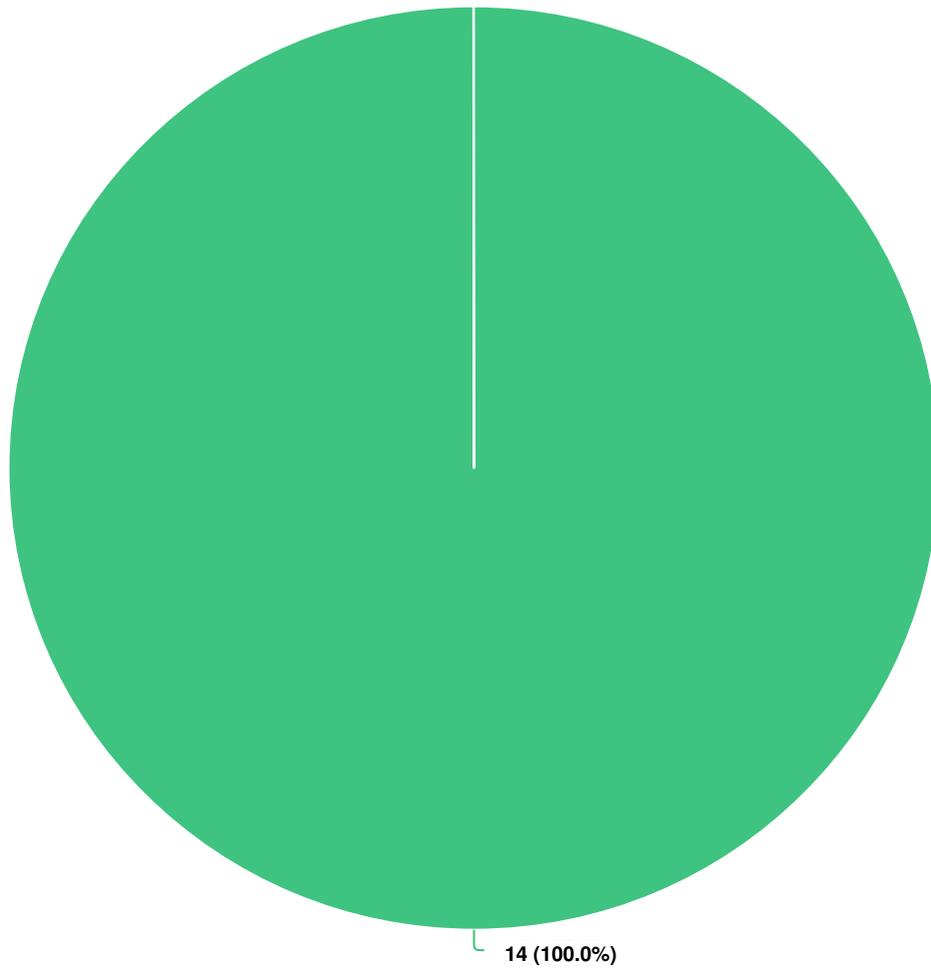
**Question options**

- Yes

*Optional question (14 response(s), 0 skipped)*

*Question type: Radio Button Question*

Agree with Ward Name:  
Rangiora-Ashley Ward



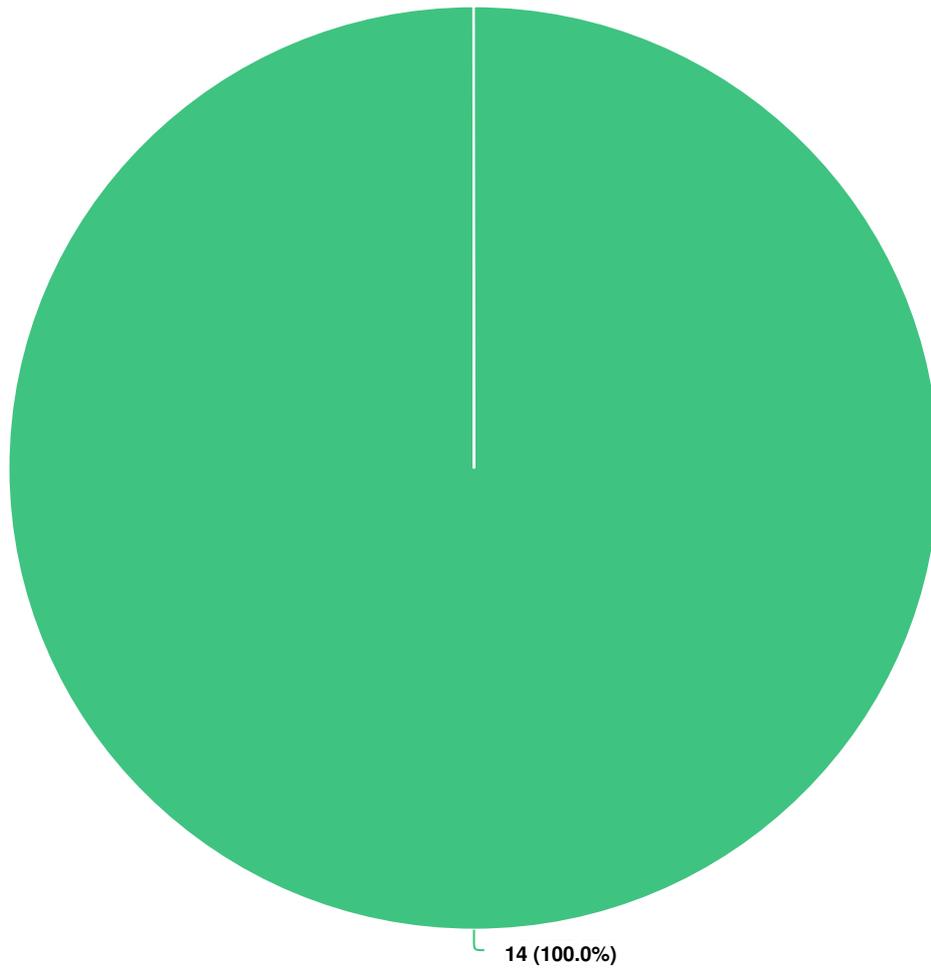
**Question options**

- Yes

*Optional question (14 response(s), 0 skipped)*

*Question type: Radio Button Question*

Agree with Ward Name:  
Oxford-Ohoka Ward



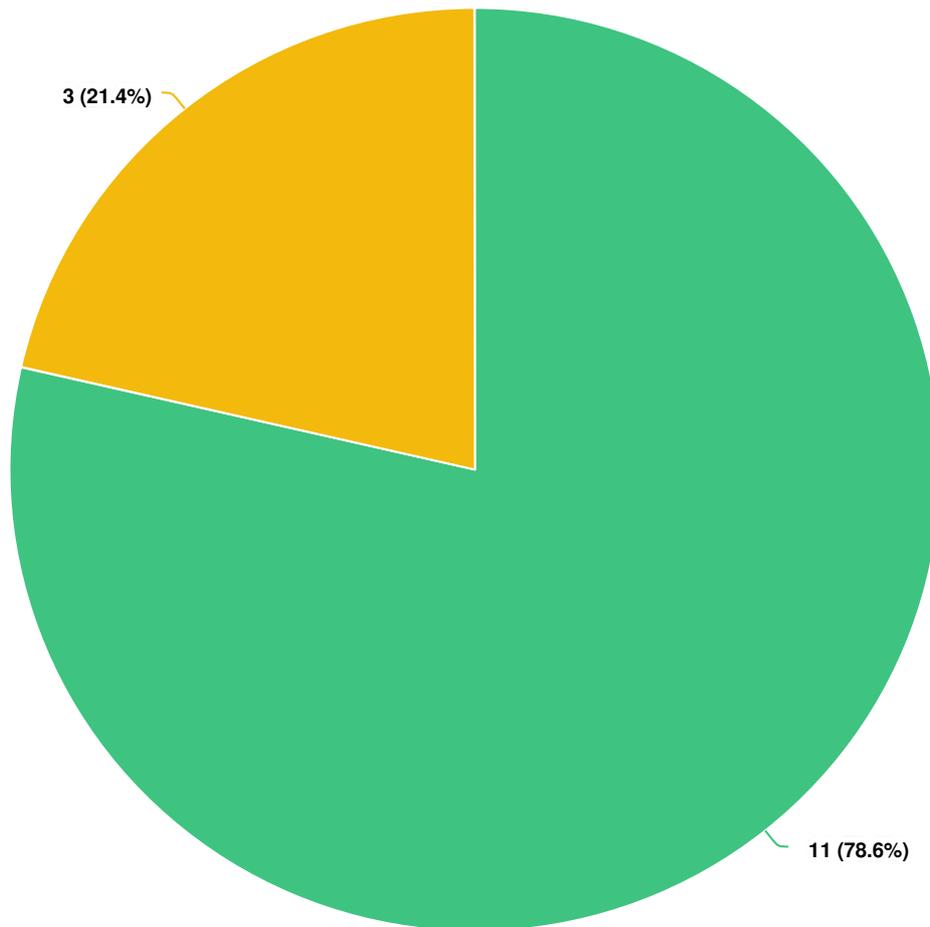
**Question options**

- Yes

*Optional question (14 response(s), 0 skipped)*

*Question type: Radio Button Question*

**Do you believe that 10 is the right number of councillors to represent the interests of our District?**



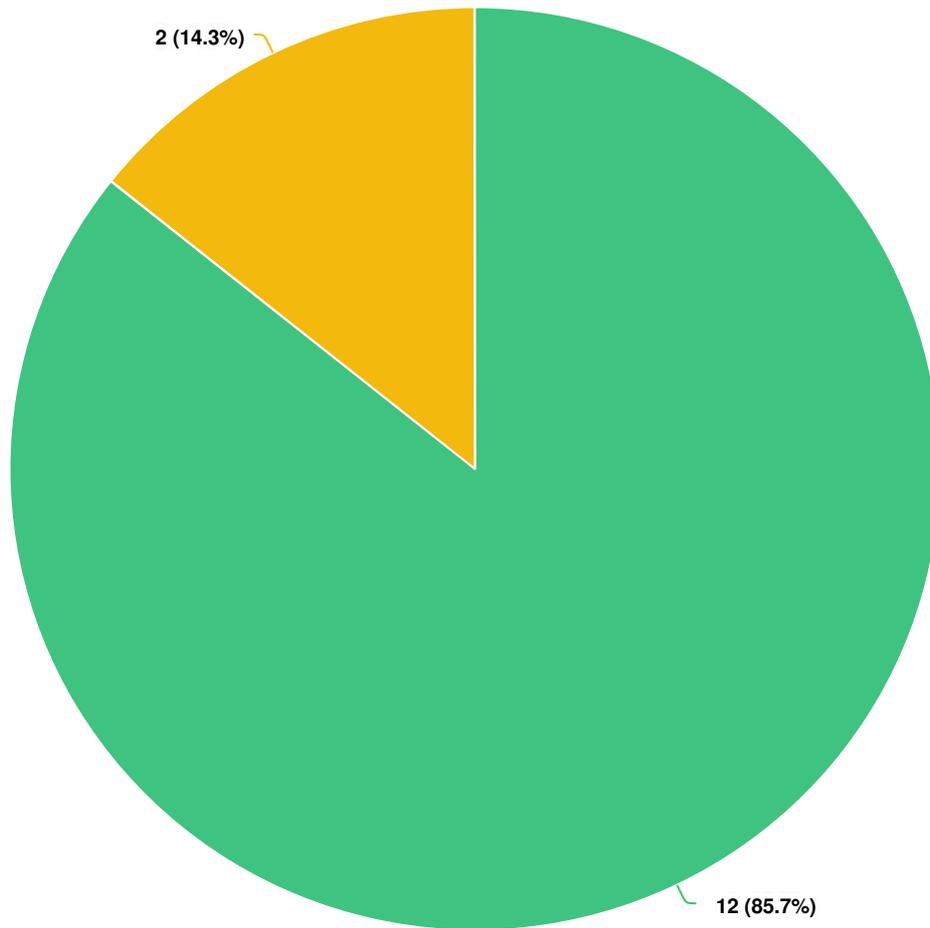
**Question options**

- Yes
- No

Optional question (14 response(s), 0 skipped)

Question type: Radio Button Question

Do you agree community boards aid representation to the Council?



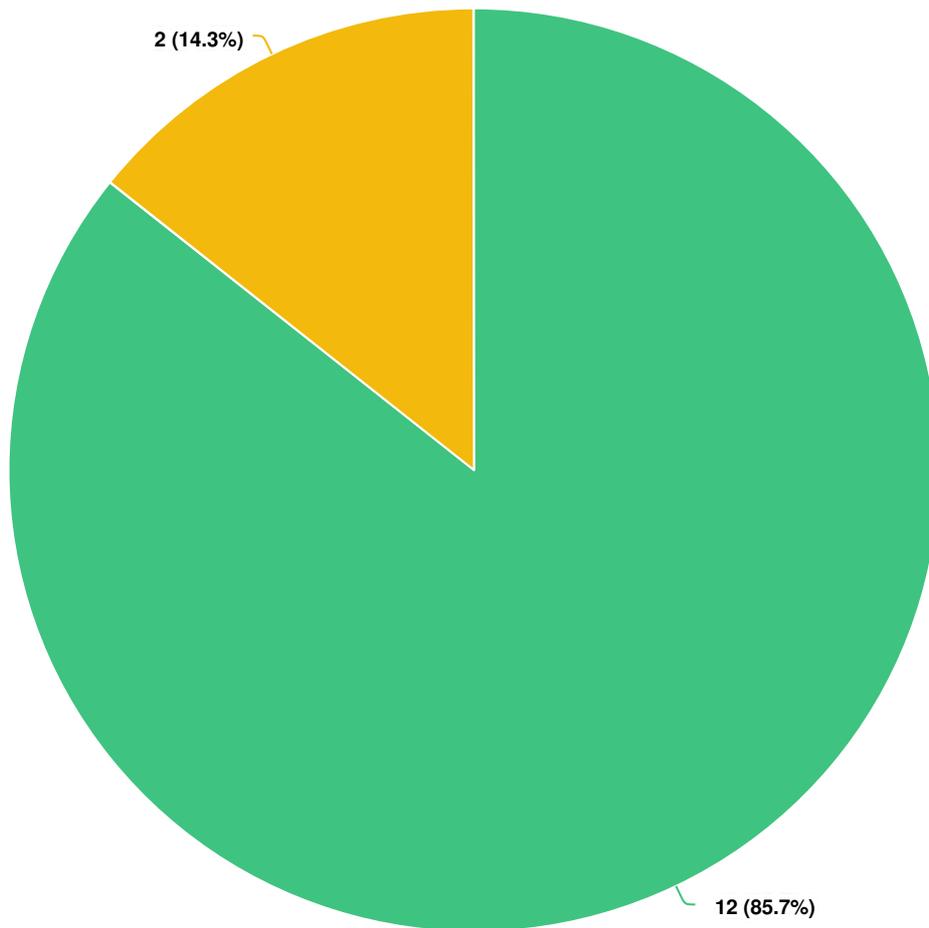
**Question options**

- Yes
- No

Optional question (14 response(s), 0 skipped)

Question type: Radio Button Question

### Do you agree with retaining the current four community boards?



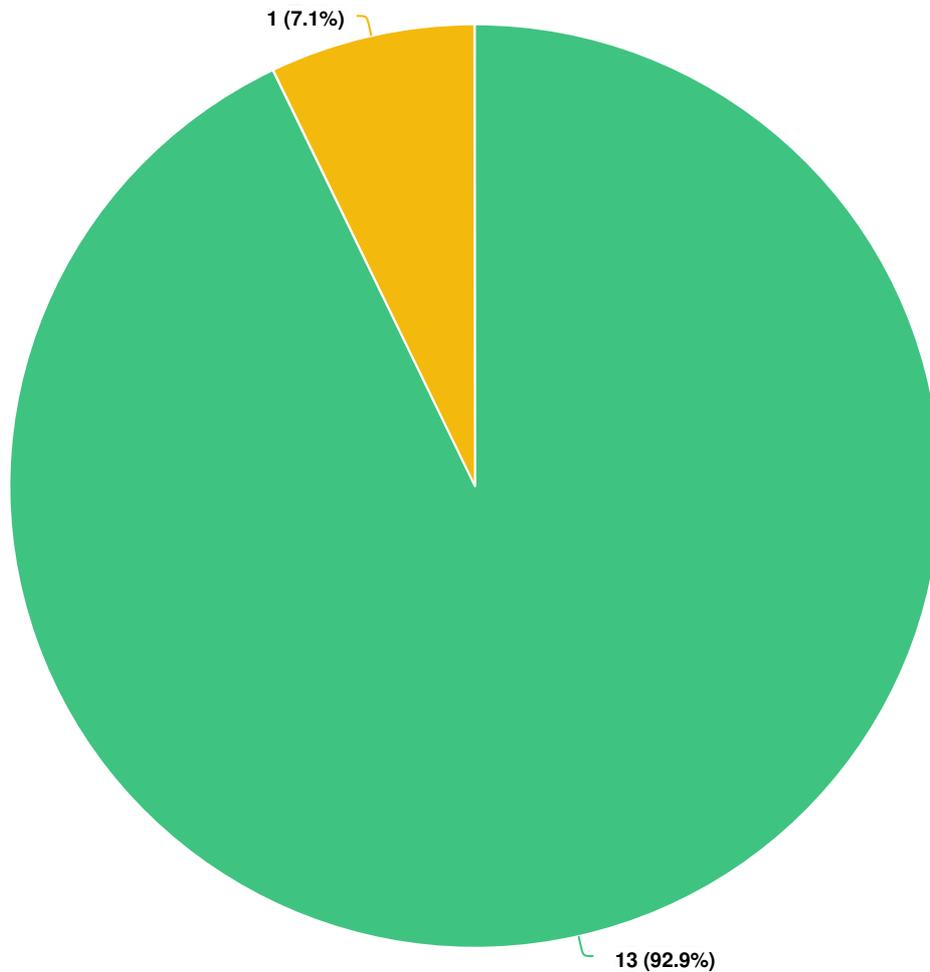
#### Question options

- Yes
- No

Optional question (14 response(s), 0 skipped)

Question type: Radio Button Question

Agree with name: **Woodend-Sefton Community Board**



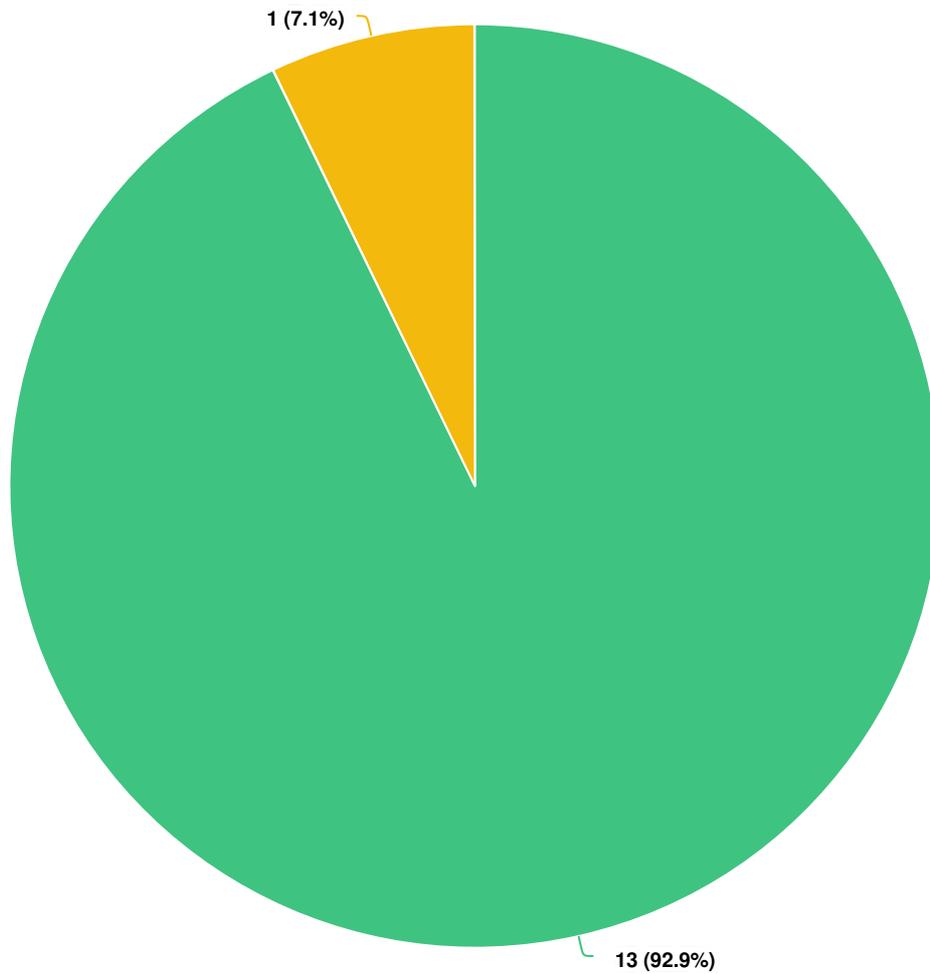
**Question options**

- Yes
- No

*Optional question (14 response(s), 0 skipped)*

*Question type: Radio Button Question*

Agree with name: **Kaiapoi-Tuahiwi Community Board**



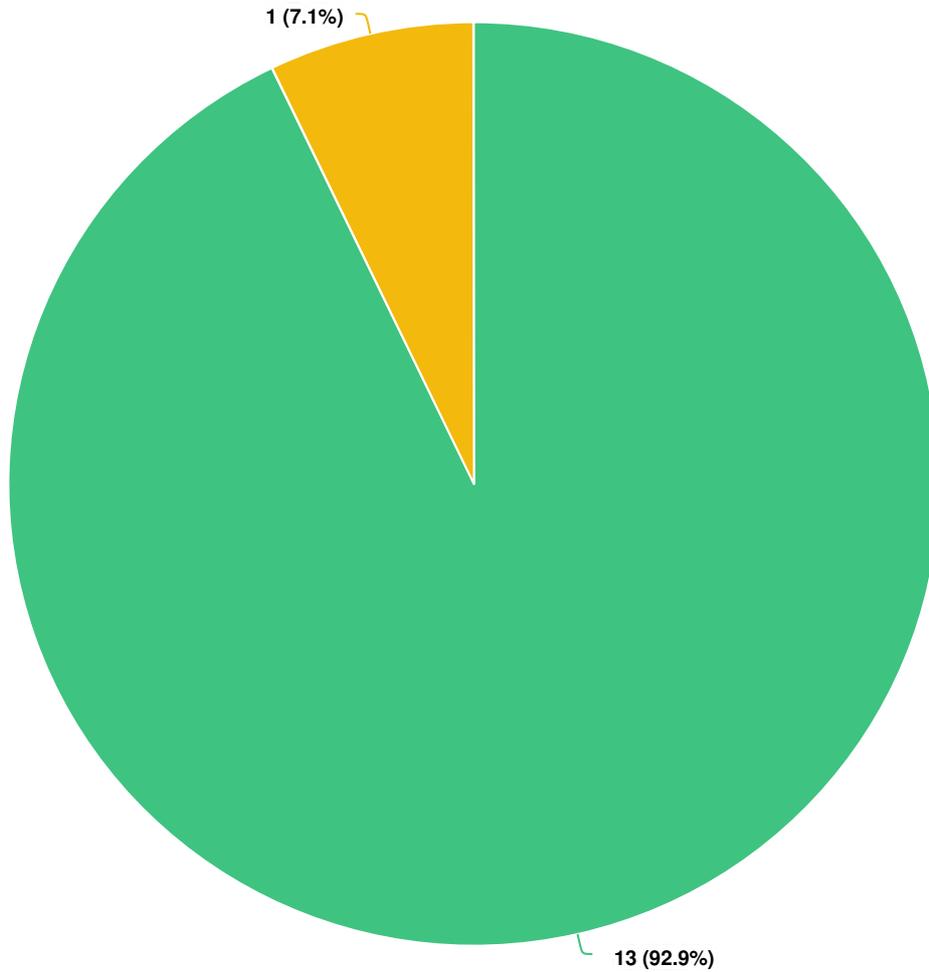
**Question options**

- Yes
- No

Optional question (14 response(s), 0 skipped)

Question type: Radio Button Question

Agree with name: **Rangiora-Ashley Community Board**



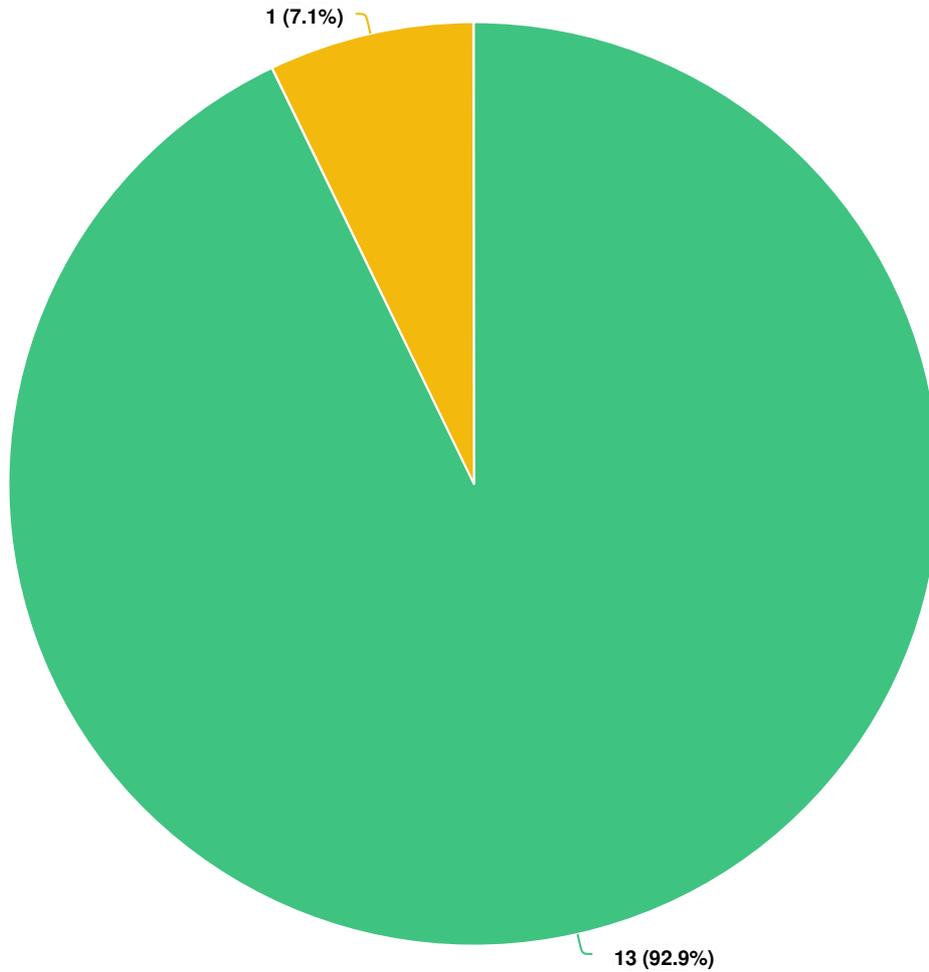
**Question options**

- Yes
- No

*Optional question (14 response(s), 0 skipped)*

*Question type: Radio Button Question*

Agree with name: Oxford-Ohoka Community Board



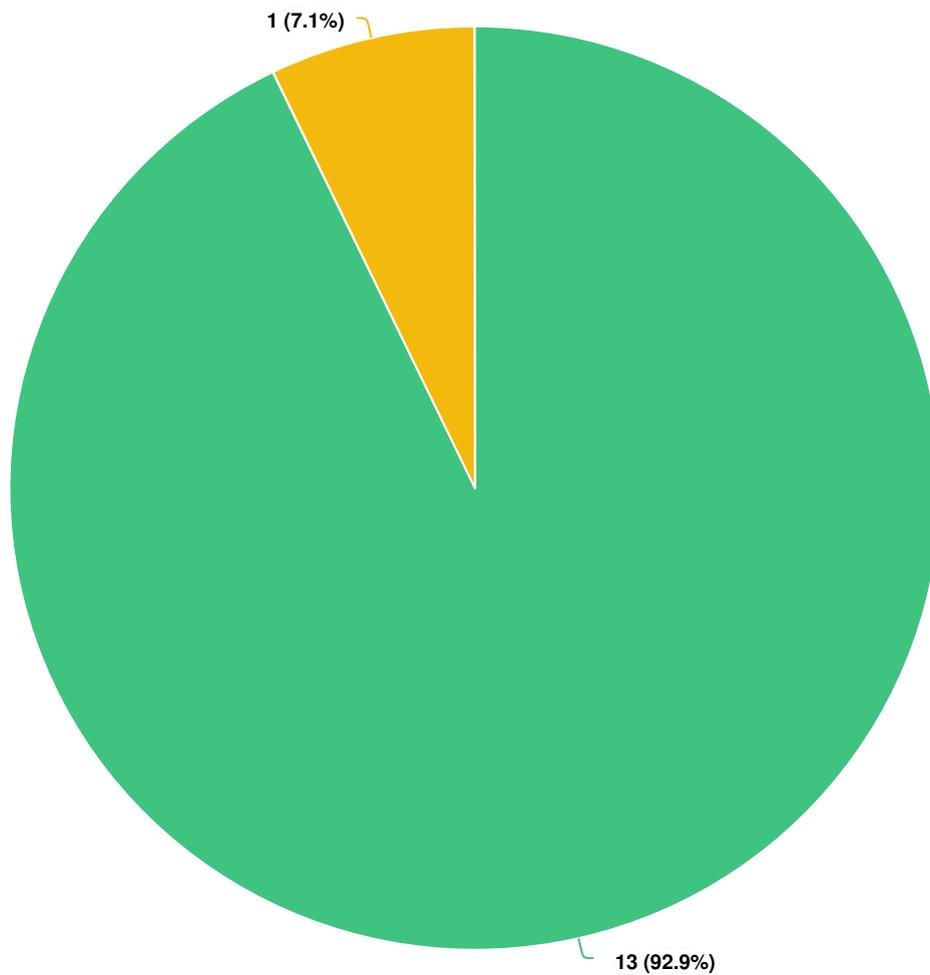
**Question options**

- Yes
- No

Optional question (14 response(s), 0 skipped)

Question type: Radio Button Question

### Agree with names for: Rangiora and Ashley Subdivisions



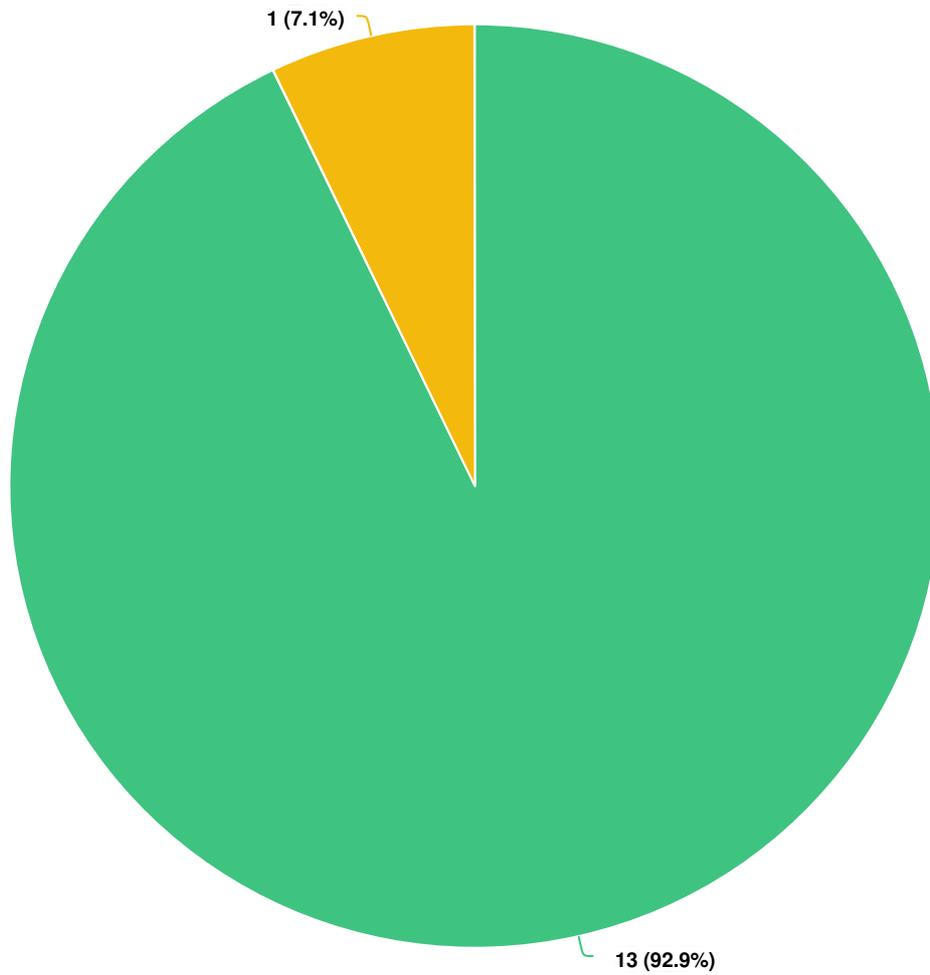
#### Question options

- Yes
- No

Optional question (14 response(s), 0 skipped)

Question type: Radio Button Question

Agree with names for: **Ohoka-Swannanoa and Oxford Subdivisions**



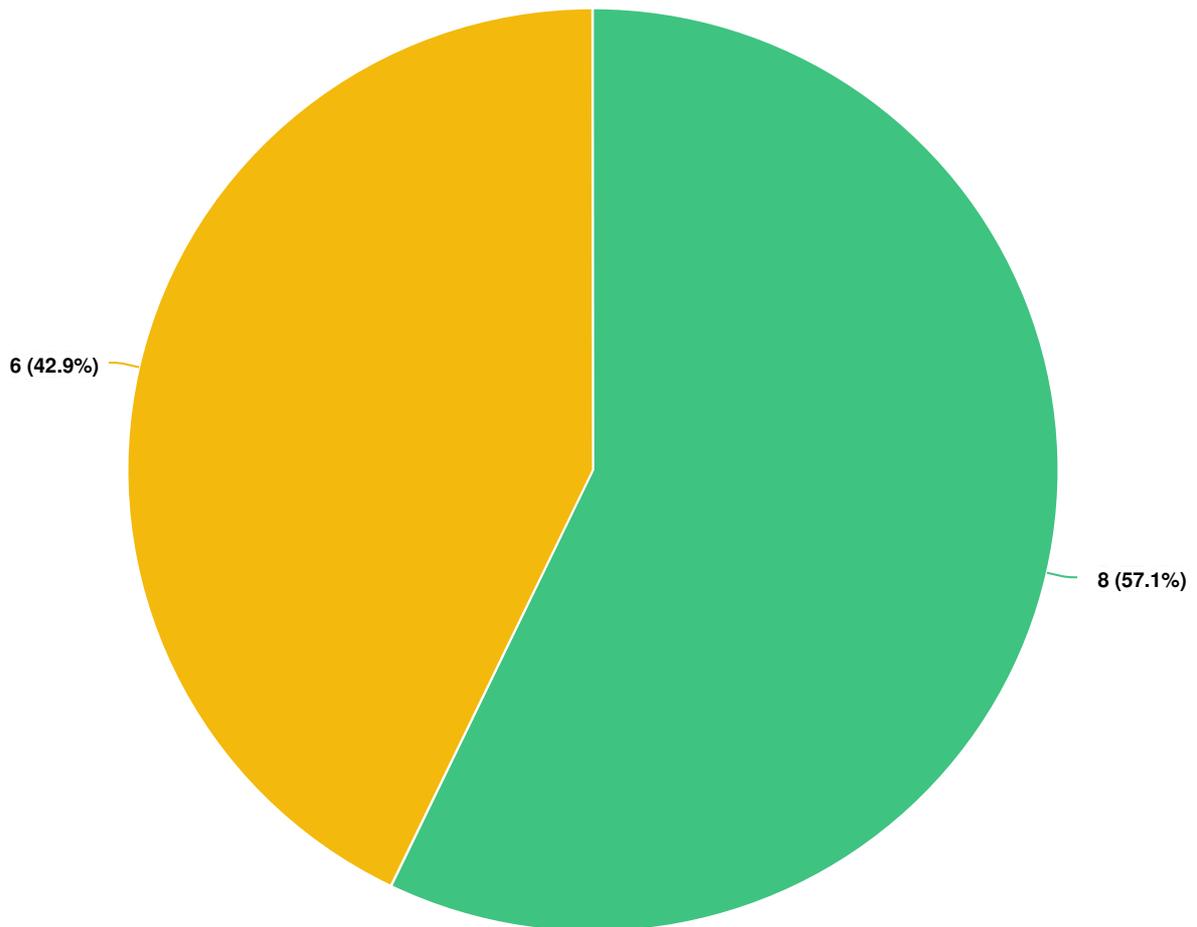
**Question options**

- Yes
- No

Optional question (14 response(s), 0 skipped)

Question type: Radio Button Question

### Do you support the proposal?



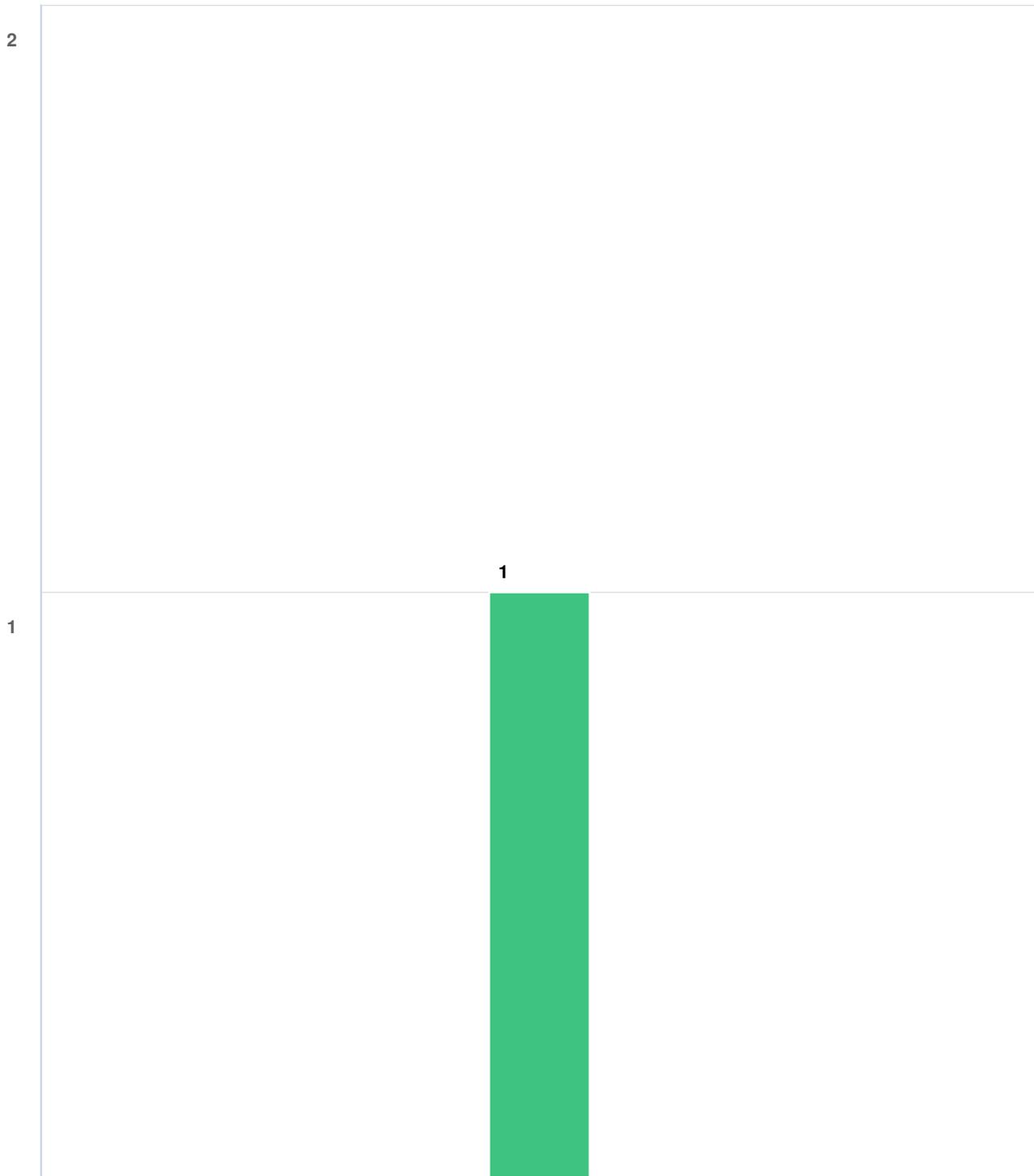
**Question options**

- Yes
- No

Optional question (14 response(s), 0 skipped)

Question type: Radio Button Question

### Would you like to speak on your submission at the hearing?



**Question options**

- I wish to speak at the hearing to my submission.

*Optional question (1 response(s), 13 skipped)*

*Question type: Checkbox Question*

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

**FILE NO and TRIM NO:** GOV-11/210719117191

**REPORT TO:** COUNCIL

**DATE OF MEETING:** 3 August 2021

**AUTHOR(S):** Sarah Nichols, Governance Manager  
on behalf of the Representation Review Working Party

**SUBJECT:** Representation Review Proposal 2022-2025

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

  
Department Manager

  
Chief Executive

**1. SUMMARY**

- 1.1. This report seeks Council approval to undertake a Special Consultative Procedure with a proposal for the Representation Review affecting the 2022 local body election.
- 1.2. Recommendations in this report are based on advice from the Representation Review Working Party, community board feedback, staff advice and legislative compliance requirements as set out in the Local Electoral Act 2001 and Local Government Commission guidelines.

Attachments:

- i. Map of current ward boundaries
- ii. Draft consultation documentation (Trim 210727122614) and communications plan
- iii. Draft Public Notice of Public Notification of Proposal (Trim 210727122433)

**2. RECOMMENDATION**

**THAT** the Council:

- (a) **Receives** Report No. 210719117191.
- (b) **Notes** the Council, in August 2020, approved the First Past the Post (FPP) voting system for the 2022 and 2025 local authority elections.
- (c) **Approves** for consultation three ward boundaries within the Waimakariri District being:
  - i. Coastal – (Kaiapoi-Woodend Ward)

To the district's northern boundary the Kaiapoi-Woodend Ward follows the Rangiora Leithfield Road, to Bairds Road, Upper Sefton Road, Beatties Road, Lower Sefton Road and between MB 2440301 and 2440302 to the Ashley River/Rakahuri. To the south of the Ashley River/Rakahuri the Kaiapoi-Woodend Ward follows Smarts Road, Rangiora Woodend Road, the boundary between Lot 2 DP80275 and Lot 2 DP306045 to Northbrook Road, Boys Road to the Cam River. It then follows the Cam River to Youngs Road, Lineside Road to Fernside Road, and along Flaxton Road, Skewbridge Road, Island Road, (incorporating MB2454800), Butchers Road, part MB2456302 along the Kaiapoi River and Gardiners Road (part MB2456302) to Burgess Road, South Eyre Road and Harpers Road to the Waimakariri River.

ii. Central - Rangiora-Ashley Ward

From the south of the Ashley River/Rakahuri in the west along Bowicks Road, Ashley Road, Summerhill Road, Reids Road, Tippings Road, Howsons Road, Springbank Road, Tallotts Road, Oxford Road, Boundary Road, the Main Drain, Flaxton Road, Fernside Road, Lineside Road and Youngs Road. Follow the Cam River to Boys Road then Northbrook Road and along the boundary between Lot 2 DP80275 and Lot 2 DP306045 to Rangiora Woodend Road, and along Rangiora Woodend Road to Smarts Road to the Ashley River/Rakahuri. North of the Ashley River/Rakahuri in the west the Rangiora-Ashley Ward commences on the northern boundary at the Okuku River; thence across Mt Thomas to the Garry River at the boundary of mesh block 2438500 and to the confluence of the Ashley River/Rakahuri and the Garry River. The eastern boundary to the north of the Ashley River/Rakahuri follows between MB 2440301 and 2440302 to the Lower Sefton Road, Beatties Road, Upper Sefton Road, Bairds Road and Rangiora Leithfield Road to the district boundary

iii. Western - Oxford-Ohoka Ward

North of the Ashley River/Rakahuri in the east the Oxford-Ohoka Ward commences on the northern boundary at the Okuku River; thence across Mt Thomas to the Garry River at the boundary of mesh block 2438500 and to the confluence of the Ashley River/Rakahuri and the Garry River. In the south-east from the Waimakariri River the Oxford-Ohoka Ward follows Harpers Road, Burgess Road to Gardiners Road, part MB2456302 along the Kaiapoi River, Butchers Road, Island Road, Skewbridge Road, the Main Drain, Boundary Road, Oxford Road, Tallotts Road, Springbank Road, Howsons Road, Tippings Road, Reids Road, Summerhill Road, Ashley Road and Bowicks Road to the Ashley River/Rakahuri. From this point to the confluence with the Garry River the Ashley River/Rakahuri forms the boundary between the Oxford-Ohoka Ward and the Rangiora-Ashley Ward. The Waimakariri River provides the southern boundary for the Oxford-Ohoka Ward and the District Boundary the western and northwestern boundary of this ward.

- (d) **Approves** for consultation subdivision boundaries within the Waimakariri District being:
- i. Rangiora-Ashley Ward subdivision boundary being the north side of the Ashley River to the ward boundaries then south on Lehmans Road, Fernside Road to the junction of Flaxton Road with Rangiora being the urban development strategy boundary.
  - ii. Oxford Subdivision to the West of the subdivision line and Ohoka-Swannanoa Subdivision to the East of the subdivision line in Oxford-Ohoka Ward north to south from the Rangiora-Ashley ward boundary; Earlys Road and Downs Road to the Waimakariri River.
- (e) **Approves** for consultation, areas of community boundaries within the Waimakariri District being: Kaiapoi-Woodend Ward community boundary being east to west; Rangiora-Woodend Road, Main North Road (SH1), Fullers Road, Jeffs Road, Lees Road to the coast.
- (f) **Approves** for consultation purposes, Ward names of:
- i. Kaiapoi-Woodend Ward
  - ii. Rangiora-Ashley Ward
  - iii. Oxford-Ohoka Ward
- (g) **Approves** for consultation purposes, Community Board names of:
- i. Kaiapoi-Tuahivi Community Board located in the southern area of the Kaiapoi-Woodend Ward.
  - ii. Woodend-Sefton Community Board located in the northern area of the Kaiapoi-Woodend Ward.
  - iii. Rangiora-Ashley Community Board located in the Rangiora-Ashley Ward.
  - iv. Oxford-Ohoka Community Board located in the Oxford-Ohoka Ward.

- (h) **Approves** ten (10) Councillors and one Mayor be elected at the 2022 and 2025 Local Body Elections being the following:
- i. Mayor – at large (district wide)
  - ii. Four Councillors for the Kaiapoi-Woodend Ward
  - iii. Four Councillors for the Rangiora-Ashley Ward
  - iv. Two Councillors for the Oxford-Ohoka Ward
- (i) **Approves** for consultation purposes, Community Board members to be elected by registered ward electors as follows:
- i. Five (5) members of the Kaiapoi-Tuahiwi Community Board, noting the area of community south of the Rangiora-Woodend Road, as per map.
  - ii. Five (5) members of the Woodend-Sefton Community Board, noting the area of community north of the Rangiora-Woodend Road, as per map.
  - iii. Eight (8) members of the Rangiora-Ashley Community Board, noting a subdivision of **two** members for the Ashley subdivision and **six** members for the Rangiora subdivision.
  - iv. Six (6) members of the Oxford-Ohoka Community Board, noting a subdivision of three members from the Ohoka-Swannanoa Subdivision and three members from the Oxford Subdivision.
- (j) **Notes**, for consultation purposes, of the four elected Councillors of the Kaiapoi-Woodend ward, that two Councillors be appointed by the incoming Council (October 2022) to the Kaiapoi-Tuahiwi Community Board and two Councillors to the Woodend-Sefton Community Board.
- (k) **Approves** consultation timeframes, commencing Thursday 12 August 2021 and closing 5pm, Monday 27 September 2021 which complies with the Local Electoral Act 2001, section 19 and the associated proposed consultation documentation.
- (l) **Approves**, in principle, the consultation document (Trim 210727122614) subject to minor edits from the Governance Manager.
- (m) **Appoints** Mayor Gordon to chair the Representation Review Hearing Panel, which will consist of all of Council.
- (n) **Notes** the Hearing Panel will consider public submissions on Tuesday 12 October 2021, commencing at 9am in the Council Chambers. The Hearing Panel to recommend a final proposal to the Council meeting of 2 November 2021.
- (o) **Acknowledges** the input from the working party members for their contribution over the past six months.
- (p) **Notes** a copy of this report will be provided to all Community Boards for their information.

### 3. **BACKGROUND**

- 3.1. The Local Electoral Act 2001 (LEA) sets out the requirement for local authorities to review the arrangements for Council elections at least once every six years. Having previously conducted a representation review in 2015 which was binding for the 2016 and 2019 local body elections, the Council is now required to undertake a representation review for the 2022 and 2025 local body elections.

- 3.2. This review has focused on the 2022 local body elections. Staff will be recommending to the incoming Council that another Representation Review occur in early 2023, ahead of the 2025 local body elections. The reason for undertaking another review in 2023 is because updated Census data will be available, better reflecting the growth patterns in the district, particularly in the east and north of the district. Also an understanding and future direction of the central government reforms, particularly the Future of Local Government will be better understood.
- 3.3. The Representation Review Working Group was established in August 2020 consisting of Mayor Gordon, Councillors Atkinson, Mealings and Williams and Board members S Powell, B Cairns, D Nicholl and D Lundy. Honorary members that have also attended meetings are Councillor Redmond and Board member M Brown. The Working Group have met several times this year to discuss Review requirements, and take into consideration pending government reforms, community desire for change (or not), and the technical requirements and statistical data.
- 3.4. In the course of this review the Representation Review Working Party have considered the steps set out in the Local Electoral Act 2001 and the Local Government Commission Guidelines.
- 3.5. From the first representation review working party meeting the guidelines provided by the Local Government Commission were followed. There were discussions focused on identifying communities of interest, which is not defined in the Local Electoral Act, but accepted practice that it is a necessary precursor to determining effective representation. It is acknowledged that communities of interest may alter over time and they can be seen to exist at different levels. Consideration was given to the extent to which there are identifiable communities of interest below the district level and whether these communities of interest are located in identifiable geographical areas, justifying the establishment of wards or spread across the district.
- 3.6. A paper prepared for the South Australian Department of Local Government (H Fulcher, The Concept of Community of Interest 1989) defined community of interest as a three-dimensional concept as follows:
- *Perceptual*: a sense of belonging to an area or locality which can be clearly identified
  - *Functional*: the ability to meet with reasonable economy the community's requirements for comprehensive physical and human services.
  - *Political*: the ability of the elected body to represent the interests and reconcile the conflicts of all its members.
- 3.7. Waimakariri is one of eleven councils in New Zealand where the Maori electoral population is not sufficient to meet the threshold for the option to establish a Maori ward. Therefore this is not applicable for the Waimakariri District October 2022 local body elections.

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

- 4.1. As the Council determines its representation proposal, the three key factors that must be carefully considered are:
- Communities of interest,
  - Effective representation of communities of interest, and
  - Fair representation of electors.

- 4.2. In preparing its publicly notified proposal, the Council needs to determine:
- Basis for election (ie whether councillors are elected at large, wards or a mix of both)
  - Number of councillors to be elected.
  - Ward numbers, boundaries and names and the number of councillors that will represent them.
  - Community board numbers, their boundaries, names and membership.
  - Detailed arrangements on the number of electoral subdivisions if any, their boundaries, names and number of members.

These factors have been considered by the Representation Review Working Party throughout the process of assessing a number of potential options and recommending a proposal for public consultation.

- 4.3. The Council must also determine whether a community should be subdivided for electoral purposes, and if so:
- Where members are to be elected from subdivisions
  - The name and boundaries of subdivisions
  - The number of members to be elected from each subdivision.
- 4.4. The Working Party recommend no change to subdivision boundaries from the current arrangements. However they recommend only one change to the current representation arrangements across the District. The change relates specifically to the Rangiora-Ashley Ward subdivisions. The members of the Rangiora-Ashley Community Board are elected from two subdivisions (or areas) that can be largely thought of as an urban subdivision (Rangiora) and a rural subdivision (Ashley). As the growth of Rangiora has exceeded that of the rural areas, changes need to be made to ensure the representation arrangements remain fair. There are currently eight board members from the Ward in a five/three split between the two subdivisions. Because of the population ratios there is a need to change the ratio of five elected board members in the Rangiora subdivision to six and reduce the Ashley subdivision to two board members instead of the current three members. The Rangiora-Ashley Community Board are supportive of this proposed change as it continues to ensure representation to the rural areas otherwise the likely effect would be urban domination if there was no subdivision and the rural voice would likely be lost.
- 4.5. As part of the process the Local Government Commission (LGC) have been notified of the basic proposal and timelines. The LGC are satisfied with the timelines proposed to comply with legislative requirements. It is not anticipated that any issues will occur with the New Zealand Geographic Board (NZGB) on ward or community board names, as they are the same as those currently used and reflect the geographic nature required of the NZGB.
- 4.6. New Zealand Statistical census and electoral information such as mesh blocks is used to set boundary lines, rather than road or natural geographic features. This is why some boundary lines appear more jagged than logic may suggest. It is strongly recommended not to split mesh blocks unless there is compelling reasons to do so. In the proposal no mesh blocks have been split as no boundary changes are proposed from the current arrangements.
- 4.7. Section 19T and 19W of the Electoral Act 2001 sets out the requirements for effective representation and other factors in determination of membership and basis of election of territorial authorities. It stipulates that ward boundaries coincide with the boundaries of current statistical mesh block areas determined by Statistics New Zealand, and so far as is practical ward boundaries coincide with community boundaries.
- 4.8. Equal representation is interpreted as “one vote one value”, with a permitted tolerance of +/- 10 percent of population. The Census calculations for the tolerances for each of the proposed Wards are set out in the formal notice appended to this report.

			<b>2013 Census</b>	<b>2018 Census</b>
District (at large)	Mayor		49,989	64,650
Kaiapoi-Woodend Ward	4 councillors	5 + 5 community board members (two community boards within two community areas)	18,410	24,900
Rangiora-Ashley Ward	4 councillors	8 community board members (one community board – two subdivisions consisting of 6 urban and 2 rural members)	21,309	26,700
Oxford-Ohoka Ward	2 councillors	6 community board members (one community board – two subdivisions consisting of 3 members apiece)	10,270	13,050
<b>Total elected members</b>	<b>10 Councillors 1 Mayor</b>	<b>24 Community Board members **</b>	<b>49,989</b>	<b>64,650</b>

- 4.9. The quota per Councillor based on the 2018 census data must represent between 5,820 and 7,110 people. Each of the four Councillors for the Kaiapoi-Woodend Ward based on the data will represent approximately 6,225 people. The four Councillors in the Rangiora-Ashley Ward will each represent 6,675 people and two Councillors from the Oxford-Ohoka Ward will each represent 6,525 people.
- 4.10. Councillors would be elected by the whole ward in which they stand and not by subdivision, from those who are enrolled on the electoral roll within that particular ward. The incoming Council would then appoint Councillors to the Community Boards
- 4.11. Whilst initially the working group thought informal consultation with a sector of the community may occur prior to the formal Special Consultative Process (SCP), further discussion and consideration of the minor change being recommended concluded at the last group meeting in early July there was no need to undertake the informal process first and recommend going immediately to the SCP, however having six weeks consultation rather than the standard four weeks. On the recommendation of the Working Group the consultation period is longer than usual. It was felt that this longer consultation period will aid groups such as resident associations with their meeting frequency and provide adequate time to lodge a submission of their views.
- 4.12. **Key dates**

Thursday 12 August	District Wide SCP Public Consultation Commences Formal Notification occurs in compliance with LEA
Monday 27 September	Public Consultation Closes 5pm
Tuesday 12 October	Hearing of full Council of Public Submissions Hearing Panel deliberate on recommendations to Council
Tuesday 2 November	Council Meeting to consider final proposal
Monday 8 November	Formal Notification of Final Proposal in compliance with LEA
Wednesday 8 December	Appeals and objections close

Monday 13 December	All relevant information forwarded to the Local Government Commission (LGC) for review, consideration of objections/appeals and determination
Wednesday 15 December 2021	If no appeals received, public notice of Final Proposal
February 2022	LGC Hearing if Appeals received by LGC
Prior to 10 April 2022	Final Determination received from Local Government Commission for implementation of 2019 Local Body Elections

- 4.13. Through the special consultative process, social media will be utilised and the “Bang the Table” interactive forum will be accessible on the Council consultation pages to capture feedback. Along with newspaper adverts directing people to the website for more information, submission forms will be available in hard copy at the Libraries, Service Centres and Community Centres of Pegasus, Woodend and Cust. Elected members are also encouraged to raise the awareness of this consultation with the groups that they interact/liaise with on a regular basis such as residents groups. The Mayor will raise awareness of the consultation through his regular radio slot with Compass FM.
- 4.14. Information will be available on the council website, with a page dedicated to Representation Review information, including past reports and maps for the public to see how Council got to this stage. Interactive maps will also be available on this page to enable the public to check what ward area their property will be in.

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

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

- 4.15. The Chief Executive has reviewed this report and support the recommendations.

### **5. COMMUNITY VIEWS**

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

Te Ngāi Tūāhuriri hapū are likely to be affected by, or have an interest in the subject matter of this report. They have been consulted on several occasions prior to consultation and are supportive of the proposal.

#### **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 and will be able to have their views considered during the formal consultation.

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

The wider community is likely to be affected by, or to have an interest in the subject matter of this report and will be able to have their views considered during the formal consultation.

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

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

There are financial implications of the decisions sought by this report. The proposal for public consultation retains the current number of elected members, being 10 councillors, mayor and 24 board members. If the proposal is adopted it is not anticipated to have an impact on budget provisions with either elected member remuneration or staff servicing costs. There is appropriate budget within the Governance operational budget for advertising and administration of the Representation Review and mapping confirmation with the Department of Statistics.

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

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

## 6.3. **Risk Management**

There are not risks arising from the adoption/implementation of the recommendations in this report. All elements of the Council's representation proposals are subject to rights of appeal and/or objection. It is therefore important that the review process is robust and results in a defensible outcome

## 6.4. **Health and Safety**

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

## 7. **CONTEXT**

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

This matter is a matter of significance in terms of the Council's Significance and Engagement Policy.

### 7.2. **Authorising Legislation**

Local Electoral Act 2001, particularly Part 1A, Section 19A-19Z1.

Local Government Act 2002; particularly:

Section 3 "the purpose of this Act is to provide for democratic and effective local government that recognises the diversity of New Zealand Communities".

Section 14 "(1)(b) a local authority should make itself aware of, and should have regard to, the views of all of its communities; and (1)(c) when making a decision, a local authority should take account of: - (i) the diversity of the community, and the community's interests, within its district or region; and (ii) the interests of future as well as current communities; and (iii) the likely impact of any decision on each aspect of well-being referred to in subparagraphs (i) and (ii). (1)(d) a local authority should provide opportunities for Maori to contribute to its decision-making processes".

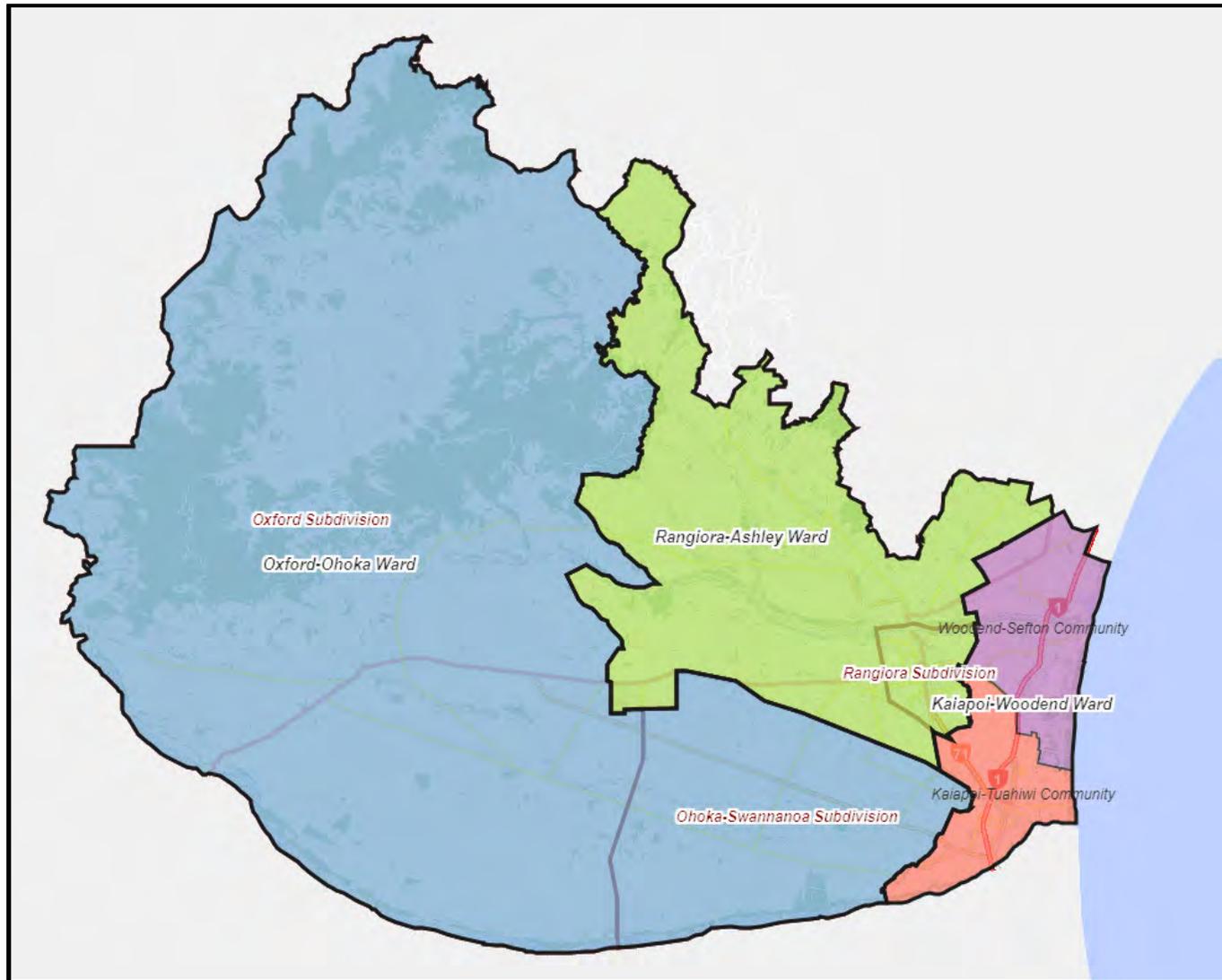
Section 82 and 83: The community engagement and consultation outlined in this report reflect the requirements of the Local Electoral Act 2001 and the Local Government Act 2002.

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

The Council's community outcomes are relevant to the actions arising from recommendations in this report. There are wide-ranging opportunities for people to contribute to the decision making by local, regional and national organisations that affects our District.

### 7.4. **Authorising Delegations**

Legislative.



**Waimakariri District - Map of current ward boundaries**



Freepost Authority Number 1667



Attention: Sarah Nichols  
 Representation Review  
 Waimakariri District Council  
 Private Bag 1005  
 Rangiora 7440

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Please seal on all sides with tape.

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Contact Information

Name: [input field]

Group: [input field]

Email: [input field]

Phone: [input field]

Postal address:

[input field for postal address]

Your feedback can be sent by mail, dropped into any Service Centre, emailed to **representation@wmk.govt.nz** or completed online at **waimakariri.govt.nz/letstalk**

Privacy Statement – information collected only for purposes related to Representation Review Consultation and all contact information stored securely.

I wish my private information not to be made public. (This will be viewed by the Council and staff only).

# LET'S TALK ABOUT REPRESENTATION REVIEW

LET'S  
TALK



## WHAT DO YOU THINK?

The Council is seeking your views as we make sure Waimakariri's representation arrangements continue to meet the District's needs ahead of the October 2022 local body elections.

### How will you be represented at your Council?

The role of elected members, our Mayor, Councillors and Community Board members, includes acting as a voice for the local community. We are looking for ideas and feedback on whether our arrangement for fair and effective representation meet the needs and expectations of the District.

### What is the Representation Review?

To ensure councils retain effective and fair representation for the community, all territorial authorities are required under the Local Electoral Act 2001 to review their representation arrangements at least every six years. The last time this Council undertook a review was for the 2016 Local Government elections. You can learn more about Representation Reviews on the Local Government Commission website [lgc.govt.nz](http://lgc.govt.nz)

The Council needs to work from the most recent Census data statistics (2018) to ensure the ratio of elected members to population is balanced and fair across the District. This can be complex when considering the growth Waimakariri is experiencing and the need to ensure everyone is fairly represented.

### What are 'communities of interest'?

When looking at boundaries for local representation, we are required to consider 'communities of interest'. This term can be subjective, however we generally consider three factors:

1. A sense of belonging to an area
2. An ability to meet the community requirements for services
3. An ability politically to represent the interest of the community.

### What do we need to decide?

- The total number of councillors there should be for the District and the way they are elected - at 'large' or by ward.
- The boundaries of wards and their names.
- Whether there should be community boards in the District and, if so, the number of boards; their names and boundaries; the number of members for each board including any appointed members; and whether the board area should be subdivided for electoral purposes.

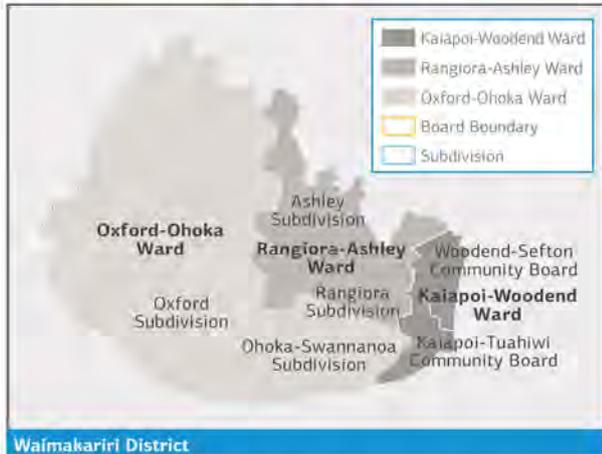
### What do we need to consider when making decisions?

- What are the District's communities of interest?
- What are the best means to provide effective representation of communities of interest?
- What is fair representation of electors?

# LET'S TALK ABOUT REPRESENTATION REVIEW

## What representation do we have now?

This map shows the current arrangements:



- One Mayor elected from the whole of the District.
- Ten Councillors elected from three different Wards.

Ward	Number of Councillors	Population
Oxford-Ohoka Ward	2	13,050
Rangiora-Ashley Ward	4	26,700
Kaipoi-Woodend Ward	4	24,900
		64,650

- Four Community Boards.

Board	Subdivision No of members		Total members	Population
Oxford-Ohoka Community Board	Oxford 3	Ohoka 3	6	13,050
Rangiora-Ashley Community Board	Ashley 3	Rangiora 5	8	26,700
Woodend-Sefton Community Board	No subdivision		5	9,240
Kaipoi-Tuahivi Community Board	No subdivision		5	15,650

More information about our Councillors and Community Boards can be found here: [waimakariri.govt.nz/your-council/council-boards-and-committees](http://waimakariri.govt.nz/your-council/council-boards-and-committees)

## Will Waimakariri have a Māori Ward?

Waimakariri is one of eleven councils in New Zealand where the Māori electoral population is not sufficient to

meet the threshold for the option to establish a Māori ward. Therefore this is not applicable for the Waimakariri District October 2022 local body elections.

The Council supports Māori involvement in decision making and in 2020 the Mahi Tahī Joint Development Committee was established in partnership between Te Ngāi Tūāhuriri Rūnanga and Waimakariri District Council to further develop our working relationship and increase decision-making 'at the table'. Any changes to representation arrangements will be made in consultation with Te Ngāi Tūāhuriri Rūnanga.

## What needs to change?

The members of the Rangiora-Ashley Community Board are elected from two subdivisions (or areas) that can be largely thought of as an urban subdivision and a rural subdivision. As the growth of Rangiora has exceeded that of the rural areas, changes need to be made to ensure the representation arrangements remain fair.

## What is the cost of representation?

A democratic system requires financial and other resources to support its function, however cost is not an aspect that is considered for the Representation Review as that relates to democracy. The remuneration of elected members is set independently by the Remuneration Authority. Legally we must have at least six councillors, and a maximum of 30. In our District, we think the current number of 10 councillors provides fair representation to the community and adequately provides for the work involved in making decisions on your behalf.

## The Process/Timeline

- Public Consultation - 12 August-27 September 2021
- Hearing of Submissions - Tues 12 October (morning)
- Council consider final proposal - Tues 2 November
- Final Proposal advertised and advised to Local Government Commission - 8 November
- Appeals to the Commission - 8 November-8 December 2021
- Local Government Commission consider any appeals - February 2022
- Local Government Commission confirm final representation arrangements for the 8 October 2022 local body elections - March 2022.

## QUESTIONS

**Q1.** Do you agree with retaining the current Boundaries  Yes  No (refer to [waimakariri.govt.nz/your-council/local-body-elections](http://waimakariri.govt.nz/your-council/local-body-elections) for more info).

Do you agree with retaining the current ward names?

Kaiapoi-Woodend Ward  Yes  No

Rangiora-Ashley Ward  Yes  No

Oxford-Ohoka Ward  Yes  No

Do you have alternative suggestions for ward names?

**Q2.** Do you believe that 10 is the right number of councillors to represent the interest of our District?  Yes  No

If not, what would you consider the right number of councillors to be and why?

**Q3.** Do you believe community boards aid representation to the Council?  Yes  No

If not, what could be done differently to ensure that community boards better represent you and subsequent decisions of the Council?

Do you agree with retaining the current four community boards?  Yes  No

If not what changes would you make and why?

**Q4.** Do you agree with retaining the current community board names:

Woodend-Sefton Community Board  Yes  No

Kaiapoi-Tuahiwi Community Board  Yes  No

Rangiora-Ashley Community Board  Yes  No

Oxford-Ohoka Community Board  Yes  No

To view a copy of the Local Government Commission determination 2016 visit [waimakariri.govt.nz/data/assets/pdf\\_file/0016/21238/4549540DA-Blank-Document.pdf](http://waimakariri.govt.nz/data/assets/pdf_file/0016/21238/4549540DA-Blank-Document.pdf)

**Q5.** Do you agree with retaining the current subdivision names: Rangiora and Ashley Subdivisions  Yes  No  
Ohoka-Swannanoa and Oxford Subdivisions  Yes  No

### Proposal

Assuming that our current boundaries remain as they are, there are two options for ensuring that the Rangiora-Ashley Community Board subdivision continues to remain fair. Because of population ratios there is a need to change the ratio of five elected board members in the Rangiora subdivision and three elected board members in the Ashley subdivision to either:

**Proposal:** Six elected board members in Rangiora subdivision and two elected board members from the Ashley subdivision.

Do you support this proposed change?  Yes  No  
Why do you/don't you support this proposed change?

**Alternative:** remove the subdivision and elect all board members at large (the whole ward).

Do you have any other comments regarding representation matters such as:

- ward boundaries
- community boards
- elected member numbers
- ward/board names

Following this formal consultation, which will include hearings, the Council will make a recommendation in November to the Local Government Commission, who in March/April 2022 will determine the final representation arrangements ahead of the October 2022 Local Body Elections.

Hearings will occur on the morning of Tuesday 12 October 2021 in Council Chambers, Rangiora Service Centre, 215 High Street, Rangiora.

Your written submission will be considered by the Council at the hearing.

I wish to speak at the hearing to my submission.

If you would like to comment further, please feel free to include additional pages inside the envelope if you wish.

Public Notice – Initial representation proposal (section 19M Local Electoral Act 2001)
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**Waimakariri District Council  
Review of Representation Arrangements  
for the 2022 Local Elections**

On 3 August 2022 the Waimakariri District Council reviewed its representation arrangements, and resolved that the following proposal apply for the Council and its community boards for the elections to be held on 8 October 2022:

**Council Representation**

It is proposed that the Council comprise ten (10) members elected from three (3) wards, and the mayor. The three wards reflect the following identified communities of interest:

Ward	Communities of Interest
Kaiapoi-Woodend Ward	The east coast of the District including Clarkville, Kaiapoi, Tuahiwi, Woodend, Pegasus, Ravenswood, Waikuku and Sefton
Rangiora-Ashley Ward	Rangiora (including Southbrook) Fernside, Cust, Mairaki Downs, Ashley, Loburn and Okuku to the Garry River
Oxford-Ohoka Ward	Eyreton, Ohoka, Mandeville, Swannanoa, West Eyreton, Eyrewell, Oxford urban and rural, Lees Valley and Glentui

The population that each member will represent is as follows:

Ward	Population (2018 census)	Members	Population per member
Kaiapoi-Woodend Ward	24,900	4	6,225
Rangiora-Ashley Ward	26,700	4	6,675
Oxford-Ohoka Ward	13,050	2	6,525
<b>Total</b>	<b>64,650</b>	<b>10</b>	<b>6,465</b>

In accordance with section 19V(2) of the Local Electoral Act 2001 the population that each member represents must be within the range of 6,465 +/- 10% (5820 to 7110), unless particular community of interest considerations justify otherwise.

**Community Board Representation**

It is proposed that the following four community boards be elected:

Community Board	Area of Community
Kaiapoi-Tuahiwi Community Board	Located in the southern area of the Kaiapoi – Woodend Ward, including Clarkville, Kaiapoi and Tuahiwi
Woodend-Sefton Community Board	Located in the northern area of the Kaiapoi – Woodend Ward, including Woodend, Pegasus, Ravenswood, Waikuku and Sefton
Rangiora-Ashley Community Board	Located in the Rangiora-Ashley Ward
Oxford-Ohoka Community Board	Located in the Oxford-Ohoka Ward

*Kaiapoi-Tuahiwi and Woodend-Sefton Community Boards*

The Kaiapoi-Tuahiwi and Woodend- Sefton Community Boards will each elect five (5) members. The boards will not be subdivided for electoral purposes. They will each have two appointed members as follows

<b>Community Board</b>	<b>Number of members from ward</b>
Kaipoi-Tuahiwi Community Board	2 members appointed from the Kaiapoi – Woodend Ward
Woodend-Sefton Community Board	2 members appointed from the Kaiapoi – Woodend Ward

*Rangiora-Ashley Community Board*

The Rangiora-Ashley Community Board will elect eight (8) members. Four members will be appointed to the Board from the Rangiora-Ashley Ward.

The Rangiora-Ashley Community Board will be subdivided for electoral purposes as follows:

<b>Subdivision</b>	<b>Area of Subdivision</b>
Rangiora (urban)	Rangiora and Southbrook
Ashley (rural)	Fernside, Cust, Mairaki Downs, Ashley, Loburn and Okuku to the Garry River

The population that the members of each subdivision will represent is shown below:

<b>Subdivision</b>	<b>Population (2018 census)</b>	<b>Members</b>	<b>Population per member</b>
Rangiora (urban)	19,400	6	3,233
Ashley (rural)	7,360	2	3,680
<b>Total</b>	<b>26,760</b>	<b>8</b>	<b>3,345</b>

The population each member of the Rangiora-Ashley Community Board represents falls within the range of 3,345 +/- 10% (3,010 to 3,680) in accordance with section 19V(2) of the Act.

*Oxford-Ohoka Community Board*

The Oxford-Ohoka Community Board will elect six (6) members. Two (2) members will be appointed to the Board from the Oxford-Ohoka Ward.

The Oxford-Ohoka Community Board will be subdivided for electoral purposes as follows:

<b>Subdivision</b>	<b>Area of Subdivision</b>
Ohoka-Swannanoa	Ohoka, Mandeville, Swannanoa
Oxford	West Eyreton, Eyrewell, Oxford urban and rural, Lees Valley and Glentui

The population that the members of each subdivision will represent is shown below:

<b>Subdivision</b>	<b>Population (2018 census)</b>	<b>Members</b>	<b>Population per member</b>
Ohoka-Swannanoa	6,620	3	2,207
Oxford	6,450	3	2,150
<b>Total</b>	<b>13,070</b>	<b>6</b>	<b>2,178</b>

The population each member of the Oxford-Ohoka Community Board represents falls within the range of 2,180 +/- 10% (1,960 to 2,400) in accordance with section 19V(2) of the Act.

**Further Information**

Copies of the Council's resolution and maps setting out the areas of the proposed wards, communities and subdivisions may be viewed and obtained from the Rangiora Service Centre (215 High Street Rangiora), Ruataniwha Kaiapoi Civic Centre (Williams Street Kaiapoi) or Oxford Service Centre (Main Street Oxford).

Any queries regarding the Council's decision should be directed to Sarah Nichols, Governance Manager, 215 High Street, Rangiora. Email: [representation@wmk.govt.nz](mailto:representation@wmk.govt.nz)

Relevant information is also available on the Council's website: [www.waimakariri.govt.nz](http://www.waimakariri.govt.nz)

**Submissions are invited**

Persons with an interest in the proposed representation arrangements are invited to make written submissions on the Council's representation proposal.

Submissions are to be forwarded to: Waimakariri District Council, Private Bag 1005, Rangiora 7440, 215 High Street, Rangiora or email: [representation@wmk.govt.nz](mailto:representation@wmk.govt.nz)

Submissions must be received by Council no later than 5pm Monday 27 September 2021.

Jim Harland  
Chief Executive

**Public Notices**

The Northern Outlook    Wednesday 18 August 2021

The Press                      Thursday 12 August 2021

North Canterbury News    Thursday 12 August 2021

Triple Column

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

**FILE NO and TRIM NO:** EXT-03-07/ 211013165821

**REPORT TO:** COUNCIL

**DATE OF MEETING:** 2 November 2021

**AUTHOR(S):** Simon Markham, Manager Strategic Projects

**SUBJECT:** Deed of Amendment and Restatement of Te Kōhaka O Tūhaitara Trust

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

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

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

**1. SUMMARY**

- 1.1. This report follows from a resolution of the Council on 1 December 2020 to agree to a Deed of Amendment and Restatement of Te Kōhaka o Tūhaitara Trust Deed dated 19 November 2020 and recommend similarly to Ngai Tahu and the Te Kōhaka o Tūhaitara Trustees.
- 1.2. Both other parties have signalled their agreement to the amendments to and overall restatement of the Deed and formal adoption of that is recommended.

**Attachments:**

- I. Track Changed Draft Deed Of Amendment and Restatement of Te Kōhaka o Tūhaitara Trust Deed dated 19 November 2020 (211013165830)
- II. Clean Version - Te Kōhaka o Tūhaitara Trust Deed - October 2021 (211013165831)
- III. Letter from TRONT Amendments to Trust Deed 22 September 2021 (211013165828)

**2. RECOMMENDATION**

**THAT** the Council:

- (a) **Receives** Report No. 211013165821.
- (b) **Adopts** the Deed of Amendment and Restatement of Te Kōhaka o Tūhaitara Trust Deed dated 19 November 2020. (211013165830).
- (c) **Notes** three WDC sealed/signed copies of the Deed for Te Rūnanga o Ngāi Tahu and Te Kōhaka o Tūhaitara Trustees to sign will be made available.

**3. BACKGROUND**

- 3.1. As shown in Figure 1 below from the Waimakariri Residential Red Zone Recovery Plan, 47 lots in the Kairaki Regeneration Area were directed to be included in the Tūhaitara Coastal Park. These lots have been transferred by the Crown to TKTT with the intention they be managed as residential leases in non-permanent buildings for income generating purposes.
- 3.2. As briefed to the Council in June 2020 legal advice has been sought to better understand Council's obligations as a settlor party and planning authority in the event the Trust proposes to establish non-permanent structures on the Kairaki Regeneration Area properties and lease them for residential use on an ongoing and extended basis as an income generating activity.

- 3.3. To enable residential leases as income generating activities that advice was that it would be necessary to amend the Trust Deed, the Reserve Management Plan (RMP) as well as the District Plan. The Trust Deed needs to make it clear that the new non-reserve land would be held for non-reserve purposes and managed in a manner that enables income generating activities.

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

- 4.1. By a deed dated 31 August 1998 (the Original Deed) the Settlers (WDC and Ngai Tahu) established a charitable trust known as Te Kōhaka o Tūhaitara Trust. Since then there have been three amendments made (2001, 2006 and 2011) and now a fourth is proposed. Attachment i is an amended and restated trust deed as a (marked up) pdf. Buddle Findlay have endeavoured to make the bare minimum changes to the deed to provide for
- Inclusion of other reserve and other land; and
  - Amendment of the Tūhaitara Coastal Reserve and Waikuku Beach Reserves Reserve Management Plan (RMP);
  - Amendments to the trust deed to date; and
  - Amendments to comply with the 2019 Trusts Act.
- 4.2. So this consolidates the four amendments since 1998 (2001, 2006, 2011 and now 2020) into one contemporary document (Attachment ii). Attachment iii is confirmation from Te Runanga o Ngāi Tahu that they 'have no objections to the Proposed Deed Changes and approves of these amendments as is required for changes to the trust deed'.
- 4.3. I have been advised that Te Kōhaka o Tūhaitara Trust, as recorded in the minutes of its meeting on 5 May 2021 endorsed the draft deed of amendment and the reinstatement of Te Kōhaka o Tūhaitara Trust Deed as amended by Buddle Findlay and Waimakariri District Council on behalf of the Trust.
- 4.4. Accordingly the Deed as amended and restated is put forward to the Council for formal adoption.

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

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

The Deed amendments are a part of a process of enabling income generating activities for the Trust to further its objectives. These would over time have the effect of additional coastal park features of visitor appeal, as well as residents, the latter albeit on a non-permanent basis. Collectively these would add to Park attractiveness, visitation and vitality in an earthquake affected community setting.

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

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

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

Te Ngāi Tūāhuriri hapū are likely to be affected by, or have an interest in the subject matter of this report. Through their representation on the Te Kōhaka o Tūhaitara Trust these views have been heard.

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

There are groups and organisations likely to be affected by, or to have an interest in the subject matter of this report. In part their views have been heard through the preparation of the Waimakariri Residential Red Zone Recovery Plan. Opportunity for further participation exists in the context of changes to the Reserve Management Plan and District Plan that are also required to give effect to the proposal.

### 5.3. **Wider Community**

The wider community is likely to be affected by, or to have an interest in the subject matter of this report. Their views have also been heard through the preparation of the Waimakariri Residential Red Zone Recovery Plan. Opportunity for further participation exists in the context of changes to the Reserve Management Plan and District Plan that are also required to give effect to the proposal.

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

### 6.1. **Financial Implications**

There are not direct financial implications of the decisions sought by this report.

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

The recommendations in this report do not directly have sustainability and/or climate change impacts. Such matters may be relevant to changes to the Reserve Management Plan and District Plan that are also required to give effect to the proposal.

### 6.3 **Risk Management**

There are not risks arising from the adoption/implementation of the recommendations in this report. Risks may be relevant to changes to the Reserve Management Plan and District Plan that are also required to give effect to the proposal.

### 6.3 **Health and Safety**

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

## 7. **CONTEXT**

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

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

### 7.2. **Authorising Legislation**

This matter exercises powers in the Local Government Act 2002 and duties under the Ngāi Tahu Claim Settlement Act 1998.

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

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

*Public spaces and facilities are plentiful, accessible and high quality, and reflect cultural identity*

*Indigenous flora and fauna, and their habitats, especially Significant Natural Areas are protected and enhanced*

*Effect is given to the principles of the Treaty of Waitangi*

*The distinctive character of our takiwā – towns, villages and rural areas is maintained, developed and celebrated*

### 7.4. **Authorising Delegations**

This is a matter for the Council to decide.



Dated

2020

**DEED OF AMENDMENT AND**  
**RESTATEMENT OF TE KÖHAKA O**  
**TUHAITARA TRUST DEED**

draft

19 Nov 2020

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## DEED OF AMENDMENT AND RESTATEMENT OF TE KÖHAKA O TUHAITARA TRUST

THIS DEED is made on 2020

**BETWEEN** TE RŪNANGA O NGAI TAHU and  
WAIMAKARIRI DISTRICT COUNCIL  
(the "**Settlors**")

~~AND~~ ~~HENARE RAKIIHIA TAU~~  
~~JAMES TE MATAUIRA TE AIKA~~  
~~AROHA HOHIPERA RERITI CROFTS~~  
~~JOHANNA KANE~~  
~~NEILL PRICE~~ and  
~~CATHERINE ELLIOTT~~ 19 Nov 2020

AND

ALASTAIR HARTLEY BLACKIE  
ANDREA MARAMA RIGBY  
WILLIAM REX ANGLEM  
CATHERINE MAY MCMILLAN  
JOSEPH CHRISTOPHER HULLEN and  
NUKUROA TIRIKATENE-NASH

(the "**Trustees**")

### KAUPAPA

A. By a deed dated 31 August 1998 (the "Original Deed") the Settlers established a charitable trust known as Te Kōhaka o Tuhaitara Trust.

B. The Original Deed has been subsequently amended through deeds dated 21 December 2001, 11 May 2006 and 3 November 2011 and on the date of this restated deed.

~~B.C.~~ The kaupapa of the Settlers is to ensure that the Reserve (as defined in this ~~Deed~~deed) is managed and administered in the interests of Ngāi Tahu Whanui and other New Zealanders as a recreation reserve in terms of the Reserves Act 1977.

~~C.~~ The ~~Trustees, with the consent of the~~ Settlers, ~~wish~~ and Trustees have agreed to amend and restate the Original Deed:

~~(i)~~ ~~by the addition of a clause that deals with pecuniary profits and benefits and advantages; and~~

~~A.D.~~ substituting a new proviso as set out in this deed to the amendments clause reflect the variations to the trust.

### IT IS AGREED

#### 1. DEFINITIONS AND INTERPRETATION

1.1 In this ~~Deed~~deed, unless the context requires otherwise:

- (a) "Deed of On Account Settlement" means the deed dated 14 June 1996 between Her Majesty the Queen and Te Rūnanga o Ngāi Tahu;
- ~~(a)(b)~~ **"Gift to the Trust"** means the gift of \$50,000.00 made by the Crown to the Trust pursuant to clause 4.3 of the Deed of 'On Account' Settlement dated 14 June 1996;
- ~~(b)(c)~~ **"Reserve"** means the land described in Schedule 2;
- ~~(e)(d)~~ **"Settlers"** means Te Rūnanga o Ngāi Tahu and the Waimakariri District Council or any successor or assign which agrees to assume the powers and obligations that person as Settlor under this ~~Deed~~ deed;
- ~~(d)(e)~~ **"Trustees"** means the trustees for the time being of the Trust being, as at the date of this deed;
- (f) "Tūtaepatu Lagoon" means the land described in Schedule 1;
- (g) Tūtaepatu Lagoon Restoration Gift means the sum of \$250,000.00 made by the Crown under clause 4.1.2 of the Deed of On Account Settlement; and
- (h) Year means the 12 month period commencing on 1 July and ending 30 June of the following year.

- 1.2 A reference to an enactment (or to a section or part of an enactment) is a reference to that enactment as amended including any regulation made under that enactment, or to any enactment that has been substituted for that enactment.

## 2. ESTABLISHMENT OF TRUST

- 2.1 This ~~Deed~~ deed confirms the establishment of a charitable trust to be known as the Te Kōhaka o Tuhaitara Trust with effect from 31 August 1998.
- 2.2 The assets of the Trust shall comprise the Gift to the Trust and all other moneys, investments and property held by the Trustees for the object of the Trust.
- 2.3 The assets of the Trust shall be held by the Trustees in trust on the terms and conditions set out in this ~~Deed~~ deed.
- 2.4 The office of the Trust shall be the offices of the Waimakariri District Council at Rangiora or such other place in Canterbury as the Trustees from time to time decide.

## 3. OBJECT OF THE TRUST

- 3.1 The ~~object~~ objects of the Trust shall be ~~to~~:
- (a) To manage and administer the Reserve under the management plan prepared in accordance with this ~~Deed~~ deed for so long as the Reserve is classified as a recreation reserve pursuant to the Reserves Act 1977.
- (b) To manage and administer the Tūtaepatu Lagoon under the management plan prepared in accordance with this deed.

(c) To hold such other land as the Settlers may decide from time to time and to manage that other land under the management plan prepared in accordance with this deed.

#### 4. MANAGEMENT PLAN

4.1 Subject to the Ngai Tahu (Tūtaepatu Lagoon Vesting) Act 1997, the Trustees shall prepare a management plan for the Reserve pursuant to section 41 of the Reserves Act 1977.

4.2 The management plan shall include the Tūtaepatu Lagoon ~~and such other land as the Settlers decide from time to time.~~

4.3 The management plan may be amended to include such other reserve land as the Settlers decide from time to time.

4.4 The management plan may be amended to include such other non-reserve land as the Settlers decide from time to time. The amendment to the management plan may enable non-reserve land to be used for purposes other than as a reserve under the Reserves Act 1977 to allow income generating activities, provided income derived from such activities is applied towards the management and administration of the Reserve, the Tūtaepatu Lagoon, and other reserve lands.

#### 5. APPLICATION OF INCOME AND CAPITAL

~~4.3.1~~ The Gift to the Trust shall be used for the purpose of contributing to the cost of preparing the management plan.

5.2 The Trustees may apply the Tūtaepatu Lagoon Restoration Gift shall only be applied towards the ecological restoration of the Tūtaepatu Lagoon.

~~4.4~~ All other income and capital of the Trust shall be applied towards ~~the management and administration of~~ furthering the Tūtaepatu Lagoon ~~and any other land that comes within clause 4.2.~~

#### ~~5. APPLICATION OF INCOME AND CAPITAL~~

~~5.1~~ Subject to clauses 4.3 and 4.4, the Trustees shall apply all or any of the income and capital objects of the Trust ~~to further~~ in clause 3, provided however that the ~~object of the Trust.~~

~~5.2.3~~ The Trustees shall not be obliged to apply in any year the whole of the income of the Trust for that in any year but may accumulate such income. or part of it.

~~5.3~~ The Trustees may at any time apply accumulated income to further the object of the Trust.

#### 6. INVESTMENTS

6.1 The Trustees shall invest the income and capital of the Trust in accordance with ~~the provisions~~ sections 58 and 59 of the Trustee Trust Act ~~1956 as to the investment of trust funds~~ 2019.

#### 7. POWERS OF THE TRUSTEES

7.1 In addition to all authorities, duties, discretions and powers vested in trustees by law or by this ~~Deed~~ deed, the Trustees may:

- (a) accumulate the income of the Trust by investing it in any investment authorised by this ~~Deed~~deed;
- (b) receive gifts and donations on behalf of the Trust;
- (c) pay all insurance premiums, rates, taxes, rents and other outgoings in connection with any real or personal property of the Trust;
- (d) employ any financial adviser, lawyer, accountant, or other expert or professional person and act upon any opinion, advice or information obtained therefrom;
- (e) by unanimous decision of all the Trustees delegate from time to time any of their powers and duties to any person they may appoint for such purpose;
- (f) by unanimous decision of all the Trustees raise or borrow money for the purpose of the Trust upon such terms and conditions as they decide and charge all or part of the assets of the Trust with repayment and payment of interest on any moneys so borrowed;
- (g) by unanimous decision of all the Trustees give any indemnity, surety, guarantee or security;
- (h) open and maintain bank accounts at such banks as the Trustees think fit from time to time and decide who shall be the signatories to such accounts;
- (i) recover any losses incurred in carrying out the authorities, discretions, duties and powers conferred on the Trustees out of the capital or the income (whether past or future) of the Trust;
- (j) apply the whole or part of the assets of the Trust as the Trustees think fit towards the payment of any liabilities incurred by the Trustees under this ~~Deed~~deed;
- (k) have the accounts of the Trust audited as often as the Trustees shall decide by a chartered accountant appointed by them;
- (l) incorporate the Trustees as a board pursuant to the Charitable Trusts Act 1957; and
- (m) except where a contrary intention is expressed in this ~~Deed~~deed, the Trustees may exercise any power conferred by law on trustees.

## 8. NUMBER OF TRUSTEES

8.1 There shall be six Trustees.

8.2 If the number of Trustees falls below six, the remaining Trustees may continue to act until a replacement is appointed.

## 9. APPOINTMENT OF TRUSTEES

9.1 Three of the Trustees shall be appointed by Te Rūnanga o Ngāi Tahu.

9.2 Three of the Trustees shall be appointed by the Waimakariri District Council.

## 10. RESIGNATION OR REMOVAL OF TRUSTEES

A Trustee shall cease to be a trustee if he or she:

- (a) dies;
- (b) becomes bankrupt or insolvent or makes any arrangements with creditors;
- (c) becomes physically or mentally incapacitated to the extent that, in the opinion of the other Trustees, he or she is unable to perform the duties of a trustee properly;
- (d) is convicted of an indictable offence;
- (e) resigns by notice in writing to the Trustees;
- (f) is removed from office by the body who appointed him or her as a Trustee; or
- (g) is removed by operation of law.

## 11. MEETINGS AND RESOLUTIONS OF TRUSTEES

19 Nov 2020

11.1 Subject to ~~clauses 11.2 to 11.4~~ the provisions of this clause and clause 12, the Trustees may conduct the business of the Trust and otherwise regulate their meetings as they ~~think~~see fit.

11.2 ~~The~~That the Trustees ~~shall~~ at their first meeting in each year (1 July – 30 June) shall elect a Chairperson ~~for that year~~ **PROVIDED THAT the chair shall rotate annually, with a view to rotating the Chair** between Trustees appointed by each of the Settlers.

11.3 If the Trustees decide not to rotate the Chair it must be by way of a unanimous vote.

~~11.3~~11.4 No business of the Trust shall be transacted at any meeting unless a quorum of ~~four~~ Trustees ~~three~~ is present and includes a Trustee from both Settlers.

~~11.4~~11.5 A resolution signed by all ~~the~~ Trustees shall be as effective as if it had been passed at a meeting of Trustees duly called and held.

## 12. DECISIONS OF TRUSTEES

12.1 Except where a contrary intention is expressed in this ~~Deed~~deed, the powers of the Trustees under this ~~Deed~~deed shall be exercised by a majority of votes at a meeting of the Trustees at which a quorum is present.

12.2 Where a decision is to be decided by a majority of votes and the votes are tied, the Chairperson may exercise a second and casting vote.

## 13. INTERESTS OF TRUSTEES

13.1 No decision or exercise of a power by the Trustees shall be invalidated, except by a Court of law, on the ground that any Trustee had a direct or personal interest in the result of that decision or in the exercise of that power.

## 14. REMUNERATION AND EXPENSES OF TRUSTEES

14.1 The Trustees shall be entitled to remuneration on terms and conditions agreed between the Trustees and the Settlers from time to time.

14.2 The Trustees shall be reimbursed for reasonable expenses incurred by them in connection with the affairs of the Trust on such terms and conditions as are determined from time to time by unanimous decision of all the Trustees.

## 15. PECUNIARY PROFIT AND BENEFITS AND ADVANTAGES

15.1 No private pecuniary profit shall be made by any person from the Trust, except that (but subject to clause 15.3):

- (a) each Trustee may receive full reimbursement for all costs, charges and expenses properly incurred by the Trustee in connection with the affairs of the Trust;
- (b) the Trustees may pay reasonable and proper remuneration to any person or company (including a Settlor and a Trustee) in return for services actually rendered to the Trust;
- (c) each Trustee may be paid all usual professional, business or trade charges for services rendered, time spent and acts done by the Trustee or by any firm or entity of which the Trustee is a member, employee or associate in connection with the affairs of the Trust;
- (d) each Trustee may retain any remuneration properly payable to the Trustee by any company or other body or firm or undertaking with which the Trust may be in any way concerned or involved for which the Trustee has acted in any capacity whatever, notwithstanding that the Trustee's connection with that company or body or firm or undertaking is in any way attributable to the Trustee's connection with the Trust.

15.2 The Trustees, in determining all reimbursements, remuneration and charges payable in terms of this deed, must ensure that the restrictions imposed by clause 15.3 are observed.

15.3 Notwithstanding anything to the contrary in this deed, if any business is carried on by or on behalf of or for the benefit of the Trustees, no remuneration or benefit or advantage (regardless of whether it is convertible into money) or income of any of the kinds referred to in the sections set out in the second proviso to section CB 4(1)(e) of the Income Tax Act 1994 shall be paid or afforded to or received or gained or achieved or derived by any person (the **"Determining Person"**) if the second proviso to section CB 4(1)(e) of the Income Tax Act 1994 denies the Trustees an exemption from tax on income derived by the Trustees from the carrying on of the business in the circumstances set out in clause 15.4.

15.4 The circumstances referred to in clause 15.3 are those in which the Determining Person is:

- (a) a settlor of the Trust or a Trustee; or
- (b) a shareholder or director of any company carrying on any business of or for the Trust; or
- (c) a settlor or trustee of any trust which is a shareholder of any company carrying on any business of or for the Trust; or
- (d) an associated person (as defined by the Income Tax Act 1994) of any Trustee or any such settlor, shareholder, director or trustee

and the Determining Person can, by virtue of being a Trustee or such a settlor, shareholder, director, trustee or associated person, in any way (whether directly or indirectly) determine, or

materially influence in any way the determination of, the nature or the amount of the remuneration or benefit or advantage or income referred to in clause 15.3 or the circumstances in which it is or is to be received, gained, achieved, afforded or derived by the Determining Person.

15.5 Clause 15.3 does not apply if and to the extent that there is an exclusion from the application of the second proviso to section CB 4(1)(e) of the Income Tax Act 1994 by any law of New Zealand (whether that law is the Income Tax Act 1994 or otherwise).

15.6 A person, who in the course of and as part of the carrying on of his or her business of a professional public practice shall not, by reason only of his or her rendering professional services to the Trust or to any company by which any business of the Trust is carried on, be in breach of clause 15.3.

## 16. ADVISORY TRUSTEES

19 Nov 2020

The Trustees may appoint advisory trustees on such terms and conditions agreed between the Trustees and the advisory trustees.

## 17. CUSTODIAN TRUSTEES

The Trustees may appoint custodian trustees on such terms and conditions agreed between the Trustees and the custodian trustees.

## 18. EXECUTION OF DOCUMENTS

The Trustees shall determine such procedures for execution of documents as they think fit.

## 19. LIABILITY OF TRUSTEES

19.1 Notwithstanding any other provision in this deed, a Trustee shall be liable for any loss attributable to any breach of trust arising from the Trustee's dishonesty, wilful misconduct, or gross negligence.

~~19.1~~ 19.2 A Trustee shall not be liable for any loss incurred by or in connection with the Trust other than a loss arising from the wilful default or breach of trust of that Trustee.

## 20. INDEMNITY OF TRUSTEES

20.1 Subject to clause 19.1, a Trustee shall be indemnified out of the assets of the Trust for and in respect of any loss or liability which he or she incurs by reason of the carrying out or omission of any authority, discretion, duty or power under this ~~Deed~~deed.

## 21. AMENDMENTS

21.1 The Trustees with the consent of the Settlers may by deed following a unanimous decision of all the Trustees amend any of the provisions of this ~~Deed~~deed PROVIDED THAT no amendment shall be made to the objects or to any other provisions of this deed if the consequence would be to enable any part of the assets of the Trust to be applied for objects or purposes other than objects or purposes within New Zealand that are charitable according to the laws of New Zealand.

**22. WINDING-UP**

22.1 The Trustees with the consent of the Settlers may by unanimous decision of all the Trustees wind-up the Trust, in which case the Trustees shall apply the assets of the Trust for charitable purposes within the Canterbury region.

**23. GOVERNING LAW**

23.1 The Trust shall be governed by and construed in accordance with the law of New Zealand.

**EXECUTED AS A DEED**

draft

**THE COMMON SEAL of  
of TE RUNANGA O NGAI TAHU**

)  
19 Nov 2020

Was hereunto affixed as Settlor in the  
presence of )

\_\_\_\_\_  
Signature

**THE COMMON SEAL of  
of WAIMAKARIRI DISTRICT COUNCIL**

)  
)

Was hereunto affixed as Settlor in the  
presence of )

\_\_\_\_\_  
Signature

**Signed by  
ALASTAIR HARTLEY BLACKIE**

)  
)

in the presence of )

\_\_\_\_\_  
Signature

**Signed by  
ANDREA MARAMA RIGBY**

)  
)

in the presence of )

\_\_\_\_\_  
Signature

Signed by  
WILLIAM REX ANGLEM

)  
)

in the presence of

)

\_\_\_\_\_  
Signature

Signed by  
CATHERINE MAY MCMILLAN

)  
)

in the presence of

)

\_\_\_\_\_  
Signature

draft

19 Nov 2020

Signed by  
JOSEPH CHRISTOPHER HULLEN

)  
)

in the presence of

)

\_\_\_\_\_  
Signature

Signed by  
NUKUROA TIRIKATENE-NASH

)  
)

in the presence of

)

\_\_\_\_\_  
Signature

Dated

2021

**DEED OF AMENDMENT AND  
RESTATEMENT OF TE KÖHAKA O  
TUHAITARA TRUST DEED**

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## DEED OF AMENDMENT AND RESTATEMENT OF TE KÖHAKA O TUHAITARA TRUST

THIS DEED is made on 2020

**BETWEEN** TE RŪNANGA O NGAĪ TAHU and  
WAIMAKARIRI DISTRICT COUNCIL  
(the **Settlors**)

**AND**

ALASTAIR HARTLEY BLACKIE  
ANDREA MARAMA RIGBY  
WILLIAM REX ANGLEM  
CATHERINE MAY MCMILLAN  
JOSEPH CHRISTOPHER HULLEN and  
NUKUROA TIRIKATENE-NASH

(the **Trustees**)

### KAUPAPA

- A. By a deed dated 31 August 1998 (the **Original Deed**) the Settlers established a charitable trust known as Te Kōhaka o Tuhaitara Trust.
- B. The Original Deed has been subsequently amended through deeds dated 21 December 2001, 11 May 2006 and 3 November 2011 and on the date of this restated deed.
- C. The kaupapa of the Settlers is to ensure that the Reserve (as defined in this deed) is managed and administered in the interests of Ngāi Tahu Whānui and other New Zealanders as a recreation reserve in terms of the Reserves Act 1977.
- D. The Settlers and Trustees have agreed to amend and restate the Original Deed as set out in this deed to reflect the variations to the trust.

### IT IS AGREED

#### 1. DEFINITIONS AND INTERPRETATION

1.1 In this deed, unless the context requires otherwise:

- (a) **Deed of On Account Settlement** means the deed dated 14 June 1996 between Her Majesty the Queen and Te Rūnanga o Ngāi Tahu;
- (b) **Gift to the Trust** means the gift of \$50,000.00 made by the Crown to the Trust pursuant to clause 4.3 of the Deed of 'On Account' Settlement dated 14 June 1996;
- (c) **Reserve** means the land described in Schedule 2;
- (d) **Settlors** means Te Rūnanga o Ngāi Tahu and the Waimakariri District Council or any successor or assign which agrees to assume the powers and obligations that person as Settlor under this deed;
- (e) **Trustees** means the trustees for the time being of the Trust being, as at the date of this deed;

- (f) **Tūtaepatu Lagoon** means the land described in Schedule 1;
- (g) **Tūtaepatu Lagoon Restoration Gift** means the sum of \$250,000.00 made by the Crown under clause 4.1.2 if the Deed of On Account Settlement; and
- (h) **Year** means the 12 month period commencing on 1 July and ending 30 June of the following year.

1.2 A reference to an enactment (or to a section or part of an enactment) is a reference to that enactment as amended including any regulation made under that enactment, or to any enactment that has been substituted for that enactment.

## 2. ESTABLISHMENT OF TRUST

2.1 This deed confirms the establishment of a charitable trust to be known as the Te Kōhaka o Tuhaitara Trust with effect from 31 August 1998.

2.2 The assets of the Trust shall comprise the Gift to the Trust and all other moneys, investments and property held by the Trustees for the object of the Trust.

2.3 The assets of the Trust shall be held by the Trustees in trust on the terms and conditions set out in this deed.

2.4 The office of the Trust shall be the offices of the Waimakariri District Council at Rangiora or such other place in Canterbury as the Trustees from time to time decide.

## 3. OBJECT OF THE TRUST

3.1 The objects of the Trust shall be:

- (a) To manage and administer the Reserve under the management plan prepared in accordance with this deed for so long as the Reserve is classified as a recreation reserve pursuant to the Reserves Act 1977.
- (b) To manage and administer the Tūtaepatu Lagoon under the management plan prepared in accordance with this deed.
- (c) To hold such other land as the Settlers may decide from time to time and to manage that other land under the management plan prepared in accordance with this deed.

## 4. MANAGEMENT PLAN

4.1 Subject to the Ngai Tahu (Tūtaepatu Lagoon Vesting) Act 1997, the Trustees shall prepare a management plan for the Reserve pursuant to section 41 of the Reserves Act 1977.

4.2 The management plan shall include the Tūtaepatu Lagoon

4.3 The management plan may be amended to include such other reserve land as the Settlers decide from time to time.

4.4 The management plan may be amended to include such other non-reserve land as the Settlers decide from time to time. The amendment to the management plan may enable non-reserve land to be used for purposes other than as a reserve under the Reserves Act 1977 to allow income

generating activities, provided income derived from such activities is applied towards the management and administration of the Reserve, the Tūtaepatu Lagoon, and other reserve lands.

## **5. APPLICATION OF INCOME AND CAPITAL**

- 5.1 The Gift to the Trust shall be used for the purpose of contributing to the cost of preparing the management plan.
- 5.2 The Tūtaepatu Lagoon Restoration Gift shall only be applied towards the ecological restoration of the Tūtaepatu Lagoon.
- 5.3 All other income and capital of the Trust shall be applied towards furthering the objects of the Trust in clause 3, provided however that the Trustees shall not be obliged to apply the whole of the income in any year but may accumulate such income or part of it.

## **6. INVESTMENTS**

- 6.1 The Trustees shall invest the income and capital of the Trust in accordance with sections 58 and 59 of the Trust Act 2019.

## **7. POWERS OF THE TRUSTEES**

- 7.1 In addition to all authorities, duties, discretions and powers vested in trustees by law or by this deed, the Trustees may:
- (a) accumulate the income of the Trust by investing it in any investment authorised by this deed;
  - (b) receive gifts and donations on behalf of the Trust;
  - (c) pay all insurance premiums, rates, taxes, rents and other outgoings in connection with any real or personal property of the Trust;
  - (d) employ any financial adviser, lawyer, accountant, or other expert or professional person and act upon any opinion, advice or information obtained therefrom;
  - (e) by unanimous decision of all the Trustees delegate from time to time any of their powers and duties to any person they may appoint for such purpose;
  - (f) by unanimous decision of all the Trustees raise or borrow money for the purpose of the Trust upon such terms and conditions as they decide and charge all or part of the assets of the Trust with repayment and payment of interest on any moneys so borrowed;
  - (g) by unanimous decision of all the Trustees give any indemnity, surety, guarantee or security;
  - (h) open and maintain bank accounts at such banks as the Trustees think fit from time to time and decide who shall be the signatories to such accounts;
  - (i) recover any losses incurred in carrying out the authorities, discretions, duties and powers conferred on the Trustees out of the capital or the income (whether past or future) of the Trust;
  - (j) apply the whole or part of the assets of the Trust as the Trustees think fit towards the payment of any liabilities incurred by the Trustees under this deed;

- (k) have the accounts of the Trust audited as often as the Trustees shall decide by a chartered accountant appointed by them;
- (l) incorporate the Trustees as a board pursuant to the Charitable Trusts Act 1957; and
- (m) except where a contrary intention is expressed in this deed, the Trustees may exercise any power conferred by law on trustees.

## **8. NUMBER OF TRUSTEES**

- 8.1 There shall be six Trustees.
- 8.2 If the number of Trustees falls below six, the remaining Trustees may continue to act until a replacement is appointed.

## **9. APPOINTMENT OF TRUSTEES**

- 9.1 Three of the Trustees shall be appointed by Te Rūnanga o Ngāi Tahu.
- 9.2 Three of the Trustees shall be appointed by the Waimakariri District Council.

## **10. RESIGNATION OR REMOVAL OF TRUSTEES**

A Trustee shall cease to be a trustee if he or she:

- (a) dies;
- (b) becomes bankrupt or insolvent or makes any arrangements with creditors;
- (c) becomes physically or mentally incapacitated to the extent that, in the opinion of the other Trustees, he or she is unable to perform the duties of a trustee properly;
- (d) is convicted of an indictable offence;
- (e) resigns by notice in writing to the Trustees;
- (f) is removed from office by the body who appointed him or her as a Trustee; or
- (g) is removed by operation of law.

## **11. MEETINGS AND RESOLUTIONS OF TRUSTEES**

- 11.1 Subject to the provisions of this clause and clause 12 the Trustees may conduct the business of the Trust and otherwise regulate their meetings as they see fit.
- 11.2 That the Trustees at their first meeting in each year (1 July – 30 June) shall elect a Chairperson, with a view to rotating the Chair between Trustees appointed by each of the Settlers.
- 11.3 If the Trustees decide not to rotate the Chair it must be by way of a unanimous vote.
- 11.4 No business of the Trust shall be transacted at any meeting unless a quorum of three is present and includes a Trustee from both Settlers.
- 11.5 A resolution signed by all Trustees shall be as effective as if it had been passed at a meeting of Trustees duly called and held.

## **12. DECISIONS OF TRUSTEES**

- 12.1 Except where a contrary intention is expressed in this deed, the powers of the Trustees under this deed shall be exercised by a majority of votes at a meeting of the Trustees at which a quorum is present.
- 12.2 Where a decision is to be decided by a majority of votes and the votes are tied, the Chairperson may exercise a second and casting vote.

## **13. INTERESTS OF TRUSTEES**

- 13.1 No decision or exercise of a power by the Trustees shall be invalidated, except by a Court of law, on the ground that any Trustee had a direct or personal interest in the result of that decision or in the exercise of that power.

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- 14.1 The Trustees shall be entitled to remuneration on terms and conditions agreed between the Trustees and the Settlers from time to time.
- 14.2 The Trustees shall be reimbursed for reasonable expenses incurred by them in connection with the affairs of the Trust on such terms and conditions as are determined from time to time by unanimous decision of all the Trustees.

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- 15.1 No private pecuniary profit shall be made by any person from the Trust, except that (but subject to clause 15.3):
- (a) each Trustee may receive full reimbursement for all costs, charges and expenses properly incurred by the Trustee in connection with the affairs of the Trust;
  - (b) the Trustees may pay reasonable and proper remuneration to any person or company (including a Settlor and a Trustee) in return for services actually rendered to the Trust;
  - (c) each Trustee may be paid all usual professional, business or trade charges for services rendered, time spent and acts done by the Trustee or by any firm or entity of which the Trustee is a member, employee or associate in connection with the affairs of the Trust;
  - (d) each Trustee may retain any remuneration properly payable to the Trustee by any company or other body or firm or undertaking with which the Trust may be in any way concerned or involved for which the Trustee has acted in any capacity whatever, notwithstanding that the Trustee's connection with that company or body or firm or undertaking is in any way attributable to the Trustee's connection with the Trust.
- 15.2 The Trustees, in determining all reimbursements, remuneration and charges payable in terms of this deed, must ensure that the restrictions imposed by clause 15.3 are observed.
- 15.3 Notwithstanding anything to the contrary in this deed, if any business is carried on by or on behalf of or for the benefit of the Trustees, no remuneration or benefit or advantage (regardless of whether it is convertible into money) or income of any of the kinds referred to in the sections set out in the

second proviso to section CB 4(1)(e) of the Income Tax Act 1994 shall be paid or afforded to or received or gained or achieved or derived by any person (the **Determining Person**) if the second proviso to section CB 4(1)(e) of the Income Tax Act 1994 denies the Trustees an exemption from tax on income derived by the Trustees from the carrying on of the business in the circumstances set out in clause 15.4.

15.4 The circumstances referred to in clause 15.3 are those in which the Determining Person is:

- (a) a settlor of the Trust or a Trustee; or
- (b) a shareholder or director of any company carrying on any business of or for the Trust; or
- (c) a settlor or trustee of any trust which is a shareholder of any company carrying on any business of or for the Trust; or
- (d) an associated person (as defined by the Income Tax Act 1994) of any Trustee or any such settlor, shareholder, director or trustee

and the Determining Person can, by virtue of being a Trustee or such a settlor, shareholder, director, trustee or associated person, in any way (whether directly or indirectly) determine, or materially influence in any way the determination of, the nature or the amount of the remuneration or benefit or advantage or income referred to in clause 15.3 or the circumstances in which it is or is to be received, gained, achieved, afforded or derived by the Determining Person.

15.5 Clause 15.3 does not apply if and to the extent that there is an exclusion from the application of the second proviso to section CB 4(1)(e) of the Income Tax Act 1994 by any law of New Zealand (whether that law is the Income Tax Act 1994 or otherwise).

15.6 A person, who in the course of and as part of the carrying on of his or her business of a professional public practice shall not, by reason only of his or her rendering professional services to the Trust or to any company by which any business of the Trust is carried on, be in breach of clause 15.3.

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The Trustees may appoint advisory trustees on such terms and conditions agreed between the Trustees and the advisory trustees.

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The Trustees may appoint custodian trustees on such terms and conditions agreed between the Trustees and the custodian trustees.

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The Trustees shall determine such procedures for execution of documents as they think fit.

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20.1 Subject to clause 19.1, a Trustee shall be indemnified out of the assets of the Trust for and in respect of any loss or liability which he or she incurs by reason of the carrying out or omission of any authority, discretion, duty or power under this deed.

**21. AMENDMENTS**

21.1 The Trustees with the consent of the Settlers may by deed following a unanimous decision of all the Trustees amend any of the provisions of this deed PROVIDED THAT no amendment shall be made to the objects or to any other provisions of this deed if the consequence would be to enable any part of the assets of the Trust to be applied for objects or purposes other than objects or purposes within New Zealand that are charitable according to the laws of New Zealand.

**22. WINDING-UP**

22.1 The Trustees with the consent of the Settlers may by unanimous decision of all the Trustees wind-up the Trust, in which case the Trustees shall apply the assets of the Trust for charitable purposes within the Canterbury region.

**23. GOVERNING LAW**

23.1 The Trust shall be governed by and construed in accordance with the law of New Zealand.

**EXECUTED AS A DEED**

**THE COMMON SEAL** of )  
of **TE RUNANGA O NGAI TAHU** )

Was hereunto affixed as Settlor in the )  
presence of )

\_\_\_\_\_  
Signature

\_\_\_\_\_

**THE COMMON SEAL** of )  
of **WAIMAKARIRI DISTRICT COUNCIL** )

Was hereunto affixed as Settlor in the )  
presence of )

\_\_\_\_\_  
Signature

\_\_\_\_\_

**Signed by** )  
**ALASTAIR HARTLEY BLACKIE** )

in the presence of )

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\_\_\_\_\_  
Signature

**Signed by** )  
**ANDREA MARAMA RIGBY** )

in the presence of )

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\_\_\_\_\_  
Signature

**Signed by** )  
**WILLIAM REX ANGLEM** )

in the presence of )

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\_\_\_\_\_  
Signature

**Signed by** )  
**CATHERINE MAY MCMILLAN** )

in the presence of )

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\_\_\_\_\_  
Signature

**Signed by** )  
**JOSEPH CHRISTOPHER HULLEN** )

in the presence of )

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\_\_\_\_\_  
Signature

**Signed by** )  
**NUKUROA TIRIKATENE-NASH** )

in the presence of )

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\_\_\_\_\_  
Signature

**draft**  
19 Nov 2020



Te Rūnanga o **NGĀI TAHU**

22 September 2021

Catherine McMillan  
Chair - Te Kōhaka o Tuhaitara Trust  
1 Woodend Beach Road  
WOODEND

Tēnā koe Catherine

**Te Kōhaka o Tuhaitara Trust – Amendments to Trust Deed**

Te Rūnanga o Ngāi Tahu was provided with a copy of proposed amendments (“the Proposed Deed Changes”) to the Te Kōhaka o Tuhaitara Trust deed on 21 April 2021.

The Proposed Deed Changes provide for:

- inclusion of other reserve and other land; and
- amendment of the Tūhaitara Coastal Reserve and Waikuku Beach Reserves Reserve Management Plan;
- amendments to the trust deed to date; and
- amendments to comply with the 2019 Trusts Act.

On behalf of Te Rūnanga o Ngāi Tahu, I confirm Te Rūnanga o Ngāi Tahu have no objections to the Proposed Deed Changes and approves of these amendments as is required for changes to the trust deed.

Nāhaku noa, nā

A handwritten signature in black ink, appearing to read 'Arihia Bennett'.

Arihia Bennett, MNZM  
**Chief Executive Officer**

Te Rūnanga o Ngāi Tahu  
15 Show Place, Addington, Christchurch 8024  
PO Box 13-046, Christchurch, New Zealand  
Phone + 64 3 366 4344, 0800 KAI TAHU  
Email: [info@ngaitahu.iwi.nz](mailto:info@ngaitahu.iwi.nz)  
Website: [www.ngaitahu.iwi.nz](http://www.ngaitahu.iwi.nz)

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR INFORMATION****FILE NO and TRIM NO:** EXC-34-20/211022170884**REPORT TO:** COUNCIL**DATE OF MEETING:** 2<sup>nd</sup> November 2021**AUTHOR(S):** Jim Harland, Chief Executive**SUBJECT:** Wellbeing, Health and Safety Report to Council October 2021**ENDORSED BY:**  
(for Reports to Council,  
Committees or Boards)\_\_\_\_\_  
Department Manager\_\_\_\_\_  
Chief Executive**1. SUMMARY**

- 1.1 This report is to update the Council on Wellbeing, Health and Safety matters for the month of October 2021. The report is trending from October 2020 to October 2021.
- 1.2 Key points of interest and actions for the month of October in the Wellbeing, Health and Safety function include:
- 1.2.1 During the ongoing COVID19 level 2 lockdown, Council continuing to monitor and apply the requirements of national mandates. Specific COVID19 management activities for October, have included reviewing the impact and application of national vaccine mandate requirements, within the context of the business of council (See section 4.1).
- 1.2.2 Delivery of Councils on-going programme of site H&S audit visits by the Safety and Risk team, designed to build relationships with our external contractors. This helps Council to better manage major project Health and Safety risk and liabilities, through educating contractors in relation to identifying and reducing high risk factors on project sites (See section 4.2).
- 1.2.3 Management Teams ongoing review of Council's key public and in-house health, safety and wellbeing risks, supported by the Safety and Risk team. This process is designed to ensure that Council leadership have effective structures and controls in place to actively manage Health, Safety and Wellbeing risk factors and to reduce/mitigate their negative impacts on Council employees, physical assets and the Waimakariri community (See section 4.3).
- 1.2.4 There were 6 work-related incidents reported during October, which included employees, volunteers and contractors (See section 4.4 and Attachment 1 for more information).
- 1.2.5 To support Councils ability to maintain its obligations as a PCBU, in keeping its people safe, a Physical Security Roadmap and Action Plan is currently being developed, to include key recommendations made by the OPSEC site security audits. This is planned to be presented to Council in the early New Year for their review and consideration (See section 4.5).
- 1.2.6 Work has been undertaken to identify key risks and to plan for appropriate controls and management structures, in relation to the upcoming 6-month Flamingo Scooters Trial. Council has been working proactively with the contractor, to ensure Council is able to meet its safety obligations to the community, and to ensure that

the contractor has effectively planned and provided for capturing and managing foreseeable hazards, risks and liabilities for the lifetime of the trial.

- 1.2.7 To enable Council to maintain its PCBU obligations in relation to volunteer teams, the Safety and Risk unit are working with Management Team and the RT12 volunteers to review their Health and Safety management systems, policies/processes and training structures, to future-proof Councils oversight and provide improved assurance of the activities of this volunteer worker group.

1.2.7.1 This review will focus on supporting Council to meet its PCBU obligations, and provide appropriate guidance to the RT12 team, in building its capability to effectively manage its activities, in light of the rapidly changing national rescue competency standards and management frameworks.

- 1.2.8 Council is continuing the process of moving teams, as part of the refurbishment project, to their new locations, with the Finance team moving to the Ashley Building over the Bank Holiday weekend.

Attachments:

- i. October Wellbeing, Health and Safety Dashboard Report.

**2. RECOMMENDATION**

**THAT** the Council:

- (a) **Receives and Notes** Report No. EXC-34-20/211022170884  
 (b) **Notes** that there were no notifiable event this month. WDC is, so far as is reasonably practicable, compliant with the Person Conducting a Business or Undertaking (PCBU) duties of the Health and Safety at Work Act 2015.

**3. BACKGROUND**

- 3.1 The Health and Safety at Work Act 2015 requires that Officers must exercise due diligence, including taking all reasonable steps, to making sure that Council complies with its health and safety duties or obligations under the Act. Requirements for discharging Officer Health and Safety Duties for WDC are outlined in Appendix 1.
- 3.2 An Officer, under the Health and Safety at Work Act 2015, is a person who occupies a position that is (or is comparable with) the director of a business or undertaking, or who occupies a position that allows them to exercise significant influence over the management of the business or undertaking. This does not include persons who merely advise or make recommendations to such Officers. Councillors, the Chief Executive and members of the Management Team would be considered to be the Officers of WDC.

**4. ACTIVITIES, ISSUES AND OPTIONS**

- 4.1 During the ongoing COVID19 level 2 lockdown, Council continues to monitor and apply the requirements of national mandates, especially in relation to:
- delivery of customer/community service contact in the Service Centre
  - provision of essential and lifeline services within the community
  - management of visitors and on-site training delivery in the Service Centre
  - ensuring good practice staff and public health, safety and wellbeing assurance, whilst meeting lockdown regulations.
- 4.1.1 Specific COVID19 management activities for October, have also included reviewing the impact and application of national vaccine mandate requirements, including in relation to the impact of education sector mandates on the delivery of aquatic programmes in schools and library/education services delivery. At the

same time council positively promoted and supported the Super Saturday Vaccine Event, with a number of sites in the District offering free vaccination appointments/support to the community.

- 4.2 As part of an on-going programme of good practice site Health and Safety visits designed to build relationships with our external contractors, the Safety and Risk team have assisted the Project Delivery Unit, working with their contract manager on-site at the Kaiapoi Storm Water and Flooding Improvements - East Interceptor Stage One project.
- 4.2.1 This health and Safety advisory service includes undertaking a site Health and Safety Site Audit, providing on-site advice to the Contractor about incident reporting and hazard identification, and helping contractors and Council to better manage project H&S risk, through educating contractors regarding practical reduction/mitigation of high risk project site H&S factors.
- 4.3 Management Team is also in the process of reviewing Council's key public and in-house health, safety and wellbeing risks. This process is designed to ensure that Department and Unit Managers have the required risk management structures and controls in place to effectively and actively monitor and manage high risk factors and to reduce/mitigate negative impacts to Council and the Waimakariri community.
- 4.3.1 Current Key Risks, which Management Team are addressing, which have a potentially strong Health and Safety impact for Council, include:
- Adequately Planning for the Impacts of Climate Change
  - Management of Waterborne Infectious Diseases / Biological Hazards
  - Over-abstraction of Water Resources Impacting the Community
  - Regulatory Compliance: Ensuring the Health and Safety of Workers
  - Significant National Financial Downturn Impacting Community Physical, Cultural and Economic Safety and Wellbeing
  - Major Earthquake Impacting Community Health, Safety and Wellbeing
  - Management of Physical and/or Psychological Impacts of Workplace Stress.
- 4.4 There were 6 work-related incidents reported during October, which included employees, volunteers and contractors. These were:
- 4.4.1 Three property and vehicle damage incidents involving employees/volunteers, two of which are currently being investigated, and one of which involved the incorrect use of a hired truck whilst dumping a load of spoil.
- 4.4.2 Two minor injuries to employees/volunteers within the Water Unit and Aquatics Units, sustained during normal operational work activities, of team members.
- 4.4.3 One adverse interaction with a customer at Southbrook RRP, who did not wish to comply with mask mandate requirements, and who became aggressive with the staff member, appearing to deliberately accelerate their vehicle and bump into the staff member, when asked to leave the site (the customer followed this up with leaving a complaint on the Council Facebook page, which is being followed up).
- 4.4.4 These incident follow current work-related incident trends, which focus on increases in property and vehicle damage, adverse interactions with members of the public and minor injuries to staff sustained during normal work activities (see Appendix A Incident Reporting Dashboards, for more information on incident types and people involved in reported incidents over the last 12 months).
- 4.5 A Physical Security Roadmap and Action Plan is currently being developed by the Safety and Risk team, to include key recommendations made by the OPSEC site security audits. The roadmap and action plan will be presented to Council in the early New Year for their review and consideration. Key recommendations made by OPSEC, which are being developed and considered, include:

- the delivery of situational awareness training (with a focus on crisis leadership)
- the improvement of crisis management capability across council
- and the enhancement of physical security structures for elected members, the community (when visiting council sites) and council employees.

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

## **5 COMMUNITY VIEWS**

### **5.1 Mana whenua**

Te Ngāi Tūāhuriri hapū are not likely to be affected by, or have an interest in the subject matter of this report.

### **5.2 Groups and Organisations**

There are not groups and organisations likely to be affected by, or to have an interest in the subject matter of this report.

### **5.3 Wider Community**

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

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

### **6.1 Financial Implications**

There are potential financial implications of the notes sought by this report, in relation to site security matters discussed in paragraph 4.3, although the actual value is unknown at this stage, and will need to be reviewed as part of the on-going research and reporting activities being brought to Management Team and Council, for their consideration at future meetings. All current known financial implications for the upcoming year's health and safety activities have been accounted for within approved project costs, or via departmental budgets already allocated to health and safety.

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

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

### **6.3 Risk Identification and Management**

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

6.3.2 Recent Annual Health checks have upheld our commitment to mitigate the highest risk within the Health and Safety Risk Register. Infectious Diseases / Biological Hazards (R00213).

### **6.4 Health and Safety**

There are no health and safety risks arising from the adoption/implementation of the recommendations in this report. Continuous improvement, monitoring, and reporting of Health and Safety activities are a key focus of the health and safety management system.

## **7 CONTEXT**

### **7.1 Consistency with Policy**

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

### **7.2 Authorising Legislation**

The key legislation is the Health and Safety at Work Act 2015.

The Council has a number of Human Resources policies, including those related to Health and Safety at Work.

The Council has an obligation under the Local Government Act to be a good employer.

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

There is a safe environment for all.

Harm to people from natural and man-made hazards is minimised.

Our District has the capacity and resilience to quickly recover from natural disasters and adapt to the effects of climate change.

Crime, injury and harm from road crashes, gambling and alcohol abuse are minimised.

Climate change challenges are addressed in an appropriate, timely, cost-effective and equitable manner. Our District is well served by emergency services and volunteers are encouraged.

The Council's community outcomes are not relevant to the actions arising from recommendations in this report.

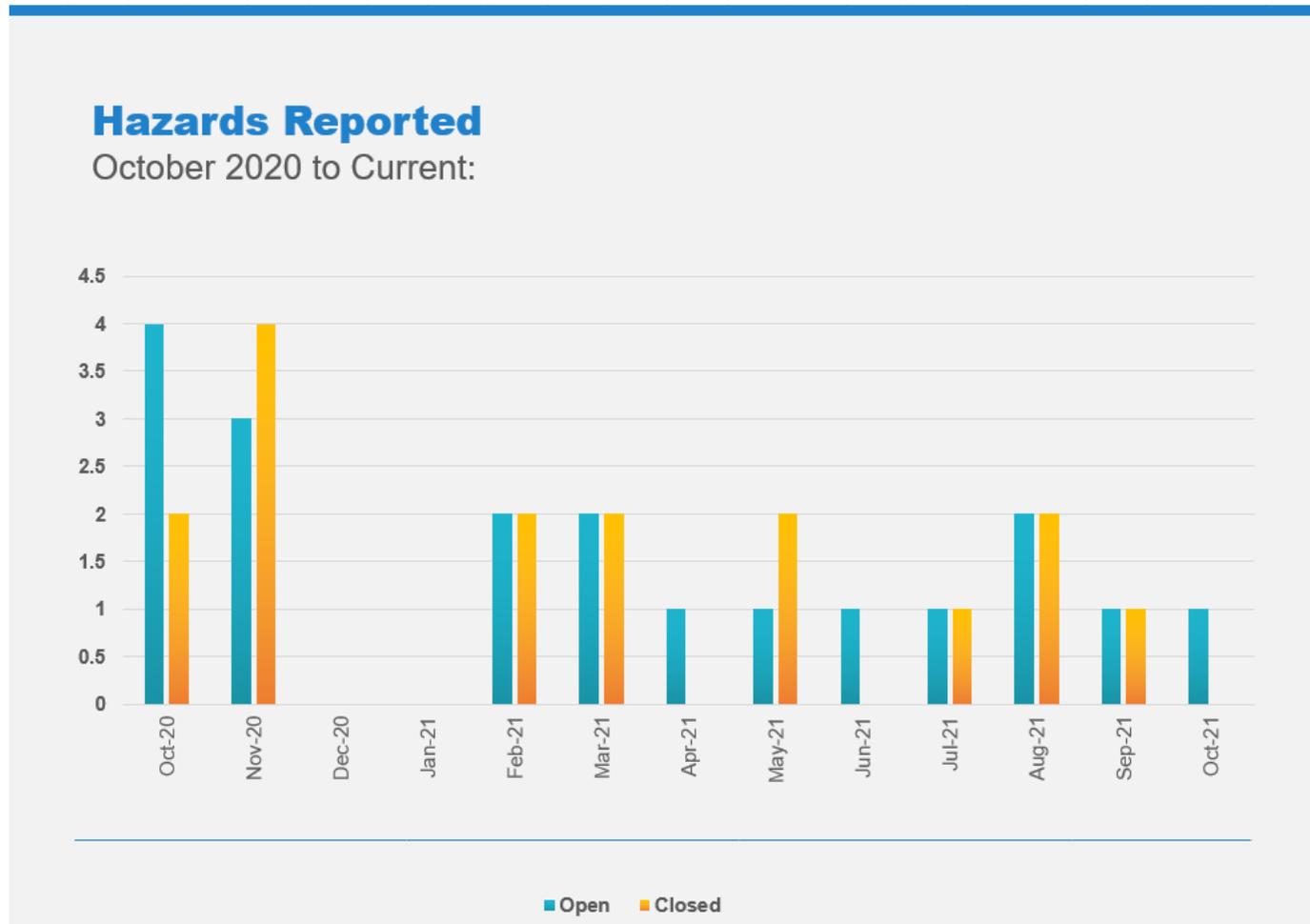
The Health, Safety and Wellbeing of the organisation, its employees and volunteers ensures that Community Outcomes are delivered in a manner which is legislatively compliant and culturally aligned to our organisational principles: ta mātou mauri.

### 7.4 **Authorising Delegations**

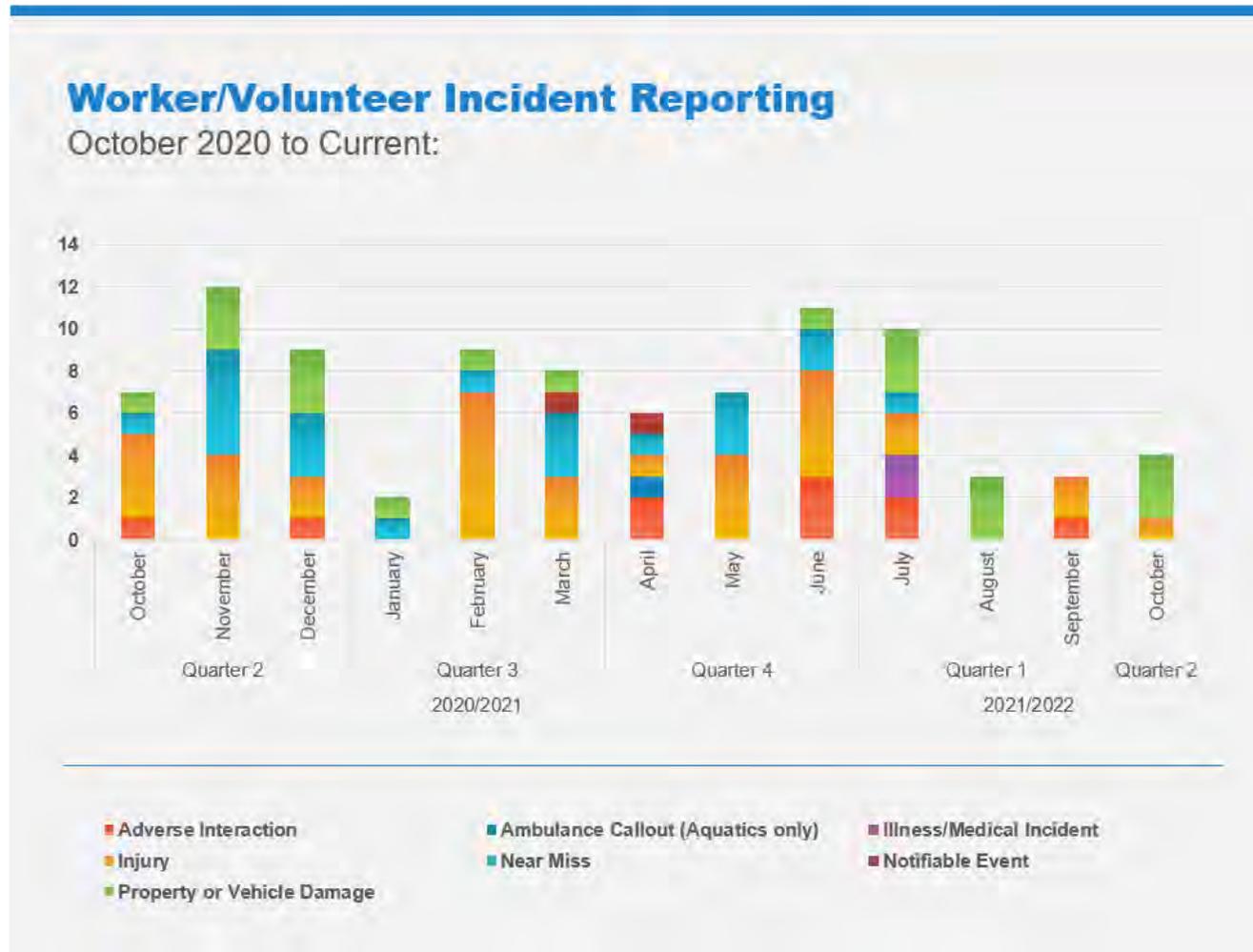
An officer under the Health and Safety at Work Act 2015 is a person who occupies a specified position or who occupies a position that allows them to exercise a significant influence over the management of the business or undertaking. Councillors and Chief Executive are considered to be the Officers of WDC

## Attachment 1      October 2021 Wellbeing, Health and Safety Dashboard Report

### Hazards Reported – October 2020 to October 2021



**Worker/Volunteer Incidents/Injuries Reported During the Period – October 2020 to October 2021**



**Worker/Volunteer Incidents/Injuries Reported During the Period (By Type) – October 2020 to October 2021**

October 2021 Contractor Database (drawn from the SiteWise database)

CONTRACTOR PIPELINE

Health and Safety

ALERTS



CONTRACTOR ASSESSMENT SCORES

YOUR CONTRACTORS

NUMBER OF YOUR PREFERRED CONTRACTORS AT EACH STAGE



YOUR PREFERRED CONTRACTORS AVG. SCORE

88%



ALL CONTRACTORS

NUMBER OF CONTRACTORS AT EACH STAGE IN SITEWISE



ALL CONTRACTORS AVG. SCORE

77%



## Lost Time Injuries

<b>Lost Time Injuries - Aquatics:</b>	2019/2020/2021	<p>4 Injuries: Total of 6721 hrs to date.</p> <p><b>Injury one:</b>          RTW trail on hold due to further injury (not at work)          Date of injury – 10 June 2019          Weekly contracted hours = 17.5          2079 hrs lost to date</p> <p><b>Injury two:</b>          Currently on RTW trial – 5hrs x 3 days per week          Date of injury - 29th Nov 2020          Weekly contracted hours = 39.25          1552 hrs lost to date</p> <p><b>Injury three:</b>          Currently on RTW trial 26 July – 2.5hr x 4days per week          Date of injury 28 June 2019          Weekly contracted hours = 30          2780 hrs lost to date</p> <p><b>Injury Four:</b>          Fully Unfit          Date of injury - 23 Aug 2021          Weekly contracted hours = 38.75          310 hrs lost to date</p>
<b>Lost Time Injuries other:</b>	2020/21	<p>1 Injury – total of 692 hours to date.</p> <p><b>Injury one:</b>          Date of injury – 27 April 2021 (RTW hrs 24hrs/wk. currently)          Weekly contracted hours = 40          628 hrs lost to date</p>

## Lead Indicators

<b>Safety Inspections Completed (Workplace Walkarounds)</b>	Q2 2021	Workplace Walkarounds currently being conducted.
<b>Training Delivered</b>	2020/21	People Trained: 38 Manual Handling. 104 Situational Safety. 41 Fire Extinguisher Training.





- (b) **Approves** the Garrymere Water Safety Plan for re-submission to the Drinking-water Assessor, following updates made to address the non-conformance raised in the latest adequacy report received.
- (c) **Recommends** that staff implement the Improvement Programme within the Garrymere Water Safety Plan, to ensure compliance with the plan is maintained.
- (d) **Recommends** that the Mayor, Councillor Williams, the Chief Executive and Manager Utilities and Roading approve the Drinking-water Commitment Statement, as set out in Trim 210728123165 attached to the report, which forms part of Component 1 of the Council's Water Safety Plans.
- (e) **Receives** the incident review report on the high turbidity event in June 2021, which affected the compliance of the plant, and lead to a precautionary Boil Water Notice following the flood events.
- (f) **Authorises** that the Manager Utilities and Roading to approve any minor amendments that are required to the Garrymere Water Safety Plan following final internal staff review and/or, review by the Drinking-Water Assessor, but notes that if significant changes to the plan are required (new risks identified, or significant new improvement projects required to be proposed that cannot be delivered within existing budgets), then staff will report back to the Utilities and Roading Committee for further approval.
- (g) **Circulates** this report to the Rangiora-Ashley Community Board for their information.

#### **CARRIED**

Councillor Stewart noted that five of the current schemes in the district do not have a current Water Safety plan as approved by the Assessor. This represents a third of the schemes in the district and encouraged resubmission of the plans. Councillor Stewart acknowledged the work that is involved in getting approval for each safety plan but queried what risk is involved in not having an approved Safety Plan. G Cleary commented that all the Council water sources provide water that complies with the drinking water standards, but also acknowledged there is more Water Safety Plans still to be approved. It was noted that there are to be further staff resources employed to provide more capacity to undertaken this work. This new position is to be a Water Safety and Compliance Specialist. Staff have been actively involved with this work to date, as resources have allowed and as previously stated, the work required for these Water Safety Plans is hugely challenging, particularly the unchlorinated water supply schemes. G Cleary is not aware of any unchlorinated scheme getting the Water Safety Plan approved.

Councillor Williams noted that neighbouring councils are also waiting to get some of their Plans signed off,

#### 5.2 **Eastern Districts Sewer Scheme Annual Compliance Monitoring Report 2020/2021 – Libica Hurley (Project Planning and Quality Team Leader) and Kalley Simpson (3 Waters Manager)**

K Simpson presented this report, and the annual compliance performance on the Eastern District Sewer Scheme for the 2020-21 financial year. This report has been sent to Ecan, where it is currently being reviewed and assessed. This report covers the majority of the Council's wastewater schemes, including all the eastern district sub-schemes (Rangiora, Mandeville, Kaiapoi, Woodend Pegasus and Waikuku Beach). At this time, it doesn't include Fernside, Loburn

or Oxford. This report shows that the Eastern Districts Ocean Outfall scheme was fully compliant with all the conditions of the consents for the scheme.

There were no questions.

Moved Mayor Gordon

Seconded Councillor Williams

**THAT** the Utilities and Roading Committee:

- (a) **Receives** Report No. 210831140156.
- (b) **Notes** that monitoring of the Ocean Outfall discharge presented compliance with all consent conditions for the 2020-2021 monitoring period.
- (c) **Notes** that the Eastern Districts Sewer Scheme – Annual Compliance Monitoring Report 2020-2021 is currently being reviewed by Environment Canterbury.
- (d) **Circulates** this report to Council for their information.
- (e) **Circulates** this report to all Community Boards for information.

Mayor Gordon thanked staff for the work undertaken for this report and the work relating to this Ocean Outfall Scheme.

Councillor Stewart noted there are many consents that this scheme must meet to operate and would support a Press Release on this matter. It is important for the public to be aware that the system is operating within the conditions required in the consents.

### 5.3 **May 2021 Flood Event – Update on Service Requests – Caroline Fahey (Water Operations Team Leader) and Kalley Simpson (3 Waters Manager)**

K Simpson presented this report to speak on the drainage related service requests following the flood event of May and also the following smaller event on 20<sup>th</sup> June. During the smaller event, there were saturated catchments and residents were concerned with water levels, which was reflected in the number of service requests received. There were a total of 269 service requests relating to drainage, over these two events, which is approximately a third of the usual total annual number (there is typically approximately 800 drainage related service requests over a 12 months period). As staff are working through these request, it was noted that there are still 13 drainage assessments that are ongoing.

Councillor Stewart asked if there was currently the resource within the department to deal with the assessments and to have these cleared within six months – before next winter? K Simpson noted that there has been further consultant resource seconded to Council for two – three days per week to help with clearing these assessments. It is the aim to get all the assessments undertaken prior to Christmas, and any upgrades to be included in the Draft Annual Plan. G Cleary noted that there is a shortage of good engineers available and added that there is a number of challenges with getting staff up to a more sustainable level. G Cleary acknowledged that this Council is fortunate to have some exceptional engineers on staff but added that there is continued issue with having the staff resources to manage consent compliance and actively managing stormwater. It was suggested that the demand will continue to increase in the district.

Moved Councillor Stewart

Seconded Councillor Ward

**THAT** the Utilities and Roading Committee:

- (a) **Receives** report No. 210909144676.
- (b) **Notes** that 269 drainage service requests were received related to the significant rainfall event in May 2021 and following smaller event in June 2021, which have all been responded to although some require further maintenance or investigation work.
- (c) **Notes** that there are currently 13 drainage assessments identified as set out in section 4.3 and this is likely to increase as the service requests are worked through.
- (d) **Notes** that a webpage has been setup on the Council's website to provide updates on the status of drainage works underway.
- (e) **Notes** that if further budgets are required for any capital works identified as part of the drainage assessment work, that these will be sought as part of the 2022/23 Annual Plan process.
- (f) **Circulates** this report to the Council for information.

Councillor Stewart acknowledged the amount of work that had been generated from these two storm events this year and supported the page on the Council website which keeps the public updated on the current status with drainage matters. Councillor Stewart welcomed the excellent communication by staff at the public meetings addressing any drainage or flooding issues and urges this as a template on how to address these issues going forward. She added that it was important for the Council to be up front with the communication. Councillor Stewart supports senior management looking at the capacity of staff resources to respond to the issues.

Councillor Ward noted the importance of having good staff resources at the Council and also to have the good communication with the contractors.

Councillor Doody asked if the Council could be kept up to date on where progress is being made with the various assessments that were being undertaken.

Councillor Williams complimented staff on the manner in which the situation was handled with the Kiln Place residents.

## **6 MATTERS FOR INFORMATION**

- 6.1 **Approval to Consult on the Waimakariri District Cycle Network Plan and Infrastructure Prioritisation Programme – Circulates to the Utilities and Roading Committee.**
- 6.2 **Woodend Water Main Renewals 2021/22 – Request to Engage Water Unit – Report to Management Team 9 August 2021 – Circulates to the Utilities and Roading Committee.**
- 6.3 **Approval for a New Bus Stop in South Belt – Report to Rangiora-Ashley Community Board 11 August 2021 – Circulates to the Utilities and Roading Committee.**
- 6.4 **Contract 21/21 Kowhai Avenue North Brook Improvements – Registration of Interest Shortlisting – Report to Management Team 16 August 2021 – Circulates to the Utilities and Roading Committee.**

6.5 **Cycle Skills Education Programme – Renewal of Contract for North Canterbury Sport and recreation Trust – Report to Management Team 6 September 2021 – Circulates to Utilities and Roothing Committee.**

Moved Councillor Williams

Seconded Mayor Gordon

**THAT** the Utilities and Roothing Committee receives the information in Items 6.1 to 6.5.

**CARRIED**

*Note: The links for 'Matters of Information' were separately circulated to elected members.*

**7 PORTFOLIO UPDATES**

**7.1 Roothing – Councillor Paul Williams**

Councillor Williams noted the recent wind issues and the worst affected areas being Cust, Ashley Gorge and Oxford. Winter had been busy with saturated pavements and there was a lot of work done to keep them up to standard. The final pavement repair work is being undertaken this week on Flaxton Road. Noted the quick response from staff on the pavement repair required on the corner of Ashley Street and Coldstream Road.

**7.2 Drainage and Stockwater – Councillor Sandra Stewart**

Tomorrow is the hearing on the Stockwater Race Bylaw review, with 49 submissions received and four submitters wishing to speak at the hearing.

Sutton Tools in Kaiapoi require an Ecan consent regarding water flowing off their site.

McAlpines Sawmill is in breach of its stormwater consent, with Total Solids 100 times above the figures in their consent. The stormwater pond on the McAlpine site is probably picking up contaminated water before it reaches the ponds on the corner of Flaxton and Fernside Road.

**7.3 Utilities (Water Supplies and Sewer) – Councillor Paul Williams**

Noted that there will be a public opening function for the Poyntz Road and upgraded Cust supplies. The dates of these is yet to be confirmed.

**7.4 Solid Waste– Councillor Robbie Brine**

On behalf of Councillor Brine, G Cleary advised that there was a fire at the Transfer Station recently, which was attended by the NZ Fire Service. That part of the Station was closed for the afternoon while this was managed.

Councillor Doody sought clarification on what is currently being accepted at the Oxford Transfer Station.

**7.5 Transport – Mayor Dan Gordon**

Mayor Gordon noted the lack of clarity in the recent announcement from NZTA, and not knowing what projects were in, and what weren't. Spoke on the projects that were still in. There is a \$1m shortfall for the maintenance operations and renewals budget, so staff will be working through what the implications are for this. Noted that all Councils across New Zealand have had a reduction in budget funding, and most have noted the inadequacy of funding. This council only received approximately half of the \$13m requested. Skewbridge safety

warnings and the Mulcocks Road intersection are included in the projects to go ahead. The Woodend safety improvement were not included in the NZTA budget, but Mayor Gordon is hopeful that this is a mistake and this budget may come back in. There is a meeting to be arranged with the Chief Executive of NZTA in October, with the Mayor, Council Portfolio holder and roading staff for discussion on the budget allocation.

Ecan are conducting a review of passenger transport fares, which will come to this Council for its views in the future.

## **8 QUESTIONS UNDER STANDING ORDERS**

There were no questions.

## **9 URGENT GENERAL BUSINESS**

There was no urgent general business.

## **10 MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED**

Section 48, Local Government Official Information and Meetings Act 1987

Moved Councillor Williams

Seconded Mayor Gordon

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

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

Item N°	Report for Information:	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
10.1 – 10.7	Reports from MTO	Reports for Information	Good reason to withhold exists under Section 7	Section 48(1)(a)

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

Item N°	Reason for protection of interests	Ref NZS 9202:2003 Appendix A
10.1-10.7	Protection of privacy of natural persons To carry out commercial activities without prejudice	A2(a) A2(b)ii

**CARRIED**

***Resolution to resume in Open Meeting***

Moved Mayor Gordon

Seconded Councillor Williams

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

**CARRIED****NEXT MEETING**

The next meeting of the Utilities and Roading Committee is scheduled for 3.30pm, on Tuesday 26 October 2021.

There being no further business, the meeting closed at 4.30pm.

CONFIRMED

\_\_\_\_\_  
Chairperson  
Councillor Paul Williams

\_\_\_\_\_  
Date

**BRIEFING**

*Following the meeting, D Young and S Binder presented a briefing on:*

- *Rangiora Eastern Link Update*

**WAIMAKARIRI DISTRICT COUNCIL**

**THE MINUTES OF THE DISTRICT PLANNING AND REGULATION COMMITTEE HELD IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA ON TUESDAY 19 OCTOBER 2021 AT 1.00PM.**

**PRESENT:**

Councillor N Atkinson (Chairperson), Councillors K Barnett, W Doody, N Mealings (1.04pm), P Redmond and Mayor D Gordon (1.02pm).

**IN ATTENDANCE:**

Councillor A Blackie.

J Harland (Chief Executive) (1.16pm), T Tierney (Manager Planning and Regulation), T Ellis (Development Planning Manager), M Bacon (Planning Manager), M Heist (Environmental Services Manager), W Harris (Team Leader – Resource Consents) and K Rabe (Governance Advisor).

**1 APOLOGIES**

Moved: Councillor Atkinson

Seconded: Councillor Redmond

An apology was received and accepted from Mayor Gordon for lateness.

**CARRIED**

**2 CONFLICTS OF INTEREST**

There were no conflicts of interest declared.

**3 CONFIRMATION OF MINUTES**

**3.1 Minutes of a meeting of the District Planning and Regulation Committee held on 17 August 2021**

Moved: Councillor Redmond

Seconded: Councillor Doody

**THAT** the District Planning and Regulation Committee:

- (a) **Confirms** the circulated Minutes of a meeting of the District Planning and Regulation Committee, held on 17 August 2021, as a true and accurate record.

**CARRIED**

**4 MATTERS ARISING**

Nil.

*Councillor Mealings joined the meeting at 1.04pm.*

**5 DISTRICT PLAN UPDATE**

T Ellis (Development Planning Manager) was in attendance to update the Committee on the current status of the District Plan.

The following information was shared:

- 142 Notification inquiries recorded

- 39 Counter inquiries made
- 84 email responses sent out
- 16 phone inquiries
- 16 submissions received to date with some still in draft form awaiting submission
- Depending of Covid levels, four more awareness stalls to be held
- 1,900 hits on the web with a maximum of 200 visitors for one day.

Councillor Atkinson queried if, due to Covid restrictions, the public consultation period would be extended. T Ellis replied that an extension of the public consultation period would not be considered. If the Covid restriction impacted future public meetings, awareness meetings would be carried out using online tools if necessary.

Councillor Redmond asked if T Ellis felt that the Public Awareness sessions had proved to be a viable option. T Ellis noted that these sessions may not seem efficient, however, the object was to increase public awareness of the District Plan and to be available for questions for the man on the street. He noted that the Council were doing more than required to ensure the public had the information they needed.

Mayor Gordon commented that he attended a 'Talk to a Planner' session and found it a useful exercise which seemed to be working well.

Councillor Atkinson requested that the District Plan update be circulated to all elected members for their information.

## 6 REPORTS

### 6.1 Plan Implementation (Planning) Unit Update – M Bacon (Planning Manager)

W Harris (Team Leader Resource Consents) presented the report providing a summary of the Plan Implementation Unit's activity during the last quarter.

Councillor Mealings noted the increase in service requests relating to overhanging trees and questioned the possible reasons. M Bacon noted that these figures referred to the calendar year rather than the financial year and noted that this was not a significant increase compared to previous years. He explained that the Service Request System and Snap, Send and Solve were used by staff to report possible issues in the community whilst carrying out their other duties, the service request numbers therefore did not reflect complaints from the public.

Moved: Councillor Redmond

Seconded: Councillor Doody

**THAT** the District Planning and Regulation Committee:

- Receives** Report No. 210928156279.
- Notes** the current activities and operations in the Plan Implementation Unit.

**CARRIED**

Councillor Redmond thanked staff for the comprehensive report, acknowledging the amount of work being carried out, especially in the consents sector.

## 6.2 **Environmental Services Unit Update – M Heist (Environmental Services manager)**

M Heist took the report as read and noted that the unit had been slightly busier during the quarter under review.

Mayor Gordon noted that he received several complaints about barking dogs and enquired how Dog Control was dealing with more complaints than usual. M Heist explained that barking dogs was a very subjective complaint and often Officers were unable to detect any issues at the address in question. Officers were therefore unable to take action. She did note that the increase may be explained by more residents being at home during the lockdown and were therefore more aware of noise in their neighbourhoods as a result.

Mayor Gordon thanked staff for their conscientious follow up of all complaints and noted he had been impressed by the teams professionalism in dealing with these matters.

Councillor Doody enquired if the renewing of food licences had been affected by the Covid lockdown due to restaurants and fast food services being unable to open. M Heist replied that applications could be renewed online so there should not have been an issue, and she was unaware of any breaches.

Moved: Councillor Barnett

Seconded: Mayor Gordon

**THAT** the District Planning and Regulation Committee:

- (a) **Receives** Report No. 211007162313.
- (b) **Notes** the current activities and operations in the Environmental Services Unit were in line with agreed levels of service and budgets.

**CARRIED**

Councillor Barnett noted that Environmental Services was an important team doing important work.

Mayor Gordon thanked staff for an informative report.

Councillor Mealings praised the team for the professional manner in which they carried out their duties.

## 7 **PORTFOLIO UPDATES**

### 7.1 **District Planning Development - Councillor Kirstyn Barnett**

Councillor Barnett had no further information to add to the update that T Ellis had supplied earlier in the meeting.

### 7.2 **Regulation and Civil Defence – Councillor Philip Redmond**

Councillor Redmond provided information on the following:

- Update on the recent Hearing on the Dangerous, Affected and Insanitary Building Policy noting that earthquake prone building were not included under this policy.
- Muscle Car Madness – a meeting of all stakeholders had recently been held. A further pre-event meeting will be held to pre-empt any issues.
- Compliance Framework – work being undertaken to make the compliance, monitoring and enforcement more consistent, transparent and fair for all parties.

- Gambling Policy to be reviewed next year.
- The Minister of Civil Defence's meeting had been postponed to early in 2022.

**8 QUESTIONS**

Nil.

**9 URGENT GENERAL BUSINESS**

Nil.

**NEXT MEETING**

The next meeting of the District Planning and Regulation Committee is scheduled for 1pm, on Tuesday 14 December 2021, to be held in the Function Room, Rangiora Town Hall.

There being no further business the meeting concluded at 1.27pm.

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N Atkinson  
Chairperson

14 December 2021

**MINUTES FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD HELD IN THE OHOKA COMMUNITY HALL, MILL ROAD, OHOKA ON WEDNESDAY 6 OCTOBER 2021 AT 7PM.**

**PRESENT**

D Nicholl (Chairperson), T Robson (Deputy Chairperson), S Barkle, M Brown, W Doody, S Farrell, R Harpur and N Mealings.

**IN ATTENDANCE**

T Tierney (Manager Planning and Regulation), J McBride (Roading and Transport Manager) G Stephens (Greenspace Community Engagement Officer), S Morrow (Rates Officer – Land Information), T Kunkel (Governance Team Leader) and C Fowler-Jenkins (Governance Officer)

**1 APOLOGIES**

There were no apologies.

**2 PUBLIC FORUM**

There were no members of the public in attendance for the public forum.

**3 CONFLICTS OF INTEREST**

There were no conflicts of interest declared.

**4 CONFIRMATION OF MINUTES**

**4.1 Minutes of the Oxford-Ohoka Community Board – 4 August 2021**

Moved: T Robson

Seconded: M Brown

**THAT** the Oxford-Ohoka Community Board:

- (a) **Confirms** the circulated Minutes of the Oxford-Ohoka Community Board meeting, held on 4 August 2021, as a true and accurate record.

**CARRIED**

**4.2 Matters Arising**

D Nicholl asked the concerns raised by Laurie Richards at the previous meeting had been resolved. T Tierney advised that Council staff were assisting L Richards with his submission to the District Plan.

D Nicholl also asked of an update about the request from an Ohoka resident regarding the possible installation of information signs along the Ohoka Stream Walkway. T Kunkel noted that the matter was resolved by with the Greenspace Team.

## 5 DEPUTATIONS AND PRESENTATIONS

### 5.1 Tim Fulton – Regarding the base for the old railway stop.

T Fulton explained that grown-up in the West Eyreton/Swannanoa area and had always been fascinated by local history. He noted that the turntable areas and the remnant of an old railway station of the old Ohoka Oxford Railroad line, situated along North Eyre Road, was not being reserved. In recent times this innocuous looking feature was being trampled and distorted largely by cattle movements down the road. It was important that steps be taken to protect some of the heritage features in the Waimakariri District. T Fulton suggested that the area could be fenced and that an information sign erected explaining the history of the old Ohoka-Oxford Railroad.

N Mealings thanked T Fulton for his deputation and enquired if there were currently any signage on the site. T Fulton tabled photos of the area and explained that only a mount remained of the old railway station.

N Mealings provided a brief overview of the Board's Landscaping budgets and the selection of possible projects for the year. She asked if a stone like the one at the Wilsons Mill on Mill Road would be adequate to mark the heritage site. T Fulton agreed that a stone with a brass plate, something with a bit of permanence would be adequate.

D Nicholl questioned if the land was still part of the railway reserve or if it was private property. T Fulton noted that, to this knowledge the mount was situated on road reserve.

D Nicholl further enquired when the railway line was closed. T Fulton explained that the line continued to be used until 1954 for the carriage of stock produce and goods. He noted that the railway line was closed progressively. From a heritage point of view it was a remnant of changing times in the area.

M Brown noted that at this area of West Eyreton which included the beautifully restored historic West Eyreton Hall and the oak trees West Eyreton Reserve had quite a bit of historical value to the community and should be preserved.

## 6 ADJOURNED BUSINESS

Nil.

## 7 REPORTS

### 7.1 West Oxford Reserve Toilets – G Stephens (Greenspace Community Engagement Officer)

G Stephens noted that funding provision had been made in the 2021/31 Long Term Plan (LTP) for a toilet block in the West Oxford Reserve. The Council had successfully applied to the Government's Tourism Infrastructure Fund (TIF) for the development of the West Oxford Reserve Rest Stop. The estimated cost of the project is \$250,000 and there was budget available to cover this cost. This project had been consulted extensively through the LTP process.

Unfortunately, due to the timeline set by the Government, the Council could not follow its normal process of obtaining Board approval for the plan prior to submitting the funding application. G Stephens explained that was a limited timeframe of six months from approval of the TIF Funding within which the Council need to prove that the plan was approved by the Board, relevant consents had been granted and everything was ready to proceed. There was a risk that should there the project be delayed and the

Council could not meet the timeframe set by the Government then the funding stream would cease to exist. G Stephens elaborated on the design of the proposed rest stop and on what the funding would be spend.

W Doody sought clarification on the source of the water to be provided at the rest stop, as it was previously suggested that a water tank should be provided. G Stephens advised that the provision of a tank could be investigated, however, it would increase the project cost. He explained that it was envisaged to implement a similar system than at the Saltwater Creek rest stop that just had hand sanitisers, which seemed to be working very well.

S Farrell noted that the land was owned by the Crown and Environment Canterbury (ECan). She therefore enquired what arrangements had been made for them to assist with the maintenance of this area. G Stephens noted that although the reserve was owned by the Crown and ECan, it was managed by the Council. ECan was content to leave its area as farm land or lease it out as they do not need it, however, the Council had decided that this would be a great location for people to stop, thus the development of the rest stop.

Furthermore, S Farrell asked how often the toilet would be maintained and what was the ongoing maintenance cost would be. G Stephens advised that it would be cleaned and emptied regularly. Obviously the use of the facility would be seasonal, and the maintenance would therefore differ from session to session.

S Farrell also questioned the maintenance of the track, as it was in a bad condition. G Stephens explained that the maintenance of the track was organised by the Council's operations team and their budget was structured according to necessity. However, it is anticipated that some of the funding would be used to fix the track as well.

Moved: W Doody

Seconded: S Barkle

**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 210824137446.
- (b) **Notes** the Council's submission to Round 5 of the Tourism Infrastructure Fund for funding towards the West Oxford Rest Area toilets and associated landscaping was successful with a budget of \$131,000 allocated (Including \$125,000 Capital and \$6000 Operations funding).
- (c) **Notes** that a toilet at the West Oxford Reserve had been approved through the Waimakariri District Council Public Toilet Strategy 2017 and budget of \$125,000 approved in the 2021/31 Long Term Plan for this financial year.
- (d) **Notes** staff estimated the cost of implementing the West Oxford Reserve Rest Stop Development Plan to be \$250,000.
- (e) **Approves** the West Oxford Reserve Rest Stop Development Plan Trim: 210824137464) for implementation.

**CARRIED**

W Doody commended staff for their initiative to secure funding for the development of the West Oxford Reserve Rest Stop. She believed that it would be a welcomed addition to the reserve.

Moved: D Nichol

Seconded: S Barkle

**THAT** the Oxford-Ohoka Community Board:

- (a) **Adjourn** to go into a workshop to discuss the Landscape Budget Projects for the 2021/22 financial year.

**CARRIED**

*The Oxford-Ohoka Community Board when into workshop from 7.25pm to 7.40pm.*

Moved: D Nichol

Seconded: M Brown

- (a) **THAT** the Oxford-Ohoka Community Board reconvene its meeting.

**CARRIED**

7.2 **Request approval for Stop Controls on North Eyre Road at Tram Road and on Woodstock Road at Depot Road – S Binder (Transport Engineer)**

J McBride spoke to the report which was seeking approval to install stop controls on North Eyre Road at its intersection with Tram Road and on Woodstock Road at its intersection with Depot Road. She noted that staff had carried out a technical review of the intersections and both intersections had sight distance below that which was required for a give way.

D Nicholl enquired if the vegetation at the intersections could be cut back to improve the visibility. J McBride explained that the vegetation could not be cut back to the extent required to achieve the sight distance.

T Robson asked if staff was aware that there was already a stop sign at the North Eyre and Tram Road intersection. J McBride noted it had been installed as part of the intersection work.

Moved: S Barkle

Seconded: M Brown

**THAT** the Oxford-Ohoka Community Board.

- (a) **Receives** Report No. 210729123980.
- (b) **Approves** the installation of a stop control on North Eyre Road at Tram Road.
- (c) **Approves** the installation of stop control on Woodstock Road, both sides of Depot Road.
- (d) **Circulates** this report to Utilities and Roading Committee for information.

**CARRIED**

7.3 **Road Naming – Eastwick Enterprises Limited Subdivision – S Morrow (Rates Officer – Property Specialist)**

S Morrow noted that the report sought approval for the proposed name for a private Right of Way which was being created a part of the subdivision on the property at 681 Poyntz Road. The proposed road name was chosen by the developer.

W Doody enquired if the Board had a list of pre-approved road name, similar to other Community Boards. S Morrow advised that, to his knowledge, there was no list for the Oxford-Ohoka area.

W Doody stated that roads should be named to reflect the identity of the local area and it was therefore important for the Board to compile a list of possible roads and

reserve names. T Kunkel commented that she had discussed the matter with S Morrow and the Governance Team would assist the Board in drafting a list.

D Nichol commented that the previous Oxford Eyre Ward Advisory Board had a list of list of pre-approved road names.

M Brown concurred that it was important that the road names in the area reflexed the local history. He asked if there was any urgency for the Board to approve the proposed road name or if a decision could be postponed to enable the Board to look at some historical choices. S Morrow advised that there was some urgency for the road to be named, as the site had already been surveyed and the lots would soon be titled. He reminded the Board that this was a private Right of Way. It was therefore not bound by the same naming criteria that public road in the Waimakariri District.

In response to questions, S Morrow advised that the name Eastwick comes from that of the developer, Alan Eastwick, who owns the land being subdivided.

Moved: N Mealings                      Seconded: S Farrell

**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 210923153616.
- (b) **Approves** the following road name for the private Right of Way as shown on the attached plan (Trim: 210923153604).
  - i. Eastwick Lane (Pvt)
- (c) **Notes** the Board may replace any proposed name with a name of its own choice.

**CARRIED**

N Mealings believed that as the property was owned by A Eastwick, the name had some historical value. She noted that as this was a private Right of Way and because timing was of the essence she would support the motion. However, she agreed that the Board should having a list of pre-approved roads and reserve names for the Oxford-Ohoka Ward. As this would not only assist the Board but would also make it easier for developers.

**7.4 EV charger installation alternative land location in Oxford – V Thompson (Business and Centres Advisor)**

T Tierney spoke to the report and noted that the report was following on from the previous feedback provided by the Board about the preferred location of the EV charging stations.

S Farrell questioned the proposed signage to be erected at the EV charging stations that they could not be used on Sundays as the public carpark was subject to a lease to the farmers market on Sundays. She questioned if people would not be able to charge their cars while visiting the farmers market. T Tierney confirmed that the EV charging stations could be used on Sundays if the area was not being specifically used by the farmers market. S Farrell suggested that there should not be a sign.

N Mealings noted that additional funding had been needed for the proposed installation of the EV charging stations at the original Oxford Town Hall location.

She asked what would happened with that additional funding should it now no longer be required due to the relocation of the EV charging stations. T Tierney explained that Meridian anticipated that the \$6,000 was still required for the new location to support

connection costs plus additional fees incurred at their end due to project delays Therefore, the Council's additional \$6,000 injection would still apply regardless of whether the installation occurs

R Harpur enquired if it was possible to locate the EV charging stations in a less desirable spot in the carpark at Pearson Park so that there would not be the problem of locals with big cars parking there. T Tierney noted that the charging stations had to be close to the electrical unit.

Moved: S Farrell

Seconded: W Doody

**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives** report no. 210902141111.
- (b) **Notes** the additional location at Pearson Park carpark as an alternative to the originally proposed Town Hall site (Figures 1 and 2) for the EV charger installation, which was informally requested by the Oxford-Ohoka Community Board.
- (c) **Notes** that the Oxford Farmers Market, as part of their regular Licence to Occupy with Council, permits the right to use the Pearson Park carpark on Sundays to support the delivery of the Sunday market.
- (d) **Notes** that Meridian Energy have signalled their approval of the proposed location change and will accept any conditions which grant the Oxford Farmer's Market full access to the Pearson Park carpark on Sundays.
- (e) **Approves** Pearson Park carpark (Figure 2) as the Oxford-Ohoka Community Board preferred site for the installation of the Meridian Energy EV charger in Oxford.
- (f) **Notes** that the installation of the EV charger in the Pearson Park carpark (Figure 2) is subject to further investigations by staff and Meridian Energy, and should the site not prove suitable then the EV charger will be installed in the Oxford Town Hall carpark as originally planned.

**CARRIED**

**7.5 Amendment to the Discretionary Grant Funding Criteria – T Kunkel (Governance Team Lead)**

T Kunkel explained that in July 2021 the Board approved the criteria for the Board's Discretionary Grant funding. She noted that concerns had been raised by other Community Boards about the eligibility of schools to apply for funding, in light of the fact that schools should be funded by the Ministry of Education. In a bid to mitigate the confusion and to guide applicants, it was suggested Discretionary Grant Fund Criteria be amended to include applications from Parent Teacher Associations (PTA) and funding committees or any other group associated with schools would be considered.

S Barkle noted that most schools were underfunded, and therefore had PTAs that actively raised funds for the schools. T Kunkel advised that the PTAs would still be able to apply for funding. She noted that during the last five years the Board had only received four applications from schools which were all granted. She stressed that each application had be considered this on its merits and funding criteria was only a guideline.

In response to questions, T Kunkel explained that the school's Board of Trustees were considered the governing body of the school. In terms of the current funding criteria

schools did not qualify for funding as they were not non-profit or community organisations. However, the PTA was made up of members of the school community who volunteer their time to help thereby making them a community organisation.

Moved: N Mealings

Seconded: S Farrell

**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 210921151918.
- (b) **Retains** the status quo for the 2021/22 Discretionary Grant Fund Application Criteria.

**CARRIED**

M Brown noted that it was not necessary for the funding criteria to be amended as the Board considered each application on its own merit.

## **8 CORRESPONDENCE**

Moved: T Robson

Seconded: S Barkle

**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives** the letter from Carolyn Rossiter (Trim 210927155805).

**CARRIED**

## **9 CHAIRPERSON'S REPORT**

### **9.1 Chairpersons Report for August 2021**

- Attended a Zoom meeting with Local Government New Zealand on the proposed Three Waters reform.
- Attended a Council meeting on the proposed Three Waters reform.
- Attended a North Canterbury Neighbourhood Support meeting.

Moved: W Doody

Seconded: S Farrell

**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives** the verbal report from the Oxford-Ohoka Community Board Chairperson for August 2021.

**CARRIED**

## **10 MATTERS FOR INFORMATION**

- 10.1 Woodend-Sefton Community Board Meeting Minutes 9 August 2021 (Trim 210812132535)
- 10.2 Rangiora-Ashley Community Board Meeting Minutes 11 August 2021 (Trim 210812132659)
- 10.3 Kaiapoi-Tuahiwī Community Board Meeting Minutes 16 August 2021 (Trim 210817134585)
- 10.4 District Regeneration – Annual Progress Report to June 2021 (Trim 210712113139) – Report to Council meeting 3 August 2021 – Circulates to all Boards.
- 10.5 Representation Review Proposal 2022-2025 (Trim 210719117191) – Report to Council meeting 3 August 2021 – Circulates to all Boards.

- 10.6 Elected Member Remuneration (Trim 210719117192) – Report to Council meeting 3 August 2021 – Circulates to all Boards.
- 10.7 Annual Report to the Alcohol Regulatory and Licensing Authority 2021 (Trim 210705109220) – Report to the District Planning and Regulation Committee meeting 17 August 2021 – Circulates to all Boards.
- 10.8 Proposed District Plan Provisions – Recommendations to Te Ngai Tuahuriri Runanga and Council (Trim 210819136006) – Report to Mahi Tahī Joint Development Committee meeting 24 August 2021.
- 10.9 Oxford Wastewater Stimulus Projects Update (Trim 210811131529) – Report to Council meeting 7 September 2021 – Circulates to the Oxford-Ohoka Community Board.
- 10.10 May 2021 Flood Event and Emergency Works – Updated Costs (Trim 210817135255) – Report to Council meeting 7 September 2021 – Circulates to all Boards.
- 10.11 Annual Report on Dog Control 2020/21 (Trim 210705109054) – Report to District Planning and Regulation Committee Meeting 17 August 2021 – Circulates to all Boards.
- 10.12 May 2021 Flood Event and Emergency Works – Updated Costs (Trim 210817135255) – Report to Council Meeting 7 September 2021 – Circulates to all Boards.
- 10.13 Oxford Wastewater Stimulus Projects Update (Trim 210811131529) – Report to Council Meeting 7 September 2021 – Circulates to the Oxford-Ohoka Community Board.
- 10.14 Eastern Districts Sewer Scheme Annual Compliance Monitoring Report 2020/21 (Trim 210831140156) – Report to Utilities and Roading Committee Meeting 21 September 2021 – Circulates to all Boards.
- PUBLIC EXCLUDED REPORT**
- 10.15 Ashley Gorge Kiwi Holiday Park – Request for Additional Renewal Term (Trim 210927155152) – Report to Council meeting 5 October 2021 – Circulates to the Oxford-Ohoka Community Board.

Moved: M Brown      Seconded: T Robson

**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives** the information in Items 10.1 to 10.14.
- (b) **Receives** the Public Excluded information in Item 10.15, which would remain public excluded and which was separately circulated.

**CARRIED**

## **11 MEMBERS' INFORMATION EXCHANGE**

### S Barkle

- Attended
  - All Boards Zoom meeting.
  - All Boards District plan briefing.
- Met with Brian Price from Swannanoa School – Group of students looking into multi-use paths.

### M Brown

- West Eyreton 150<sup>th</sup> anniversary in 2022. He was linking in with that group around some community events one of which was the Oak Reserve planting – there was some feedback from the Hall Committee and the West Eyreton Garden Club and they preferred one of the large pine trees got taken out where the shrubs were going to go. He had sent that feedback onto the Council and they had come back saying that removal of trees was under a 4D policy staff had recommended that the tree

stayed as it did help with the shrubs and did not take away from their growth. There would probably be a planting day and mulching day in April 2022.

- Noted the Lees Valley Dark Sky Nature Reserve

#### S Farrell

- Met with the Greenspace Team at the community gardens because there was still problems with vandalism and rubbish. The Council was going to install a security light on the big pole there.
- The Pearson Park Advisory Group had spent over \$4,000 and planted beautiful azaleas and rhododendrons between the old bowling green and the redwood trees.
- The Council had gone out for consultation on the speed limits and there had not been much at all out there.

#### R Harpur

- Attended
  - All Boards briefing on the District Plan.
  - Attended the Mandeville Sports Centre Annual General meeting – Mark Brown was voted onto the Board as a full voting member. There seemed to be some concern from the elderly members about the new plan.
  - A delegation of people that had attended from Truro Close were concerned that they were only given two days' notice that all the trees along the entrance way were due to be chopped down. There were a number of public walkways and cycleways around the edge of the sports centre so that people could gain access onto the Mandeville Sports Centre. However they all seem to be fenced off and when he mentioned it to the manager of the sports centre he noted it was a Council issue.
- The draft District Plan was out for public consultation, however he was concerned about the drop-in sessions at the Ohoka Market, that a number of people were very keen attend had been cancelled.

T Tierney advised that the Council had been asked not to attend the Ohoka Market because of their restricted spacing due to the COVID-19 restrictions. She noted that the key message was that you could not underplay having a one on one with a planner and they had plenty of slots available.

#### T Robson

- The Oxford Community Trust had their barbeque trailer renovated and they were having their Christmas Grotto from 17 December 2021 through to 25 December 2021.
- He was assisting OPAC with their water tank project that they were embarking on.
- Noted the trees in Pearson Park that had fallen over.

#### W Doody

- Attended
  - Housing Forum.
  - Alcohol Licensing Committee Training.
  - Solid Waste Working Party Meeting.
  - Social Housing Working Party Meeting – The Council Working Party was looking at the need and possibility of providing suitable housing for the District through an outside investor.
  - Audit and Risk Committee Meeting.
  - Council Briefings.
  - Road Safety Coordinating Committee Meeting.
  - Property Acquisition and Disposal Working Party Meeting – This was large work load for the housing staff. The Oxford Oaks Reserve was given back into Community use and this was now a great asset and well used.
  - Community and Recreation Committee Meeting.
  - Mandeville Sports Centre meetings.

- North Canterbury Sports and Recreation Trust.
- Council Meetings.
- LGNZ Road Show Meeting.
- E-Plan Training.
- All Boards Briefings.
- Oxford Community Network.
- Blessing of Council Chambers.
- Environment Canterbury Greater Christchurch partnership.
- Oxford Rural Drainage Advisory group Meeting – this was a well organised and proactive group of landowners who know their drainage areas well, their knowledge and history of the area was very important. They have been sensible in the work done upstream to make sure the water flows in the correct space in a flooding situation, they had made sure there was a healthy balance in the account for emergency situations as we have experienced lately.
- Stockwater Bylaw Hearing and Deliberations – an interesting hearing and once again one of the submitters was very well informed on the history and importance of this Stock Water which was opened back in 1896 to provide water for farmers weaving its way from Oxford through to Swannanoa.
- Creative Communities Funding Report – very disappointing that only six applications were received
- Lees Valley Road – the road was now usable and a bypass over private land had to be done to open up the road again. Work on the Whistler bridge approaches is an interesting design being experimented on and hopefully would be very effective to stop having to continually repair damages to the section of the bridge approaches.

#### N Mealings

- Attended
  - Housing Community Forum - Called by the Housing Working Group and facilitated jointly with the Council Community team and Social Services Waimakariri. Discussions with a range of social housing providers, social sector providers, developers and real estate agents to gauge housing needs in the district in order to focus our priorities going forward.
  - Stadium Waimakariri Opening - Official opening of our long awaited stadium! Event attracted 5000 people.
  - DIA Three Waters Webinar.
  - Housing (Social/Affordable) Working Group.
  - Audit and Risk Committee Meeting.
  - Discussions with various staff – Regarding various sustainability topics, concern over Ohoka Domain berm condition, and dog signage in Ohoka Stream Walkway.
  - Council Briefings.
  - Arohatia Te awa meeting - Welcomed members from Ecan and Fish and Game as collaboration was useful in achieving joint goals. Also discussed upcoming planting day and planning further.
  - Drug and Alcohol Harm Reduction Steering Group meeting.
  - Greater Christchurch Partnership Meeting.
  - Arohatia Te awa planting day - First planting day at the Cam River site off Revells Road. Great turnout with about 2,000 plants planted.
  - Sustainability Strategy Steering Group meeting - Joined by TKTT and ENC. Exciting developments in both. Discussed next steps for Sustainability Strategy. Would like to involve youth more going forward. B. Cairns gave Food Forest update- now involved in setting up twelve Food Forests
  - District Planning and Regulation Committee meeting.
  - Community and Recreation Committee meeting.
  - Covid Welfare Committee Zoom – Covid-19 Welfare Committee group consisting of social services providers and Council Community Team reconvened in anticipation of higher community needs due to lockdown.
  - LGNZ Three Waters zoom
  - Three Waters Community Engagement- virtual online - This online event replaced the previously scheduled Three Waters drop in sessions. Led by the Mayor, there

was a presentation followed by people being able to ask questions. Over two hundred people took part.

- Waimakariri Youth Council.
- CCC Coastal Hazards Working Group - Coastal Hazards Plan (for new development) and Coastal Adaptation Framework (for existing properties) going out for consultation.
- Honda Forest Planting Day
- May Flooding Debrief.
- Climate Costs and Risks for Councils webinar.
- Extraordinary Council Meeting - 3 Waters Reform- unanimous vote in opposition to reforms as they currently stand.
- Staff Sustainability Champions Meeting
- Canterbury Mayoral Forum CC Councillor Workshop
- Regular meeting with Climate Change councillors across the ten Canterbury councils. Guest speaker was Trevor Stuthbridge, research director from AgResearch. Round table discussions amongst councillors afterward re: wins, challenges and initiatives.

## **12 CONSULTATION PROJECTS**

### **12.1 Proposed District Plan**

<https://letstalk.waimakariri.govt.nz/let-s-talk-about-the-proposed-district-plan>  
Consultation closes Friday 26 November 2021.

The Board noted the consultation project.

## **13 BOARD FUNDING UPDATE**

### **13.1 Board Discretionary Grant**

Balance as at 29 September 2021: \$6,790.

### **13.2 General Landscaping Fund**

Balance as at 29 September 2021: \$12,710.

The Board noted the funding update.

## **14 MEDIA ITEMS**

Nil.

## **15 QUESTIONS UNDER STANDING ORDERS**

Nil.

## **16 URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

Nil.

## **NEXT MEETING**

The next meeting of the Oxford-Ohoka Community Board is scheduled for Wednesday 3 November commencing at 7.00pm at the Ohoka Community Hall.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 9.37pm.

- |  |
|--|
| <p style="text-align: center;"><b>Workshop</b></p> <ul style="list-style-type: none"><li>• <i>Landscape Budget Projects – Grant Stephens</i></li></ul> |
|--|

CONFIRMED

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Chairperson

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Date

Unconfirmed

**MINUTES FOR THE MEETING OF THE WOODEND-SEFTON COMMUNITY BOARD HELD IN ROOM A, WOODEND COMMUNITY CENTRE, SCHOOL ROAD, WOODEND ON MONDAY 11 OCTOBER 2021 AT 6.00PM.**

**PRESENT**

S Powell (Chairperson), A Thompson (Deputy Chairperson), A Allen, J Archer (arrived 6:28pm), M Paterson and P Redmond.

**IN ATTENDANCE**

Mayor D Gordon, S Markham (Manager Strategic Projects), G Stephens (Greenspace Community Engagement Officer), K Rabe (Governance Advisor) and C Fowler-Jenkins (Governance Officer).

**1 APOLOGIES**

Moved: A Allen                      Seconded: M Paterson

**THAT** an apology be received and sustained from S Stewart.

**CARRIED**

**2 CONFLICTS OF INTEREST**

There were no conflicts of interest declared.

**3 CONFIRMATION MINUTES**

**3.1 Minutes of the Woodend-Sefton Community Board – 9 August 2021**

Moved: M Paterson                      Seconded: A Allen

**THAT** the Woodend-Sefton Community Board:

- (a) **Confirms**, as a true and accurate record, the circulated Minutes of the Woodend-Sefton Community Board meeting, held on 9 August 2021.

**CARRIED**

**3.2 Matters Arising**

There were no matters arising.

**4 DEPUTATIONS AND PRESENTATIONS FROM THE COMMUNITY**

Nil.

**5 ADJOURNED BUSINESS**

Nil.

**6 REPORTS**

**6.1 Application to the Woodend-Sefton Community Board's 2021/22 Discretionary Grant Fund – K Rabe (Governance Advisor)**

K Rabe spoke to the report and advised the Board that the Pegasus Bay School had withdrawn its application. The Life Education Trust Canterbury was an interesting application and appeared very worthwhile, however, it was up to the Board to decide whether or not it fell within the criteria.

A Allen noted that she had intended to decline the Pegasus Bay School application as she felt it was inappropriate to advertise through the Essence Magazine and questioned the audience such advertising would reach in relation to the type of event advertised. She would like to encourage the School to consider requesting funding for the children's entertainment or some other aspect of the event in any future applications. S Powell noted that each application was measured on its merits at the time it was considered.

Moved: P Redmond

Seconded: A Thompson

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** report No. 210928156596.
- (b) **Approves** a grant of \$500 to the Life Education Trust Canterbury towards the delivery of the Healthy Harold Programme.

**CARRIED**  
A Allen against

P Redmond commented that his grandson had attended the programme recently. P Redmond had also had the opportunity to review the programme and felt it was very worthwhile and a good resource for North Canterbury. He noted that it was an expensive programme as they had qualified staff and a purpose made classroom. He thought that it was a beneficial educational asset and supported the funding application.

6.2 **Amendment to the Discretionary Grant Funding Criteria – K Rabe (Governance Advisor)**

K Rabe spoke to the report noting the uncertainty when considering a funding application from schools. The Board had always been pragmatic and had focused on the event/project when making its decision. She explained that this was a move by the Rangiora-Ashley Community Board to try and clarify the criteria to assist schools and Boards when considering an application for funding from schools. She noted that it was up to each Board to choose to use its discretion rather than being tied down by over restrictive criteria. She noted that the Oxford-Ohoka Community Board had decided not to amend its criteria at this time.

P Redmond enquired if the Board was aware that Creative Communities had a criteria for funding for art and related activities at schools and explained an exclusion for any projects which the Ministry of Education should fund as part of the normal school curriculum. School Principals had to provide a letter (or evidence) that the activity was not funded by the School's bulk grant and was outside its normal curriculum.

S Powell asked what the Oxford-Ohoka Community Boards rationale was behind retaining the status quo for the 2021/22 Discretionary Grant Fund Application Criteria. K Rabe explained that the Oxford-Ohoka Board felt that it used its discretion when considering applications and felt the amendment made no difference to how they would proceed.

In response to a query from S Powell, K Rabe noted that there was a desire for consistency in criteria between the Boards and a decision would be made once all the Boards had considered the report and how many Boards wanted to change their criteria and how many did not.

A Allen noted that she did not see the difference between either one. The amendment noted that the Board could still consider any application using its discretion. She did agree that a Board of Trustees should not be applying for funding.

Moved: P Redmond

Seconded: M Paterson

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** Report No. 210826138193.
- (b) **Retains** the status quo for the 2021/22 Discretionary Grant Fund Application Criteria.

**CARRIED**

P Redmond commented that the Board had no difficulty with the status quo and they had the discretion to decline any application as they saw fit which left it more open for the Board. He noted that he would be opposed to funding anything that the Ministry of Education should be funding.

## **7 CORRESPONDENCE**

Nil.

## **8 CHAIRPERSON'S REPORT**

### **8.1 Chairperson's Report for September 2021**

Moved: S Powell

Seconded: A Thompson

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** report No. 211004159653.

**CARRIED**

## **9 MATTERS FOR INFORMATION**

- 9.1 Oxford-Ohoka Community Board Meeting Minutes 4 August 2021 (Trim 210812132676)
- 9.2 Rangiora-Ashley Community Board Meeting Minutes 11 August 2021 (Trim 210812132659)
- 9.3 Kaiapoi-Tuahiwi Community Board Meeting Minutes 16 August 2021 (Trim 210817134585)
- 9.4 District Regeneration – Annual Progress Report to June 2021 (Trim 210712113139) – Report to Council meeting 3 August 2021 – Circulates to all Boards.
- 9.5 Representation Review Proposal 2022-2025 (Trim 210719117191) – Report to Council meeting 3 August 2021 – Circulates to all Boards.
- 9.6 Elected Member Remuneration (Trim 210719117192) – Report to Council meeting 3 August 2021 – Circulates to all Boards.
- 9.7 Annual Report to the Alcohol Regulatory and Licensing Authority 2021 (Trim 210705109220) – Report to the District Planning and Regulation Committee meeting 17 August 2021 – Circulates to all Boards.
- 9.8 Proposed District Plan Provisions – Recommendations to Te Ngai Tuahuriri Runanga and Council (Trim 210819136006) – Report to Mahi Tahī Joint Development Committee meeting 24 August 2021.
- 9.9 May 2021 Flood Event and Emergency Works – Updated Costs (Trim 210817135255) – Report to Council meeting 7 September 2021 – Circulates to all Boards.

- 9.10 Annual Report on Dog Control 2020/21 (Trim 210705109054) – Report to District Planning and Regulation Committee Meeting 17 August 2021 – Circulates to all Boards.
- 9.11 May 2021 Flood Event and Emergency Works – Updated Costs (Trim 210817135255) – Report to Council Meeting 7 September 2021 – Circulates to all Boards.
- 9.12 Eastern Districts Sewer Scheme Annual Compliance Monitoring Report 2020/21 (Trim 210831140156) – Report to Utilities and Roading Committee Meeting 21 September 2021 – Circulates to all Boards.

Moved: M Paterson

Seconded: A Allen

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** the information in Items 9.1 to 9.12.

**CARRIED**

## **10 MEMBERS' INFORMATION EXCHANGE**

### **A Thompson**

Attended a meeting with the Greenspace team regarding a number of initiatives and proposals for the Waikuku Beach community. Staff would design a concept plan to use as a base plan to show how all the proposals could coexist in the area. This would then be taken to all the stakeholders for a discussion to identify any amendments prior to a more formal consultation with the community.

S Powell commented it was important to get the right activities in the right space and which would best suit the community as once land had been designated for a particular use it would be difficult and expensive to re locate at a later date.

### **P Redmond**

- The Council had been busy with Three Water reforms and there had been a number of briefings and an extraordinary Council meeting on the 28 September where Councillors had unanimously passed a series of resolutions which stated that the Council did not support the current model for the reform. They had also expressed concern with the role of Local Government New Zealand (LGNZ) in promoting the reform. The Mayor had written to LGNZ requesting that they consider the feedback from their sector and reassess its position.
- The District Plan Review had been advertised and the Council had appointed Councillors Neville Atkinson and Niki Mealings as the two Council appointees, there were two commissioners and an Iwi representative still to be appointed. There had been a number of public awareness sessions including one at Pegasus the previous week which he had attended. The Pegasus session was not very well attended by the public.
- The Council had approved the restoration of the Poū at the entrance to Pegasus, with a budget of \$20,000, however this could be increased to \$30,000 if required. He noted that this was a very special piece of art and culturally significant.
- Creative New Zealand had a number of applications which had been approved. There would be another round scheduled early in 2022 and encouraged members to inform artists or people/groups with any art related activity to apply as there was still funding available..
- Attended the Woodend Flower Show at the Woodend Community Centre which was very well attended.
- A local resident wrote to NZTA regarding safety improvements in Woodend. The response from NZTA noted the focus was currently on improving safety along the road through Woodend and funding for the design stage and the approaches to Woodend had been approved under the National Land Transport Programme as part of the Road to Zero Strategy.

- The Enterprise North Canterbury Awards had been rescheduled to the 20 November 2021 at the MainPower Stadium.

A Allen enquired where the funding for the restoration of the Poū was coming from. P Redmond stated he was unsure as the funding would be coming from various budgets including the Heritage Fund. A Allen asked if Ngai Tahu would be approached for a contribution and P Redmond replied that they had been approached, however they maintained that they did not have any funding available.

M Paterson enquired who the original letter to NZTA had come from. P Redmond noted that it had come from a local Woodend resident who had written to the Minister of Transport after he saw a press release that work was resuming after the Covid-19 lockdown. S Powell asked if the response had come from the Minister and P Redmond replied that the letter was signed by Andrew Thackwray, National Manager Infrastructure Delivery.

A Allen asked if NZTA could be invited to a Board meeting to provide and update on the status of the safety improvements in Woodend. S Powell noted that she had been considering inviting NZTA to the Board but it had been put on hold because the Mayor was organising a meeting with the Chief Executive of NZTA and other NZTA officials, however, this visit had been deferred until November 2021. S Markham informed the Board that there was a new regional manager, James Caygill, and thought the Board could invite him to update the Board. S Powell noted that it had been a year since NZTA came to a meeting where they had informed the Board that they were in the design phase but since then there had been no further contact. The Board agreed that a letter should be sent to NZTA outlining what has happened to date and an invitation to attend an upcoming Board meeting.

S Powell noted that the garden underneath the Poū was getting overgrown and needed maintenance to allow the lights at the base of the Poū to be effective. P Redmond noted that the Poū was not on Council land, however, the Council had resolved to investigate the possibility of entering into an agreement with the golf course for the ongoing maintenance and allowing the Poū to remain in its current location.

S Powell suggested that a reason for the low attendance at the District Plan Public Awareness session in Pegasus could be because the public were unaware that it was being held.

*J Archer joined the meeting at 6.28pm.*

#### **M Paterson**

- Woodend Community Association AGM was held via Zoom. A new representative from Ravenswood had joined and there was a discussion regarding the options for Ravenswood to either join the Woodend Community Association or to form their own group.
- Woodend Community Association Meeting discussed the Woodend safety upgrades. The 'Welcome to Woodend' signs and the lack of progress had also been discussed. Planning for the Woodend Cultural School Day to be held on 19 November 2021 was underway.
- Attended the Menz Shed opening and acknowledged the Greenspace Team's great work and the speed that the project was completed. This was a wonderful asset for Woodend, Ravenswood and Pegasus and the possibility of having a community garden located on site had been discussed.
- Attended the Woodend Flower Show.

S Powell noted that a few residents in Pegasus had expressed interest in setting up a community garden and suggested that a joint venture could be explored between the two communities near the Menz Shed. M Paterson noted that the members of

the Menz Shed were not interested in gardening but would help make the raised gardens etc.

S Markham commented that there would be people that were associated with the Food Forest in Kaiapoi and community gardens in Kaiapoi who would be more than happy to provide some advice to assist with starting up a community garden. A Allen acknowledged the Kaiapoi Food Forest and Brent Cairns, who was an incredible ambassador, had just reviewed their constitution and Brent would be happy to replicate their success.

#### **J Archer**

- Attended the planting down the Cam River – good turnout.
- Sustainability.
- Attended the Rural Drainage Committee.
- Attended the opening of the MainPower Stadium.
- Attended the Woodend Community Association AGM.

#### **A Allen**

- North Canterbury Neighborhood Support – working on their submission to Council for the District Plan and had also been busy with the Pegasus Residents Group.

### **11 CONSULTATION PROJECTS**

#### **11.1 Proposed District Plan**

Consultation opens on Saturday 18 September 2021 and closes on Friday 26 November 2021.

<https://letstalk.waimakariri.govt.nz/let-s-talk-about-the-proposed-district-plan>

#### **11.2 Speed Limit Review – In and Around our Towns**

Consultation opens on Monday 27 September 2021 and closes on Monday 18 October 2021.

<https://letstalk.waimakariri.govt.nz/speed-limit-review-around-towns>

The Board noted the consultation projects.

### **12 BOARD FUNDING UPDATE**

#### **12.1 Board Discretionary Grant**

Balance as at 6 October 2021: \$5,973.

#### **12.2 General Landscaping Fund**

Balance as at 6 October 2021: \$12,710.

The Board noted the funding.

### **13 MEDIA ITEMS**

### **14 QUESTIONS UNDER STANDING ORDERS**

Nil.

### **15 URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

**NEXT MEETING**

The next meeting of the Woodend-Sefton Community Board is scheduled for 6pm, Monday 8 November 2021 at the Woodend Community Centre, School Road, Woodend.

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

CONFIRMED

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Chairperson

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Date

**Workshop**  
(6.43 to 7.31pm)

- *Landscaping Budget Projects – Grant Stephens*
- *Members Forum*
  - New Liquor Licence in Woodend.

**MINUTES FOR THE MEETING OF THE RANGIORA-ASHLEY COMMUNITY BOARD  
HELD IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA ON WEDNESDAY  
13 OCTOBER 2021 AT 7PM.**

**PRESENT:**

J Gerard (Chairperson), D Lundy (Deputy Chairperson) (arrived at 7.15pm), K Barnett, R Brine, M Fleming, J Goldsworthy, M Harris, S Lewis, J Ward, A Wells and P Williams.

**IN ATTENDANCE**

Mayor D Gordon, J Millward (Manager Finance and Business Support), S Binder (Transport Engineer), G Stephens (Greenspace Community Engagement Officer), K Rabe (Governance Advisor) and E Stubbs (Governance Support Officer).

**1 APOLOGIES**

Moved: K Barnett

Seconded: M Fleming

**THAT** the Rangiora-Ashley Community Board receives and sustains the apology from M Clarke and an apology for lateness from D Lundy.

**CARRIED**

**2 CONFLICTS OF INTEREST**

Item 6.2 - R Brine as a member of New Zealand Police.

**3 CONFIRMATION OF MINUTES**

**3.1 Minutes of the Rangiora-Ashley Community Board – 11 August 2021**

Moved: P Williams

Seconded: J Goldsworthy

**THAT** the Rangiora-Ashley Community Board:

- (a) **Confirms**, as a true and accurate record, the circulated Minutes of the Rangiora-Ashley Community Board meeting, held on 11 August 2021.

**CARRIED**

**3.2 Matters Arising**

There were no matters arising.

**4 DEPUTATIONS AND PRESENTATIONS**

Nil.

**5 ADJOURNED BUSINESS**

Nil.

## 6 REPORTS

### 6.1 Charles Upham Drive Car Parking and Crossing Modifications – S Binder (Transport Engineer)

S Binder explained the location and environment of Charles Upham Drive which connected to the Charles Upham Retirement Village as well as a day-care centre. He had met with elected members, the village manager, D Cartwright and residents of the village to discuss improvements to parking and to address visibility, speed and safety concerns.

Staff recommended marking out individual carpark spaces with white lines to encourage efficient use of the parking supply and to improve sight lines, as well as approving new no stopping restrictions.

S Binder noted there had been an ancillary request from a resident for a designated mobility carpark. Staff did not recommend this as they did not wish to create a precedent for setting aside mobility parking in residential areas.

P Williams noted the reduction in parking and asked about parking demand. S Binder advised that the parking demand was driven by village staff and the removal of four or five parking stalls would mean parking would migrate further north. The footpath on the western side of Charles Upham Drive would also be extended north.

P Williams asked if it was worthwhile having a discussion with village management regarding staff parking to encourage staff to park further north to alleviate parking problems. S Binder commented that the village manager believed the area in front of residences should be for residents and expected staff to park further up towards Elm Drive. J Gerard commented that currently there was always parking available in the visitor carpark.

K Barnett asked if there had been any consultation with residents at the north end of Charles Upham Drive. S Binder commented he did not expect there to be an impact to parking for residents further north, however, residents at the north end of Charles Upham Drive would be notified for the proposed intersection improvements scheduled in the near future. .

In relation to the new crossing point by the café and day-care centre, K Barnett enquired if it could be raised in order to delineate the change in environment. S Binder advised that the area was an overland water flow route which made a raised crossing difficult.

K Barnett asked if it was not dangerous to have the proposed pedestrian crossing on the corner. S Binder replied that there were good sight lines at that location and it was not expect that the through traffic would be travelling at high speeds. K Barnett noted there was no crash history, however asked if Council staff were aware of any near misses. S Binder noted he had heard anecdotally of issues, however there was no quantitative record. Staff would continue to monitor Charles Upham Drive for speed and pedestrian access.

M Fleming asked if there was room for staff to park on Elm Drive rather than encroach on private residents. S Binder commented it would not create a problem if staff parked on Elm Drive, there was access from Elm Drive to the retirement village.

Moved: P Williams                      Seconded: R Brine

**THAT** the Rangiora-Ashley Community Board and the Utilities and Roading Committee recommends that Council:

- (a) **Receives** Report No. 210812132304;
- (b) **Approves** existing no-stopping restrictions already in place along Charles Upham Drive:
  - i. For 6.50m north of the driveway to No. 27-41

- ii. For 7.50m south of the driveway to No. 27-41
  - iii. For 4.00m north of the driveway to No. 23-25
  - iv. For 4.25m south of the driveway to No. 23-25
  - v. For 5.25m north of the driveway to No. 17-19
  - vi. For 4.75m south of the driveway to No. 17-19
  - vii. For 6.00m north of the driveways to No. 7-15
  - viii. For 4.5m south of the driveways to No. 7-15
- (c) **Approves** new no-stopping restrictions at the following locations on the west side of Charles Upham Drive:
- i. For 8.50m south of the driveway to No. 27-41
  - ii. For 8.50m north of the driveway to No. 23-25
  - iii. For 7.75m south of the driveway to No. 23-25
  - iv. For 7.75m north of the driveway to No. 17-19
  - v. For 8.00m south of the driveway to No. 17-19
  - vi. For 8.75m north of the driveways to No. 7-15
  - vii. On the west side of Charles Upham Drive from the pedestrian crossing north of 1 Charles Upham Drive south to the intersection with Oxford Road.
- (d) **Declines** the request for a mobility carpark outside no. 27/202 Charles Upham Drive;
- (e) **Notes** that staff will advise the residents of the outcomes of this resolution and the timing of changes to the road.

#### **CARRIED**

P Williams raised concerns about parks being limited and did not like the problem just being moved north. He commented on the flow on effect of any changes to parking.

K Barnett believed it was a necessary improvement. She had seen dangerous situations particularly as elderly people were slower to the cross roads. She would prefer a raised platform to encourage a reduction in speed especially once it was open to through traffic. She had similar concerns to P Williams' regarding moving the problem north without consulting residents that may be affected and felt it was important to keep them informed. She suggested that it should be a signal to developers that they needed to provide better parking options for staff.

J Gerard commented he had been part of the discussions with village residents and noted they had been unanimous in their approval of the recommendations.

#### **6.2 Request for Approval to Install Stop Controls on Lehmans Road at Fernside Road, Lehmans Road at Johns Road, and Elm Drive at Oakwood Drive – S Binder (Transport Engineer)**

S Binder spoke to the report noting it was seeking approval to install stop controls on three locations in west Rangiora due to visibility issues.

S Binder explained that on Elm Drive at Oakwood Drive restricted sight distances meant a stop sign was required on the west approach and to avoid confusion the same control should be applied on both sides. Similar concerns around sight lines existed for the two Lehmans Road crossings.

M Harris commented on the benefit of controls that had been previously installed at the Johns Road/ Plaskett Road crossing. He asked how temporary the changes would be considering the potential future bypass on Lehmans Road. S Binder believed the changes were not temporary in the short to medium term.

D Lundy asked if the features reducing visibility should be removed to improve sight lines. S Binder advised the impairments were on private property. D Lundy asked if Lehman's Road was to be considered a bypass in the future should there be landowner education regarding removing sight hazards. S Binder commented on the rural environment of Lehman's Road, however he concurred driver education was important

Moved: K Barnett                      Seconded: J Goldsworthy

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** Report No. 210729123979;
- (b) **Approves** the installation of stop control on Lehmans Road, both sides of Fernside Road.
- (c) **Approves** the installation of stop control on Lehmans Road, both sides of Johns Road.
- (d) **Approves** the installation of stop control on Elm Drive, both sides of Oakwood Drive.
- (e) **Circulates** this report to the Utilities and Roothing Committee for information.

**CARRIED**

K Barnett raised concerns around the Lehmans Road intersection. She was also surprised at the lack of visibility on the Oakwood Drive intersection and commented on the general increase in vegetation impairing sight lines.

S Lewis supported the recommendation and noted the installation of the island crossing in recent years. She believed the Belmont Avenue / Oakwood Drive intersection also needed consideration.

P Williams commented on the importance of driver behaviour.

J Ward believed the long term the solution for Lehmans Road were roundabouts. She commented on the obstruction of views by plantings in the drainage area.

M Harris commented on the potential use of rumble lines before stop signs as a reminder for people to stop.

### 6.3 Application to the Rangiora-Ashley Community Board's 2021/22 Discretionary Grant Fund – K Rabe (Governance Advisor)

K Rabe spoke to the report noting that members would be aware of the work of the Life Education Trust. The North Canterbury swim club had requested \$1,117 for ribbons.

R Brine asked if the swim club only received on a portion of the funds would they still purchase the ribbons required. It was noted that the project would proceed.

Moved: J Gerard                      Seconded: R Brine

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 210929157075.
- (b) **Approves** a grant of \$500 to the Life Education Trust Canterbury towards the delivery of the Healthy Harold Programme.
- (c) **Approves** a grant of \$500 to the North Canterbury Swim Club towards the purchase of 'Best Time Ribbons' for the athletes.

**CARRIED**

6.4 **Amendment to the Discretionary Grant Funding Criteria – K Rabe (Governance Advisor)**

K Rabe commented that the amendment to the discretionary grant funding criteria had been suggested in order to provide clarity when considering a funding application from a school/ Board of Trustees (BoT) or Parent Teacher Association (PTA).

J Gerard commented it had been an ongoing issue for many years. Often the Board supported applications by PTAs for things that were not funded by the Ministry of Education however it was a 'grey' area. There had been a discussion amongst Board Chairs who had concurred it was problematic and clarifying the wording may make decision making easier.

A Wells was happy with the concept however, asked about the situation where schools or BoT organised a project that the PTA was not involved with and was not Ministry funded. This would mean the change to the wording of the criteria could cause problems in the future. K Barnett agreed that the issue was whether the project was Ministry funded, not with which entity actually applying for funding.

Moved: K Barnett                      Seconded: A Wells

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** Report No. 210910145426.
- (b) **Retains** the status quo for the 2021/22 Discretionary Grant Fund Application Criteria, but highlights that for an application associated with a school, evidence that the project is not Ministry of Education funded is required.

**CARRIED**

K Barnett commented that for rural schools everyone could be involved in a project. She supported clarification so that there was a clear direction when applications associated with schools were received.

7 **CORRESPONDENCE**

Moved: J Gerard    Seconded: D Lundy

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** the letter from Environment Canterbury (Trim 211005160291).

**CARRIED**

8 **CHAIRPERSON'S REPORT**

8.1 **Chair's Diary for September 2021**

Moved: J Gerard    Seconded: D Lundy

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 211005160394.
- (b) **Receives** report No. 211013165373 as below.

DATE	EVENT / MEETING
Tuesday 3 August	<ul style="list-style-type: none"> <li>Friends of the Town Hall AGM</li> </ul>
Wednesday 4 August	<ul style="list-style-type: none"> <li>DLC Zoom Training</li> <li>Ashley River Rakahuri Advisory Group</li> </ul>
Thursday 5 August	<ul style="list-style-type: none"> <li>Site visit Bus Stop Southbelt</li> <li>Meeting Dog Park Committee re Milton</li> <li>DLC Zoom training</li> <li>North Canterbury Sports Trust Sponsors evening</li> </ul>
Friday 6 August	<ul style="list-style-type: none"> <li>Meeting staff/Rotary re Milton reserve</li> </ul>
Sunday 8 August	<ul style="list-style-type: none"> <li>Opening of Mainpower Stadium</li> </ul>
Monday 9 August	<ul style="list-style-type: none"> <li>Meeting with Southbelt resident with Mayor and staff re bus stop</li> </ul>
Tuesday 10 August	<ul style="list-style-type: none"> <li>Attend Council briefing on 3 Waters</li> <li>Pre RACB briefing</li> <li>Rangiora Promotions Last Wednesday Club</li> </ul>
Wednesday 11 August	<ul style="list-style-type: none"> <li>RACB meeting</li> </ul>
Thursday 12 August	<ul style="list-style-type: none"> <li>Community Network Forum</li> </ul>
Sunday 15 August	<ul style="list-style-type: none"> <li>Rangiora Promotions Workshop</li> </ul>
Wednesday 25 August	<ul style="list-style-type: none"> <li>Zoom meeting re Southbrook Road Working Party</li> </ul>

## 9 **MATTERS FOR INFORMATION**

- 9.1 **Oxford-Ohoka Community Board Meeting Minutes 4 August 2021 (Trim 210812132676)**
- 9.2 **Woodend-Sefton Community Board Meeting Minutes 9 August 2021 (Trim 210812132535)**
- 9.3 **Kaipoi-Tuahiwi Community Board Meeting Minutes 16 August 2021 (Trim 210817134585)**
- 9.4 **District Regeneration – Annual Progress Report to June 2021 (Trim 210712113139) – Report to Council meeting 3 August 2021 – Circulates to all Boards.**

- 9.5 Representation Review Proposal 2022-2025 (Trim 210719117191) – Report to Council meeting 3 August 2021 – Circulates to all Boards.
- 9.6 Elected Member Remuneration (Trim 210719117192) – Report to Council meeting 3 August 2021 – Circulates to all Boards.
- 9.7 Contract 21/21 Kowhai Avenue Northbrook Improvements – Registration of Interest Shortlisting (Trim 210810130858) – Report to Management Team Meeting 16 August 2021 – Circulates to the Rangiora-Ashley Community Board.
- 9.8 Annual Report to the Alcohol Regulatory and Licensing Authority 2021 (Trim 210705109220) – Report to the District Planning and Regulation Committee meeting 17 August 2021 – Circulates to all Boards.
- 9.9 May 2021 Flood Event and Emergency Works – Updated Costs (Trim 210817135255) – Report to Council meeting 7 September 2021 – Circulates to all Boards.
- 9.10 Annual Report on Dog Control 2020/21 (Trim 210705109054) – Report to District Planning and Regulation Committee Meeting 17 August 2021 – Circulates to all Boards.
- 9.11 May 2021 Flood Event and Emergency Works – Updated Costs (Trim 210817135255) – Report to Council Meeting 7 September 2021 – Circulates to all Boards.
- 9.12 Adoption of Drinking Water Commitment Statement and Submission of Garrymere Water Safety Plan (Trim 210831139727) – Report to Utilities and Roading Committee Meeting 21 September 2021 – Circulates to the Rangiora-Ashley Community Board.
- 9.13 Eastern Districts Sewer Scheme Annual Compliance Monitoring Report 2020/21 (Trim 210831140156) – Report to Utilities and Roading Committee Meeting 21 September 2021 – Circulates to all Boards.
- 9.14 Feedback to Minister of Local Government, Local Government New Zealand and Department of Internal Affairs on Three Waters Reform Proposals (Trim 210910145944) – Report to Council Meeting 28 September 2021 – Circulates to all Boards.

Moved: J Gerard    Seconded: P Williams

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** the information in Items 9.1 to 9.14.

**CARRIED**

J Gerard noted the importance of the content in the 3 Waters Reform report (9.14) and congratulated the Council on the way they had handled the difficult ongoing issue with the proposed reforms.

## **10 MEMBERS' INFORMATION EXCHANGE**

M Harris

- Attended meeting regarding King Street Drain.
- Attended District Plan meeting.

S Lewis

- Busy with Covid-19 clinics.
- Meeting with bowls club regarding desire to extend building to house membership. Setting up meeting with bowls club, R Brine, G McLeod and C Brown.

J Ward

- Attending District Plan drop-ins, there was good interest, and some residents struggling to navigate website.
- Attended Rangiora Promotions meeting and noted that they were still proceeding with celebration night. Kaiapoi Promotions were also proceeding with the Christmas Parade.
- Attended Central Drainage Advisory Group meeting.
- Zone 5/6 meeting.

J Gerard asked about the reaction from the Council on the Heads of Agreement signed between Local Government New Zealand (LGNZ) and the Government on the 3 Waters reform. J Ward commented Council would be asking the question of LGNZ whether they were acting in the best interest of local government. There were a number of Council's who were unhappy and wanted LGNZ to retract the statement that they would not oppose a mandate.

A Wells

- Working with P Williams on rural roading concerns. The new gravel trial was working well.

D Lundy

- Attended All Boards District Plan briefing.
- Southbrook Road Working Party – highlighted that focus of improvement was pedestrian safety and the likely effect on commuters was negligible.
- Attended Council Chambers blessing.
- Attended Rural Drainage meeting.
- Requested a report on state of shingle roads in the district.

P Williams advised that he had asked staff for a report on the state of gravel roads including maintenance which should be coming to the Council shortly.

K Barnett

- Flood recovery was coming to end, it had cost the district \$2.8 million and there was ongoing work in the Okuku area. Extreme weather events were getting worse.
- Concern around the state of arterial roads and lack of Waka Kotahi funding.
- Three Waters rating review was being deferred until direction of reform was clear.

M Fleming

- Attended 3 Waters meeting.
- Attended Keep Rangiora Beautiful meeting.
- Asked about restrictions around relocatable houses.

R Brine

- Noted the Canterbury Waste Joint Committee had not heard back regarding the invitation to ECan to join the committee.
- There had been another fire at the Southbrook Transfer Station.
- Representation Review Hearing – fifteen submissions and one request to be heard. Not likely to be large changes.

P Williams

- Noted concern around decisions of LGNZ.
- Provided update on Waka Kotahi funding – funding had been received for key projects on River Road, Southbrook and Skewbridge however was disappointed other funding had not been received for smaller projects after staff had carried out a good job of trimming budget to bare minimum. Woodend improvements had also missed out.

**11 CONSULTATION PROJECTS****11.1 Speed Limit Review – In and Around our Towns**

<https://letstalk.waimakariri.govt.nz/speed-limit-review-around-towns>

Consultation closes Monday 18 October.

**11.2 Proposed District Plan**

<https://letstalk.waimakariri.govt.nz/let-s-talk-about-the-proposed-district-plan>

Consultation closes Friday 26 November.

**12 BOARD FUNDING UPDATE****12.1 Board Discretionary Grant**

Balance as at 30 September 2021: \$14,218.

**12.2 General Landscaping Fund**

Balance as at 30 September 2021: \$25,970 plus carryover yet to be determined.

**13 MEDIA ITEMS****14 QUESTIONS UNDER STANDING ORDERS****15 URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

There being no further official business the meeting concluded at 8.20pm.

**Workshop**

(8.20pm – 9.24pm)

- *Landscape Budget*
- *Rangiora Eastern Link Update – Shane Binder (Transport Engineer)*
- *Members Forum*

**NEXT MEETING**

The next meeting of the Rangiora-Ashley Community Board is scheduled for 7pm, Wednesday 10 November 2021 in the Council Chamber.

There being no further business the meeting closed at 9.25pm.

CONFIRMED

\_\_\_\_\_  
Chairperson

2021

**MINUTES FOR THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD HELD IN THE TUAHIWI SCHOOL HALL, TUAHIWI SCHOOL, 206 TUAHIWI ROAD, TUAHIWI ON MONDAY 18 OCTOBER 2021 AT 5PM.**

**PRESENT**

J Watson (Chairperson), J Meyer (Deputy Chairperson), N Atkinson, C Greengrass, A Blackie, B Cairns and M Pinkham.

**IN ATTENDANCE**

Mayor D Gordon, P Redmond (Kaiapoi-Woodend Ward Councillor), C Brown (Manager Community and Recreation), S Morrow (Rates Officer – Land Information), S Binder (Transport Engineer), V Thompson (Business and Centers Advisor), J McBride (Roading and Transport Manager), K Dwyer (Landscape Architect), D Roxborough (Implementation Project Manager – District Regeneration), G MacLeod (Greenspace Manager), G Stephens (Greenspace Community Engagement Officer), K Rabe (Governance Advisor) and C Fowler-Jenkins (Governance Support Officer)

Three members of public attended the meeting.

**1 APOLOGIES**

Moved: J Watson

Seconded: J Meyer

**THAT** an apology be received and sustained from S Stewart.

**CARRIED**

**2 CONFLICTS OF INTEREST**

There were no conflicts of interest declared.

**3 CONFIRMATION OF MINUTES**

**3.1 Minutes of the Kaiapoi-Tuahiwi Community Board – 16 August 2021**

Moved: J Watson

Seconded: N Atkinson

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Confirms** the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 16 August 2021, as a true and accurate record.

**CARRIED**

**3.2 Matters Arising**

There were no matters arising.

**4 DEPUTATIONS AND PRESENTATIONS**

Nil.

**5 ADJOURNED BUSINESS**

Nil

## 6 REPORTS

### 6.1 Give-Way Control on Parnham Lane at Vickery Street – S Binder (Transport Engineer)

J McBride spoke to the report which sought approval for the installation of a give way control at the intersection of Parnham Lane and Vickery Street, which would support the greenway installed at this location.

M Pinkham enquired if staff had any update on traffic volumes and speeds on Vickery and Peraki Streets since the greenway had been installed. J McBride noted a speed count would normally be carried out around six months after the works had been completed. The work on Vickery and Peraki Streets was scheduled to be completed November 2021.

Moved: J Meyer

Seconded: B Cairns

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 210729123981.
- (b) **Approves** the installation of a Give Way control on Parnham Lane at Vickery Street.
- (c) **Circulates** this report to Utilities and Roading Committee for information.

J Meyer commented that this work was a tidying up exercise which would be well worthwhile. Staff were correct in thinking that Parnham Lane could become a shortcut in the future and the formalised give way control was a good measure to keep everyone safe.

**CARRIED**

### 6.2 Kaiapoi Parking Restrictions Review 2021 – V Thompson (Business and Centres Advisor) and S Binder (Transportation Engineer)

V Thompson spoke to the report noting that the report was seeking approval to engage with the businesses on proposed Kaiapoi parking restriction changes. In May 2021 Ableys Consultants completed a review of the Kaiapoi commercial area parking restrictions as to the appropriateness of the restrictions in place and if any changes needed to be made. The report assessed twenty seven areas and recommended twelve areas for restriction amendments. Staff were proposing to accept eight of those changes and therefore needed to engage with affected businesses prior to the recommendation going to the District Planning and Regulation Committee for approval.

N Atkinson enquired if both the owners and leases of businesses would be consulted V Thompson confirmed that staff would be engaging with the tenants as well as the building owners.

C Greengrass asked if there was any thought given to making the main street between Hilton Street and Raven Quay a P30 parking restriction and if not could this be considered. V Thompson noted that it was currently recommended as a P60 parking area, however staff could reconsider the matter after discussion with Ableys.

B Cairns asked if there were sufficient mobility parks for the CBD area and what was the criteria in deciding the number of mobility parks in any given

area. V Thompson replied that mobility parks were not assessed as part of the current review and believed that the number of mobility parks were assessed as part of the accessibility strategy. S Binder explained that there was no strict guidelines to follow in terms of the number of mobility parks in any given area.

B Cairns stated that he had raised the issue of employees parking in the main streets with staff previously and enquired, if Ableys had considered this when assessing the parking situation. V Thompson explained that Ableys had used the Councils Kaiapoi Parking Survey carried out in 2020 as a reference for this particular review, which monitored when people were parked in the same park for an eight hour period. This was included in the report but had not gone into a detailed analysis.

P Redmond noted that on page 60 of Ableys report there was mention of the four EV parks, and enquired if staff were proposing to exclude these from the P120 restriction. V Thompson agreed that staff were proposing to leave the EV parks as P120. P Redmond asked if this restriction was appropriate bearing in mind that the chargers were slow chargers. V Thompson explained that the P120 restriction was consistent with the Rangiora EV parks which seemed to be working well however, staff would continue to monitor the situation.

A Blackie enquired if there was any way to differentiate between which cars belonged to employees and which were visitors. V Thompson explained that there was no way to differentiate other than noting when someone was parked in one spot for most of the day.

N Atkinson noted when Council first started putting time restrictions on parking spaces, staff included information on where employees parked and he wondered if this information was still included in consultations. V Thompson noted that, unrelated to the consultation, staff had carried out flyer drops in town centres regularly, to incentivise employees of businesses to park in other all day parking areas. There was usually success immediately after the drop but behaviours usually reverted back to what was more convenient for people. N Atkinson wondered if it was worthwhile including a suggestion to business owners to encourage their staff to park further away and free up the car parks for paying customers.

Moved: B Cairns

Seconded: A Blackie

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. TRIM number. 210726121396.
- (b) **Approves** engagement on eight of the proposed parking restrictions with adjacent businesses but declines the remaining four proposed restrictions as outlined in **Option One** of this report.
- (c) **Notes** the 27 parking assessment areas identified in the Kaiapoi Parking Restrictions Review Report.
- (d) **Notes** that Abley recommend 12 areas of parking restriction or enforcement changes, however staff recommend the implementation of eight of the proposed amendments (as per item 4.5 of the report with recommended actions).
- (e) **Notes** that the results of the engagement process would be reported back to the Community Board followed by approval being sought from the District Planning and Regulation Committee for the proposed changes. Following this staff would update the parking schedule (pursuant to the Parking Bylaw 2019) and arrange for the relevant on-street signage to be replaced.

**CARRIED**

6.3 **Kaiapoi Tuahiwi List of Pre-Approved Road Names – S Morrow (Rates Officer – Property Specialist)**

S Morrow spoke to the report noting that the purpose of the report was for the Board to approve the updated list of pre-approved road names which would be monitored on an annual basis. The pre-approved road name list was used to assist developers with naming roads in subdivisions and other roads.

Moved: C Greengrass

Seconded: N Atkinson

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 211007162305.
- (b) **Approves** the attached Kaiapoi-Tuahiwi list of pre-approved road names as being correct and updated as at October 2021.
- (c) **Notes:** that the Community Board had the ability to provide additional names to the list of their own choosing.

**CARRIED**

6.4 **Application to the Kaiapoi-Tuahiwi Community Board's 2021/22 Discretionary Grant Fund – K Rabe (Governance Advisor)**

K Rabe gave a quick overview of the funding applications received.

C Greengrass enquired if schools had to pay the Life Education Trust for their programme. B Cairns noted that the financial records indicated that the Life Education Trust appeared to charge schools \$12,000 per programme. C Brown noted that they also received a grant from Council.

M Pinkham advised the Board that the Reflections Community Trust had cancelled the Waimakariri Light Party due to Covid-19 alert level restrictions. N Atkinson asked if their application would still need to be considered as there would be costs incurred prior to the event being cancelled. He suggested the report lie on the table until staff had confirmed with the Reflections Community Trust that they wanted to withdraw their application.

Moved: N Atkinson

Seconded: J Meyer

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 210820136544.
- (b) **Leave** the application from the Reflections Community Trust to lie on the table, pending additional information being supplied at its next meeting.

**CARRIED**

Moved: B Cairns

Seconded: J Watson

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (c) **Approves** a grant of \$500 to the It Takes a Village Hub (NZ) to host a family day to be held on 20 November 2021.

**CARRIED**

Moved: C Greengrass

Seconded: J Watson

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (d) **Approves** a grant of \$500 to the Cure Boating Club Incorporated towards the purchase of three new propellers for the clubs safety boats.

**CARRIED**

Moved: N Atkinson                      Seconded: C Greengrass

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (e) **Declines** the application from the Life Education Trust Canterbury.

N Atkinson believed that the Government was responsible for educational tools/resources and the only way to affect change was to push the cost back to them. By the Board(s) continuingly funding small amounts the pressure was off the Government to pay for the extra resources needed by the education system.

P Redmond noted that he would have supported the motion as he understood that the Life Education Trust did not receive any Government funding and had to arrange their own funding. He noted that he had the opportunity to look through the mobile classroom and was impressed with the programme that they delivered. He thought that they did an excellent job, however he acknowledged that the Council did fund the Trust \$3,500 per annum. He noted that the Trust had applied to the other Community Boards and that the Woodend-Sefton Community Board had approved the application.

In his right of reply N Atkinson commented that Councillor Redmond had proved his point. If all the Community Boards had approved a \$500 grant the total would amount to \$2,000 which meant ratepayers were funding \$5,500 which included the Council grant of \$3,500 on educational resources that the Government should be responsible for. He did not belittle the programme and also had grandchildren that had been through programme which was very worthwhile but the fact was that this was the Government's responsibility and should be funded by them.

**CARRIED**

6.5 **Amendment to the Discretionary Grant Funding Criteria – K Rabe (Governance Advisor)**

K Rabe noted that this was an initiative from the Rangiora-Ashley Community Board to try and get some clarity when funding schools, however, to date all three of the other Community Boards had opted to retain the status quo.

N Atkinson noted that he had asked for a workshop on this matter previously and felt that there were other aspects of the criteria which needed consideration. He stated he was uncomfortable making a decision prior to a full discussion with all the criteria being reviewed. . K Rabe explained that the reason the other Community Boards had opted to retain the status quo was because they felt it was important to be allowed to use their discretion and did not want to be tied down to tightly by rules.

Moved: N Atkinson                      Seconded: A Blackie

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Let** Report No. 210910145430 lie on the table, pending a workshop on the matter.

CARRIED

**7 CORRESPONDENCE**

Nil.

**8 CHAIRPERSON'S REPORT****8.1 Chairpersons Report for August/September/October 2021**

- Attended the Northern Pegasus Bylaw Advisory Group meeting.
- Attended Waimakariri Public Arts Trust meeting.
- Attended the farewell for Murray Overton, Principal Kaiapoi Borough School – Murray would be a great loss as he had been a superb leader and positive force in the community.
- Attended Board Chairs and Mayor Conversation.
- Attended all Boards Briefing.
- Attended Waimakariri Public Arts Trust meeting via Zoom – planning an event to bless Karo and celebrate 150 years of Blackwell's Department Store.
- Attended a special meeting with the Aqua Park – changes made to allow go ahead of the project as soon as possible.
- Planting day at Honda Forest – a great turnout in spite of level two Covid-19 alert restrictions.
- Attended an all Boards Briefing.
- Attended the blessing of the Council Chamber.
- Blessing of Karo – invited guests and enjoyed a sunny afternoon with speeches from the Mayor, Andrew Blackwell and Andrew Drummond the sculptor.
- Attended Waimakariri Public Arts Trust meeting – Waimakariri Arts Trust had donated \$10,000 for another sculpture for the Kaiapoi riverbank.

Moved: J Watson      Seconded: J Meyer

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the verbal report from the Kaiapoi-Tuahiwi Community Board Chairperson for August, September and October 2021.

CARRIED

**9 MATTERS REFERRED FOR INFORMATION**

- 9.1 Oxford-Ohoka Community Board Meeting Minutes 4 August 2021 (Trim 210812132676)
- 9.2 Woodend-Sefton Community Board Meeting Minutes 9 August 2021 (Trim 210812132535)
- 9.3 Rangiora-Ashley Community Board Meeting Minutes 11 August 2021 (Trim 210812132659)
- 9.4 District Regeneration – Annual Progress Report to June 2021 (Trim 210712113139) – Report to Council meeting 3 August 2021 – Circulates to all Boards.
- 9.5 Representation Review Proposal 2022-2025 (Trim 210719117191) – Report to Council meeting 3 August 2021 – Circulates to all Boards.

- 9.6 Elected Member Remuneration (Trim 210719117192) – Report to Council meeting 3 August 2021 – Circulates to all Boards.
- 9.7 Annual Report to the Alcohol Regulatory and Licensing Authority 2021 (Trim 210705109220) – Report to the District Planning and Regulation Committee meeting 17 August 2021 – Circulates to all Boards.
- 9.8 Heritage and Mahinga Kai Area – Establishment of Co-governance Arrangements (Trim 210802126558) – Report to Mahi Tahī Joint Development Committee meeting 24 August 2021 – Circulates to the Kaiapoi-Tuahiwi Community Board.
- 9.9 Proposed District Plan Provisions – Recommendations to Te Ngai Tuahuriri Runanga and Council (Trim 210819136006) – Report to Mahi Tahī Joint Development Committee meeting 24 August 2021.
- 9.10 May 2021 Flood Event and Emergency Works – Updated Costs (Trim 210817135255) – Report to Council meeting 7 September 2021 – Circulates to all Boards.
- 9.11 Annual Report on Dog Control 2020/21 (Trim 210705109054) – Report to District Planning and Regulation Committee Meeting 17 August 2021 – Circulates to all Boards.
- 9.12 May 2021 Flood Event and Emergency Works – Updated Costs (Trim 210817135255) – Report to Council Meeting 7 September 2021 – Circulates to all Boards.
- 9.13 Eastern Districts Sewer Scheme Annual Compliance Monitoring Report 2020/21 (Trim 210831140156) – Report to Utilities and Roading Committee Meeting 21 September 2021 – Circulates to all Boards.
- 9.14 Feedback to Minister of Local Government, Local Government New Zealand and Department of Internal Affairs on Three Waters Reform Proposals (Trim 210910145944) – Report to Council Meeting 28 September 2021 – Circulates to all Boards.

Moved: J Watson                      Seconded: C Greengrass

- (a) **THAT** the Kaiapoi-Tuahiwi Community Board receives the information in Items 9.1 to 9.14.

**CARRIED**

## **10 MEMBERS' INFORMATION EXCHANGE**

### **N Atkinson**

- Very busy with Three Waters – waiting to see what comes out of Cabinet.
- Attended the Zone 5 and 6 – Local Government New Zealand made some apologies for the way in which they had handled the Three Waters on behalf of Local Government regarding the agreement. LGNZ had not consulted with the members prior to signing a Memorandum of Understanding with the Government and they made some pretty unreserved apologies.
- Property –Committee working on where the social housing fits within the Council portfolio and what impacts the three waters reform would have on any decisions made in the future.

### **A Blackie**

- The working group did a walk round the Mahinga Kai area on the south bank, and was now officially underway.
- Boats coming to the pontoon – if all the boats that had booked actually arrive in the next few months the whole pontoon would be full up to the bridge.
- The Aqua Play Park on Courtenay Lake was progressing, both consents had been lodged with Environment Canterbury and the Council.

**B Cairns**

- Kaiapoi Promotions Association monthly meeting – regarding District Plan.
- All Together Kaiapoi – Party in Park cancelled. Treasure hunt and decorating bridge was going well.
- District Plan Awareness – Small turnout at the Kaiapoi Library.
- Neighborhood Support North Canterbury – Gets Ready signups had been impressive, Neighborhood Support signage was going up with assistance from the Menzshed. Looking to secure more funding to help deal with the growth.
- Food Forest Update
  - Thirteen additional Food Forests from Hanmer Springs to Ashburton are being developed.
  - Pegasus was next on the list of enquires.
  - St Patrick's Kaiapoi along with North Kaiapoi School were developing gardens and going well.
  - Growing number of volunteers attending the Food Forest each Wednesday.
  - Fourth Birthday event had to be scaled down to an Educational Day which was well attended and additional educational??? had to be held to accommodate demand.
  - Design for the gazebo progressing well.
- Attended Sustainability meeting.
- Food Secure North Canterbury – Stronger demand for food and resources during this lockdown period.
- Resident raising local issues – issues with cleaning of drains and closeness of new buildings in Beachgrove.
- Beachgrove residents – Wanting to hold a subdivision garage sale, including coffee cart, bouncy castle etcetera. Proceeds to go to fund medical equipment to the islands.
- Zoom calls – Covid Welfare round ups, briefings.

**M Pinkham**

- Kaiapoi Promotions Association hosted a presentation by Council staff on the proposed District Plan – not a huge turnout but it was very worthwhile.
- Met with Grant MacLeod and the Greenspace team looking at a piece of land next to the Kaiapoi Railway Bridge which belonged to Kiwi Rail. Kiwi Rail had indicated that they were happy for the Council to have a Licence to Occupy which would create a cycle link along through the right bank of the Kaiapoi River on to Island Road.
- Kaiapoi Promotions Association were proposing a Cultural Day Festival during Show Weekend but due covid restrictions uncertainty they had decided to cancel. They were also considering whether or not to cancel the Kaiapoi Christmas Carnival

**P Redmond**

- Busy with Three Waters.
- Neville Atkinson and Niki Mealings had been appointed as the two Council commissioners on the District Plan submission hearing.
- Creative New Zealand considered some applications in September, there were not that many. There would be a further round early in 2022.
- Enterprise North Canterbury Business Awards will be held 20 November at MainPower Stadium.
- Representation Review Hearing – as far as the Kaiapoi-Woodend Ward was concerned it was proposed to confirm the status quo.
- Dangerous, Affected and Insanitary Building Policy Hearing – the change in the Boards area was an affected building had been introduced into the Building Act and an affected building was one that was next to a dangerous building.
- Attended the Zone 5 & 6 Meeting.

- Future for Local Government – Jim Palmer had issued his first report.
- Attended the Coastguard AGM – they had a new president and secretary.

**J Meyer**

- Waimakariri Access Group AGM.
- Darnley Club – clients were not in attendance because of Covid-19. He commented that it was a real pleasure to be a part of that organization.
- Local Drainage Committees round of meetings – there were a lot of people out there concerned about Three Waters but it came back to the staff who were doing a very good job with the budgets and the challenges. The Committees were very supportive of what the Council was doing when it came to Three Waters.

**11 CONSULTATION PROJECTS**

**11.1 Proposed District Plan**

<https://letstalk.waimakariri.govt.nz/let-s-talk-about-the-proposed-district-plan>

Consultation closes on Friday 26 November 2021.

**11.2 Speed Limit Review – In and Around our Towns**

<https://letstalk.waimakariri.govt.nz/speed-limit-review-around-towns>

Consultation Closes on Monday 18 October 2021.

The Board noted the consultation projects.

**12 REGENERATION PROJECTS**

**12.1 Town Centre, Kaiapoi**

Updates on the Kaiapoi Town Centre projects are emailed regularly to Board members. These updates can be accessed using the link below:

<http://www.waimakariri.govt.nz/your-council/district-development/kaiapoi-town-centre>.

The Board noted the regeneration projects.

**13 BOARD FUNDING UPDATE**

**Board Discretionary Grant**

Balance as at 12 October 2021: \$4,390.

**General Landscaping Budget**

Balance as at 12 October 2021: \$25,430.

The Board noted the funding update.

**14 MEDIA ITEMS**

**15 QUESTIONS UNDER STANDING ORDERS**

Nil.

**16 URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

Nil.

**NEXT MEETING**

The next meeting of the Kaiapoi-Tuahiwi Community Board will be held at the Ruataniwha Kaiapoi Civic Centre on Monday 15 November 2021 at 5pm.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 5:45pm.

CONFIRMED

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Chairperson

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Date

**Workshop**  
(5.45pm – 7.03pm)

- *Community and Recreation Updates*
  - *Kaiapoi Memorial Reserve – Kevin Dwyer*
  - *Norman Kirk Park – Grant Stephens*
  - *Swimming in Kaiapoi River – Hannah-Rose White*
  - *Kaiapoi Community Hub – Kevin Dwyer*
  - *Location of NCS playground – Kaiapoi Community Hub*
- *Members Forum*

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR INFORMATION**

**FILE NO:** GOV-18 / 211027172485  
**REPORT TO:** Council  
**DATE OF MEETING:** 2 November 2021  
**FROM:** Dan Gordon, Mayor  
**SUBJECT:** Mayor's Diary Wednesday 29 September – Tuesday 26 October 2021

**1. SUMMARY**

Attend regular meetings with the Chief Executive, Management Team and staff.

Wednesday 29 September	<p><i>Covid Alert Level 2</i></p> <p>Interview: NewsHub re Three Waters reform</p> <p>Meetings: Waitaha Primary Health Board Audit and Risk Finance Committee; with staff, resident and legal representative re s181 notice; briefing from staff re Te Kōhaka o Tūhaitara Trust; Enterprise North Canterbury Board;</p> <p>Attended: District Plan 'Talk to a Planner' session at Rangiora; Art exhibition closing at Chamber Gallery</p>
Thursday 30 September	<p>Meetings: via Zoom: Regional Director Canterbury – Kāinga Ora; Manager North Canterbury Neighbourhood Support; via Zoom: 'Progressing the Takiwa Approach to Three Waters'); via Zoom: LGNZ Three Waters Update</p>
Friday 1 October	<p>Meetings: via Zoom: Canterbury Climate Change Councillor Workshop; Chair and General Manager of Te Kōhaka o Tūhaitara Trust, with Chief Executive and Cr Blackie</p> <p>Hosted: Blessing of the refurbished Council Chambers</p> <p>Speech: Opening of the Pegasus/Woodend MenzShed</p>
Sunday 3 October	<p>Attended: Opening of Michael Michaels ceramics exhibition at the Chamber Gallery</p>
Monday 4 October	<p>Meeting: Management Team</p>
Tuesday 5 October	<p>Interview: Compass FM</p> <p>Meetings: Pre-Council catch-up; with residents re consenting matters; Council</p>

Wednesday 6 October	<p><b>Meetings:</b> Road and Transport Portfolio holders, with staff; Chair of North Canterbury Sport and Recreation Trust; Waitaha Primary Health Board; with Community Board member and Rangiora Table Bowls; Oxford-Ohoka Community Board</p> <p><b>Attended:</b> District Plan Public Awareness stall at Pegasus</p>
Thursday 7 October	<p><b>Meetings:</b> Inspector Peter Cooper, Rural Canterbury Area Police Commander; Board Member, Mainpower; pre-brief on Greater Christchurch Partnership Committee meeting agenda; with developers and planning staff</p> <p><b>Visited:</b> property to observe state of access road, at request of resident</p> <p><b>Attended:</b> Premiere of James Bond movie</p>
Friday 8 October	<p><b>Meetings:</b> Greater Christchurch Partnership sub-group; Greater Christchurch Partnership Committee; with residents of Charles Upham retirement village; Dr Te Maire Tau, Upoko of Te Ngāi Tūāhuriri Rūnanga</p> <p><b>Attended:</b> Lunch to mark season launch of Country Cricket Assn</p>
Sunday 10 October	<p><b>Speech:</b> at event to celebrate the installation of the 'Karo' sculpture on the Kaiapoi riverbank</p> <p><b>Attended:</b> Dinner with the committee of the 2021 Kaiapoi Art Expo</p>
Monday 11 October	<p><b>Meetings:</b> Pre-briefing with Environment Canterbury staff on the agenda for the Regional Road Safety Working Group; Management Team; via Zoom with President of Local Government NZ; LGNZ Webinar on Three Waters Reform; via Zoom with Minister David Parker and the Canterbury Mayoral Forum; phone call with Baden Ewart (CDHB Covid response) re 'Super Saturday' vaccination initiative; Housing Working Group; via Zoom with Mayors and Garry Moore re Three Waters Reform; Woodend-Sefton Community Board</p>
Tuesday 12 October	<p><b>Interview:</b> Compass FM</p> <p><b>Meetings:</b> via Zoom with Mayor Marie Black and Holly Sterne, Chair Enterprise North Canterbury re interview process for new Trustees; with staff and Medical Corner Clinic re support for 'Super Saturday'; with staff and Chair Rangiora-Ashley Community Board re plans for Kippenberger Avenue; Hearing of full Council re Representation Review; briefings to Council</p> <p><b>Attended:</b> Wreath-laying at Kaiapoi Cenotaph for Passchendaele Day, with Deputy Mayor Atkinson</p>

Wednesday 13 October	<p>Meetings: with staff and developer; via Zoom, with Chief Executive and Timaru District Council Mayor and Chief Executive; WDC Road Safety Co-ordinating Committee; via Zoom with LGNZ and Ministry of Health re overcoming vaccine hesitancy; Rangiora-Ashley Community Board</p> <p>Interviewed candidates for the position of Trustee, Enterprise North Canterbury along with Mayor Marie Black and Chair Holly Sterne</p>
Thursday 14 October	<p>Meetings: LGNZ Zone 5 and 6 conference, along with Deputy Mayor Atkinson and Councillors Mealings, Redmond and Ward; Conference dinner in the evening</p>
Friday 15 October	<p>Meetings: LGNZ Zone 5 and 6 conference; Climate Change Steering Group</p>
Saturday 16 October	<p>Participated in 'Super Saturday' vaccination initiative</p>
Sunday 17 October	<p>Meetings: via phone with Mayor of Auckland Phil Goff; via phone with LGNZ President Stuart Crosby</p> <p>Attended: North Canterbury Riding for the Disabled opening of new ablution block</p>
Monday 18 October	<p>Meetings: Civil Defence Emergency Management Joint Committee (Extraordinary), via MS Teams; via Zoom with LGNZ President and Chief Executive, Mayors and Chief Executives; Chair of District Plan Review, with Chief Executive and Cr Mealings; with Chair Rangiora-Ashley Community Board and staff re Rangiora Eastern Link; phone call with Zone Delivery Lead - Waimakariri/ Hurunui/ Waiau for Environment Canterbury; Kaiapoi-Tuahiwi Community Board; Cust Community Centre Advisory Group</p>
Tuesday 19 October	<p>Interview: Compass FM</p> <p>Meetings: with staff and developer; Mahi Tahī Joint Development Committee; District Planning and Regulation Committee; Community and Recreation Committee; with Deputy Mayor and staff re Community Service Awards; phone call received from Housing Minister Hon. Megan Woods to advise of NPS-UD changes prior to official announcement</p> <p>Attended: District Plan 'Talk to a Planner' Session in Kaiapoi; Annual General Meeting of North Canterbury Musical Society</p>
Wednesday 20 October	<p>Meetings: Roding and Transport Portfolio Holders and staff; on-site with staff and residents re flooding on Victoria Street, Oxford; via Zoom with Waitaha Primary Health Board Members and Advisor</p>

Thursday 21 October	Meetings: with staff re Pegasus Community Centre; with staff re National Policy Statement on Urban Development; Regional Road Safety Working Group, via MS Teams; Southbrook Road Improvement Working Group; Annual Plan Project Control Group; Canterbury Employers' Chamber of Commerce AGM, via Zoom; with Kaiapoi Brownies for tour of Council Chambers
Friday 22 October	Meetings: Greater Christchurch Partnership Partner Councils, with Deputy Mayor Atkinson and Councillors Mealings and Redmond; with representatives of Pegasus Community Attended: Farewell for staff member
Sunday 24 October	Attended: Memorial service for the late Mike Dormer at the Willows Cricket Ground
Tuesday 26 October	Interview: Compass FM Meetings: Management Team; with residents re 1) Minibus Trust, 2) Council services; Youth Council

**THAT** the Council:

a) **Receives** report N°. 211027172485

Dan Gordon  
**MAYOR**