



WAIMAKARIRI
DISTRICT COUNCIL

Council Agenda

Tuesday 3 August 2021

Commencing at 1.00pm

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

Members:

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

The Mayor and Councillors

WAIMAKARIRI DISTRICT COUNCIL

A meeting of the **WAIMAKARIRI DISTRICT COUNCIL** will be held in **FUNCTION ROOM, RANGIORA TOWN HALL 303 HIGH STREET, RANGIORA** on **TUESDAY 3 AUGUST 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 a meetings of the Waimakariri District Council held on 6 July 2021**

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RECOMMENDATION

THAT the Council:

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

MATTERS ARISING

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

(Refer to public excluded agenda)

5. **DEPUTATIONS AND PRESENTATIONS**

5.1. **Tania Mackinnon, SQNLDR, NZCF Unit Commander, Air Training Corp, Squadron 88**

5.2. **Significant Natural Areas**

The following will be present to share their views on significant natural areas:

- Jamie McFadden
- Seamus Robertson
- Jonathan Austin

6. **ADJOURNED BUSINESS**

There is no adjourned business.

7. **RECOVERY PROJECTS**

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

Refer to Public Excluded agenda Item 19.3.

7.2 **29-30 MAY 2021 ADVERSE WEATHER EVENT RECOVERY**

Verbal update from S Hart (Recovery Manager).

7.3 **District Regeneration – Annual Progress Report to June 2021 – D Roxborough (Implementation Project Manager – District Regeneration)**

44 - 68

RECOMMENDATION

THAT the Council:

- (a) **Receives** report No. 210712113139.
- (b) **Circulates** this report to Land Information New Zealand, as agents on behalf of the Crown, for the purposes of monitoring the implementation of the Recovery Plan.
- (c) **Approves** the reallocation and carryover of \$50,000 of unspent net regeneration budget (from a total pool of \$595,000 net budget saving during the 2020/21 year) for the purposes of urgent remedial works to the Norman Kirk Park sports fields in the 2021/22 year, noting that this does not place any further demand on the Earthquake Recovery Loan or have any additional rates impact over what has been previously signalled.
- (d) **Circulates** this report to all Boards.

8. REPORTS

8.1. Air Training Corps Association of NZ Incorp (Squadron 88) Charter – S Nichols (Governance Manager)

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Tania Mackinnon, SQNLDR, NZCF Unit Commander, will be present during consideration of this report.

RECOMMENDATION

THAT the Council:

- (a) **Receives** Report No. 210719117188.
- (b) **Acknowledges** the Council relationship with Air Training Corps Association of New Zealand Incorporated, currently known as No.88 Squadron.
- (c) **Authorises** the Mayor of Waimakariri to formally sign the Charter on behalf of the Council.
- (d) **Notes** a Street Parade in Rangiora will occur at 1pm on Sunday 12 September 2021 followed by a Mayoral inspection of the cadets on the front lawn of the Council.

8.2. Representation Review Proposal 2022 - 2025 – S Nichols (Governance Manager) – on behalf of the Representation Review Working Party

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RECOMMENDATION

THAT the Council:

210624102636

- (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-Tuahiwi 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.

8.3. **Appointment of Councillor to new Portfolios – C Brown (Manager Community and Recreation), and S Nichols (Governance Manager)**

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RECOMMENDATION

THAT the Council:

- (a) **Receives** Report No.210624102636.
- (b) **Appoints** Councillor Al Blackie as Portfolio Holder of Waimakariri Arts and Culture.
- (c) **Appoints** Councillor Al Blackie as Portfolio Holder of Natural, Coastal and Marine Areas.
- (d) **Notes** that portfolios have been previously reviewed by the Mayor following discussion with individual Councillors during the term.

8.4. **Elected Member Remuneration – S Nichols (Governance Manager)**

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RECOMMENDATION

THAT the Council:

- (a) **Receives** Report No. 210719117192.
- (b) **Notes** the remuneration set by the Remuneration Authority for Waimakariri Councillors and Community Board members from 1 July 2021 to 30 June 2022 as follows:

Mayor	\$137,500
Deputy Mayor	\$58,994
Councillor (with portfolio and chairing responsibilities)	\$48,531
Kaiapoi-Tuahiwi Community Board Chair	\$17,742
Kaiapoi-Tuahiwi Community Board	\$8,871
Oxford-Ohoka Community Board Chair	\$16,715
Oxford-Ohoka Community Board	\$8,358
Rangiora-Ashley Community Board Chair	\$22,885
Rangiora-Ashley Community Board	\$11,443
Woodend-Sefton Community Board Chair	\$14,658
Woodend-Sefton Community Board	\$7,329

- (c) **Approves** the Elected Member Expenses Policy to 30 June 2022 (Trim 210723120513).
- (d) **Circulates** a copy of this report and the approved Expenses Policy to all Community Boards for their reference.

8.5. **2021 Annual Monitoring Report – Northern Pegasus Bay Bylaw 2016 Implementation Plan – Mike Kwant (Community Projects Officer)**

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RECOMMENDATION

THAT the Council:

- (a) **Receives** report No. 210715115756.
- (b) **Acknowledges** the Northern Pegasus Bay Advisory Group for the ongoing progress made in achieving the *Northern Pegasus Bay Bylaw 2016 Implementation Plan* during its second and third years of operation.

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

9.1. **Enterprise North Canterbury Approved Statement of Intent beginning 1 July 2021, Approved Enterprise North Canterbury Business Plan 2020/21 and the draft Promotion of Waimakariri District Business Plan for 2021/22 – S Markham (Manager Strategic Projects)**

(refer to attached copy of report no. 210707110676 to the Audit and Risk Committee meeting of 20 July 2021)

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RECOMMENDATION

THAT the Council:

- (a) **Receives** for information, the Approved Statement of Intent beginning 1 July 2021, Approved Enterprise North Canterbury's Business Plan and Promotion of Waimakariri District Business Plan for 2021/22.
- (b) **Acknowledges** the work carried out by Enterprise North Canterbury and thanks the Trustees and staff for their efforts.

9.2. **WhoW Aquaplay License to Occupy – C Brown (Manager Community and Recreation)**

(refer to attached copy of report no. 210723120834 which is to go to the Kaiapoi-Tuahiwi Community Board meeting of 2 August 2021)

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RECOMMENDATION

THAT the Council:

- (a) **Receives** Report No. 210723120834
- (b) **Approves** a License to Occupy being issued to the WHOw Trust for a period three years for the area identified on the attached map Trim 210723120832 for use as a car park and access way to service the Aqua Play Park.
- (c) **Notes** that staff require Council approval rather than community Board due to the land in question being regeneration land rather than existing reserve land.

- (d) **Notes** that while permission is being obtained from both the Kaiapoi / Tuahiwi Community Board and the Council for separate land parcels the License to Occupy and associated conditions will be contained within the same document.
- (e) **Notes** that the car park can be left as a turf surface however the WHoW Trust will be responsible for ensuring the surface is maintained to an appropriate standard.

10. **HEALTH & SAFETY**

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

216 - 232

RECOMMENDATION

THAT the Council:

- (a) **Receives** Report No. 210723120443
- (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 Canterbury Mayoral Forum of 28 May 2021

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

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RECOMMENDATION

THAT Items 11.1– 11.2 be received for information.

12. **COMMUNITY BOARD MINUTES FOR INFORMATION**

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

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12.2. Minutes of a meeting of the Rangiora-Ashley Community Board meeting of 14 July 2021

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12.3. Minutes of a meeting of the Woodend-Sefton Community Board meeting of 12 July 2021

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12.4. Minutes of a meeting of the Kaiapoi-Tuahiwi Community Board meeting of 19 July 2021

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RECOMMENDATION

THAT Items 12.1– 12.4 be received for information.

13. **REPORT FOR INFORMATION FROM THE LAND AND WATER COMMITTEE MEETING OF 20 JULY 2021**

13.1. **Zone Implementation Programme Addendum Capital Works Programme – 2021-22 – S Allen (Water Environment Advisor)**

291 - 341

RECOMMENDATION

THAT Item 13.1 be received for information.

14. **CORRESPONDENCE**

Nil.

15. **MAYOR'S DIARY**

15.1. **Mayor's Diary 30 June – 23 July 2021**

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RECOMMENDATION

THAT the Council:

- (a) **Receives** report no. 210728123386.

16. **COUNCIL PORTFOLIO UPDATES**

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

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

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

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

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

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

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

17. **QUESTIONS**

(under Standing Orders)

18. **URGENT GENERAL BUSINESS**

(under Standing Orders)

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

Section 48, Local Government Official Information and Meetings Act 1987

RECOMMENDATION

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

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

Item No	Minutes/Report of	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
19.1	Minutes of Council public excluded portion of Council meeting of 6 July 2021	Confirmation of minutes	Good reason to withhold exists under Section 7	Section 48(1)(a)
REPORTS				
19.2	Report of C Roxburgh (Water Asset Manager) and R Kerr (Delivery Manager Stimulus and Shovel Ready Programme)	Stimulus Programme: Budget and Scope Amendments	Good reason to withhold exists under Section 7	Section 48(1)(a)
19.3	Report of R Kerr (Delivery Manager Shovel Ready and Stimulus Programme) and K Simpson (3 Waters Manager)	Kaiapoi Stormwater & Flooding Improvements - Options or advancing works	Good reason to withhold exists under Section 7	Section 48(1)(a)
19.4	Report of K Simpson (3 Waters Manager)	Hellers Ltd Trade Waste Agreement	Good reason to withhold exists under Section 7	Section 48(1)(a)
19.5	Report of K LaValley (Project Delivery Manager)	Sewer Development Contributions	Good reason to withhold exists under Section 7	Section 48(1)(a)
19.6	Report of K LaValley (Project Delivery Manager)	Private Developer Agreement with LIME for Silverstream East	Good reason to withhold exists under Section 7	Section 48(1)(a)

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

Item N°	Reason for protection of interests	Ref NZS 9202:2003 Appendix A
19.1 – 19.6	Protection of privacy of natural persons. To carry out commercial activities without prejudice	A2(a) A2(b)ii

CLOSED MEETING

See Public Excluded Agenda.

OPEN MEETING

20. **NEXT MEETING**

The next scheduled ordinary meeting of the Council will occur on Tuesday 7 September 2021, commencing at 1pm in the Upstairs Meeting Room, Ruataniwha Kaiapoi Civic Centre, 176 Williams Street, Kaiapoi.

MINUTES OF A MEETING OF THE WAIMAKARIRI DISTRICT COUNCIL HELD IN THE FUNCTION ROOM, RANGIORA TOWN HALL, 303 HIGH STREET, RANGIORA, ON TUESDAY 6 JULY 2021, COMMENCING AT 1PM

PRESENT

Mayor D Gordon (Chairperson), Deputy Mayor N Atkinson, Councillors K Barnett, A Blackie, R Brine (arrived at 1.04pm), W Doody, N Mealings, P Redmond, S Stewart, J Ward and P Williams.

IN ATTENDANCE

J Harland (Chief Executive), G Cleary (Manager Utilities and Roothing), C Brown (Manager Community and Recreation), J McBride (Roothing and Transport Manager), S Binder (Transportation Engineer), K Waghorn (Solid Waste Asset Manager), V Spittal (Senior Policy Analyst), K Simpson (3 Waters Manager), S Hart (Business and Centres Manager), S Allen (Water Environment Advisor), K Rabe (Governance Advisor), A Smith (Governance Coordinator).

1. **APOLOGIES**

Councillor Brine tendered an apology for late arrival.

2. **CONFLICTS OF INTEREST**

Councillor Brine declared an interest to Item 8.3, Approval to Consult on Speed Limit review for Town entrances and other Specified Locations, as a serving Police Officer and took no part in discussion or debate.

3. **ACKNOWLEDGEMENTS**

3.1 **Robin Smith and John Hodgson – Lions Club Long Service**

Councillor Barnett acknowledged R Smith and J Hodgson for each serving 50 years with the Lions Club and for receiving life membership.

Mayor Gordon noted that R Smith had refurbished the band rotunda now located in Victoria Park and had also been very involved with the building of the Cust Community Centre.

4. **CONFIRMATION OF MINUTES**

4.1. **Minutes of meetings of the Waimakariri District Council held on 1 June and 22 June 2021**

P Redmond an amendment to the minutes of 1 June 2021, item 9.3 second paragraph, stating the comment is recorded as having be made by Councillor Williams, however, he made the comment.

Moved: Councillor Redmond

Seconded: Councillor Williams

THAT the Council:

- (a) **Confirms**, as a true and correct record, the circulated minutes of meetings of the Waimakariri District Council held on 1 June 2021, subject to the amendment to item 9.3 being made.

- (b) **Confirms**, as a true and correct record, the circulated minutes of meetings of the Waimakariri District Council held on 22 June 2021.

CARRIED

MATTERS ARISING

4.2. Minutes of the public excluded meeting of the Waimakariri District Council held on 1 and 22 June 2021

(Refer to public excluded minutes)

Councillor R Brine arrived at 1.04pm.

5. DEPUTATIONS AND PRESENTATIONS

- 5.1 Haidee Scott from the Canterbury District Health Board outlined the COVID-19 vaccination programme for Canterbury.

Currently 10,000 vaccinations been carried out per week with 21 clinics currently set up. This included four mobile teams which travel to cover aged care facilities and included one kaupapa Māori mobile team travelling to marae and one Pasifika team travelling to churches and Pacific communities throughout Canterbury.

In answer to questions regarding the lack of a clinic in the Kaiapoi area, H Scott noted that further clinics were scheduled to open shortly with the availability of the vaccine being more assured. Members noted that currently older adults were being requested to travel to Amberley or the marae in Christchurch to have their vaccinations; acknowledging neither destination was easily accessible by public transport. Mayor Gordon requested the matter of a clinic in Kaiapoi be given urgent consideration and offered the Council's support in achieving this outcome.

Councillor Barnett queried if all the residential care facilities had been completed and H Scott believed that was the case however would check to see if the facility in Oxford had been completed.

Councillor Atkinson raised the question of younger people being called in to receive the vaccine ahead of members of Group 2 and 3. H Scott answered that those would be people that had been red-flagged by their doctors or the health system as having medical conditions and put them at risk.

Concern was raised that the younger, fit and healthy people were causing a delay to people in the categories at risk, namely the aged. H Scott, in answer to Councillor Blackie's question, stated that no person presenting themselves for a vaccine would be turned away.

Councillor Ward noted the delays when phoning for an appointment and H Scott stated that this had been mitigated by the transition to the national phone system.

Councillor Doody noted that she was impressed by the efficiency of the system when she made her booking.

The Mayor thanked H Scott for her presentation and reiterated the Council's support if required in assisting with the vaccine roll out.

6. ADJOURNED BUSINESS

There is no adjourned business.

7. RECOVERY PROJECTS

7.1 COVID-19 RECOVERY PLANNING / SHOVEL READY PROJECTS

Refer to Public Excluded agenda item 19.3.

7.2 **29-30 MAY 2021 ADVERSE WEATHER EVENT RECOVERY**

Simon Hart (Recovery Manager) provided a verbal update on the community recovery from the adverse weather event that caused flooding through the District in late May.

S Hart informed the Council that there had been no need to use special emergency powers during this event and the option to utilise these powers expired on Thursday 8 July 2021, with no extension being requested.

S Hart noted that the estimated total cost was in the vicinity of \$3.5 million which would be used mainly to restore roading, bridges and damaged culverts. He also stated that the urban areas in the district had fared better than the rural areas with lifestyle blocks being the worst affected. This event had been a 'hill country and big river' event, although high tides had exacerbated the flooding near the coast.

Mayor Gordon explained that he had requested the Government take into consideration the lifestyle block owners when dispersing aid to the rural areas. He also noted that he was setting up a Panel to assist with the dispersal of funds from the Mayoral Fund.

Councillor Doody enquired if any assistance would be given to farmers who had fenced off rivers on their properties which subsequently had been destroyed due to flooding was advised this should be covered by the Rural Support Trust.

Councillor Stewart enquired how many lifestyle blocks were requiring assistance and was advised at present between 12 and 20 requests had been received. Funding would not be dispersed until all the requests had been received and assessed.

The meeting adjourned at 1.32pm to move into Briefing format and reconvened at 1.46pm.

8. **REPORTS**

8.1. **May 2021 Flood Event and Emergency Works Update – G Cleary (Manager Utilities and Rooding)**

G Cleary gave an update on the May 2021 flood event and the resulting emergency work required as a result. He was requesting a budget of \$3.5 million to assist with the work to replace/repair damage done by the flood and noted that a more refined cost estimate would be brought to the August Council meeting which would detail which projects the budget would cover. He noted he and his team would be working with Waka Kotahi, insurers and other external parties to contribute to funding some of the repair work.

Councillor Atkinson suggested that further funding should also be put aside for improvement works which could be carried out when the repairs were done to ensure a better outcome in the future. This would be both proactive and cost effective as it would cost more to come back at a later time to fix issues. G Cleary noted the suggestion and this would be investigated and included in the August report to the Council.

Councillor Barnett, while commending the work done by staff in the lead up to the weather event, noted that the event had occurred during the weekend when most staff were not at work. She wondered if lessons could be learnt on how to mitigate the lack of staff and essential personnel when emergencies happened during public holidays and weekends.

G Cleary noted that staff had worked to prepare several days prior to the event by checking culverts, clearing drains and ensuring equipment was on standby. Staff had worked throughout the weekend in shifts to ensure that any work required was done in a timely manner. Mayor Gordon acknowledged Councillor Barnett's comments and requested a comprehensive debrief be carried out with the elected members, the management team and the Emergency Operations Centre teams.

Moved: Mayor Gordon Seconded: Councillor Atkinson

THAT the Council:

- (a) **Receives** Report No. 210625103046;
- (b) **Approves** the unbudgeted expenditure to date on infrastructure services in responding to the flood event and estimated total unbudgeted expenditure of up to \$3.5 million for responding to and recovering from the flood damage;
- (c) **Notes** that staff would bring a further report to the August 2021 Council meeting to give an update and refined cost estimate and rating implications;
- (d) **Notes** that staff would work with Waka Kotahi, insurers and other external parties to seek funding for the works where available;
- (e) **Circulates** this report to all Community Boards for information.

CARRIED

Mayor Gordon commended the leadership shown by the Management Team and staff during the flood event and noted that consideration needed to be given to better resourcing to cover times of crisis. Mayor Gordon raised concern that business as usual was negatively impacted during emergency events as staff were redeployed to serve with Civil Defence, not only during the event itself but also during the recovery period, which could take months. This matter should also be discussed during the debrief session.

Councillor Atkinson reiterated the need to fix potential future problems at the time of a disaster as it not only safeguarded the public in future events but it was easier to access external funding during a time of crisis which lessened the pressure on ratepayers in the long run.

Councillor Mealings commended the work done by staff over the years and noted that at the time the drainage upgrade had been carried out at Bradleys Road there was criticism that the drainage had been over engineered and yet it coped with the flooding event as predicted. She encouraged staff to continue to be proactive in relation to drainage, acknowledging that there are areas that will always flood but results could be mitigated by intervention.

Councillor Barnett commended the Civil Defence staff and noted that it was a great outcome that there had been no loss of life during the flooding. She noted that the rural areas felt that they had been forgotten in relation to proactive drainage solutions in the past and encouraged staff to consider putting more resourcing into the rural areas in the future.

Councillor Doody thanked staff for the very informative photos which were circulated to elected members of the areas damaged and most affected by the flooding.

Mayor Gordon acknowledged Environment Canterbury's leadership throughout the flooding event and the work now being done during the recovery phase, noting that some of this work did not necessarily fall under their remit, however was been carried out as it was considered the right thing to do.

8.2. Setting of Speed Limits Rule 2021 Consultation - J McBride (Roading and Transport Manager) and S Binder (Transportation Engineer)

J McBride and S Binder spoke to this report noting that an extension for lodging the submission had been given by Waka Kotahi (NZTA) due to the recent flooding event.

The consultation dealt with the transition to lower speeds near schools and the impact of speed on road safety. It also aimed at getting consensus and clarity of the rules which would come into effect later in 2021.

Councillor Barnett requested clarification to Proposal 11 in the submission (Trim ref: 210616097096) and enquired what was the provision for fast developing districts like the Waimakariri in relation to appropriate changes to speed if required. She also noted that some rural roads "mean speeds" could be influenced by agricultural vehicles such as tractors which travel far slower than the average motorist. J McBride explained that the data used was drawn from the Mega Maps system rather than traffic counts and low use rural roads would be looked at in that context.

Councillor Redmond noted that in Proposal 8 of the submission, reference was made to the possible reinstatement of 70 and 90km/h speed limits which previously had been considered inappropriate to the consistency of the 40, 60, 80km/h limits. S Binder explained that the 70km/h limit would only be used as a transition between 80 and 60 in some cases. It was acknowledged that the 90km/h limit was seldom used and would probably fall away in time.

Councillor Redmond also queried the conflicting data acknowledged in Proposal 11, noting the National data was not always accurate in the local setting. J McBride stated that the Council staff did challenge Waka Kotahi's assumptions and data when there was a need and the situation warranted it.

Councillor Blackie queried the proposed use of cameras for enforcing speed limits, and enquired on what education and enforcement would be carried out. S Binder explained that during informal discussion with Waka Kotahi staff, it was expected to have a roll out of 200 cameras country wide to begin with. Locations would be chosen in relation to road safety and known speeding areas or general problem areas/intersections however, there could be scope for Councils to request cameras at problem sites in their districts.

Mayor Gordon noted that the population information was out of date and should be updated in the name of accuracy.

Moved: Councillor Blackie

Seconded: Councillor Doody

THAT the Council:

- (a) **Receives** Report No. 210624102345;
- (b) **Approves** the draft submission to the New Zealand Transport Agency on the Setting of Speed Limits Rule 2021 (TRIM 210616097096).
- (c) **Circulates** this report to Community Boards for information.

CARRIED

Councillor Doody thanked staff for the work done on this submission.

Councillor Brine left the room and took no part in the discussion or decision of item 8.3.

8.3. Approval to Consult on Speed Limit Reviews for Town Entrances and Other Specified Locations Update - J McBride (Roading and Transport Manager) and A Mace-Cochrane (Graduate Engineer)

J McBride spoke to this report noting that feedback had been sought from the Community Boards and was included in the tables presented. J McBride also noted that Mill Road, east of Threlkelds Road to Ohoka Road, Millbrook Lane and Millcroft Lane had been excluded from the table appearing in the agenda and tabled the revised tables and recommendations.

J McBride noted that the Woodend-Sefton Community Board had requested the inclusion of Copper Beech Road which had now been included. Through a deputation to the Board there was a request for speed reductions in the general Sefton area. The Sefton area would be included in the next speed review, however Upper Sefton Road within the township had been included as it had a school adjacent to it.

The Oxford-Ohoka Community Board had requested the inclusion of Weld Street, Bush Road, Mill Road and Crallans Drain Road. A 40km/h speed limit on Main Street Oxford from east of High Street to west of Harewood Road had also been requested however, due to compliance issues this would be difficult to achieve therefore the suggestion was to consult on the area from Burnett Street to Bay Road, noting that the budget to achieve this would be considered as part of the next Annual Plan.

Councillor Stewart enquired if Bramleys Road, both the sealed and unsealed sections would be reduced to 60km/h and J McBride explained that the sealed section had already been reduced to 80km/h. Councillor Stewart also queried if the section to Lineside Road (to the bridge) would be changed given there was a small section of sealed road included in that stretch. J McBride noted that the small section of seal was a result of a trial done that had not continued so it would be included in the reduction to 60km/h as well.

Councillor Redmond enquired as to the reason Main Street Oxford was being reduced to 40km/h. J McBride explained that this had been requested repeatedly by the community as well as the Oxford-Ohoka Community Board due to safety concerns for elderly residents who due to large fast moving trucks felt intimidated to cross the road, even at the pedestrian crossings. Councillor Redmond also queried the reason for reducing speeds from 70km/h to 60km/h and J McBride explained that the 70km/h option was currently under discussion and due to an increase in pedestrians on Mill and Ohoka Roads it was deemed necessary to reduce the speed limits for safety reasons.

Councillor Barnett queried the timing of the changes when there was still discussion on regional rules and queried if it would not be more efficient to await the outcome of these discussions before changing speed limits now. J McBride noted that the recommendation would remain unchanged, and the outcome of the discussion would reinforce what had already been enacted. K Barnett queried the logic of reducing the speed limits for Wilson Road, Mill Road and Earlys Road as they were all well maintained roads with good sightlines. J McBride noted that Wilson Road was narrow and quite constricted. She acknowledged that Mill and Earlys Roads were commuter routes for people in Cust however, because people already travelled at speed on those roads it did not mean that it was safe to continue to do so.

Councillor Ward enquired if the 40km/h speed limits could be trailed prior to changing the infrastructure or enforcing a permanent change. J McBride explained that this was not possible to do trials of speed limits and that changing signage did not necessarily slow people down. It often required changing the environment of the road to effectively slow traffic.

Councillor Mealings noted that the cost estimated for treatment in Main Street Oxford should be less now that the distance had been reduced. J McBride explained that the cost shown was an estimate however could be less in reality. Staff intend to undertake some further work on this matter and bring a report back to Council.

Moved: Councillor Mealings

Seconded: Councillor Doody

That the Council:

- (a) **Receives** report No. 210518079154;
- (b) **Approves** consultation being carried out on the proposed speed limit changes shown in Table 1 to Table 9 below:

Table 1. Proposed Speed Limits for Woodend Roads.

Location	Current (km/h)	Proposed to Community Boards (km/h)	Proposed to Consult (km/h)
Gladstone Road , east of Petries Road to end of road.	70	60	60
Gladstone Road , 50 km/h sign to east of Petries Road.	70	50	50
Petries Road , Gladstone Road to Copper Beech Road.	60	50	50
Copper Beech Road , Petries Road to Woodend Beach Road.	60	N/A	50
Evergreen Drive , entire length.	60	N/A	50

Table 2. Proposed Speed Limits for Ashley Roads.

Location	Current (km/h)	Proposed to Community Boards (km/h)	Proposed to Consult (km/h)
Stokes Road , entire length.	100	60	60
Kaiapoi Pa Road , entire length.	100	60	60
Preece Road , entire length.	100	60	60
Wards Road , entire length.	100	60	60

Table 3. Proposed Speed Limits on Oxford Roads.

Location	Current (km/h)	Proposed to Community Boards (km/h)	Proposed to Consult (km/h)
Sales Road , Bay Road to just east of Ashley Gorge Road.	100	60	60
Bay Road , from the current 100 km/h zone (including the unsealed section)	100	60	60
Wilson's Road , entire length.	100	60	40
Woodside Road , current 70 km/h zone.	70	60	60
Commercial Road , unsealed section.	100	60	60
Burnt Hill Road , 100 km/h zone to the ford.	100	60	60
Somerset Drive , entire length.	100	60	60
High Street , north of Queen Street to Ashley Gorge Road.	70	60	60
Ashley Gorge Road , High Street to north of the s-bend.	70/100	60	60
Main Street , Urban area from Burnett St to Bay Road. <i>Noting that budget to support a 40km/h will be considered as part of the next Annual Plan</i>	50	50	40
Victoria Street , High St to east of the one lane bridge (approximately 400 m).	70/100	N/A	60
Weld Street , High St to 400 m along Weld St.	80	N/A	50
Bush Road , Bay Rd to Mill Rd.	100	N/A	60
Bush Road , Mill Rd to Gammans Rd.	100	N/A	60
Mill Road , 100 km/h zone.	100	N/A	60
Crallans Drain Road , entire length.	100	N/A	60

Table 4. Proposed Speed Limits on Tuahiwi Roads.

Location	Current (km/h)	Proposed to Community Boards (km/h)	Proposed to Consult (km/h)
Camside Road , sealed section (280 m).	100	60	60
Camside Road , unsealed section.	100	60	60
Okaihau Road , entire length.	100	60	60
Waikoruru Road , entire length.	100	60	60
Topito Road , unsealed section.	100	60	60
Bramleys Road , unsealed section.	100	60	60
Cox Road , entire length.	100	60	60
Power Road , entire length.	100	60	60
Youngs Road , entire length.	100	60	60
Marsh Road , entire length.	100	60	60

Table 5. Proposed Speed Limits on Ohoka Roads.

Location	Current (km/h)	Proposed to Community Boards (km/h)	Proposed to Consult (km/h)
Threlkelds Road , entire length.	100	80	80
Mill Road , east of Threlkelds Road to west of Bradleys Road.	70	60	60
Jacksons Road , Mill Road to south of Birchdale Place.	70	60	60
Birchdale Place , entire length.	70	60	60
Wilson Drive , entire length.	70	60	60
Keetly Place , entire length.	70	60	60
Whites Road , Mill Road to end of current 70 km/h zone.	70	60	60
Bradleys Road , Mill Rd to 20 m north of Hallfield Drive.	70/100	60	60
Hallfield Drive , entire length.	100	60	60
Orbiter Drive , entire length.	100	60	60
Mill Road , east of Threlkelds Rd to Ohoka Road	100	-	80
Millbrook Lane , entire length	100	-	80
Millcroft Lane , entire length	100	-	80

Table 6. Proposed Speed Limits on Kaiapoi Roads.

Location	Current (km/h)	Proposed to Community Boards (km/h)	Proposed to Consult (km/h)
Giles Road , Ohoka Road to just south of Neeves Road.	100	60	60
Giles Road , south of Neeves Road to Tram Road.	100	80	80
Neeves Road , both sections west of SH1 (Giles Road to Island Road & Island Road to end).	100	60	60
Island Road , 50 km/h sign to Tram Road.	100	80	80
William Coup Road , entire length.	100	80	80
Orchard Place , entire length.	100	60	60
Tram Road , 180 m east of eastern most intersection of Greigs Road to west of South Eyre Road.	100	80	80
Raven Quay , east of Rich Street to western end.	50	30	30
Charles Street , Jones Street to Jollie Street.	50	30	30
Jollie Street/Askeaton Drive , Charles Street to Askeaton Boat Ramp.	50	30	30
Skewbridge Road , Flaxton Road to 80 km/h sign.	100	80	80

Table 7. Proposed Speed Limits on Rangiora Roads.

Location	Current (km/h)	Proposed to Community Boards (km/h)	Proposed to Consult (km/h)
Camwell Park , entire length.	100	60	60
Todds Road , 64 Todds Road to Fernside Road.	70/80	50	50
Todds Road , Fernside Road to 64 Todds Road.	70/80	60	60
Fernside Road , Flaxton Road to Lineside Road.	100	80	80
Fernside Road , Flaxton Road to west of Todds Road.	80	60	60
Fernside Road , west of Todds Road to Plaskett Road.	100	80	80
Flaxton Road , urban limits to south of Fernside Road (east).	80	60	60
Flaxton Road , south of Fernside Road (east) to Skewbridge Road.	100	80	80
Johns Road , current 70 km/h zone.	70	50	50
Johns Road , 100 km/h zone to Swannanoa Road.	100	80	80
Lehmans Road , Oxford Road to north of Chatsworth Avenue.	80	50	60
Lehmans Road , Oxford Road to Fernside Road.	100	80	80
Plaskett Road , Fernside Road to Oxford Road.	100	80	80
Mt Thomas Road , Johns Road to Oxford Road.	100	80	80
Swannanoa Road , Oxford Road to 150 m past the Fernside School Boundary.	100	60	60
Swannanoa Road , 150 m past the Fernside School Boundary to 210 m south of Johns Road.	100	60/80	80
Oxford Road , current 70 km/h zone.	70	50	50
Oxford Road , 100 km/h zone to 315 m west of Swannanoa Road.	100	80	80

Table 8. Proposed Speed Limits for Cust Roads.

Location	Current (km/h)	Proposed to Community Boards (km/h)	Proposed to Consult (km/h)
Cust Road , eastern 60 km/h threshold to 1776 Cust Road.	60	50/60	50
Cust Road , 1776 Cust Road to the western 80 km/h threshold.	80	60	80
Cust Road , 80 km/h sign to east of Tallots Road	80/100	80	80

Table 9. Proposed Speed Limits for Cust Roads. (continued)

Location	Current (km/h)	Proposed to Community Boards (km/h)	Proposed to Consult (km/h)
Earlys Road , Cust Road to 100 km/h sign.	60	50	50
Earlys Road , 100 km/h sign to 80 km/h sign (West Eyreton)	100	80	80
Crysell Avenue , entire length.	100	80	80
Swamp Road , Cust Road to the northern side of the one-lane bridge.	60	50	50
McKays Lane , entire length.	60	50	50
Mill Road , current 60 km/h zone.	60	50	50
Mill Road , 100 km/h zone to Terrace Road.	100	80	80

Table 10. Proposed Speed Limits for Sefton Roads.

Location	Current (km/h)	Proposed to Community Boards (km/h)	Proposed to Consult (km/h)
Upper Sefton Road , current 70 km/h zone (within Sefton Township).	70	N/A	60

- (c) **Notes** that all Community Boards have been consulted on the proposed speed limit changes;
- (d) **Notes** that consultation on a 40km/h speed limit between Burnett St and Bay Rd will be undertaken however implementation will be deferred until appropriate budget is considered as part of the Annual Plan process to ensure appropriate speed management measures can be implemented;
- (e) **Notes** that there will be investment required to support the proposed 50 km/h speed limit on Cust Road (through the township);
- (f) **Notes** that pre-engagement will be carried out in early August, with consultation occurring from mid-August to mid-September;
- (g) **Notes** that the results of the public consultation and the final speed limit proposals will be presented to the Community Boards and then Council for approval;
- (h) **Notes** that any submission on the new proposed speed limits, including those from the New Zealand Police, Waka Kotahi, Te Ngāi Tuāhuriri Rūnanga, New Zealand Automobile Association, and the New Zealand Road Transport Association, will be considered prior to presenting the final speed limit proposals.

Councillor Mealings noted that this was a comprehensive report with a few anomalies such as Main Street, Oxford but includes fair recommendations.

Councillor Doody noted the importance of slowing traffic in general and with the advent of electric vehicles making hearing vehicles more difficult to detect it was important to make pedestrian crossings more visible to motorists.

Mayor Gordon supported the motion, particularly regarding Main Street in Oxford. It had been requested for some time to change the speed limits in Oxford and this provides an opportunity for the community to have a say in this. He remarked that the community also needs to be made aware of the costs associated with the introduction of changes to speed limits. Mayor Gordon was pleased to see Skewbridge Road being included in the consultation having recently attended a public meeting of residents regarding this stretch of road who have real concerns with the current speed limit on this particular road.

Amendment

Moved: Councillor Barnett Seconded: Councillor Redmond

That the speed limit on Mill Road and Earlys Road remain 100km/h.

Division

For: Councillors Atkinson, Barnett, Blackie, Doody, Mealings, Redmond, Williams, Mayor Gordon.

Against: Councillor Stewart

Abstained: Councillor Ward

CARRIED.

Councillor Brine took no part in the discussion or decision of this matter.

Councillor Barnett noted that Earlys and Mill Roads were the main commuter routes for Cust residents travelling into Christchurch. This is a straight road with good visibility and a low accident record, and in her opinion, there was insufficient reason for reducing the speed limit. She stated that all rural roads were currently 100km/h and Earlys and Mill Roads should not be differentiated against the general rule. Councillor Barnett would like to see these two roads removed to bring some credibility to the consultation particularly in the Cust area.

Councillor Redmond agreed and reminded members that this was not a decision at this point but a request for the Review to go out for public consultation.

Councillor Williams stated that modern vehicles were safe and easy to drive in most conditions. He also noted that there was little to enforce speed limits on rural roads.

Councillor Stewart was opposed to this amendment. She noted that Earlys Road was undulating and there were several narrow culverts and three one way bridges which make it unsafe with the current speed limit. In her opinion this was a road that should have a reduction in speed limits.

Councillor Atkinson requested further information of crash records on Earlys Road and also requested information on when the 100km/h speed limit was set.

In reply to the amendment, Councillor Barnett corrected that there are no one-lane bridges on Earlys Road, but there is on Mill Road. She noted that the visibility at the one-lane bridges was good which allowed vehicles to assess the situation prior to arrival at the bridges.

The motion becomes the substantive resolution.

Moved: Councillor Barnett Seconded: Councillor Redmond

That the Council:

- (a) **Receives** report No. 210518079154;
- (b) **Approves** consultation being carried out on the proposed speed limit changes shown in Table 1 to Table 9 below:

Table 11. Proposed Speed Limits for Woodend Roads.

Location	Current (km/h)	Proposed to Community Boards (km/h)	Proposed to Consult (km/h)
Gladstone Road , east of Petries Road to end of road.	70	60	60
Gladstone Road , 50 km/h sign to east of Petries Road.	70	50	50
Petries Road , Gladstone Road to Copper Beech Road.	60	50	50
Copper Beech Road , Petries Road to Woodend Beach Road.	60	N/A	50
Evergreen Drive , entire length.	60	N/A	50

Table 12. Proposed Speed Limits for Ashley Roads.

Location	Current (km/h)	Proposed to Community Boards (km/h)	Proposed to Consult (km/h)
Stokes Road , entire length.	100	60	60
Kaiapoi Pa Road , entire length.	100	60	60
Preeces Road , entire length.	100	60	60
Wards Road , entire length.	100	60	60

Table 13. Proposed Speed Limits on Oxford Roads.

Location	Current (km/h)	Proposed to Community Boards (km/h)	Proposed to Consult (km/h)
Sales Road , Bay Road to just east of Ashley Gorge Road.	100	60	60
Bay Road , from the current 100 km/h zone (including the unsealed section)	100	60	60
Wilson's Road , entire length.	100	60	40
Woodside Road , current 70 km/h zone.	70	60	60
Commercial Road , unsealed section.	100	60	60
Burnt Hill Road , 100 km/h zone to the ford.	100	60	60
Somerset Drive , entire length.	100	60	60
High Street , north of Queen Street to Ashley Gorge Road.	70	60	60
Ashley Gorge Road , High Street to north of the s-bend.	70/100	60	60

Table 14. Proposed Speed Limits on Oxford Roads. (Continued)

Location	Current (km/h)	Proposed to Community Boards (km/h)	Proposed to Consult (km/h)
Main Street , Urban area from Burnett St to Bay Road. <i>Noting that budget to support a 40km/h will be considered as part of the next Annual Plan</i>	50	50	40
Victoria Street , High St to east of the one lane bridge (approximately 400 m).	70/100	N/A	60
Weld Street , High St to 400 m along Weld St.	80	N/A	50
Bush Road , Bay Rd to Mill Rd.	100	N/A	60
Bush Road , Mill Rd to Gammans Rd.	100	N/A	60
Mill Road , 100 km/h zone.	100	N/A	60
Crallans Drain Road , entire length.	100	N/A	60

Table 15. Proposed Speed Limits on Tuahiwi Roads.

Location	Current (km/h)	Proposed to Community Boards (km/h)	Proposed to Consult (km/h)
Camside Road , sealed section (280 m).	100	60	60
Camside Road , unsealed section.	100	60	60
Okaihau Road , entire length.	100	60	60
Waikoruru Road , entire length.	100	60	60
Topito Road , unsealed section.	100	60	60
Bramleys Road , unsealed section.	100	60	60
Cox Road , entire length.	100	60	60
Power Road , entire length.	100	60	60
Youngs Road , entire length.	100	60	60
Marsh Road , entire length.	100	60	60

Table 16. Proposed Speed Limits on Ohoka Roads.

Location	Current (km/h)	Proposed to Community Boards (km/h)	Proposed to Consult (km/h)
Threlkelds Road , entire length.	100	80	80
Mill Road , east of Threlkelds Road to west of Bradleys Road.	70	60	60
Jacksons Road , Mill Road to south of Birchdale Place.	70	60	60
Birchdale Place , entire length.	70	60	60
Wilson Drive , entire length.	70	60	60
Keetly Place , entire length.	70	60	60
Whites Road , Mill Road to end of current 70 km/h zone.	70	60	60
Bradleys Road , Mill Rd to 20m north of Hallfield Drive.	70/100	60	60
Hallfield Drive , entire length.	100	60	60
Orbiter Drive , entire length.	100	60	60
Mill Road , east of Threlkelds Road to Ohoka Road	100	-	80
Millbrook Lane , entire length	100	-	80
Millcroft Lane , entire length	100	-	80

Table 17. Proposed Speed Limits on Kaiapoi Roads.

Location	Current (km/h)	Proposed to Community Boards (km/h)	Proposed to Consult (km/h)
Giles Road , Ohoka Road to just south of Neeves Road.	100	60	60
Giles Road , south of Neeves Road to Tram Road.	100	80	80
Neeves Road , both sections west of SH1 (Giles Road to Island Road & Island Road to end).	100	60	60
Island Road , 50 km/h sign to Tram Road.	100	80	80
William Coup Road , entire length.	100	80	80
Orchard Place , entire length.	100	60	60
Tram Road , 180 m east of eastern most intersection of Greigs Road to west of South Eyre Road.	100	80	80
Raven Quay , east of Rich Street to western end.	50	30	30
Charles Street , Jones Street to Jollie Street.	50	30	30
Jollie Street/Askeaton Drive , Charles Street to Askeaton Boat Ramp.	50	30	30
Skewbridge Road , Flaxton Road to 80 km/h sign.	100	80	80

Table 18. Proposed Speed Limits on Rangiora Roads.

Location	Current (km/h)	Proposed to Community Boards (km/h)	Proposed to Consult (km/h)
Camwell Park , entire length.	100	60	60
Todds Road , 64 Todds Road to Fernside Road.	70/80	50	50
Todds Road , Fernside Road to 64 Todds Road.	70/80	60	60
Fernside Road , Flaxton Road to Lineside Road.	100	80	80
Fernside Road , Flaxton Road to west of Todds Road.	80	60	60
Fernside Road , west of Todds Road to Plaskett Road.	100	80	80
Flaxton Road , urban limits to south of Fernside Road (east).	80	60	60
Flaxton Road , south of Fernside Road (east) to Skewbridge Road.	100	80	80
Johns Road , current 70 km/h zone.	70	50	50
Johns Road , 100 km/h zone to Swannanoa Road.	100	80	80
Lehmans Road , Oxford Road to north of Chatsworth Avenue.	80	50	60
Lehmans Road , Oxford Road to Fernside Road.	100	80	80
Plaskett Road , Fernside Road to Oxford Road.	100	80	80
Mt Thomas Road , Johns Road to Oxford Road.	100	80	80
Swannanoa Road , Oxford Road to 150 m past the Fernside School Boundary.	100	60	60
Swannanoa Road , 150 m past the Fernside School Boundary to 210 m south of Johns Road.	100	60/80	80
Oxford Road , current 70 km/h zone.	70	50	50
Oxford Road , 100 km/h zone to 315 m west of Swannanoa Road.	100	80	80

Table 19. Proposed Speed Limits for Cust Roads.

Location	Current (km/h)	Proposed to Community Boards (km/h)	Proposed to Consult (km/h)
Cust Road , eastern 60 km/h threshold to 1776 Cust Road.	60	50/60	50
Cust Road , 1776 Cust Road to the western 80 km/h threshold.	80	60	80
Cust Road , 80 km/h sign to east of Tallots Road	80/100	80	80
Earlys Road , Cust Road to 100 km/h sign.	60	50	50
Earlys Road , 100 km/h sign to 80 km/h sign (West Eyreton)	100	80	100
Crysell Avenue , entire length.	100	80	80
Swamp Road , Cust Road to the northern side of the one-lane bridge.	60	50	50
McKays Lane , entire length.	60	50	50
Mill Road , current 60 km/h zone.	60	50	50
Mill Road , 100 km/h zone to Terrace Road.	100	80	100

Table 20. Proposed Speed Limits for Sefton Roads.

Location	Current (km/h)	Proposed to Community Boards (km/h)	Proposed to Consult (km/h)
Upper Sefton Road , current 70 km/h zone (within Sefton Township).	70	N/A	60

- (c) **Notes** that all Community Boards have been consulted on the proposed speed limit changes;
- (d) **Notes** that consultation on a 40km/h speed limit between Burnett Street and Bay Road will be undertaken however implementation will be deferred until appropriate budget is considered as part of the Annual Plan process to ensure appropriate speed management measures can be implemented;
- (e) **Notes** that there will be investment required to support the proposed 50 km/h speed limit on Cust Road (through the township);
- (f) **Notes** that pre-engagement will be carried out in early August, with consultation occurring from mid-August to mid-September;
- (g) **Notes** that the results of the public consultation and the final speed limit proposals will be presented to the Community Boards and then Council for approval;

- (h) **Notes** that any submission on the new proposed speed limits, including those from the New Zealand Police, Waka Kotahi, Te Ngāi Tuāhuriri Rūnanga, New Zealand Automobile Association, and the New Zealand Road Transport Association, will be considered prior to presenting the final speed limit proposals.

CARRIED

Councillors Atkinson and Williams Against

8.4. **Ohoka Road fence financial contribution request for consideration – J McBride (Roading and Transport Manager) and G Cleary (Manager Utilities and Roading)**

J McBride gave a brief overview of the report which dealt with a request for the Council to cover the cost of materials for a replacement fence for seventeen properties along Ohoka Road. There had been complaints regarding noise and lack of privacy by residents whose properties border Ohoka Road which is an arterial road.

Councillor Redmond enquired if the current request was due to noise issues or privacy concerns and J McBride confirmed that the original complaint had been about the noise but there had now been complaints about lack of privacy.

Councillor Blackie clarified the proposed legal costs associated with changing the consent notice per property. J McBride confirmed that the cost was estimated to be between \$3,000 and \$4,000 per property, however if a group application was processed, (although each property would need to be dealt with individually) there was an option for negotiating a lower overall cost as long as all property owners used the same lawyer.

Councillor Blackie enquired what the cost would be if the owner of the property raised their fence without the Council's support. J McBride stated that they would be in breach of the current consent for the fence.

Councillor Ward enquired if the Council could plant greenery along the fence line to mitigate the noise and privacy issues. J McBride explained that while there was currently a short hedge on the corner of the property, the length of the fence had a drainage swale running the length of the fence line which would leave little room for plantings.

In response to a question from Councillor Barnett, J McBride noted that the owner of the adjacent property had not contacted the Council to complain either of noise or privacy issues.

Councillor Atkinson queried the quoted price of the fencing, which in his opinion, seemed very high. J McBride noted that the price worked out to approximately \$94 per linear metre.

Councillor Williams noted that the current hedge had been neatly trimmed to just below the fence line and enquired who was responsible for the maintenance of the fence as if the hedge was allowed to grow higher it may mitigate some of the privacy issues. J McBride noted that the hedge only covered a small portion of the fence and did not cover the length along Ohoka Road.

Councillor Brine noted that the residents knew the property bordered an arterial road at the time of purchase.

Moved: Councillor Williams

Seconded: Councillor Brine

THAT the Council:

- (a) **Receives** Report No. 210624102113;
- (b) **Declines** the request to fund fencing materials and consenting cost;
- (c) **Circulates** this report to Utilities and Roading Committee for information.

CARRIED

Councillor Williams noted that the residents were aware they were purchasing a property bordering an arterial road and suggested that the current hedge be allowed to grow higher to assist with privacy issues. He also noted that the Council needed to be careful of setting a precedent by purchasing fencing materials for residents.

Councillor Brine noted that the Council had gone to some expense to re asphalt the Ohoka Road to mitigate noise issues and should not now be expected to incur further costs on behalf of property owners.

Councillor Atkinson agreed with the comments made and remarked that the other neighbours were not requesting a change to the fence height and that the Council should not be responsible for putting in fences when traffic noise intruded onto nearby residents.

Councillor Ward suggested that seeing the Council were unable to plant on the road reserve side of the fence that the owners could be encouraged to put in plantings on their side of the fence to mitigate problems experienced.

Mayor Gordon agreed with the outcome reached and agreed that the Council's responsibility had been completed with the asphaltting of Ohoka Road.

8.5. **Reallocation of Budget to Minor Safety Projects– J McBride (Roading and Transport Manager)**

J McBride noted that this was a retrospective request.
There were no questions forthcoming from Councillors.

Moved: Councillor Blackie

Seconded: Councillor Barnett

THAT the Council:

- (a) **Receives** Report No. 210618098882;
- (b) **Approves** the reallocation of \$147,000 from the Travel Demand Management Budget (PJ 101389.000.5135) to the Minor Safety budget (PJ 100185.000.5133) to cover Council share of the additional safety works;
- (c) **Approves** the Minor Safety budget (PJ 100185.000.5133) being increased by \$300,000;
- (d) **Notes** that Travel Demand Management Budget would decrease to \$444,000 and that the full budget would not be spent this year and budget had been allocated through the Long Term Plan for future needs, as such any remaining budget will be unspent;

- (e) **Notes** that the Council share of the additional safety works is \$147,000 and the Waka Kotahi share was available within the Low Cost Low Risk activity class and was already approved;
- (f) **Notes** that works had begun to ensure that the maximum Waka Kotahi co-funding could be utilised within the current financial year;
- (g) **Notes** that works brought forward were from a prioritised list of known safety issues within the district;
- (h) **Circulates** this report to Utilities and Roading Committee for information.

CARRIED

8.6. 2021-31 Long Term Plan Amendments to Waste Management and Minimisation Plan 2018 – K Waghorn (Solid Waste Asset Manager)

The report was taken as read and there were no questions forthcoming from Councillors.

Moved: Councillor Williams

Seconded: Councillor Brine

THAT the Council:

- (a) **Receives** Report No. 210622100326.
- (b) **Notes** that the Ministry for the Environment informed staff that we could advise minor changes to the Waste Management and Minimisation Plan's Action Plans and Funding statement through the Long Term Plan consultation process to ensure the proposed change in part-funding services and diversion activities from levy funds meets legislative requirements.
- (c) **Approves** the following amendments as indicated in by an underline to Part B of the Waste Management and Minimisation Plan 2018:
 - a. Section 1 – 1.1 Action Plan
 - i. Page 21, Objective 1: *Our community has opportunities for avoiding or reducing waste at source.* Add in Levy funding for Action 1.4 as per **Table A**.
 - ii. Page 21, Objective 2: No changes proposed for Objective 2 *Council works with other councils, central government, industry and other parties to improve product stewardship* as per **Table A**.

Objective	Action	New/ existing	Implementati on timeframe	Fundi ng sourc e
1. Our community has opportunities for avoiding or reducing waste at source	1.1 Circulate educational information to promote Council's waste management and minimisation services	Existing	Ongoing	Levy Rates
	1.2 Provide educational programmes and support other programmes aimed at waste management and minimisation and sustainability e.g. boomerang bags and 'no plastic straw' campaign	Existing	Ongoing	Levy

Objective	Action	New/ existing	Implementati on timeframe	Fundi ng sourc e
	1.3 Establish an educational facility for promotion of waste management and minimisation at the Southbrook RRP as part of the planned upgrade of the Southbrook RRP	New	By 2022/23	Levy Rates
	1.4 Support organisations leading litter clean-up and campaigns at raising awareness of waste minimisation, potentially by means of grants	Existing	Ongoing	Rates <u>Levy</u>
	1.5 Collaborate with other councils, to promote waste management and minimisation and waste acceptance criteria in a regionally and nationally consistent way	Existing	Ongoing	Levy Rates
	1.6 Promote and support existing waste minimisation and resource efficiency initiatives targeting local industry	Existing	Ongoing	Levy
2. Council works with other councils, central government, industry and other parties to improve product stewardship	2.1 Advocate to government, possibly via a coordinated approach with other organisations, such as Canterbury Waste Joint Committee, Local Government New Zealand and WasteMINZ	Existing	Ongoing	Rates
	2.2 Promote and support product stewardship programmes operating in-district	Existing	Ongoing	Rates Levy

Table A: Objectives 1 and 2

- iii. Page 22, Objective 3. *Our community has opportunity to maximise the diversion of material for reuse, recycling or recovery.* Add a new Action 3.2 which is existing and ongoing and to be funded by Rates and Levy; change wording in Actions 3.3, 3.6 and 3.8; and add Levy funding for Actions 3.3, 3.5, 3.6 and 3.7 as per **Table B**.

Objective	Action	New/ existing	Implementati on timeframe	Fundi ng sourc e
3. Our community has opportunity to maximise the diversion of material for reuse, recycling or recovery	3.1 Refine and publish Council's policy regarding the extent of kerbside collection service, both the urban/rural boundaries and the residential/commercial extent of services.	New	2018/19	Rates
	<u>3.2 Continue to provide kerbside collection services for diverted materials to properties within existing collection areas, and expand the collection areas as development occurs at their boundaries and also in response to public demand where this is economically viable.</u>	Existing	Ongoing	Rates <u>Levy</u>
	<u>3.3 Continue to provide services for diverted materials at RRP and Transfer Station facilities (Oxford TS and</u>	Existing	Ongoing	Gate fees Rates

Objective	Action	New/ existing	Implementati on timeframe	Fundi ng sourc e
	Southbrook RRP), <u>and improve facilities to expand associated services for diverted material.</u>			<u>Levy</u>
	<u>3.4 Upgrade Southbrook RRP and Oxford TS facilities to increase capacity when required.</u>	New	2018 to 2022	Gate fees Rates Levy
	<u>3.5 Optimise the separation of diverted material at the RRP and TS facilities through procurement processes and contractual agreements</u>	New	2018/19 and ongoing	Rates <u>Levy</u>
	<u>3.6 Use financial incentives to encourage the separation of diverted materials (including reusable, recyclable and hazardous materials) from the waste stream.</u>	Existing	Ongoing	Gate Fees <u>Levy</u>
	<u>3.7 Investigate the feasibility of providing recycling bins alongside litter bins in the District, and implement where appropriate.</u>	Existing	Ongoing	Rates <u>Levy</u>
	<u>3.8 Maintain existing drop-off points for diverted material in beach townships, investigate the feasibility of establishing recycling drop-off points at suitable locations for rural resident use, including trialling new locations, and - if feasible - establish and operate recycling drop-off points at suitable locations for rural resident use.</u>	Existing	Ongoing	Rates Levy

Table B: Objective 3

- iv. Page 23, Objective 4. *The range of diverted material will be improved and the quality of these materials enhanced.* Add two new Actions, 4.2 and 4.3, which are existing and ongoing and to be funded by Rates and Levy, as per **Table C**.
- v. Page 23, Objective 5. *Our community has access to services for effective and efficient management of waste that comply with current environmental and health practices.* Add Levy funding for Actions 5.2 and 5.3 as per **Table C**.
- vi. Page 23, No changes proposed for Objective 6. *The disposal of sewage treatment residuals complies with current environmental and health practices* as per **Table C**.
- vii. Page 23, Objective 7. *Our community is informed and educated about hazardous waste and residual waste.* Add Levy funding for Action 7.1 as per **Table C**.

Objective	Action	New/ existing	Implementati on timeframe	Fundi ng sourc e
2. The range of diverted material will be improved and the quality of these materials enhanced	4.1 Continue monitoring the composition of waste going to landfill through SWAP studies and investigate further waste minimisation measures when warranted.	Existing	Ongoing	Levy Rates
	<u>4.2 Undertake kerbside bin audits to ensure quality criteria are met for diverted materials.</u>	Existing	Ongoing	Rates Levy
	<u>4.3 Investigate, and invest in, regional diversion initiatives and infrastructure in partnership with other organisations and businesses.</u>	Expansion	Ongoing	Levy Rates
3. Our community has access to services for effective and efficient management of waste that comply with current environmental and health practices	5.1 Continue to provide litter collection bins at certain locations throughout the District.	Existing	Ongoing	Rates
	5.2 Ensure that littering and illegal dumping in public places is managed effectively.	Existing	Ongoing	Rates Levy
	5.3 Maintain existing RRP and Transfer Station facilities (Oxford TS and Southbrook RRP) and associated services for waste disposal, including domestic hazardous waste disposal.	Existing	Ongoing	Rates Levy
	5.4 Ensure all resource consent requirements for Council owned solid waste services, facilities and closed landfills are complied with.	Existing	Ongoing	Rates Gate fees
4. The disposal of sewage treatment residuals complies with current environmental and health practices	6.1 Disposal of screenings from the Council's wastewater treatment plant (WWTP) at Kate Valley landfill and dewatered sewage sludge at Christchurch City Council's Bromley WWTP, or alternative facility or site if feasible.	Existing	Ongoing	Rates
5. Our community is informed and educated about hazardous waste and residual waste	6.2 Carry out educational campaigns to raise awareness about littering, including larger scale illegal dumping, when warranted.	Existing	Ongoing	Rates Levy

Table C: Objectives 4, 5, 6 and 7

b. Section 2 Funding

- i. Page 24 2.1 *Funding the plan*. Add a sixth bullet point “Waste minimisation levy” so that the wording reads: “The action plan will be funded using the suite of tools available to Council in the delivery of solid waste services. The activities will be funded by:

- Σ General rates
- Σ Targeted rates
- Σ Fees and charges (including gate fees, licensing fees, user pays)
- Σ Subsidies and grants
- Σ Debt (if required)
- Σ Waste minimisation levy

Through the action plan, it is expected that the cost for the provision of the services will increase from \$7,300,000 in 2017/18 to \$11,100,000 in 2022/23 when new services are fully introduced and facility upgrades are complete.”

- ii. Page 24 *Waste minimisation levy funding expenditure*. Change the wording of this paragraph to read “Council will use the Waste Minimisation Levy funding income to fund waste education, investigations, trials, waste diversion and minimisation services, to fund capital expenditure for diversion facility upgrades within the Waimakariri District, and to fund regional and national waste diversion and minimisation initiatives.”
- iii. Page 24 2.2 *Grants*: no changes proposed.

c. Section 3 Reporting

- i. Page 25 3.1 *Monitoring and evaluation*: no changes proposed.
- ii. Page 25 3.2 *Reporting*. Change the wording in the final paragraph to read “The Council will also provide progress reports of expenditure of its waste levy funds, and on the quantities of waste and diverted materials received at and leaving its facilities, to the Ministry for the Environment”.

- (d) **Notes** that Solid Waste staff will work with the Communications Team to ensure that the community is advised about these amendments to the WMMP, and the reasoning behind the amendments.

CARRIED**8.7. Green Space Natural Environment Strategy - V Spittal (Senior Policy Analyst)**

V Spittal noted that there was no formal title to this strategy as it was felt that the Rūnanga should be consulted to give feedback on a possible title. She also noted that Councillor Mealings may wish to be included on the Project Control Group seeing as she holds the Environment Portfolio. Councillor Mealings agreed.

Moved: Councillor Williams

Seconded: Councillor Doody

THAT the Council:

- (a) **Receives** Report No. 210621099990.Natur
- (b) **Endorses** the development of the Natural Environment Strategy (noting title to be confirmed).
- (c) **Appoints** Councillors Stewart, Blackie and Mealings to the Project Control Group for the Natural Environment Strategy.

CARRIED

Councillor Stewart endorsed the work done to date on the strategy and welcomed Councillor Mealings to the group.

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

Nil.

10. **HEALTH & SAFETY**

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

J Harland spoke to this report, noting the annual health checks for staff recently undertaken, had 115 staff taking up this opportunity. This equates to approximately one in four staff.

Moved Councillor Atkinson

Seconded Councillor Blackie

THAT the Council:

- (a) **Receives** Report No. 210622100846
- (b) **Notes** that there was one notifiable event this month. WDC is, so far as is reasonably practicable, compliant with the Person Conducting a Business or Undertaking (PCBU) duties of the Health and Safety at Work Act 2015.

CARRIED

11. **COMMITTEE MINUTES FOR INFORMATION**

- 11.1. Minutes of a meeting of the Audit and Risk Committee meeting of 18 May 2021.
- 11.2. Minutes of a meeting of the Utilities and Roading Committee of 18 May 2021.
- 11.3. Minutes of a meeting of the Community and Recreation Committee of 18 May 2021.
- 11.4. Minutes of a meeting of the Utilities and Roading Committee of 15 June 2021.
- 11.5. Minutes of a meeting of the District Planning and Regulation Committee of 15 June 2021.
- 11.6. Minutes of a meeting of the Community and Recreation Committee of 22 June 2021.

Moved Councillor Barnett

Seconded Councillor Redmond

THAT Items 11.1– 11.6 be received for information.

CARRIED

12. COMMUNITY BOARD MINUTES FOR INFORMATION

12.1. Minutes of a meeting of the Kaiapoi-Tuahiwi Community Board meeting of 17 May 2021

12.2. Minutes of a meeting of the Oxford-Ohoka Community Board meeting of 9 June 2021.

12.3. Minutes of a meeting of the Rangiora-Ashley Community Board meeting of 9 June 2021.

12.4. Minutes of a meeting of the Woodend-Sefton Community Board meeting of 14 June 2021.

12.5. Minutes of a meeting of the Kaiapoi-Tuahiwi Community Board meeting of 21 June 2021.

Moved Councillor Williams

Seconded Councillor Ward

THAT Items 12.1– 12.5 be received for information.

CARRIED

13. REPORT FOR INFORMATION

13.1. **Naming of new Reserves in the Regeneration areas – D Roxborough (Implementation Project Manager, District Regeneration) – report 210610092935 to the Kaiapoi Tuahiwi Community Board meeting of 21 June 2021**

Moved Councillor Blackie

Seconded Councillor Stewart

THAT the Council:

(a) **Receives** Item 13.1 for information.

CARRIED

14. CORRESPONDENCE

Nil.

15. MAYOR'S DIARY

15.1. **Mayor's Diary 26 May – 29 June 2021**

Moved Councillor Mealings

Seconded Councillor Atkinson

THAT the Council:

(a) **Receives** report no. 210630105916.

CARRIED

The meeting adjourned at 3.30pm and reconvened at 3.45pm to consider public excluded items of business.

16. **COUNCIL PORTFOLIO UPDATES**

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

The Portfolio updates were deferred to a future meeting of the Council.

17. **QUESTIONS**

(under Standing Orders)

There were no questions.

18. **URGENT GENERAL BUSINESS**

(under Standing Orders)

There was no urgent general 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 Council public excluded portion of Council meeting of 1 June 2021	Confirmation of minutes	Good reason to withhold exists under Section 7	Section 48(1)(a)
19.2	Minutes of Council public excluded portion of Council meeting of 22 June 2021	Confirmation of minutes	Good reason to withhold exists under Section 7	Section 48(1)(a)
REPORTS				
19.3	Report of R Kerr (Delivery Manager – Shovel Ready Programme), K Simpson (3 Waters Manager) and G Cleary (Manager Utilities and Roading)	Kaiapoi Stormwater and Flooding Improvements – Shovel Ready	Good reason to withhold exists under Section 7	Section 48(1)(a)

19.4	Report of D Young (Senior Engineering Advisor) and R Qu (Property Assets Advisor)	Objection to Road Stopping of Adderley Terrace	Good reason to withhold exists under Section 7	Section 48(1)(a)
19.5	Report of C Brown (Manager Community and Recreation)	MainPower Stadium Lease with North Canterbury Sport and Recreation Trust	Good reason to withhold exists under Section 7	Section 48(1)(a)
19.6	Report of K LaValley (Procurement Manager) and D Thompson (Prequalification Tender Manager)	Qualifying of Suppliers to Prequalification List – Tranche 2	Good reason to withhold exists under Section 7	Section 48(1)(a)
19.7	Report of S Hart (Business and Centres Manager) and R Hawthorne (Property Manager)	Strategic Property Dealings, Rangiora	Good reason to withhold exists under Section 7	Section 48(1)(a)
19.8	Report of M Griffin (Ecan CWMS Team Leader) and S Allen (Water Environment Advisor)	Waimakariri Zone Committee – 2021 Refresh Appointments	Good reason to withhold exists under Section 7	Section 48(1)(a)
PUBLIC EXCLUDED REPORT FOR INFORMATION				
19.9	From M Bacon to the DP&R Committee meeting of 15 June 2021	Plan Implementation (Planning) Unit Update	Good reason to withhold exists under Section 7	Section 48(1)(a)

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

Item N°	Reason for protection of interests	Ref NZS 9202:2003 Appendix A
19.1 – 19.9	Protection of privacy of natural persons. To carry out commercial activities without prejudice	A2(a) A2(b)ii

CARRIED

CLOSED MEETING

The public excluded portion of the meeting occurred from 3.45pm to 5.29pm.

Resolution to resume open meeting.

Moved Councillor Barnett

Seconded Councillor Ward

THAT the Council

Items 19.1 and 19.2 – Minutes of the public excluded portion of Council meetings of 1 and 22 June 2021.

Resolves that Items 19.1 and 19.2 remain public excluded.

Item 19.3 Kaiapoi Stormwater and Flooding Improvements Shovel Ready

Resolves that the contents of this report remain public excluded until the project is fully completed due to the inclusion in the report of sensitive budget information for contracts which are to be subject to a competitive tender process. However recommendations (a) and (b) can be made public at the conclusion of this meeting.

Item 19.4 Objection to Road Stopping of Adderley Terrace, Kaiapoi

Resolves that the contents of this report and recommendation (c), remain public excluded, to protect the privacy of the submitter. However recommendations (a), (b), and (d) can be made public at the conclusion of this meeting.

Item 19.5 Mainpower Stadium Lease with North Canterbury Sport and Recreation Trust and Fees and Charges for the Stadium.

Resolves that the recommendation be made public and the report remains public excluded.

Item 19.6 Qualifying of Suppliers to the Prequalification List – Tranche 2

Resolves that the recommendation be made public and the report remains public excluded.

Item 19.7 Strategic Property Dealings – 132 and 136 Percival Street, Rangiora

Resolves that the report remain public excluded along with recommendation (c), (d) and (e) until all contractual obligations are complete. However recommendations (b), (f) and (g) become public at the conclusion of this meeting.

Item 19.8 Waimakariri Water Zone Committee – 2021 Refresh Appointments

Resolves that the report only (not attachments) and recommendation be made public, once this matter has been considered by Environment Canterbury at its meeting of 8 July 2021 and all applicants have been notified of the Council's decisions. The attachments to the report are to remain public excluded.

19.9 Report for information, referred from the District Planning and Regulation Committee meeting of 15 June 2021 - Plan Implementation Planning Unit Update

Resolves that the report and recommendation remain public excluded (as determined by the District Planning and Regulation Committee)

CARRIED

OPEN MEETING**19.3 Kaiapoi Stormwater and Flooding Improvements – Shovel Ready Programme Delegated Authority to enter into construction contracts – R Kerr (Delivery Manager Shovel Ready Programme), K Simpson (3 Waters Manager) and G Cleary (Manager Utilities and Roading)**

Moved Councillor Ward

Seconded Councillor Redmond

THAT the Council:

- (a) **Receives** Report No. 210621099675.
- (b) **Notes** that tenders for 'Tranche One' of the Kaiapoi Stormwater and Flooding Improvements will be issued in July 2021, and the funding agreement with the Crown requires construction to be entirely complete by December 2022.

CARRIED**19.4 Objection to Road Stopping of Adderley Terrace, Kaiapoi – D Young (Senior Engineering Advisor), and R Qu (Property Assets Advisor)**

Moved Councillor Blackie

Seconded Councillor Atkinson

THAT the Council:

- (a) **Receives** Report No. 210525084144
- (b) **Approves** the formal road stopping of Sections 1, 2, 3, 4 and 5 of the Adderley Terrace Road Reserve shown on the Road stopping plan Trim. 210622100822.
- (d) **Notes** that Outline Development Plan 164 within the operative district plan anticipates that the existing Adderley Terrace Road reserve is to be replaced by an extension to Silverstream Boulevard to connect Island Road to Adderley Terrace.

CARRIED**19.5 Mainpower Stadium Lease with North Canterbury Sport and Recreation Trust and Fees and Charges for the Stadium– C Brown (Manager Community and Recreation)**

Moved Councillor Doody

Seconded Councillor Atkinson

THAT the Council:

- (a) **Receives** Report No. 210622100395
- (b) **Notes** that the official opening of Mainpower Stadium is scheduled for Sunday 8 August.
- (c) **Approves** the lease and operating agreement between the Council and North Canterbury Sport and Recreation Trust (TRIM 210624102312)
- (d) **Authorises** the Chief Executive to approve minor editing and wording changes that do not affect key terms of the lease.

- (e) **Approves** the Fees and Charges Schedule (TRIM 210624102286) which will take effect from 9 August 2021.
- (f) **Authorises** Staff to invoice the Trust, in July 2021, for the cost of changes in design, requested by the Trust and outlined in Section 4.7 of this report, up to the amount of \$170,000.
- (g) **Approves** delaying invoicing the Trust for the \$1million for their agreed contribution to the fit out until either the sale of the Trust's Edward Street property or June 2022, whichever occurs first.

CARRIED

19.6 Qualifying of Suppliers to Prequalification List – Tranche 2 – K LaValley (Procurement Manager) and D Thompson (Prequalification Tender Manager)

Moved Councillor Williams

Seconded Councillor Ward

THAT the Council:

- (a) **Receives** report No 210527085277
- (b) Authorises Staff to appoint suppliers to the prequalification lists.
- (c) Notes that the prequalification list will have ongoing monitoring from staff, with suppliers having the potential to change tiers subject to the supply of further information, or based on track record.
- (d) Notes the Prequalification list will be reviewed annually, which will provide for new suppliers to be included to the list. Where a Supplier has not met the standard for a higher Tier standard, this rationale of the decision will be discussed with the supplier.
- (e) Notes that submissions received outside of the annual review, including those received from new suppliers, will be reviewed by the procurement project control group, and qualified if appropriate.
- (f) Notes that it is expected that around 80% of each years' capital works budget will be sourced using suppliers from the Pre-qualification list, with the remainder sourced via separate processes (such as variations to existing contracts or bespoke tender processes for specialist suppliers). The capital works budget for FY2021/22 is in the order of 73.7 Million Dollars.
- (g) Notes that procurement through the prequalification lists is still required to follow the processes in the Procurement and Contract Management Policy, including any work in excess of \$100,000, which would be tendered through the standard open tender process.

CARRIED

19.7 Strategic Property Dealings 132 and 136 Percival Street, Rangiora – S Hart (Business and Centres Manager) and R Hawthorne (Property Manager)

Moved Councillor Atkinson

Seconded Councillor Ward

THAT the Council:

- (b) **Notes** the information in this report relating to the strategic relevance of this area within the Town Centre (South of High) as documented in the adopted Rangiora Town Centre Strategy – Blueprint to 2030+.

- (f) **Notes** that the proposed high level concept design for the site, and the proposed mix of activities is indicative and likely to be subject to further refinement and consenting requirements, including consideration of effects on neighbouring properties.
- (g) **Circulates** this public excluded report to the Rangiora-Ashley Community Board.

CARRIED

20. **NEXT MEETING**

The next monthly meeting of the Council will occur on Tuesday 3 August 2021, commencing at 1pm in the Function Room, Rangiora Town Hall, 303 High Street, Rangiora.

There being no further business, the meeting closed at 5.30pm.

CONFIRMED

Chairperson
Mayor Dan Gordon

Date

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** RGN-02-01 / 210712113139**REPORT TO:** Council**DATE OF MEETING:** Tuesday, 3 August 2021**FROM:** Duncan Roxborough, Implementation Project Manager – District Regeneration**SUBJECT:** District Regeneration – Annual Progress Report to June 2021**SIGNED BY:**
(for Reports to Council,
Committees or Boards)
Department Manager
Chief Executive**1. SUMMARY**

- 1.1 The purpose of this report is to provide a regular activity summary for the District Regeneration programme, to allow for monitoring of progress. This report covers annual progress to end of June 2021 (end of 20/21 WDC financial year) and covers the Regeneration activity, and the Kaiapoi Riverbanks Wharf & Marine Precinct activity, both of which are delivered by the District Regeneration unit.
- 1.2 At present; of the 65 projects in the combined programmes, approximately two-thirds are fully complete, with others underway. In all; 91% of projects are either completed or underway.
- 1.3 The completed projects are a visible sign of success in the regeneration and earthquake recovery activities; building on previous council and community successes in infrastructure recovery and town centre and community facilities recovery.
- 1.4 Total expenditure to date on the District Regeneration activity is approximately \$12.3m, which is behind planned expenditure (at 91% of planned budget to date). The current approved budget is approximately \$18.2M for the full programme including future years (set in 2018 Long Term Plan and excluding the Memorial Gardens project); however this overall programme outturn budget figure reduces from next year due to downsizing of the regeneration team and associated operations costs. The programme is tracking to be delivered under budget.
- 1.5 Total expenditure to date on the Kaiapoi Riverbanks Wharf and Marine Precinct activity is approximately \$9.6M. The current approved budget is approximately \$10.4M for the multi-year programme, including future years. The multi-year programme is tracking to be delivered on budget.
- 1.6 A small number of projects are behind schedule. As a whole, the overall regeneration programme is tracking approximately a year behind schedule due to delays from previous years.

Attachments:

- i. Implementation Structure (Trim 170221016575[v04])
- ii. Projects summary sheet

2. **RECOMMENDATION**

THAT the Council:

- (a) **Receives** report No. 210712113139.
- (b) **Circulates** this report to Land Information New Zealand, as agents on behalf of the Crown, for the purposes of monitoring the implementation of the Recovery Plan.
- (c) **Approves** the reallocation and carryover of \$50,000 of unspent net regeneration budget (from a total pool of \$595,000 net budget saving during the 2020/21 year) for the purposes of urgent remedial works to the Norman Kirk Park sports fields in the 2021/22 year, noting that this does not place any further demand on the Earthquake Recovery Loan or have any additional rates impact over what has been previously signalled.
- (d) **Circulates** this report to all Boards.

3. **BACKGROUND**

- 3.1 The District Regeneration programme covers the Implementation of the land uses and activities identified within the Waimakariri Residential Red Zone Recovery Plan (the 'Recovery Plan'). The District Regeneration unit also oversees the delivery of:
 - Kaiapoi River Wharf and Marine Precinct programme (including Riverbanks)
 - Murphy Park and Rowing Precinct project
- 3.2 The draft Recovery Plan was developed by Waimakariri District Council (WDC) and presented to the Minister supporting Greater Christchurch Regeneration in August 2016, following extensive consultation with the community and strategic partners. The final Recovery Plan was issued by the government in December 2016 and adopted by Council in February 2017. The Waimakariri District Council is the key implementing party for the activities on the land identified to be divested to Council.
- 3.3 A requirement of the Recovery Plan was for WDC to develop an Implementation Plan to outline how and when the land uses and activities from within the plan would be implemented. The Implementation Plan is a key document which contains key planning items and supplementary information, and is referred to throughout this report.
- 3.4 The District Regeneration programme delivery was initially overseen at a governance level primarily by the Regeneration Steering Group, and at an operational level by the by the District Regeneration Project Control Group (PCG) and the Marine Project Control Group. The membership of these groups is outlined within the Implementation Plan. As of September 2019 the Regeneration Steering Group was disbanded and the ongoing governance arrangements are split between Kaiapoi-Tuahiwi Community Board, and Council/Committees in line with delegations policy.
- 3.5 The District Regeneration programme includes coordination with other allied council projects and programmes, such as:
 - Kaiapoi Town Centre Plan & Activation Strategy
 - Town Centre Parking Review, and Park n Ride facility
 - District Plan Review
 - Walking & Cycling Strategy
 - Kaiapoi River Rehabilitation, and Arohatia Te Awa
 - Kaiapoi Stormwater and Flooding Improvements (Shovel-ready programme)

4. ISSUES AND OPTIONS

Programme Summary

- 4.1. A summary of projects current status and progress for the whole programme is shown in Table 1 and Figure 1 below. This summary includes the Regeneration projects, and the Kaiapoi Riverbanks Wharf & Marine Precinct programme. The ongoing/recurring category includes staged multi-year projects of repetitive nature (e.g. Honda Forest, driveway repairs).

Table 1: District Regeneration programmes summary of current project progress/status (June 2021)

	Total	Completed	Ongoing/ recurring	On/ahead of programme	Behind programme/ concerns	Not started
Operational Projects	12	8	3	1	0	0
Capital Projects (Regen)	35	21	3	4	3	4
Capital Projects (Marine)	18	15	0	0	1	2
Total	65	44	6	5	4	6
<i>(Last report June 2020)</i>	<i>(73)</i>	<i>(32)</i>	<i>(6)</i>	<i>(11)</i>	<i>(9)</i>	<i>(15)</i>

The total number of projects has reduced between this report and last report, as a number of 'yet-to-start' projects that were previously added to the programmes are currently unfunded and are not presently included within the new Long Term Plan 2021-31.

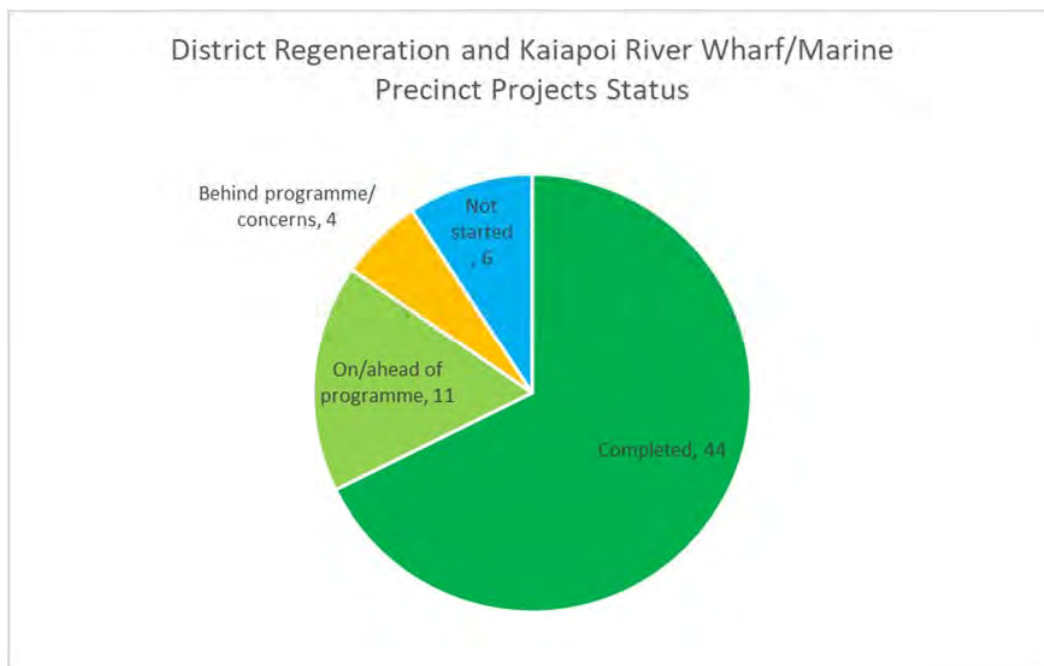


Figure 1: District Regeneration programmes summary of current project progress/status

From these it can be seen that approximately two-thirds of the projects are fully complete, with approximately 91% complete or on-track (including recurring jobs), and the remainder are yet to start or are behind. Refer to attachment ii) for the full project list.

- 4.2. Clarifications and endorsements to the preceding summary table and figures are as follows:
- a) The tables and figures used in this report are for the multi-year programmes, for all years of those programmes. The summary includes projects delivered in previous years, the current year projects, and projects to be done in future years.
 - b) 'Rural areas' is treated as a project; to allow for some investment in development of these areas to enable future land uses, and assess options and proposals for use of this land.
 - c) The above summary does not cover the Earthquake Infrastructure Recovery Programme projects, which were effectively completed last financial year and reported and tracked separately.
 - d) Mixed use business areas development/activation projects are not included in the summary; the ongoing activation of the Town Centre and mixed use business areas and supervision of the arising development projects are overseen primarily by the Business & Centres Team who report to the Kaiapoi-Tuahiwi Community Board and Council.
- 4.3. The Regeneration website continues to be updated with current project information. In early 2021 the website was revamped to reduce the amount of content and focus on the final projects yet to be completed.
- 4.4. Ongoing budgetary and rates considerations has also resulted in the deliberate deferment or re-scheduling of a number of capital projects as requested by the Council (including some that were already behind schedule); the main projects deferred in the current and previous years being:
- Corcoran Reserve Viewing Platform
 - Kaiapoi East rural area Recreation and Ecological linkage
 - Heritage and Mahinga Kai
 - Riverbanks Walkway near War Memorial reserve
 - Murphy Park / Rowing Precinct
 - Kaiapoi East Boat Trailer Parking.

Some of these projects are now in the budget for the coming WDC financial year (2021/22).

- 4.5. Key projects **completed** in the last reporting period include:
- 1) Honda Forest (stage 2)
 - 2) Kaiapoi East Retained Roads Upgrades
 - 3) Kaiapoi River marine precinct and navigation channel capital dredging (phase II)
 - 4) Kaiapoi River marine precinct pile moorings
 - 5) Norman Kirk Park car-parking
 - 6) Norman Kirk Park sports changing rooms and public toilets
 - 7) Norman Kirk Park softball artificial diamonds
 - 8) Norman Kirk Park General Landscaping, and planting
 - 9) Riverbanks Walkway – Northwest Bridge corner (near Trousselot Park)
 - 10) The Pines Beach Entrance reserve upgrades

- 4.6. Key projects/works currently **under construction** include:
- 11) Interpretive signage project
 - 12) Further enhancements at Norman Kirk Park landscaping (added May 2021)

Some of these minor tasks are not considered as projects in the overall summary of project tracking, since they are just scope changes/additions to existing projects.

- 4.7. Key projects/works currently at **procurement stage** include
- 13) Kaiapoi Marine Precinct private moorings purchases (added Jan 2021)
 - 14) Honda Forest (stage 3)
 - 15) Dredging dewatering ponds decommissioning (added May 2021)
 - 16) Norman Kirk Park further softball additions (added May 2021)

These minor tasks added during the year are not considered as projects in the overall summary of project tracking, since they are just scope changes/additions to existing projects.

- 4.8. Key projects currently at the **design stage** include:
- 17) Kaiapoi Croquet Club & Community Studios Hub development

- 4.9. Key projects currently at the **planning & investigations stage** include:
- 18) Feldwick catchment drainage & SMA (now via shovel-ready programme)
 - 19) Further enhancements at Kaiapoi River marine precinct (added during year)
 - 20) Rural areas land uses opportunities assessment
 - 21) Heritage & Mahinga Kai
 - 22) Kaiapoi Riverbanks SW Bridge corner / War Memorial path – Landscaping
 - 23) Murphy Park Rowing Precinct
 - 24) Reserves naming process (was delayed)

- 4.10. Key projects currently **on hold, delayed, or behind schedule**:
- 25) Corcoran Reserve viewing platform (design stage put on hold)
 - 26) Norman Kirk Park Community Event space power supply (Mainpower delay)
 - 27) Kaiapoi East Boat Trailer Parking (design stage – now deferred to 22/23)
 - 28) Feldwick drain land exchange and linkage (transferred to shovel-ready)
 - 29) Recreation & Ecological Linkages – The Oaks (delayed - late)
 - 30) Recreation & Ecological Linkages – Kaiapoi South Rural (delayed - late)

- 4.11. Key current capital projects that were scheduled to be completed in the immediate past financial year (2020/2021) are shown in Table 2.

Table 2: Summary of 2020/21 capital projects

Project	Status
Kaiapoi East Retained Road Upgrades	Completed
Rec & Eco linkage – Feldwick Drain (and land-swap)	Behind schedule – now Shovel-ready
Rec & Eco linkage – The Oaks	Not started
Rec & Eco linkage – Kaiapoi South Rural	Not started
Norman Kirk Park – Changing rooms	Completed
Norman Kirk Park – Softball diamonds	Completed
Norman Kirk Park - Carparking	Completed
Norman Kirk Park & Community Event Space – General landscaping	Completed
Charles Street Viewing Platform	Behind programme (deliberately deferred)
Kaiapoi River Dredging (phase II)	Completed
Kaiapoi Riverbanks NW corner landscaping	Completed
Rowing Precinct	Behind programme (delayed by new Hub)
Marine Precinct Pile Moorings	Completed
The Pines Beach Entrance	Completed
NZMCA Park	In progress
Honda Forest (stage 2)	Completed



Figure 2: Play underway on the new softball artificial diamonds



Figure 3: Honda Forest Planting day

- 4.12. Key capital projects that are now scheduled to be completed in the current financial year (2021/2022), where not included in the table above, are shown in Table 3.

Table 3: Summary forecast of other 2021/22 capital projects

Project	Status
Rec & Eco linkage – Kaiapoi East - Feldwick Drain	At risk – external delays
Rec & Eco linkage – The Oaks	Not started
Rec & Eco linkage – Kaiapoi South Rural	Not started
Car & Boat Trailer parking – (now deferred again to 22/23 year)	Now on hold
Dredging ponds decommissioning, and Corcoran reserve tidy-up	Behind Schedule
Kaiapoi Riverbanks SW corner Landscaping (War Memorial)	On track
Honda Forest (stage 3)	On track

- 4.13. Most of the projects completed to date have been centred on the Kaiapoi East regeneration area, as planned. The new financial years sees completion of the majority of the current Kaiapoi East construction projects, and a shift of focus to design of the Kaiapoi South area.

- 4.14. The majority of the remaining new reserves names were confirmed by Kaiapoi-Tuahiwi Community Board in June 2021. The implementation of the new names is ongoing.

Key Actions or Items Requiring Resolution

- 4.15. Other than the above; key items requiring resolutions are:
- Heritage & Mahinga Kai co-governance establishment and project plan (in progress)
 - Rural land uses establishment
 - Project scoping for:
 - Landscaping of War Memorial Area
 - Rowing precinct & Murphy Park
 - Remedial works to Norman Kirk Park playing surfaces (turf growth)
 - Sports fields clubrooms business case
 - Kaiapoi Croquet Club relocation agreement, terms, and land transactions
 - Mainpower proposed network reconfigurations



Figure 4: 3D Model of Kaiapoi Community Hub Concept (used in residents workshop sessions)

Financial

- 4.16. A summary of current budgets for both of the programme covered in this report is shown below.

District Regeneration current programme value (all years)	\$18.2M (excl. Memorial Gardens)
Kaiapoi River Wharf & Marine Precinct programme value (all years)	\$10.4M

- 4.17. The budget shown above for the Kaiapoi River Wharf & Marine Precinct programme includes the \$350,000 budget contribution from Drainage Activity budgets in previous years (already utilised), for the navigation channel dredging component of the works.
- 4.18. The District Regeneration total budget for all years shown above is based on the original 2018 LTP budget along with any subsequent changes in the years since. This overall multi-year budget total provision will reduce next year (from year 1 of the 2021/31 LTP onward) as the regeneration team size has reduced as the programme nears completion; with resulting lower operational costs.
- 4.19. There were no recent additions to the budgets (since 2018-2028 LTP) arising during the 2021/21 year.
- 4.20. The reporting basis in this summary report is different to the quarterly capital works reports submitted to Audit & Risk Committee. The financial basis of this annual report is based around treatment of the regeneration as a multi-year programme, taking into account the carryover of budgets and work in progress between council financial years. The quarterly (and monthly) capital projects reports are based solely around single year budgets and expenditure. This annual progress report to Council covers the full multi-year programme including works completed in all years to date, and future projects.

District Regeneration Projects Expenditure

- 4.21. Overall Regeneration programme expenditure against budget is tracking behind planned expenditure. Since the last progress report the actual expenditure has continued to ramp-up since the second half of the 2018/19 financial year as more physical works get underway and contracts payments begin to increase. However as a whole the programme cumulative expenditure is tracking behind budget; with expenditure to date tracking at 91% of planned budget to date.

A summary of the District Regeneration activity expenditure to date compared to budget, for all years to date is shown in

4.22. Table 4 and Figure 5.

Table 4: District Regeneration Activity Summary of Expenditure to date vs Budget (figures in \$000's)

	16/17	17/18	18/19	19/20	20/21	Cumulative to date
Operational Budget	768	610	643	615	500	3,136
Operational Expenditure	734	673	582	503	461	2,953
	(96%)	(110%)	(91%)	(82%)	(92%)	(94%)
Capital Budget (incl. carryovers)	0	1,503	5,070	8,979	5,817	n/a
Capital Budget (excl. carryovers)	0	1,503	3,664	5,000	261	10,428
Based on forecast carryovers						
Capital Expenditure (excl WIP)	0	176	2,495	3,606	3,091	9,368
	(100%)	(12%)	(68%)	(72%)	(1184%)	(90%)
Total Budget (excl carryovers)	768	2,113	4,307	5,615	761	13,564
Total Expenditure (excl WIP)	734	849	3,077	4,109	3,552	12,321
	(96%)	(40%)	(71%)	(73%)	(467%)	(91%)

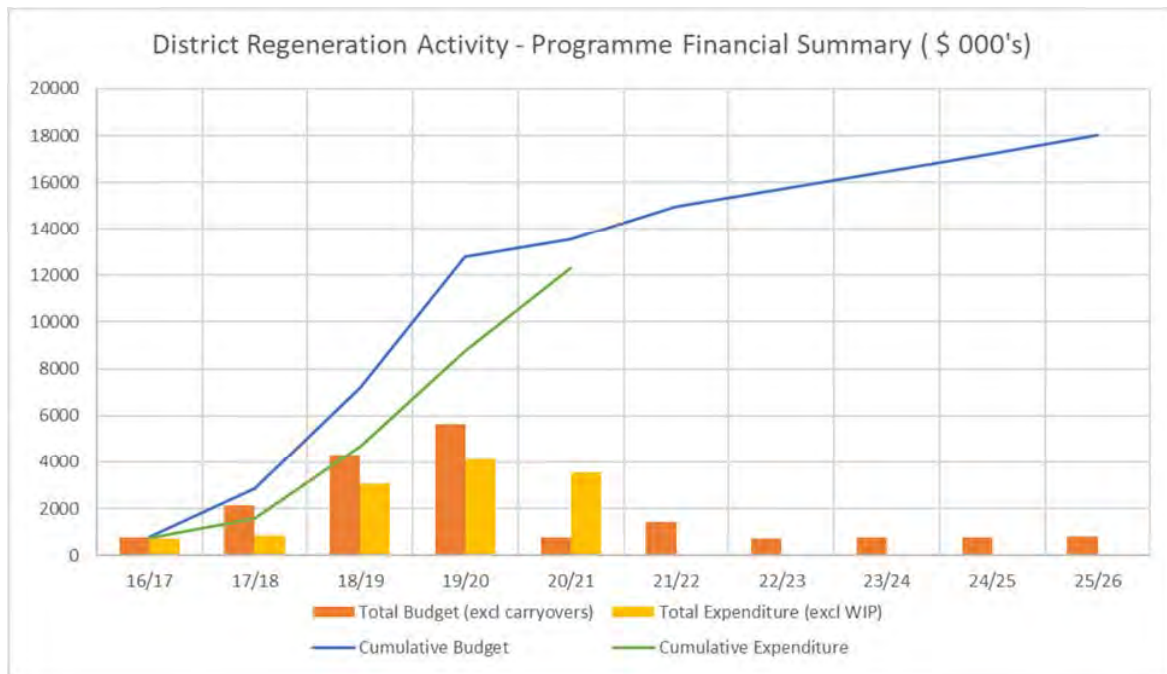


Figure 5: District regeneration spend vs budget – multi-year

- 4.23. As forecast last year and the year prior; the cumulative programme expenditure is catching up to programme budget by the end of the 20/21 financial year. The multi-year spend is currently tracking approximately \$1M behind the original cumulative budget set in 2017. This is partly due to some projects not yet started (or deliberately deferred), and also due to the programme being delivered under budget (e.g. operational costs multi-year tracking approximately \$200k below budget). As a whole, using the expenditure trend as a basis, the programme is tracking roughly 1 year behind the original schedule set in 2017.
- 4.24. On an annual basis; when looking at the 2020/21 year in isolation, the expenditure on completed capital projects in the year was delivered on budget as a whole.
- 4.25. Revenue for the 2020/21 year is however higher than budgeted – this is due to 2 key items:
- NZTA subsidy for Road Upgrades higher than original budget in 2017, and part of the total subsidy is a year later than budget (recognised this year)
 - Crown cost share subsidy (Road decommissioning contribution) higher than original budget for the year

Due to the revenue being higher than budgeted, the District Regeneration activity net financial position is further improved.

- 4.26. Expenditure for the completed 2020/21 year compared to budget is shown in Table 5. This includes work in progress and also shows the current predicted carryovers at year end to the 2021/22 financial year budgets. The proposed carryover includes forecast unspent/underspent amounts at financial year end, as well as carryover of full budget for any multi-year projects that are not planned to complete in the current year (per Finance department principles). The figures in this table are based on the single financial year and include full budgets and expenditure including carryover and work-in-progress that were carried in to the start of the 2020/21 financial year.

Table 5: District Regeneration Activity Summary of current year expenditure (figures in \$000's)

	Budget	Exp	% spent	Predicted carryover to 21/22
Operational	\$500	\$461	92%	n/a
Capital Projects (incl carryovers and WIP)	\$5,817	\$5,484	94%	\$504 ⁽¹⁾
Total	\$6,317	\$5,945	94%	n/a

Notes to Table: (1) This is the budget carryover figure – noting that some of the expenditure in the year is also carried over as well as 'work-in-progress'/WIP.

4.27. Some of the key planned and predicted budget and work-in-progress carryovers include:

Multi-year 'work-in-progress' projects

- Heritage & Mahinga Kai
- Kaiapoi community Hub
- Kaiapoi food Forest
- Honda Forest
- Corcoran Viewing Platform
- Rural and Private Lease areas (planning budget and development budget)

Late carryovers (uncompleted work, or not started)

- Norman Kirk Park Landscaping enhancements/additions (from May 2021 report to council)
- Norman Kirk Park Softball enhancements/additions (from May 2021 report to council)
- NZ Motor Caravan Association Development
- Kaiapoi East Rural Area Rec and Ecological Linkages (design stage budget)
- Kaiapoi South Rural Area Rec and Ecological Linkages (design stage budget)
- Courtenay Esplanade linkage (design stage budget)
- Dredging dewatering ponds decommissioning
- Riverview pontoon (contractor completion items)



Figure 6: Example of new signs installed at the Honda Forest in 2021

- 4.28. Recent Kaiapoi East / Norman Kirk Park projects expenditure vs budget was reported to Council in May 2021, and with the approved use of unspent budget on scope enhancements these projects as a whole are delivered to budget. The summary of main projects finished in the 2020/21 financial year is shown in the table below. This table excludes other multi-year projects during the year which continue into future years, all of which individually had expenditure well below budget for the year.

Table 6: Main Regeneration projects finished 2020/21 year budget update July 2021

Project	Status	Budget	Actuals / Estimate at Completion	Difference
NKP Changing rooms	Complete	\$ 878,650	\$ 933,000	-\$ 54,350
NKP Softball	Complete (minor add-ons)	\$ 743,300	\$ 741,000	\$ 2,300
NKP General Landscaping and lighting & Community Event Space/Nth of Cass	Practically complete (minor add-ons)	\$ 398,460	\$ 383,024	\$ 15,436
The Pines Beach Entrance Reserve	Complete	\$ 117,000	\$ 79,000	\$ 38,000
NKP Carpark and retained roads (NET basis)	Complete			
<i>Budgeted Exp</i>		\$ 3,212,000	\$ 3,237,000	
<i>Budgeted Rev</i>		\$ 770,000	\$ 1,277,000	
NET basis		\$ 2,442,000	\$ 1,960,000	\$ 482,000
General (unspecified)	(some used on area-wide projects)	\$ 25,000	\$ 28,534	-\$ 3,534
Unbudgeted Revenue			-\$ 115,000	\$ 115,000
SUBTOTAL (rounded)				\$ 594,852

- 4.29. The data in Table 6 shows that the capital projects net WDC expenditure for main projects finished in 2020/21 year is currently forecast to finish approximately \$595,000 below the combined budgets at completion on a net basis (considering actual revenue amounts). This excludes other projects that continue into future years, all of which were also below budget for the year (but carry over to future years). Covid-related delay costs (from last year) of approximately \$97,000 are included in the above figures for the roading project.
- 4.30. The Community event space power supply works have been removed from the estimates in the above table as it is now proposed to delete this from scope (\$15k budget) as the quotations only just received from Mainpower are well in excess of the available budget. This change is subject yet to consideration by the Kaiapoi-Tuahwi Community Board.



Figure 7: Norman Kirk Park Sports Fields (shortly after completion)

Norman Kirk Park Sports Fields Remedial works

- 4.31. An issue has arisen with the grow-in of the sports fields turf grass at Norman Kirk Park. The field construction type uses under-field drains, and surface slit drains and sand top-dressing. This field design was chosen in order to promote good drainage, and increase the number of available playing days in the winter seasons. It is evident that the grass cover has not established sufficiently over the slit drains (as evident in the photo above). The proposed remedial work is to remove some of the blinding sand from the slit drains (up to approx. 100mm depth), and replace with a new sand/soil mix and then re-seed. The estimate cost of this works is in the order of \$40,000 to complete. This is not considered a defect on the physical works contract, but is a potential specification issue. The works need to be carried out in September 2021.
- 4.32. The remedial works are proposed to be funded from some of the net underspend and remaining unspent budget on other Regeneration projects as shown in Table 6. Approval is therefore sought to utilise existing unused budget for these purposes, in the worst case covering 100% of the potential remedial works costs, by carrying over \$50k of net unspent budget to the 2021/22 year (based on \$40k estimate plus 25% contingency). Staff are in the process of discussing culpability and potential professional liability claims with the designers of the sports fields. At the time of writing this report this matter is unresolved, so the full remedial cost is included in the above budget proposal. In the event that the design firm contributes some or all of the remedial works costs, the amount of WDC spend (of existing budget) will reduce.

Kaiapoi Riverbanks Wharf & Marine Precinct Expenditure

4.33. A summary of budget and expenditure on the Kaiapoi Riverbanks Wharf & Marine Precinct programme is shown in Table 7.

Table 7: Kaiapoi Riverbanks Wharf & Marine Precinct programme expenditure & budget – all years (figures in \$000's)

	Budget	Actuals	Remaining	ETC	EAC	Diff
All Previous years projects (prior to 18/19 year)						
All previous projects ⁽¹⁾	3,428	3,425	n/a	n/a	n/a	(3)
18/19 19/20 & 20/21 year completed projects						
River Wall & pontoon piles	1,750	1,735	15	0	1,735	(15)
Riverview Terraces and Boardwalk	1,623	1,596	27	0	1,596	(27)
Boat-ramp pontoon and interim dredging	250	249	1	0	249	(1)
Dredging	1,495 ⁽²⁾	1,478	17	7	1,485	(10)
Riverbanks NW Bridge corner	135	122	13	1	123	(12)
Current projects delayed - now completing in 21/22 year						
Riverview pontoon (defect works)	950	902 ⁽³⁾	48	71	973	23
Pile Moorings (and now private mooring purchase)	100	81	19	33 ⁽⁴⁾	123	14
Dredging Dewatering ponds decommissioning	30	0	30	30	30	-
Other Projects (21/22 and later years)						
Riverbanks SW bridge corner	135	0	135	135	135	-
Murphy Park Rowing	283	12	271	271	283	-
Murphy Park	204	0	204	204	204	-
Total	10,383	9,600	780	752	10,352	(31)

Notes to table 7:

1. Refer to separate previous years Kaiapoi Riverbanks Wharf & Marine Precinct reports for details of previous projects in the programme
2. Includes 350 k from Drainage activity budget
3. Includes Work-in-progress from previous year
4. Allows for addition of Kai03 private mooring purchase added Jan 2021

4.34. From the table it can be seen that the Kaiapoi Riverbanks & Marine projects to date have had some minor unders-and-overs but have been delivered to approved budget as a whole (roughly \$31k under budget).

Projects Funding

4.35. A number of projects in the combined programmes are subject to elements of external funding. This is treated as revenue in the WDC budgets. The funding sources, and the projects these apply to are shown in Table 8.

Table 8: External funding sources for the Regeneration & Riverbanks/Marine projects (current and previous)

Source	Projects	Years	Indicative Value	Claimed to date
NZTA Funding	Kaiapoi East Retained Road upgrades	19/20 & 20/21	\$1,277,000	\$1,277,000
Crown Cost Sharing Agreement	Red Zone Road decommissioning (60% share)	18/19 & 20/21	\$529,035 ⁽¹⁾	\$529,035
Honda TreeFund	Honda Forest	18/19 – 22/23	\$210,000	\$131,590 (ongoing submissions)
Christchurch EQ Appeal Trust (CEAT)	Multiple – riverbanks projects Kaiapoi Community BMX track	13/14 – 19/20 18/19	\$2,000,000	\$2,000,000 ⁽²⁾
Subtotal			\$4,016,035	\$3,937,625

Notes to Table:

- Note that this excludes the EQ Infrastructure Recovery programme for 3 waters recovery; which is covered under a separate work programme/activity.
- Note that some of these have been progressively drawn-down over previous years

4.36. In addition, a number of groups have donated time or equipment to standalone projects in the Regeneration areas in 2020/21 year:

- Keep Kaiapoi Beautiful – New Picnic table beside BMX track
- Ashley Masonic Lodge – Bench seat on Charles St



Figure 8: Picnic table donated by Keep Kaiapoi town Beautiful

- 4.37. Some of the projects listed in the District Regeneration activity and shown in the Reserves Master Plan adopted in 2018 are still currently un-funded / un-budgeted. These are:
- Memorial Gardens (beyond the term of the current Long term Plan so not in current approved programme budget)
 - Cycle Training Track
 - Maritime Heritage Precinct
 - Historic Railway Station Precinct
 - Earthquake Memorial
 - Petanque Court and jetty

Consideration was given to seeking funding for some of these projects through submissions to the 2021/31 Long Term Plan. The only project ultimately included within the 10 year plan was a notional provision for the cycle training track, with the remainder beyond year 10 of the 2021/31 LTP.

Regulatory

- 4.38. The delivery of the programmes require a number of regulatory approvals and authorities. These will potentially increase as more projects are delivered or new land uses and activities arise e.g. in the rural areas and mixed use business areas. A number of resource consents have been obtained (>50) and are held, or previously used and surrendered, for the Regeneration and Marine programmes. Key additional resource consents that will be needed in the coming year are for the Kaiapoi Community Hub, and the Rowing Precinct projects.
- 4.39. WDC currently hold global archaeological authorities for the development works in the regeneration areas.
- 4.40. A cultural values report has been received, to inform the development projects. Cultural impact assessments and/or project reviews are also commissioned with Mahaanui Kurataiao Ltd for specific projects.

General Operational Matters

- 4.41. Land Management
- 4.41.1. The regeneration areas land is owned by Waimakariri District Council, following the completion of the land divestments in March 2019. Land Information New Zealand (LINZ) act as agents for the Crown in Waimakariri regeneration matters. During the current year the responsibilities for land management have transitioned from District Regeneration team to the Property and Greenspace units.
- 4.41.2. WDC undertake the greenspace maintenance on the regeneration land in line with the general Council portfolio and levels of service. This includes the general vegetation control, security patrols, fencing, spraying and dealing with rubbish. From the vegetation control is undertaken as part of the Greenspace Activity.
- 4.41.3. Until now, the District Regeneration Activity budget has been paying rates charges on all of the regeneration area land in WDC ownership. From next year the rates payment costs transfer to other units e.g. Greenspace Activity for open spaces, and Property Activity for commercial areas. Once the areas of greenspace and recreation uses are vested as formal reserves; the rates costs will reduce. Vesting the land as reserves (and naming of these reserves) will be a priority in the coming year.

4.41.4. The Kaiapoi softball Club have now based themselves at the new Norman Kirk Park facilities during their playing season.

4.41.5. A number of one-off or recurring events have utilised the regeneration area lands for events:

- Kaiapoi Christmas Carnival
- Kaiapoi River Carnival
- St Bartholomews Church carnival
- Bridge to Bridge cycle race

These requests for interim land use are treated as reserve booking requests and managed through the normal Greenspace unit processes.

The planned Rivertown Vibes music concert in November 2021 is proposing to use the new community event space.

4.41.6. A number of sub-leases or Licences to occupy have been established by WDC under the terms of the WDC/Crown interim lease, to community groups and other organisations:

- Waimakariri Sailing and Power Boat Club
- Kaiapoi Food Forest Trust
- All About Bees Club (North Canterbury)
- WHoW Community Trust (proposed Aquasports Park feasibility stage)

This excludes the leases established within the Kaiapoi Marine Precinct.

Licence agreements are proposed to be established in the coming year for the Kaiapoi Community Hub key anchor groups/clubs.

4.41.7. In addition there have been a number of unsolicited expressions of interest received for lease of land in the Private Lease areas at the Pines Beach, and some of the Rural areas in Kaiapoi. The Kaiapoi-Tuahwi Community Board (and predecessor Regeneration Steering Group) had deferred decisions on granting most leases to private individuals until further decisions are made on the preferred land uses and activities in these areas. A public expressions of interest process is nearing completion for the Kaiapoi South Mixed Use Business area at the time of writing this report; this process is now managed by the WDC Business and Centres team.

4.42. Marine Precinct Management

4.42.1. As the projects in the Kaiapoi Marine Precinct and Riverbanks are completed, these are progressively handed over to Greenspace unit to manage; since they own the new assets.

4.42.2. A number of further enhancements have been proposed for the marine precinct area by the Advisory Group. These will be scoped, planned and delivered by the Greenspace team with District Regeneration staff support, subject to budget confirmation.

Communications & Engagement

- 4.43. The regeneration core project team are responsible for the District Regeneration related communications and engagement matters, and maintain the Regeneration website.
- 4.44. Regular communication activities include:
- Weekly internal C&R department updates
 - Website updates, Facebook updates
 - Project communications activities
- 4.45. The following communications activities have now ceased in the last year:
- Monthly e-newsletter
 - Bi-Monthly reports to Minister for Greater Christchurch Regeneration
 - Quarterly videos
 - Community Noticeboard (quarterly updates)
 - Storymap
 - Infographics
- 4.46. The District Regeneration activity again had a prominent presence at the Kaiapoi Christmas Carnival and also at the Kaiapoi Street party; with new display boards created. A long-term home for the display panels will be found.



Figure 9: Regeneration Stands at the Kaiapoi Street carnival in late 2020

- 4.47. A presentation was made to the Institute of Public Works Engineers Australasia (IPWEA) Land Development Engineering Group national conference in March 2021, overviewing the District Regeneration implementation phase. An entry submission to the Recreation Aotearoa awards is planned for the coming year, for the District Regeneration programme.
- 4.48. The Management Team have reviewed this report and support the recommendations.

5. COMMUNITY VIEWS

5.1. Groups and Organisations

- 5.1.1. Views of key stakeholder groups and organisations are sought as applicable on specific projects, in line with the Participation Strategy and as referred to in the ongoing specific project design reports to the Community Board.
- 5.1.2. Further engagement with the Northern Bulldogs rugby league club will be required in the coming year (in addition to other potential clubs) regarding the new availability for use of the Norman Kirk Park playing fields.
- 5.1.3. Works are underway to establish and implement the co-governance arrangements for the forthcoming Heritage & Mahinga Kai reserve development. The final proposals will be considered by Mahi Tahī committee in August 2021 with a recommendation to a subsequent meeting of Council.

5.2. Wider Community

- 5.2.1. Community views were sought through the extensive consultation undertaken during the development of the Recovery Plan. Further consultation was undertaken on the regeneration activity proposals and budgets within the 2018-2028 Long Term Plan special consultative procedure.
- 5.2.2. Ongoing community consultation on specific projects is undertaken in line with the principles outlined in the Participation Strategy, and as directed by the Kaiapoi-Tuahīwi Community Board.
- 5.2.3. Key consultation undertaken in the last year has included the proposed Kaiapoi Community Hub project, and there will be ongoing engagement on this project as it progresses. Regular project meetings are now underway with the 3 key user groups associated with the initial development (Kaiapoi Croquet club, Kaiapoi Menz Shed, and Satisfy Food Rescue).

6. IMPLICATIONS AND RISKS

6.1. Financial Implications

- 6.1.1. District Regeneration is a distinct Activity and Cost Centre in the Council Long Term Plan and management systems, sitting within the wider Significant Activity of 'Earthquake Recovery'. Financial summaries are included in Section 4.
- 6.1.2. The Kaiapoi River Wharf Riverbanks and Marine Precinct programme is included under the 'Earthquake Recovery – Recreation' Activity and Cost Centre in the Council Long Term Plan and management systems, sitting within the wider Significant Activity of 'Earthquake Recovery'.
- 6.1.3. These activities are funded through the Earthquake Recovery Loan.

6.2. Community Implications

- 6.2.1. The community in general are keen to see the Regeneration programme implemented and the former red zone areas restored to active use.
- 6.2.2. It is pleasing to see the community taking back ownership of the former red-zone and utilising the newly developed features in the regeneration areas. A priority in the coming year will be to support and encourage more use of the Norman Kirk Park main playing fields, and community event space.

- 6.2.3. In the course of the implementation phase, there could be some negative effects on parts of the community, principally arising from construction works effects, or changes to networks (e.g. road layouts, utilities temporary shutdowns). These potential effects will be managed through project management practices and implementation strategy.

Examples of this are early engagement, reverse sensitivity consideration, inclusion of buffer zones/strips, strategic planting, designated haul routes, restricted working hours, good project communications and opportunities for participation, careful contractor selection, environmental control measures for maintenance and construction activities, and wider implementation team buy-in.

- 6.2.4. A number of private properties remain within the former red zone areas. The core project team regularly interact with these parties.
- 6.2.5. The community are kept informed of progress through multiple communication means, as outlined in the Communications section of this report. This includes district-wide communications to ensure that the whole district is informed of high-level regeneration matters and updates.
- 6.2.6. The regeneration core project team maintain a local presence through the course of project site visits, which often provide the opportunity to meet and interact with the community.

6.3. Risk Management

- 6.3.1. Current main residual risks to the programme are:

- a) Unknown/unforeseen ground conditions – contamination, geotechnical conditions uncertainty, water table, physical features
- b) Environmental effects management – ongoing. Dust control, traffic, runoff, construction noise, sediment, ecological. Risk of damage, public / external complaints, consent conditions breach.
- c) Time pressure - Design and construction progressing in advance of assessment of full assessment of options for rural area land uses
- d) Natural Hazards – fire, flooding, sea level rise, earthquakes and liquefaction risk of delays or damage to assets (including land and completed projects)
- e) Public safety – uncontrolled access to regeneration areas increasing risk of harm
- f) Other external influences – e.g. pandemic ongoing lock-downs, knock on effects such as supply-chain issues or recession impact.

- 6.3.2. The regeneration core project team maintain a risk register which is currently being updated and finalised in Promapp Risk software.

6.4. Health and Safety

- 6.4.1. Core project team and staff health and safety is managed through adherence to the WDC Health and Safety policy and management systems. This includes considerations such as workplace safety and staff welfare, safe working in the field, training, safe driving, and contractor health and safety, among others.
- 6.4.2. Staff undertaking regular on-site construction monitoring or project management have specific safety training, including Site-Safe qualification.

- 6.4.3. Public health and safety is managed through maintenance of the land and provision of fencing and appropriate signage. The undeveloped regeneration areas are generally used as informal recreation space by the community.
- 6.4.4. Contractor health and safety is managed through project management principles, and WDC health and safety system policy, tools, and processes. This includes consultants working in the field, and contractors undertaking construction activities.
- 6.4.5. Contractors and consultants, including consulting project managers, undertake regular routine site inspections and provide site auditing reports, and incident reports as necessary.
- 6.4.6. In the last reporting period, no serious harm related incidents have occurred on any of the projects undertaken.

7. CONTEXT

7.1. Policy

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

7.2. Legislation

- Greater Christchurch Regeneration Act 2016
- Local Government Act 2002

7.3. Community Outcomes

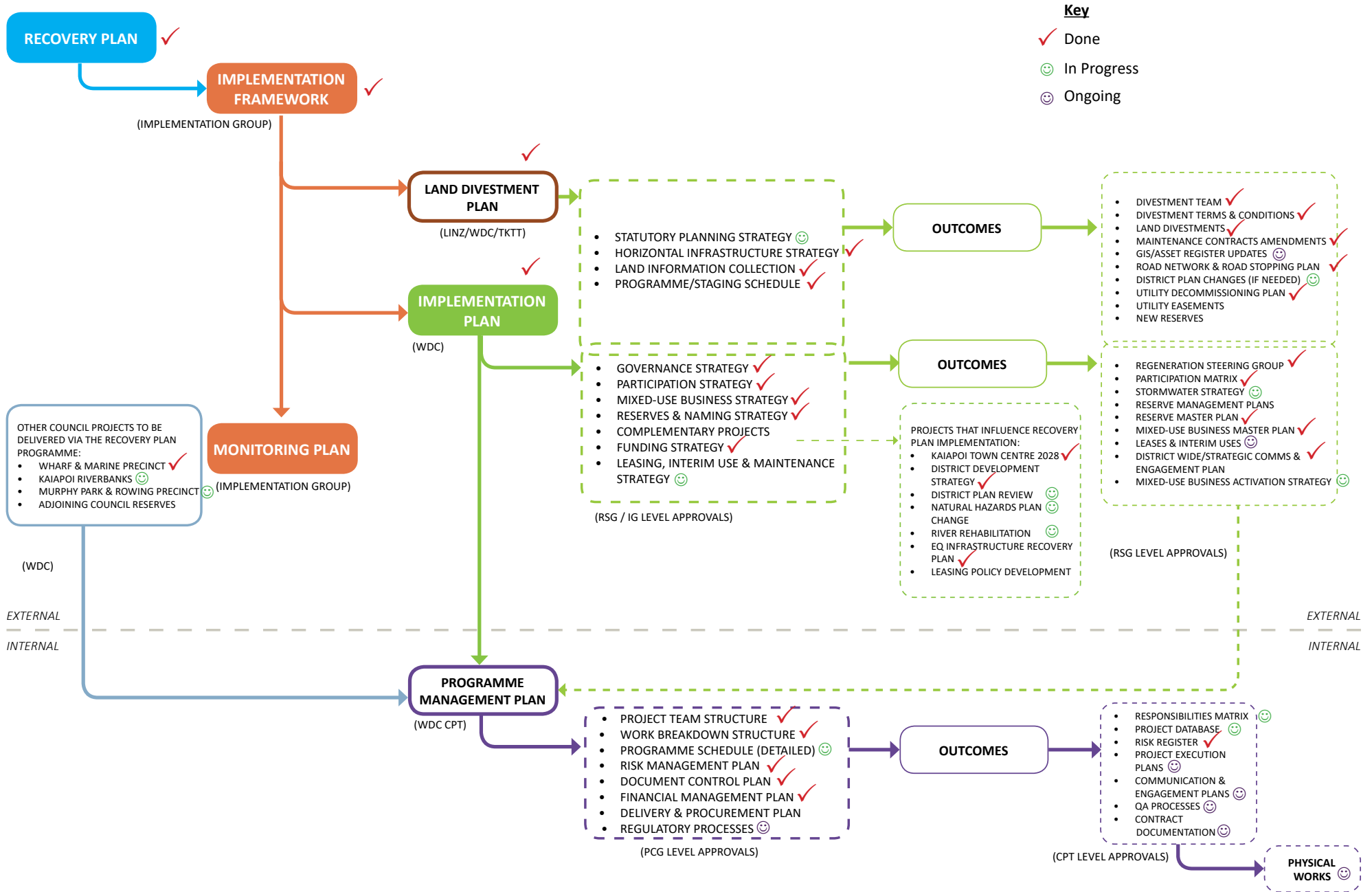
- Effect is given to the principles of the Treaty of Waitangi
- There are wide ranging opportunities for people to contribute to the decision making that effects our District
- There is a safe environment for all
- There is a healthy and sustainable environment for all
- There are areas of significant indigenous vegetation and habitats for indigenous fauna
- The community's cultures, arts and heritage are conserved and celebrated
- Public spaces and facilities are plentiful, accessible and high quality

7.4. Delegations

- 7.4.1. The Kaiapoi-Tuahiwi Community Board have taken over the general responsibilities of the former Regeneration Steering Group as outlined in the Terms of Reference for the Steering Group and the associated Functional relationships and Decisions Making Framework (included within the Implementation Plan).
- 7.4.2. The Land Divestment Agreement between the Crown and WDC includes specific terms and conditions related to implementation activities, expectations, and ongoing interests of the Crown

RECOVERY PLAN - IMPLEMENTATION STRUCTURE - Done/In Progress

DR MARKUP 13 SEPTEMBER 2019



Regeneration projects summary

8/07/2021

signifies projects beyond yr 10 2021/31 LTP

					Complete	Ongoing/	On/ahead of	Behind	Not
					d	recurring	programme	programme/	started
Operational Project List/Summary				12	8	3	1	0	0
	Recovery Plan				1				
	Programme Management & General Operations					1			
	Implementation Framework				1				
	Land Divestments				1				
	Implementation Plan				1				
	Monitoring and Reporting					1			
	Land Management and Administration				1				
	Kaiapoi Reserves Master Plan				1				
	Signage strategy - Interpretive signs						1		
	MUBA Planning / (KTC plan)				1				
	Driveway repair settlements & rights of way					1			
	Marine Precinct Management Plans				1				
Capital Project List/Summary				35	21	3	4	3	4
	Area wide reports/investigations/consents				1				
	Enabling Works & Decommissioning package	General	Rooneys		1				
			Water Unit						
		Third Party Utilis	Chorus						
			Mainpower						
	Private lease areas	Planning				1			
		Development							
	Rural areas	Planning				1			
		Development							
Rec and eco	Gray Crescent reserve reconfiguration				1				
Rec and eco	North of Cass/ community event space				1				
Rec and eco	South of Cass (excl Honda forests)				1				
Rec and eco	Kaiapoi east linkage (to Feldwick Drain)								1
Rec and eco	Courtenay Esplanade Link							1	
Rec and eco	Courtenay West Linkage							1	
Rec and eco	Courtenay North Linkage							1	
Rec and eco	Dudley Drain Linkage								1
Rec and eco	The Pines Beach/Dunns Ave Linkage Reserve				1				
Rec and eco	Old Pines Beach Hall Demolition				1				
Rec and eco (unbudgeted/separate bud	Kairaki Boat Club Carpark				1				
Rec and eco (unbudgeted/separate bud	Honda Forest					1			
	Kaiapoi Croquet Club rebuild						1		
	Community Studios						1		
	Kaiapoi Food Forest				1				
	NZMCA Park						1		
	Boat Trailer Parking								1
	Dog Park				1				
	Community BMX Track				1				
	Playing Fields and Facilities	Bulk earthworks			1				
		Sports Fields (senior)			1				
		Softball			1				
		Changing Rooms			1				
		Carpark			1				
		Landscaping, lighting/power			1				
		Irrigation			1				
	Kirk Street Removal and uplift				1				
	Heritage and Mahinga Kai						1		
	Kaiapoi East Retained Roads Upgrades				1				
	Decommissioning 3rd party utilities				1				
Adj reserves	Charles St WWPS Viewing Platform								1
	Not included:								
	MUBA development								

Kaiapoi River Wharf & Marine Precinct Summary

					Complete	ongoing/	on/ahead of	behind	Not
					d	recurring	programme	programme/	started
Capital Projects List/Summary				18	15	0	0	1	2
	Previous Workstages (e.g. EQ Repairs, scoping, investigations, wharf shed demo, coastguard building/stopbank, original marina concepts)				1				
	Downstream Wharf Deconstruction (incl Railway platform & playground), rock revetment				1				
	Upstream Wharf Strengthening				1				
	Recreation Precinct / Trousselot Park				1				
	MV Tuhoeh Wharf Demolition & rock revetment extensions				1				
	Wharf side Civils and Landscaping				1				
	Library Steps and Decks (CEAT funded & direct charged)				1				
	Murphy Park								1
	Rowing Precinct							1	
	Riverview Terraces & Boardwalk				1				
	Marine Precinct Dredging (& Navigation Channel dredging)				1				
	Pontoon 1 (Riverview)				1				
	River wall Upgrade				1				
	Pontoon 2 (Boat Ramp) - (CEAT funded) and interim dredging				1				
	Riverbanks Walkways				1				
	Williams St Bridge Western Corner Landscaping Design (War Memorial)								1
	Pile Moorings				1				
	North West Corner Landscaping (Trousselot/Riverside church/137 williams)				1				

BMX track excluded from this particular list to avoid double up

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR INFORMATION**

FILE NO and TRIM NO: GOV-11 / 210719117188

REPORT TO: COUNCIL

DATE OF MEETING: 3 August 2021

AUTHOR(S): Sarah Nichols, Governance Manager

SUBJECT: Air Training Corps Association of NZ Incorporated (Squadron 88) Charter

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


Department Manager


Chief Executive

1. SUMMARY

- 1.1 This report outlines the proposed ongoing supportive Council relationship with the local Air Training Corps with the formal signing of a Charter between the two organisations, coinciding with a celebration of five years of Squadron 88 being commissioned.

Attachments:

- i. Draft of proposed Charter (210721119194)
- ii. Letter from Squadron 88 requesting formal association (Trim 210721119199)

2. RECOMMENDATION

THAT the Council:

- (a) **Receives** Report No. 210719117188.
- (b) **Acknowledges** the Council relationship with Air Training Corps Association of New Zealand Incorporated, currently known as No.88 Squadron.
- (c) **Authorises** the Mayor of Waimakariri to formally sign the Charter on behalf of the Council.
- (d) **Notes** a Street Parade in Rangiora will occur at 1pm on Sunday 12 September 2021 followed by a Mayoral inspection of the cadets on the front lawn of the Council.

3. BACKGROUND

- 3.1 The Air Training Corps Association of NZ Incorporated (known as Squadron 88) operate from the Rangiora Airfield under the command of Squadron Leader Tania Mackinnon. The 88 (Rangiora) Squadron was formally recognised as an NZCF ATC Unit in 2016. Formed with a small group of officers and cadets, the "Mighty 88" has grown to the strength of 10 officers and 67 cadets. The Air Corps are a disciplined youth organisation, with an emphasis on leadership and flying, in addition to bushcraft and firearms skills by providing the youth within North Canterbury opportunities through unit activities and NZCF courses.
- 3.2 The 88 Squadron has a large presence within the Waimakariri community, supporting a majority of the RSA's located in the District on Poppy Day, ANZAC Day and all other important and historic events within the RSA calendar. The unit also serves the community in endeavours such as the Ashely Gorge Track, Christmas parades and other local events and projects. The 88 Squadron were the recent recipient of the NZ Cadet Forces National RSA Community Services Award, reflecting their efforts in the district.

4. **ISSUES AND OPTIONS**

- 4.1. The Council has been asked to formalise its support and relationship with the Air Corps by way of a formal Charter (*attached*).
- 4.2. In September 2021 the Squadron will celebrate its first five years as a recognised cadet unit of the NZ Cadet Forces. It has formally requested the honour of receiving the Charter of the Waimakariri District, to cement the close affiliation. The charter itself recognises the good work of and support provided to the community of Waimakariri, by the receiver. It essentially acknowledges the affiliation between the Council, the Squadron, and the community. It is often viewed in some quarters as the 'key to the City, Town or District'. It affords the Squadron the right to march in the street and affords the Mayor the right to annually inspect the Squadron.
- 4.3. Following a formal Charter agreement the Squadron propose to seek a formal name change of the Squadron, from the NZ Cadet Forces Headquarters in Wellington, and change their name to: No.88 (District of Waimakariri) Squadron – Air Training Corps. They feel the new name would better reflect the community they represent, as the cadets come from all townships across the District.
- 4.4. As part of Squadrons five year celebrations, they seek Council approval to conduct a formal 'Charter Parade' in the streets of Rangiora, followed by afternoon tea at the Rangiora RSA. It would be at this parade that the Charter is presented by the Mayor which would also include a formal inspection of the Squadron. The cadets are also planning a formal dinner that evening for the Cadets and invited dignitaries.

Implications for Community Wellbeing

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

- 4.5. The Management Team has reviewed this report.

5. **COMMUNITY VIEWS**

5.1. **Mana whenua**

Te Ngāi Tūāhuriri hapū are not likely to be affected by, or have an interest in the subject matter of this report. The draft Charter has been sighted by Ngai Tahu for appropriate Te Reo language approval.

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, other than the Air Cadet Corps.

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 financial implications of the decisions sought by this report. Staff time for liaison and design of the Charter has occurred from operational budgets. As this is the first year of the Squadron marching, and by way of showing Council support for the group, the Mayor has advised the traffic management plans will be paid for by the Council utilising the ANZAC Services operational budget. Any future parade associated costs will be the responsibility of the Squadron.

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.

6.3. **Health and Safety**

There are not health and safety risks arising from the adoption/implementation of the recommendations in this report. The street parade will have appropriate traffic management plans and temporary road closures in place.

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.

7.4. **Authorising Delegations**

Not applicable. Mayoral Discretion.

WAIMAKARIRI DISTRICT CHARTER
No. 88 (DISTRICT OF WAIMAKARIRI) SQUADRON
AIR TRAINING CORPS

Tena koutou te koromatua, nga kaunihera me nga taangata o te rohe o Waimakariri.

Whereas the Mayor, Councillors and Citizens of Waimakariri District being aware of the worthy aims, objectives and honourable record, recognising the valuable contribution made to the community, and to the education and training of the young citizens of North Canterbury, hereby confer upon No. 88 (District of Waimakariri) Squadron Air Training Corps of the New Zealand Cadet Forces, the right and privilege to represent Waimakariri District within New Zealand Cadet Forces and at such appropriate occasions within both our District and country.

The Mayor, Councillors and Citizens of Waimakariri District further confer the privilege once a year to march with drums beating, colours flying and bands playing through the streets of any town within the Waimakariri District and to have ranks inspected by the Mayor on that occasion.

Haere me te angitu, me te whakaute o te iwi o Waimakariri

The Common Seal of the Mayor, Councillors and citizens of Waimakariri District was hereto affixed at the offices of and pursuant to a resolution of the Waimakariri District Council upon this fifth day of September in the year 2021, in the presence of –

.....

Mayor Dan Gordon

.....

Chief Executive: Jim Harland



Translations:

Tena koutou te koromatua, nga kaunihera me nga taangata o te rohe o Waimakariri.

Greetings to the mayor, councilors and citizens of the Waimakariri District

Haere me te angitu, me te whakaute o te iwi o Waimakariri

Go with success and the respect of the people of Waimakariri



The Mayor
Waimakariri District Council
PO Box 1005
RANGIORA 7440

08 March 2021

**PRESENTATION OF THE WAIMAKARIRI DISTRICT CHARTER
TO No.88 (RANGIORA) SQUADRON AIR TRAINING CORPS**

Dear Mayor Gordon,

On behalf of No.88 Squadrons Officers, Cadets and Unit Support Committee, I wish to thank you for the support shown from yourself and the local council, as we have established our Air Cadet Unit at Rangiora Airfield. We are humbled and most appreciative of the support shown our unit, right from the very first meeting at the Rangiora RSA back in 2015.

As recently discussed at the Rangiora Airfield late last year, we are planning to celebrate our first five years as a recognised cadet unit of the NZ Cadet Forces. No.88 Squadron has a strong association with the Waimakariri District, being located in Rangiora, and with Cadets and Officers from all around the district. Previous Mayor David Ayers and the Waimakariri District Council were instrumental in helping with the formation of the squadron and we have been greatly supported by the North Canterbury community. We have strived to give back to our community through assisting at various activities around the district, including significant service on ANZAC Days at various towns throughout the region. Indeed, our squadron recently won the NZ Cadet Forces National RSA Community Service trophy for services to our District.

With this strong association in mind, and our previous discussions, No.88 Squadron Air Training Corps formally requests the honour of receiving the Charter of the Waimakariri District, to cement our close affiliation. The charter itself recognizes the good work of and support provided to the community of Waimakariri, by the receiver. It essentially acknowledges the affiliation between the council, the squadron, and the community. It is often viewed in some quarters as the 'key to the City, Town or District'. It affords the squadron the right to march in the street and affords the Mayor the right to annually inspect the squadron.

Should this honour be bestowed, we would seek a formal name change of our squadron, from our NZ Cadet Forces Headquarters in Wellington. We will be looking to change our name to: No.88 (District of Waimakariri) Squadron – Air Training Corps. With such formal District Council recognition, and that we cater for youth from all over the district, with cadets coming from Oxford, Rangiora, Pegasus, Kaiapoi and all areas in between, the new name would better reflect the community we represent.

Further, as part of our 5-year celebrations, we seek your approval to conduct a formal 'Charter Parade' in the streets of Rangiora, followed by afternoon tea at the Rangiora RSA. It would be at this parade that the Charter is presented by yourself, which would also include your formal inspection of the Squadron. We are also planning a Formal Dinner that evening for the Cadets and invited dignitaries. The proposed date is Sunday 5th of September this year.

This letter serves as a formal request for the District Charter. Should this be approved, our senior team would work with you to draft a suitable document and work through the necessary details of the Charter Parade.

I will keep you up to date with plans as they progress. If you have any queries or questions now, or in the future, please do not hesitate to contact me by email at tania.mackinnon@cadetforces.co.nz or by phone on 021 429641.

I look forward to your reply.

Tania Mackinnon
Squadron Leader, NZCF
CADET UNIT COMMANDER

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.

			2013 Census	2018 Census
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
Total elected members	10 Councillors 1 Mayor	24 Community Board members **	49,989	64,650

- 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/liase 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-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".

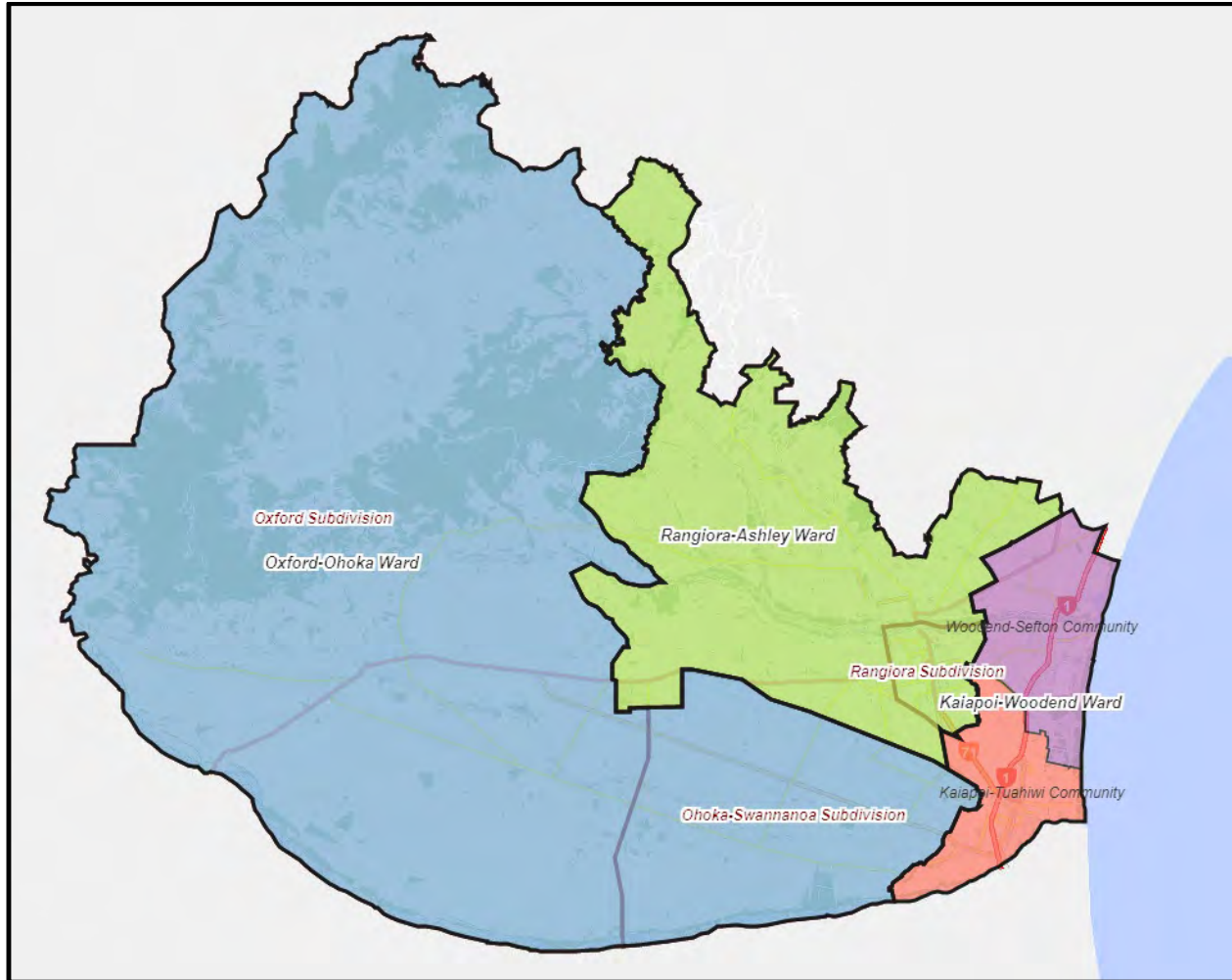
Section 82 and 83: The community engagement and consultation outlined in this report reflect the requirements of the Local Electoral Act 2001 and the Local Government Act 2002.

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.



Waimakariri District - Map of current ward boundaries



Freepost Authority Number 1667



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

Fold along line

Please send on all sides with tape

Fold along line

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).

110210421051

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

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.

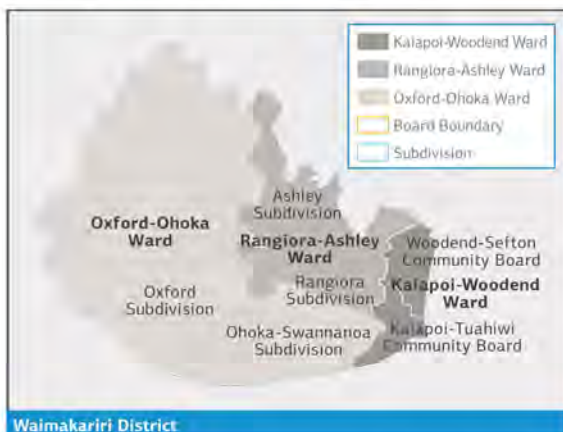
What do we need to consider when making decisions?

- 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-Tuahiwi 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

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 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-Tuahiwai 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

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)

**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
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% (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

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)	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)	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.

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

Relevant information is also available on the Council's website: 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

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:** Gov-26 /210624102636**REPORT TO:** COUNCIL**DATE OF MEETING:** 3 August 2021**AUTHOR(S):** Chris Brown (Manager Community and Recreation)
and Sarah Nichols (Governance Manager)**SUBJECT:** Appointment of Councillor to new Portfolios**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)

 Department Manager


 Chief Executive
1. SUMMARY

- 1.1 This report seeks to appoint a Councillor to two new Portfolios of Waimakariri Arts and Culture, and Natural, Coastal and Marine Areas.

Attachments:

- i. Current Portfolio Holder Role Description and listing (Trim 191018145637 and 191018145632).
- ii. Proposed Role Description of Waimakariri Arts and Culture Portfolio (Trim 210624102639).
- iii. Proposed Role Description of Natural, Coastal and Marine Areas Portfolio (Trim 210624102640).

2. RECOMMENDATION**THAT** the Council:

- (a) **Receives** Report No.210624102636.
- (b) **Appoints** Councillor Al Blackie as Portfolio Holder of Waimakariri Arts and Culture.
- (c) **Appoints** Councillor Al Blackie as Portfolio Holder of Natural, Coastal and Marine Areas.
- (d) **Notes** that portfolios have been previously reviewed by the Mayor following discussion with individual Councillors during the term.

3. BACKGROUND

- 3.1 Portfolio Holder positions for the 2019-22 term were established at the inaugural meeting of 25 October 2019. The Mayor has considered that two additional portfolios related to arts/culture and natural coastal and marine areas be established. Councillor Blackie currently holds the portfolio of Regeneration (Kaiapoi), and this will remain with Councillor Blackie until the end of the term. A future portfolio of Property is currently being scoped with a report to be presented to a future Council meeting.

4. ISSUES AND OPTIONS

- 4.1. Councillor Blackie is the Chair of the Northern Pegasus Bay Bylaw Group, which has strong linkages with the coastal and marine portfolio. This is also a member of the recently established Waimakariri Public Arts Trust and a member of the Waimakariri Art Collection Trust.
- 4.2. Supportive discussions have been held between Councillor Stewart, (holder of the biodiversity portfolio) and the Mayor.

Implications for Community Wellbeing

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

- 4.3. 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. Any cultural or environmental matters of interest to Te Ngāi Tūāhuriri will be raised through Councils current mechanisms including the regular Runanga meetings and Mahi Tahi Joint Development Committee.

5.2. Groups and Organisations

The Te Kohaka o Tuhaitara Trust, of which Councillor Blackie is a Council representative, will likely 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. No community views were considered as it is the discretion of the Mayor for portfolio appointments.

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. Financial Implications

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

6.2. Sustainability and Climate Change Impacts

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

6.3. Risk Management

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

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**

Not applicable.

7.3. **Consistency with Community Outcomes**

Council appointments contribute to the achievement of all community outcomes.

7.4. **Authorising Delegations**

The Mayor has the discretion to appoint portfolio holders, however chooses to seek Council approval. This report is to show transparency for the decision and for purposes related to Remuneration Authority reporting.

WAIMAKARIRI DISTRICT COUNCIL

ROLE DESCRIPTION

ROLE: PORTFOLIO HOLDER

DATE: 25 October 2019

Portfolio Holder Role

Each Portfolio Holder shall be a member of the Standing Committee to which the portfolio relates.

The purpose of the Portfolio Holder position is to:

- Provide leadership in respect of issues relating to the Portfolio.
- Work with key Council staff to develop Council priorities and provide input into the Long Term Plan (LTP) and Annual Plan process.
- Work with key Council staff in the development of policy for Council and Committee consideration.
- Lead community engagement processes relating to the Portfolio.
- Act as the Council's spokesperson for matters relating to the Portfolio.

In respect of setting each Standing Committee's agenda the Chair shall consult with the relevant Portfolio Holders before finalising the agenda with the Department Manager.

Portfolios Established by the 11th Term of Council on 25 October 2019

Council

- Iwi Relationships
- Canterbury Water Management Strategy – Waimakariri Water Zone Representative
- International Relationships
- (Kaiapoi) Regeneration
- Climate Change and Sustainability

Utilities and Roothing Committee

- Drainage and Stockwater
- Transport
- Roothing
- Utilities (Water Supplies and Sewer)
- Solid Waste

District Planning and Regulation

- District Planning Development
- Regulation and Civil Defence
- Business, Promotion and Town Centres

Audit and Risk Committee

- Audit, Risk, Long Term Plan and the Excellence Programme
- Communications and Customer Services

Community and Recreation

- Greenspace (Parks, Reserves, and Sports Grounds)
- Community Facilities (including Aquatic Centres, Multi-use Sports Stadium, Libraries/Service Centres, Town Halls, Museums and Community Housing)
- Community Development and Wellbeing.

COUNCIL AND COMMITTEE MEMBERSHIP FOR TERM COMMENCING 2019

Standing Committees and Portfolio Holders

Audit and Risk Committee

- Cr Sandra Stewart (First Chairperson – to 30 April 2021)
- Cr Joan Ward (Second Chairperson – from 1 May 2021 to end of term)
- Cr Kirstyn Barnett
- Cr Neville Atkinson
- Cr P Williams
- Mayor Dan Gordon (*ex officio*)

Community and Recreation Committee

- Cr Al Blackie (First Chairperson – to 31 October 2020)
- Cr Philip Redmond (Second Chairperson from 1 November 2020 to 31 October 2021)
- Cr Niki Mealings (Third Chairperson from 1 November 2021 to end of term)
- Cr Robbie Brine
- Cr Wendy Doody
- Mayor Dan Gordon (*ex officio*)

District Planning and Regulation Committee

- Cr Kirstyn Barnett (First Chairperson – to 30 April 2021)
- Cr Neville Atkinson (Second Chairperson from 1 May 2021 to end of term)
- Cr Niki Mealings
- Cr Philip Redmond
- Cr Joan Ward
- Mayor Dan Gordon (*ex officio*)

Utilities and Roading Committee

- Cr Wendy Doody (First Chairperson – to 31 October 2020)
- Cr Paul Williams (Second Chairperson 1 November 2020 to 31 October 2021)
- Cr Robbie Brine (Third Chairperson from 1 November 2021 to end of term)
- Cr Al Blackie
- Cr Sandra Stewart
- Mayor Dan Gordon (*ex officio*)

COUNCIL AND COMMITTEE MEMBERSHIP FOR TERM COMMENCING 2019

Standing Committees and Portfolio Holders

PORTFOLIO	PORTFOLIO HOLDER (FROM OCTOBER 2019)
<i>COUNCIL</i>	
Iwi Relationships	Mayor Dan Gordon
Canterbury Water Management Strategy	Councillor Sandra Stewart
International Relationships	Councillor Neville Atkinson Supported by Councillors Redmond and Ward
Regeneration (Kaiapoi)	Councillor Al Blackie
Climate Change and Sustainability	Councillor Niki Mealings
<i>AUDIT AND RISK COMMITTEE</i>	
Audit, Risk, Long Term Plan and the Excellence Programme	Councillor Joan Ward
Communications and Customer Services	Councillor Kirstyn Barnett
<i>COMMUNITY AND RECREATION COMMITTEE</i>	
Greenspace (Parks, Reserves and Sports Grounds)	Councillor Robbie Brine
Community Facilities (including Aquatic Centres, Multi-use Sports Stadium, Libraries/Service Centres, Town Halls, Museums and Community Housing)	Councillor Wendy Doody
Community Development and Wellbeing	Councillors Doody (lead), Atkinson (support)
<i>DISTRICT PLANNING AND REGULATION COMMITTEE</i>	
District Planning Development	Councillors Barnett (lead), Mealings (support)
Regulation and Civil Defence	Councillor Philip Redmond
Business, Promotion and Town Centres	Councillor Joan Ward
<i>UTILITIES AND ROADING COMMITTEE</i>	
Drainage and Stockwater	Councillor Sandra Stewart
Roading	Councillor Paul Williams
Transport	Mayor Dan Gordon
Utilities (Water Supplies and Sewer)	Councillor Paul Williams
Solid Waste	Councillor Robbie Brine



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COUNCIL AND COMMITTEE MEMBERSHIP FOR TERM COMMENCING 2019

Standing Committees and Portfolio Holders

Land and Water Committee (non-standing)	
Biodiversity	Councillor Sandra Stewart (from 3 March 2020)

Portfolios and holders will be reviewed in November 2020 by the Mayor and Council

Waimakariri District Councillor Portfolio Holder

Role Description

Portfolio: Arts and Culture

Scope:

The Waimakariri Arts and Culture Sector is comprised of the various groups, networks and individuals involved in visual, literary and performing arts across the District.

Purpose of Role:

To advocate for and support the arts and cultural sector in the Waimakariri District.

Priorities:

1. Bring together and lead key people from within the arts sector and create a 'local-voice' for the arts in all forms.
2. Build understanding and appreciation for the economic, cultural and social benefits of the arts to the community.
3. Foster support for future projects among the wider District population.
4. Ensure the Council provides opportunity for visual, literary and performing art in public places and spaces which encourages further artistic endeavour.

Actions:

To give effect to the purpose and priorities of the portfolio the following actions have been identified:

Portfolio Holder Actions:

- Assist in the promotion and advocacy of Arts and Culture in the Waimakariri District
- Provide updates regarding the arts sector to the Community and Recreation Committee
- Liaise with Council staff and community stakeholders to understand trends and opportunities in the arts sector.
- Provide governance support towards the development of a more combined and strategic arts sector in the Waimakariri District.

Staff Actions:

- Stakeholder Mapping: Oversee/support the mapping of local arts sector contacts
- Arts Forum: Oversee/support the planning and delivery of a forum that brings together key stakeholders in the local arts sector to inform the potential development of an Arts Sector Strategy aimed at increasing the capacity, capability and reach of the arts sector in the Waimakariri District.
- Establishment of a Steering Group: Following on from the Arts forum, support appropriate Council staff with the establishment of a Strategic Steering Group to develop a local Arts Sector Strategy.
- Strategic Plan Development: Support appropriate Council staff and the Steering Group in the development of an Arts Sector Strategy for the District; including community engagement.
- Arts Advisory Group Establishment: Following the adoption of the Arts Sector Strategy, oversee/support the establishment of a local Arts Sector Advisory Group to oversee the delivery of the strategic objectives.

The Waimakariri Arts and Culture Sector portfolio aligns with the following community outcomes

- The community's cultures, arts and heritage are conserved and celebrated.
- People have wider ranging opportunities for learning and being informed.
- There are wider ranging opportunities for people to contribute the decision making by local, regional and national organisations that affects our District.

Responsible to: The Mayor and reports regular updates to the Community and Recreation Committee.

Key Relationships

- **Local Arts Sector Networks, groups and individuals, including, but not limited to, those detailed below**

Visual Arts		
Network/Group	Key Activities/Roles/Initiatives	Contact
Waimakariri Community Arts Council	Chamber Gallery Art on the Quay	--
Waimakariri Arts Trust	Kaipoi Art Expo Funder of art projects	Jackie Watson
Waimakariri Public Arts Trust	Promotion advice and commissioning of art in public places.	Will Henderson
Wai (Waikuku Artists Inc)	Waikuku Artist Expo	Mandy Palmer
Rangiora Art Society	Rangiora Art Expo	Quilliam Collister
Arts in Oxford	Community Arts	Areta Wilkinson Miranda Brown
Rangiora Pottery Group		Michael Michaels
Literary Arts		
Network/Group	Key Activities/Roles/Initiatives	Contact
Night Writers	Weekly writing group	--
Performing Arts		
Network/Group	Key Activities/Roles/Initiatives	Contact
Waimakariri Community Arts Council	Chamber Gallery Music	Brian Hoult
Dale Hartley School of Performing Arts	Various	Dale Hartley Brown
North Canterbury Musical Society	Various	Grant Hartley Brown
The Rangiora Players	Various	--

- **Internal (Council)**
 - Manager, Community and Recreation
 - Community Team Manager
 - Community Development Facilitator
 - District Libraries Manager
 - Greenspace Manager
 - Other Council Unit staff, as appropriate

- **Other external stakeholder**
 - Enterprise North Canterbury
 - Visit Waimakariri
 - Rangiora Promotions
 - Kaiapoi Promotions
 - Oxford Promotions
 - Social Services Waimakariri (Where Social benefit may be part of the development of a District Arts Strategy. E.g. Mental Health)

Waimakariri District Councillor Portfolio Holder

Role Description

Portfolio: Natural, Coastal and Marine Areas

Scope:

The natural, coastal and marine areas portfolio included as part of the portfolio responsibility for the following areas:

- Silverstream Reserve
- Northern Pegasus Bay Coastal area
- Ashley Gorge
- Taranaki Reserve
- Whites Road Reserve
- Matawai Park
- Kaiapoi Marine Precinct
- Mahinga Kai (Regeneration area Kaiapoi)
- Forrestdale Wetlands

Purpose of Role:

To advocate for and support the appropriate development, community use and protection of the districts natural, coastal and marine areas.

Priorities:

1. Promote the appropriate protection of the districts natural, coastal and marine environments.
2. Encourage and advocate for community groups and volunteers to get involved in the development of the districts natural coastal and marine areas.
3. Ensure that the natural, coastal and marine areas in the district are maintained and developed in a way which allows appropriate community use.

Actions:

To give effect to the purpose and priorities of the portfolio the following actions have been identified:

Portfolio Holder Actions:

- Assist in the promotion and advocacy of natural, coastal and marine areas in the Waimakariri District.
- Provide updates regarding the natural, coastal and marine area to the Community and Recreation Committee.
- Liaise with Council staff and community stakeholders to understand trends and opportunities in the natural, coastal and marine areas. This includes the various advisory groups associated with natural, coastal and marine areas in the district.
- Provide governance support towards the acquisition, development, protection and use of natural, coastal and marine areas in the Waimakariri District.

Staff Actions:

- On-going staff support for the various Community Advisory Groups associated with natural, coastal and marine areas in the district.
- Promotion of the natural, coastal and marine areas to encourage ongoing community involvement and advocacy.
- Ensure that natural, coastal and marine areas are suitably maintained and protected through ongoing operational contracts and volunteer involvement.
- Ensure that natural, coastal and marine areas in the district are safe for community use
- Implement capital enhancement of natural, coastal and marine areas in partnership with the community.
- Work alongside other agencies to ensure natural, coastal and marine areas are suitably maintained, protected and used appropriately.
- Provide regular information to the natural, coastal and marine areas portfolio holder relating to both operational and strategic issues.

The natural, coastal and marine areas aligns with the following community outcomes**PLACES AND SPACES*****Indigenous flora and fauna, and their habitats, especially Significant Natural Areas are protected and enhanced.***

Conservation, restoration and development of significant areas of indigenous vegetation and/or habitats is actively promoted.

Responsible to: The Mayor and reports regular updates to the Land and Water Committee.

Key Relationships

Local Networks, groups and individuals, including, but not limited to, those detailed below:

Network/Group	Key Activities/Roles/Initiatives	Contact
Silverstream Reserve Advisory Group	Development and maintenance of the Silverstream Reserve in Clarkville	Noelene Francis
Northern Pegasus Bay Bylaw	Advice on the issues and opportunities in the Northern Pegasus Bay Coastal Area	Greenspace Community Projects Officer
Taranaki Stream Advisory Group	Development of the reserve adjacent to the Taranaki Stream in Waikuku	Greenspace Community Projects Officer
Marine Precinct Booking Advisory Group	Making decisions and guidance regarding the bookings of the marine berths in the Kaiapoi Marine area.	Greenspace Manager
Ashley Gorge Reserve Advisory Group	Development and maintenance of the Ashley Gorge Reserve in Clarkville	Greenspace Community Projects Officer

- **Internal (Council)**
 - Manager, Community and Recreation
 - Community GreenSpace Manager
 - Greenspace Ecologist - Biodiversity
 - Greenspace Community Projects Officer
 - Other Council Unit staff, as appropriate

- **Other external stakeholder**
 - Department of Conservation
 - Environment Canterbury
 -

Proposed

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR INFORMATION****FILE NO and TRIM NO:** GOV-11/210719117192**REPORT TO:** COUNCIL**DATE OF MEETING:** 3 August 2021**AUTHOR(S):** Sarah Nichols, Governance Manager**SUBJECT:** Elected Member Remuneration**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)
Department Manager
Chief Executive**1. SUMMARY**

- 1.1 This report provides an update on the Remuneration Authority Determination for the July 2021 to June 2022 financial year, pertaining to elected members remuneration and expenses.
- 1.2 This report also updates the Elected Member Expenses Policy to 30 June 2022, as required by the Remuneration Authority.

Attachments:

- i. Draft Elected Member Expenses Policy to 30 June 2021 (Trim 210723120513)
- ii. Extract of Remuneration Authority Determination 2021/22 (Trim 210723120518)

2. RECOMMENDATION**THAT** the Council

- (a) **Receives** Report No. 210719117192.
- (b) **Notes** the remuneration set by the Remuneration Authority for Waimakariri Councillors and Community Board members from 1 July 2021 to 30 June 2022 as follows:

Mayor	\$137,500
Deputy Mayor	\$58,994
Councillor (with portfolio and chairing responsibilities)	\$48,531
Kaiapoi-Tuahiwi Community Board Chair	\$17,742
Kaiapoi-Tuahiwi Community Board	\$8,871
Oxford-Ohoka Community Board Chair	\$16,715
Oxford-Ohoka Community Board	\$8,358
Rangiora-Ashley Community Board Chair	\$22,885
Rangiora-Ashley Community Board	\$11,443
Woodend-Sefton Community Board Chair	\$14,658
Woodend-Sefton Community Board	\$7,329

- (c) **Approves** the Elected Member Expenses Policy to 30 June 2022 (Trim 210723120513).
- (d) **Circulates** a copy of this report and the approved Expenses Policy to all Community Boards for their reference.

3. **BACKGROUND**

- 3.1 The Remuneration Authority (RA) set the remuneration, allowances and expenses for elected members and Determinations normally covers a financial year (1 July to 30 June).
- 3.2 For the 2021/22 financial year all elected members received a modest increase, excluding the Mayor who remains unchanged from 2020/21.
- 3.3 On receipt of the new Remuneration for the financial year, the Elected Member Expenses Policy is also required to be reviewed, and adjusted in line with the Determination. On conclusion of the Council accepting this information the updated Policy is sent to the RA for reference.

4. **ISSUES AND OPTIONS**

- 4.1. The Determination of remuneration changes to elected members is made by the Remuneration Authority and the legislative instrument processed through Parliament before receiving the Royal Assent. The Council has no choice, but to follow the legislation.
- 4.2. Remuneration was delayed in June 2020 due to the Covid-19 pandemic with no increase/change from the 2019/20 year. The RA have stated that although the economy has proven to be more resilient than predicted at this time last year, the further waves of Covid-19 recurring around the world continue to present a highly volatile and uncertain global environment, which is continuing to have a negative impact on many regions within New Zealand. Given this uncertainty, the Authority has taken a conservative approach to its determination of local government members' remuneration for the 2021/22 year.
- 4.3. The childcare allowance remains unchanged from 2019, however the wording has been amended to better define eligibility.
- 4.4. The vehicle kilometre rates have been adjusted to reflect the current rates prescribed by the Inland Revenue Department.
- 4.5. The Communications allowance has increased for 2021/22 as the RA have taken the view that in the face of Covid-19 most local authorities have had to operate far more extensively in a virtual world. Members are increasingly required to work from home or away from Council offices and both members and the public can now attend meetings that are streamed online or via an audio link. This means that members are requiring more reliable, stronger, faster and fit-for-purpose information and communication services and equipment to support their work. It is the Authority's preference that councils supply the full range of information and communication technology (including mobile telephone and related mobile telephone services) to their members for use on local authority business rather than requiring members to use their own personal equipment and services. However, if a local authority requires its members to use their own personal equipment, consumables and services, the Authority has increased the communications allowance to reflect the growing costs of working remotely.
- 4.6. The Management Team have reviewed this report.

Implications for Community Wellbeing

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

5. **COMMUNITY VIEWS**

5.1. **Mana whenua**

Te Ngāi Tūāhuriri hapū are not likely to be affected by, or have an interest in the subject matter of this report.

5.2. **Groups and Organisations**

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

6.1.1. Elected member remuneration is funded from the Governance Budget, which has adequate provision for the 2021/22 budget. Elected members are considered by Inland Revenue as contractors and are therefore responsible for their own ACC payments. Remuneration is taxed and is paid directly to the IRD from the Council fortnightly payments, generally at a rate of 33% tax (WT tax code). All allowances are non-taxable.

6.1.2. The Remuneration Authority have set the elected member remuneration from 1 July 2021 to 30 June 2022 as follows:

Position	2021/22	Increase from 2020/21
Mayor	\$137,500	No change
Deputy Mayor	\$58,122	\$872
Councillor (with portfolio and chairing responsibilities) (all 9 Councillors)	\$47,814	\$717
Kaiapoi-Tuahwi Community Board Chair	\$17,480	\$262
Kaiapoi-Tuahwi Community Board	\$8,740	\$131
Oxford-Ohoka Community Board Chair	\$16,468	\$247
Oxford-Ohoka Community Board	\$8,234	\$124
Rangiora-Ashley Community Board Chair	\$22,547	\$338
Rangiora-Ashley Community Board	\$11,274	\$169
Woodend-Sefton Community Board Chair	\$14,441	\$217
Woodend-Sefton Community Board	\$7,221	\$108

6.1.3. The expenses that an elected member is entitled to claim such as mileage, internet/phone/consumables allowance has changed for the 2021/22 Determination. This will be next reviewed in July 2022. Refer to the attached policy for new rates.

6.1.4. Vehicle allowance remained unchanged for the first 14,000kilometres however decreased 3cents for petrol, diesel and petrol hybrid vehicles travelling over 14,000 kilometres in a year.

6.1.5. There were increases to the communication allowances, which are paid by way of a fortnightly allowance.

Equipment / Services	2020/21	New 2021/22	Increase
Mobile telephone	\$150pa (excludes Mayor)	\$200pa (excludes Mayor)	\$50pa
Printer	\$40pa	\$50pa	\$10pa
Personal computer/tablet/laptop	\$200pa (excludes Mayor and Councillors)	\$400pa (excludes Mayor and Councillors)	\$200pa
Paper consumables	\$120pa	\$200pa	\$80pa
Internet Connection	\$400pa	\$800pa	\$400pa

Furthermore if a member wishes to claim for their own mobile telephone service an option is to claim up to \$500pa. This is a voluntary option available to individual elected members.

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.

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

7.2. **Authorising Legislation**

Local Government Members (2021/22) Determination 2021
Local Government Act 2002 (clauses 6 and 7A, Schedule 7)
Remuneration Authority Act 1977

7.3. **Consistency with Community Outcomes**

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

7.4. **Authorising Delegations**

By legislation, the Remuneration Authority Determination is final.



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POLICY

Council

ELECTED MEMBER EXPENSES (from 1 July 2021 to 30 June 2024)

1. Introduction

The Local Government Act 2002 has given the Remuneration Authority the responsibility for setting remuneration, approving expense rules and setting the mileage allowance for elected members.

2. Policy Context

2.1 Policy Principles

This policy covers the entitlement of elected members to allowances and contributions towards expenses related to travel, mileage, communication, childcare, and travel, conference and training attendance and professional development.

Elected members should be reimbursed for actual and reasonable expenses they incur in carrying out their official duties.

Reimbursement of expenses apply only to elected members personally and only while they are acting in their official capacity as elected members.

Elected members' expense expenditure must have a justifiable business purpose, is moderate and conservative having regard to the circumstances, is made transparently and is appropriate in all respects.

2.2 Legislative Context

Local Government Act 2002 Schedule 7 Clauses 6 – 13.
Local Government Members ([2021/22-19/20](#))(Local Authorities) Determination [202149](#)

3. Policy Objective

To establish guidelines on claiming of expenses by elected members.

This policy is based on the principles that all expenditure is:

- Actual and reasonable.
- Related to conduct of local authority business.
- Represents the best use of ratepayer funds.

All entitlements are considered to be a contribution to expenses Elected Members may incur in the course of conducting local authority business.

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POLICY

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ELECTED MEMBER EXPENSES (from 1 July 2021 to 30 June 2024)

4. Implementation

All expense claims must be submitted on the relevant claim form and where appropriate accompanied by full receipts. Eligibility of claims presented without receipts will be determined by the Governance Manager.

All expense claims are to be returned at least quarterly, and preferably monthly. Expense claims by the Mayor are to be approved by the Chair of Audit & Risk Committee and Chief Executive.

Secretary unless referenced otherwise.

Expense claims by Deputy Mayor, Councillors and Community Board Members are approved by the Governance Manager.

All mileage claims, including Mayor, are approved by the Governance Manager.

The internal audit work programme will include sampling of expense claims and allowances paid to Elected Members and staff. An external audit work programme may be undertaken as required.

5. Policy Statement

5.1 Remuneration, allowances and hearing fees

- (1) A member of a local authority or a board is entitled to—
 - (a) the applicable remuneration set out in the Schedule (adjusted in accordance with clause 9 if applicable);
 - (b) the applicable allowances payable in accordance with clauses 10 to 13;
 - (c) the applicable hearing fees payable in accordance with clause 14.
- (2) If a member of a territorial authority is also elected or appointed to a board, the member is entitled only to the remuneration that is payable to the member as a member of the territorial authority.

5.2 Acting mayor

- (1) This clause applies to a member who acts as a mayor during a period when, because of a vacancy or temporary absence, the remuneration or allowances that would usually be paid to the mayor are not being paid.
- (2) While acting as mayor, the member must be paid the remuneration and allowances usually payable to the mayor, instead of the member's usual remuneration, allowances, and hearing fees.



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ELECTED MEMBER EXPENSES (from 1 July 2021 to 30 June 2024)

5.3 RMA Resource Consent Hearing Costs

Where an elected member (Councillor or Community Board member*) is appointed to an RMA Resource Consent [Application](#) Hearing Panel by the Council, or one of its Standing Committees remuneration and allowances are payable as outlined in the Local Government Members (2021/2249/2020) (Local Authorities) Determination 202149, Section [5, 6 and 7-8, and 40](#) (or subsequent Determinations)

- Chairperson of an RMA Resource Consent hearing is entitled to be paid a fee of up to \$100 per hour of RMA hearing time.
- Panel member whom is not Chairperson of RMA Resource Consent hearing is entitled to be paid a fee of up to \$80 per hour of RMA hearing time.
- For any period of hearing time that is less than one hour, the fee must be apportioned accordingly.
- RMA Resource Consent hearing fees are not payable to mayors or a member who acts as mayor and is paid the mayor's remuneration and allowances under clause 8(2).
- Any/all elected members whom Waimakariri District Council appoints to a RMA Resource Management hearing must be suitably qualified by holding a current accreditation on behalf of the Ministry for the Environment having successfully completed the "Making Good Decisions" programme.

5.4 District Licencing Committee Hearing Costs

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Where an elected member (Councillor or Community Board member*) is appointed to the District Licencing Committee (DLC) remuneration and allowances are payable as follows:

- Chairperson of a DLC hearing is entitled to be paid a fee of up to \$100 per hour of DLC hearing time.
- Panel member whom is not Chairperson of DLC hearing is entitled to be paid a fee of up to \$80 per hour of DLC hearing time.
- For any period of hearing time that is less than one hour, the fee must be apportioned accordingly.
- DLC hearing fees are not payable to mayors or a member who acts as mayor and is paid the mayor's remuneration and allowances.

5.4.5 Reimbursement of Conference Costs

Where an elected member attends a conference approved by the Council or a Community Board, all actual and reasonable costs associated with the conference or seminar will be met by the Council. This includes meal, accommodation costs and travel costs. The most cost effective means of travel must be used. Claims are to be



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ELECTED MEMBER EXPENSES (from 1 July 2021 to 30 June 2024)

supported by receipts and submitted to the Governance Manager within one month of conference.

5-55.6 Accommodation and Meals

Accommodation and meals will be reimbursed based on actual and reasonable costs, as determined by the Mayor Governance Manager. In respect of the Mayor, assessment of actual and reasonable costs shall be determined by the Chair of the Audit and Risk Committee together with the Chief Executive. Where private accommodation is used a claim of \$50 per night can be made. Meals will be reimbursed based on actual and reasonable costs. Claims are to be supported by receipts. Alcohol is considered a private expense and is not reimbursed.

5-65.7 Mayoral Vehicle

The Waimakariri District Council do not supply a motor vehicle for elected members private use.

5-75.8 Vehicle Mileage Allowance

Mileage will be paid in accordance with Remuneration Authority Determination (202149/229)

- (1) A local authority may pay to a member a vehicle mileage allowance to reimburse that member for costs incurred in respect of eligible travel.
- (2) A member's travel is eligible for the allowance if—
 - (a) it occurs on a day when the member is not provided with a motor vehicle by the local authority; and
 - (b) the member is travelling—
 - (i) in a private vehicle; and
 - (ii) on local authority business; and
 - (iii) by the most direct route that is reasonable in the circumstances.
- (3) The allowance payable to a member for eligible travel is,—
 - (a) for a petrol or diesel vehicle,—
 - (i) 79 cents per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and
 - (ii) ~~30-27~~ cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term;
 - (b) for a petrol hybrid vehicle,—
 - (i) 79 cents per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and
 - (ii) ~~49-16~~ cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term;



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Council

ELECTED MEMBER EXPENSES (from 1 July 2021 to 30 June 2024)

- (c) for an electric vehicle,—
- (i) 79 cents per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and
 - (ii) 9 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term.

In the case of an elected member living outside the Waimakariri District, the mileage allowance will be payable only from their point of entry at the Waimakariri District boundary.

Transport costs other than mileage will be paid for on an actual and reasonable basis.

The Governance Manager will be responsible for monitoring mileage claims and agreeing with the elected member the most direct route reasonable in the circumstances.

5-85.9 Travel Time Allowance

- (1) A local authority may pay a member (other than a mayor or a regional chairperson) an allowance for eligible travel time.
- (2) A member's travel time is eligible for the allowance if it is time spent travelling within New Zealand—
 - (a) on local authority business; and
 - (b) by the quickest form of transport that is reasonable in the circumstances; and
 - (c) by the most direct route that is reasonable in the circumstances.
- (3) The travel time allowance is \$37.50 for each hour of eligible travel time after the first hour of eligible travel time travelled in a day.
- (4) However, if a member of a local authority resides outside the local authority area and travels to the local authority area on local authority business, the member is only eligible for a travel time allowance in respect of eligible travel time—
 - (a) after the member crosses the boundary of the local authority area; and
 - (b) after the first hour of eligible travel within the local authority area.
- (5) The maximum total amount of travel time allowance that a member may be paid for eligible travel in a 24-hour period is 8 hours.



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ELECTED MEMBER EXPENSES (from 1 July 2021 to 30 June 2024)

5.95.10 Computer, Internet and Associated Consumables Expenses (Communications Allowance)

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It is determined by the local authority that Mayor and Councillors are provided laptops to enable them to perform their functions. The Mayor is provided a mobile phone by the local authority. All Councillors use their own mobile phones. Community Board members are required to use their own equipment. Waimakariri District Council will pay an allowance in accordance with the Remuneration Authority Determination.

Equipment

Mobile telephone	\$ 150 <u>200</u> pa (excludes Mayor)
Printer	\$ 50 <u>40</u> pa
Personal computer/tablet/laptop	\$ 420 <u>0</u> pa (excludes Mayor and Councillors)
Paper consumables	\$ 200 <u>420</u> pa

Services

Internet Connection	\$ 800 <u>400</u> pa
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Equipment

To reimburse for the costs of their phone/printer/computers and related consumables, as follows:

- The Mayor to receive an allowance of ~~\$6,459.61~~ per fortnight.
- The Councillors to receive an allowance of ~~\$17,304.92~~ per fortnight.
- Community Board Chairpersons to receive an allowance of ~~\$32,694.64~~ per fortnight.
- Community Board members to receive ~~\$32,694.64~~ per fortnight.

~~In lieu of the Council providing consumables such as paper, a fortnightly payment of \$4.62 is claimable by the Mayor, Councillors and Community Board members.~~

Services

To reimburse for the costs of an Internet connection to their residential address to provide computer access to the Council, as follows:

- The Mayor and Councillors to receive an allowance of ~~\$15,383.76~~ per fortnight.
- Community Board Chairpersons to receive an allowance of ~~\$30,764.38~~ per fortnight.
- Community Board members to receive an allowance of ~~\$30,764.38~~ per fortnight.

If a local authority requests a member to use the member's own mobile telephone service for the purpose of the member's work on local authority business, the member is entitled, at the member's option to –

- (a) An allowance for that use of up to \$500 for the determination term; or
- (b) Reimburse of actual costs of telephone calls made on local authority business on production of the relevant telephone records and receipts.

5.405.11 Childcare allowance

- (1) A local authority may pay a childcare allowance, in accordance with subclauses (2) and (3), to an eligible member as a contribution towards expenses incurred by the member for childcare provided while the member is engaged on local authority business.
- (2) A member is eligible to be paid a childcare allowance in respect of childcare provided for a child only if—

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ELECTED MEMBER EXPENSES (from 1 July 2021 to 30 June 202~~2~~4)

- (a) the member is a parent or guardian of the child, or is a person who usually has responsibility for the day-to-day care of the child (other than on a temporary basis); and
- (b) the child is aged under 14 years of age; and
- (c) the childcare is provided by a person who—
- (i) is not a parent of the child or a spouse, civil union partner, or de facto partner of the member; family member of the member; and
 - (ii) does not ordinarily reside with the member; and
- (d) the member provides evidence satisfactory to the local authority of the amount paid for childcare.
- (3) A local authority must not pay childcare allowances to a member that total more than \$6,000 per annum, per child.

(4) — In this regulation, **family member of the member** means —

(a) ~~a spouse, civil union partner, or de facto partner;~~

~~(b) a relative, that is, another person connected with the member within 2 degrees of a relationship, whether by blood relationship or by adoption.~~

6. Breaches

An alleged breach of allowance and expense rules is to be considered under the Code of Conduct.

7. Approved by Council ~~5 November 2019~~ August 2021 for receipt by the Remuneration Authority.

8. Review

This policy will be reviewed annually following the release of the Remuneration Authorities Local Government Members Determination. The next review is due ~~June 2020~~ July 2021.

This policy is administered by the Governance Manager.

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POLICY

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ELECTED MEMBER EXPENSES (from 1 July 2021 to 30 June 2024)

APPENDIX 1

Type of Meeting/Functions	Mileage	
	Paid	Not Paid
Council meetings (ordinary, special, extra-ordinary and emergency)	✓	
Committees and Subcommittees of Council (if appointed a member)	✓	
Community Board meetings (if an appointed member)	✓	
Resource Consent Hearings (if an appointed member of the Hearings Panel)	✓	
WDC Advisory Group meetings (if appointed by the Council as its representative) (eg Ohoka Domain Advisory Group)	✓	
Formally representing Council (as a result of resolution of Council) at a formal meeting of another local authority.	✓	
Meetings of other outside organisations as the Council's appointed representative (appointment pursuant to a Council resolution). (Note that meetings of Council Controlled Organisations and Trusts where Councillors and Community board members are otherwise remunerated do not qualify for payment.)	✓	
Full Council workshops or briefings (which have the prior approval of the Mayor and Chief Executive) at which no resolutions or decisions are made. These workshops are to be held solely to discuss major policy or strategic issues of interest to all Councillors.	✓	
Training and development courses, field trips, site visits, where authorised by the Mayor or formal resolution of Council or Community Board, in excess of four hours.	✓	
Public meetings where the Council is officiating.	✓	
Meetings with other statutory bodies to deal with issues which would be the responsibility of a Committee or Subcommittee of Council of which the Councillor attending is a member or which deal with issues directly affecting the Councillors Ward or Portfolio.	✓	



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POLICY

Council

ELECTED MEMBER EXPENSES (from 1 July 2021 to 30 June 2024)

Type of Meeting/Functions	Mileage	
	Paid	Not Paid
Local Conferences/Seminars (if an appointed WDC representative) <i>Note – Local being generally the Canterbury region. Mileage outside the region at the discretion of the Mayor.</i>	✓	
Working groups or working parties	✓	
Field trips or site visits/inspections (including site visits for resource consent hearings where approved by Mayor or Committee Chairperson)	✓	
Briefings and discussions with the Mayor, Chief Executive, Senior Managers and Officers	✓	
Where Councillors, other than the Deputy Mayor, officiate at "official" functions as determined by the Mayor.	✓	
Constituency "meetings" (either with individuals or organisations) unless there is formal approval requiring official attendance		X
Social functions		X
Event attendance in a non-representative capacity		X
Travel not related to the business of the Waimakariri District Council		X
Personal travel interspersed with Council related business		X

Local Government Members (2021/22) Determination 2021

The Remuneration Authority makes this determination (including the appended explanatory memorandum) under the Remuneration Authority Act 1977 and clauses 6 and 7A of Schedule 7 of the Local Government Act 2002, after having regard to the matters specified in clause 7 of that schedule.

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**Local Government Members (2021/22) Determination
2021**

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Determination

1 Title

This determination is the Local Government Members (2021/22) Determination 2021.

2 Commencement

This determination comes into force on 1 July 2021.

3 Expiry

This determination expires at the close of 30 June 2022.

Interpretation

4 Interpretation

In this determination, unless the context otherwise requires,—

ATA panel means a panel appointed by an accord territorial authority under section 89 of the Housing Accords and Special Housing Areas Act 2013

board means—

- (a) a community board of a territorial authority other than the Auckland Council; or
- (b) a local board of the Auckland Council

determination term means the period from the coming into force of this determination to its expiry

hearing has the meaning given to it by clause 5

hearing time has the meaning given to it by clause 6

local authority means a regional council or a territorial authority

member means, in relation to a local authority or a board, a person who is declared to be elected to that local authority or board under the Local Electoral Act 2001 or who, as the result of further election or appointment under that Act or the Local Government Act 2002, is an office holder in relation to the local authority or board (for example, a chairperson)

on local authority business includes on the business of any board of the local authority

regional council means a regional council named in Part 1 of Schedule 2 of the Local Government Act 2002

RMA means the Resource Management Act 1991

territorial authority means a territorial authority named in Part 2 of Schedule 2 of the Local Government Act 2002.

5 Meaning of hearing

In this determination, **hearing** means—

- (a) a hearing that is held by an ATA panel arising from—
 - (i) a resource consent application under subpart 2 of Part 2 of the Housing Accords and Special Housing Areas Act 2013; or
 - (ii) a request for a plan change or for a variation to a proposed plan under subpart 3 of Part 2 of that Act; or
- (b) a hearing arising from a resource consent application made under section 88 of the RMA; or
- (c) a meeting for determining a resource consent application without a formal hearing; or
- (d) a hearing arising from a notice of requirement (including one initiated by the local authority); or
- (e) a pre-hearing meeting held under section 99 of the RMA in relation to a hearing referred to in paragraph (b) or (d); or
- (f) a hearing as part of the process of the preparation, change, variation, or review of a district or regional plan or regional policy statement; or
- (g) a mediation hearing in the Environment Court as part of an appeal from a decision of a local authority; or
- (h) a hearing on an objection against a charge fixed by a local authority under section 36 of the RMA.

6 Meaning of hearing time

In this determination, **hearing time** means the time spent on any of the following:

- (a) conducting a hearing;
- (b) formal deliberations to decide the outcome of a hearing;
- (c) participating in an official group site inspection related to a hearing;
- (d) determining a resource consent application where a formal hearing does not take place;
- (e) up to a maximum of the aggregate of the time referred to in paragraphs (a) and (b), preparing for a hearing and participating in any inspection of a site for the purposes of a hearing (other than an official group site inspection under paragraph (c));
- (f) writing a decision arising from a hearing or communicating for the purpose of the written decision.

**Local Government Members (2021/22) Determination
2021**

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Entitlement to remuneration, allowances, and hearing fees

7 Remuneration, allowances, and hearing fees payable

Remuneration

- (1) A member of a local authority or a board of that local authority is entitled to the applicable remuneration set out in the Schedule (adjusted under clause 9, if applicable).
- (2) If a member of a territorial authority is also elected or appointed to a board, the member is entitled only to the remuneration that is payable to the member as a member of the territorial authority.

Allowances and hearing fees

- (3) A member of a local authority or a board is also entitled to—
 - (a) the applicable allowances payable under clauses 11 to 14;
 - (b) the applicable hearing fees payable under clause 15.

8 Acting mayor or chairperson

- (1) This clause applies to a member who acts as a mayor or chairperson during a period when, because of a vacancy or temporary absence, the remuneration or allowances that would usually be paid to the mayor or chairperson are not being paid.
- (2) While acting as mayor or chairperson, the member must be paid the remuneration and allowances usually payable to the mayor or chairperson, instead of the member's usual remuneration, allowances, and hearing fees.

9 Motor vehicles for mayors and regional council chairpersons

- (1) A local authority may provide to the mayor or regional council chairperson of the local authority—
 - (a) a motor vehicle (which may be provided for restricted private use, partial private use, or full private use); or
 - (b) a vehicle kilometre allowance under clause 11.
- (2) The maximum purchase price that may be paid for a motor vehicle purchased by a local authority for provision to a mayor or regional council chairperson during the determination term is,—
 - (a) in the case of a petrol or diesel vehicle, \$55,000 (including goods and services tax and any on-road costs); and
 - (b) in the case of an electric or a hybrid vehicle, \$65,000 (including goods and services tax and any on-road costs).
- (3) If a motor vehicle is provided to a mayor or regional council chairperson for restricted private use, no deduction may be made from the annual remuneration payable to the mayor or regional council chairperson under the Schedule for the provision of that motor vehicle.

**Local Government Members (2021/22) Determination
2021**

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- (4) If a motor vehicle is provided to a mayor or regional council chairperson for partial private use or full private use,—
- (a) the annual remuneration payable to the mayor or regional council chairperson under the Schedule must be adjusted by the local authority in accordance with subclause (5) or (6) (as applicable); and
 - (b) the adjustment must take effect on and from—
 - (i) the date of commencement of this determination (in the case of a motor vehicle provided to the person before that date); or
 - (ii) the date of provision of the motor vehicle to the person (in the case of a motor vehicle provided during the determination term).

- (5) If a motor vehicle is provided to a mayor or regional council chairperson for partial private use, the amount calculated in accordance with the following formula must be deducted from the remuneration payable to that person:

$$v \times 41\% \times 10\%$$

where v means the actual purchase price of the vehicle, including goods and services tax and any on-road costs.

- (6) If a motor vehicle is provided to a mayor or regional council chairperson for full private use, the amount calculated in accordance with the following formula must be deducted from the remuneration payable to that person:

$$v \times 41\% \times 20\%$$

where v means the actual purchase price of the vehicle, including goods and services tax and any on-road costs.

- (7) In this clause,—

full private use means—

- (a) the vehicle is usually driven home and securely parked by the mayor or regional council chairperson; and
- (b) the vehicle is available for the mayor's or regional council chairperson's unrestricted private use; and
- (c) the vehicle is used by the mayor or regional council chairperson for both local authority business and private use; and
- (d) the vehicle may also be used by other local authority members or staff on local authority business, with the permission of the mayor or regional council chairperson

partial private use means—

- (a) the vehicle is usually driven home and securely parked by the mayor or regional council chairperson; and
- (b) the vehicle is used by the mayor or regional council chairperson for both local authority business and private purposes; and

**Local Government Members (2021/22) Determination
2021**

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- (c) the vehicle may also be used by other local authority members or staff on local authority business, with the permission of the mayor or regional council chairperson; and
- (d) all travel in the vehicle is recorded in a logbook; and
- (e) the use of the vehicle for private purposes accounts for no more than 10% of the distance travelled in the vehicle in a year

restricted private use means—

- (a) the vehicle is usually driven home and securely parked by the mayor or regional council chairperson; and
 - (b) the vehicle is otherwise generally available for use by other local authority members or staff on local authority business; and
 - (c) the vehicle is used solely for local authority business; and
 - (d) all travel in the vehicle is recorded in a logbook.
- (8) Subclause (2) does not apply to a motor vehicle provided to a mayor or regional council chairperson before 1 July 2018.

Allowances

10 Definition of member

For the purposes of payment of allowances under clauses 11 to 14, **member**, in relation to a territorial authority, includes a member of a board of the territorial authority.

11 Vehicle kilometre allowance

- (1) A local authority may pay to a member a vehicle kilometre allowance to reimburse that member for costs incurred in relation to eligible travel.
- (2) A member's travel is eligible for the allowance if—
 - (a) it occurs on a day when the member is not provided with a motor vehicle by the local authority; and
 - (b) the member is travelling—
 - (i) in a private vehicle; and
 - (ii) on local authority business; and
 - (iii) by the most direct route that is reasonable in the circumstances.
- (3) The allowance payable to a member for eligible travel is,—
 - (a) for a petrol or diesel vehicle,—
 - (i) 79 cents per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and
 - (ii) 27 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term:

- (b) for a petrol hybrid vehicle,—
 - (i) 79 cents per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and
 - (ii) 16 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term;
- (c) for an electric vehicle,—
 - (i) 79 cents per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and
 - (ii) 9 cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term.

12 Travel time allowance

- (1) A local authority may pay a member (other than a mayor or a regional council chairperson) an allowance for eligible travel time.
- (2) A member's travel time is eligible for the allowance if it is time spent travelling within New Zealand—
 - (a) on local authority business; and
 - (b) by the quickest form of transport that is reasonable in the circumstances; and
 - (c) by the most direct route that is reasonable in the circumstances.
- (3) The travel time allowance is \$37.50 for each hour of eligible travel time after the first hour of eligible travel time travelled in a day.
- (4) However, if a member of a local authority resides outside the local authority area and travels to the local authority area on local authority business, the member is only eligible for a travel time allowance for eligible travel time—
 - (a) after the member crosses the boundary of the local authority area; and
 - (b) after the first hour of eligible travel time within the local authority area.
- (5) The maximum total amount of travel time allowance that a member may be paid for eligible travel in a 24-hour period is 8 hours.
- (6) Despite subclause (1), the Chatham Islands Council may pay the Mayor of the Chatham Islands Council an allowance for eligible travel time.

13 ICT allowances

Member uses local authority's ICT

- (1) If a local authority supplies ICT to a member for use on local authority business and allows for its personal use, the local authority may decide what portion, if any, of the local authority's costs reasonably attributable to such personal use must be paid by the member.

**Local Government Members (2021/22) Determination
2021**

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Member uses own equipment and consumables

- (2) If a local authority determines that particular ICT equipment is required by members to perform their functions and requests that members use their own equipment for those purposes, the local authority may pay an allowance.
- (3) The matters for which an allowance is payable and the amounts that may be paid for the determination term are as follows:
- (a) for the use of a personal computer, tablet, or laptop, including any related docking station, \$400:
 - (b) for the use of a multi-functional or other printer, \$50:
 - (c) for the use of a mobile telephone, \$200:
 - (d) for the use of ICT consumables, up to \$200.

Member uses own services

- (4) If a local authority requests a member to use the member's own Internet service for the purpose of the member's work on local authority business, the member is entitled to an allowance for that use of up to \$800 for the determination term.
- (5) If a local authority requests a member to use the member's own mobile telephone service for the purpose of the member's work on local authority business, the member is entitled, at the member's option, to—
- (a) an allowance for that use of up to \$500 for the determination term; or
 - (b) reimbursement of actual costs of telephone calls made on local authority business on production of the relevant telephone records and receipts.

Pro-rating

- (6) If the member is not a member for the whole of the determination term, subclauses (3) to (5) apply as if each reference to an amount were replaced by a reference to an amount calculated in accordance with the following formula:

$$(a \div b) \times c$$

where—

- a is the number of days that the member held office in the determination term
 - b is the number of days in the determination term
 - c is the relevant amount specified in subclauses (3) to (5).
- (7) The Remuneration Authority may approve rules proposed by a local authority to meet the costs of installing and running special ICT where, because of distance or restricted access, normal communications connections are not available.
- (8) In this clause, **ICT** means information or communication technology, including—

**Local Government Members (2021/22) Determination
2021**

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- (a) ICT equipment (for example, a mobile telephone and a laptop computer); and
- (b) ICT services (for example, a mobile telephone service and an Internet service); and
- (c) ICT consumables (for example, printer or photocopy paper and ink cartridges).

14 Childcare allowance

- (1) A local authority may pay a childcare allowance to an eligible member as a contribution towards expenses incurred by the member for childcare provided while the member is engaged on local authority business.
- (2) A member is eligible to be paid a childcare allowance for childcare provided for a child only if—
 - (a) the member is a parent or guardian of the child, or is a person who usually has responsibility for the day-to-day care of the child (other than on a temporary basis); and
 - (b) the child is under 14 years of age; and
 - (c) the childcare is provided by a person who—
 - (i) is not a parent of the child or a spouse, civil union partner, or de facto partner of the member; and
 - (ii) does not ordinarily reside with the member; and
 - (d) the member provides evidence satisfactory to the local authority of the amount paid for childcare.
- (3) A local authority must not pay childcare allowances to a member that total more than \$6,000 per annum per child.

*Hearing fees***15 Fees related to hearings**

- (1) A member of a local authority or a board who acts as the chairperson of a hearing is entitled to be paid a fee of up to \$100 per hour of hearing time related to the hearing.
- (2) A member of a local authority or a board who is not the chairperson of a hearing is entitled to be paid a fee of up to \$80 per hour of hearing time related to the hearing.
- (3) For any period of hearing time that is less than 1 hour, the fee must be apportioned accordingly.
- (4) This clause does not apply to—
 - (a) a mayor or a member who acts as mayor and is paid the mayor's remuneration and allowances under clause 8(2); or

**Local Government Members (2021/22) Determination
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- (b) a chairperson of a regional council or a member who acts as chairperson of a regional council and is paid the chairperson's remuneration and allowances under clause 8(2).

Revocation

16 Revocation

The Local Government Members (2020/21) Determination 2020 (LI 2020/160) is revoked.

**Local Government Members (2021/22) Determination
2021**

Schedule

Taupiri Community Board

Office	Annual remuneration (\$)
Chairperson	4,060
Member	2,030

Waimakariri District Council

Office	Annual remuneration (\$)
Mayor	137,500
Deputy Mayor	58,994
Councillor (with portfolio and committee chairing responsibilities) (9)	48,531
Councillor (Minimum Allowable Remuneration)	37,629

Kaiapoi–Tuahiwi Community Board

Office	Annual remuneration (\$)
Chairperson	17,742
Member	8,871

Oxford–Ohoka Community Board

Office	Annual remuneration (\$)
Chairperson	16,715
Member	8,358

Rangiora–Ashley Community Board

Office	Annual remuneration (\$)
Chairperson	22,885
Member	11,443

Woodend–Sefton Community Board

Office	Annual remuneration (\$)
Chairperson	14,658
Member	7,329

Waimate District Council

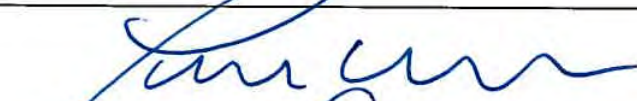
Office	Annual remuneration (\$)
Mayor	87,500
Deputy Mayor	39,465
Councillor (with no additional responsibilities) (7)	26,310
Councillor (Minimum Allowable Remuneration)	19,309

Waipa District Council


Office	Annual remuneration (\$)
Mayor	135,500
Deputy Mayor	43,985
Committee Chair (4)	40,601

**Local Government Members (2021/22) Determination
2021**

Explanatory
memorandum



Chairperson.



Member.

Member.

Explanatory memorandum

This memorandum is not part of the determination, but is intended to indicate its general effect.

This determination comes into force on 1 July 2021 and expires on the close of 30 June 2022.

The mandatory criteria that the Remuneration Authority must have regard to when making a determination covering members of local authorities, local boards, and community boards are listed in clause 7 of Schedule 7 of the Local Government Act 2002. In addition, section 18A of the Remuneration Authority Act 1977 requires the Authority to take into account prevailing adverse economic conditions. This is an important criterion at this time.

Although the economy has proven to be more resilient than predicted at this time last year, the further waves of COVID-19 recurring around the world continue to present a highly volatile and uncertain global environment, which is continuing to have a negative impact on many regions within New Zealand. Given this uncertainty, the Authority has taken a conservative approach to its determination of local government members' remuneration for the 2021/22 year. Some councils have received no increases, while the majority of councils have received a 1% to 1.5% increase to their remuneration. A small number of councils have been given larger increases as part of the phased implementation of the changes the Authority made in 2019 to its approach to determining local government elected members' remuneration. The implementation was delayed in 2020 as a result of the COVID-19 pandemic, so it has resumed this year.

Communications allowance

In the face of COVID-19, most local authorities have had to operate far more extensively in a virtual world. Members are increasingly required to work from home or away from their councils' offices and both members and the public can now attend meetings that are streamed online or via an audio link. This means that members are requiring more reliable, stronger, faster, and fit-for-purpose information and communication services and equipment to support their work. It is the Authority's preference that councils supply the full range of information and communication technology (including mobile telephone and related mobile telephone service) to their members

for use on local authority business rather than requiring members to use their own personal equipment and services. However, if a local authority requires its members to use their own personal equipment, consumables, and services, the Authority has increased the communications allowance to reflect the growing costs of working remotely.

Childcare allowance

The childcare allowance has been in place since 2019 and the Authority has reviewed it, taking into account feedback from a number of local authorities. The Authority has amended the allowance to remove any perceived discrimination based on family status. However, the upper limit of the reimbursement allowance has not changed and remains at \$6,000 per annum.

Vehicle kilometre allowance

The vehicle kilometre reimbursement allowance has been adjusted to reflect the current rates prescribed by the Inland Revenue Department.

All other allowances and hearing fees remain at their 2019 levels until the expiry of this determination.

Governance remuneration pool table

The table below sets out the local government governance remuneration pool, which will apply on and after 1 July 2021, for the councillors of each local authority.

Part 1

Remuneration pools for councillors of regional councils

Council	Governance remuneration pool (\$)
Bay of Plenty Regional Council	869,154
Canterbury Regional Council	964,061
Hawke's Bay Regional Council	557,483
Manawatu-Wanganui Regional Council	638,974
Northland Regional Council	580,951
Otago Regional Council	703,598
Southland Regional Council	555,828
Taranaki Regional Council	473,595
Waikato Regional Council	933,748
Wellington Regional Council	921,454
West Coast Regional Council	322,503

**Local Government Members (2021/22) Determination
2021**

Explanatory
memorandum

**Part 2
Remuneration pools for councillors of territorial authorities**

Territorial authority	Governance remuneration pool (\$)
Ashburton District Council	383,524
Auckland Council	2,556,478
Buller District Council	268,362
Carterton District Council	223,635
Central Hawke's Bay District Council	271,273
Central Otago District Council	280,627
Chatham Islands Council	149,700
Christchurch City Council	1,843,200
Clutha District Council	357,816
Dunedin City Council	1,111,450
Far North District Council	759,201
Gisborne District Council	637,845
Gore District Council	290,725
Grey District Council	252,564
Hamilton City Council	1,200,366
Hastings District Council	798,640
Hauraki District Council	355,461
Horowhenua District Council	439,649
Hurunui District Council	252,564
Hutt City Council	835,500
Invercargill City Council	514,483
Kaikōura District Council	201,271
Kaipara District Council	364,815
Kāpiti Coast District Council	505,129
Kawerau District Council	223,635
Mackenzie District Council	178,908
Manawatu District Council	383,524
Marlborough District Council	589,302
Masterton District Council	392,878
Matamata–Piako District Council	392,878
Napier City Council	724,920
Nelson City Council	609,333
New Plymouth District Council	786,354
Ōpōtiki District Council	215,148
Otorohanga District Council	201,271
Palmerston North City Council	786,354
Porirua City Council	551,900
Queenstown–Lakes District Council	430,295
Rangitikei District Council	290,725
Rotorua District Council	749,084
Ruapehu District Council	299,336

Explanatory
memorandum

**Local Government Members (2021/22) Determination
2021**

Territorial authority	Governance remuneration pool (\$)
Selwyn District Council	486,420
South Taranaki District Council	420,941
South Waikato District Council	374,170
South Wairarapa District Council	245,998
Southland District Council	402,232
Stratford District Council	268,362
Tararua District Council	318,044
Tasman District Council	630,773
Taupō District Council	477,066
Tauranga City Council	1,111,450
Thames–Coromandel District Council	449,004
Timaru District Council	458,358
Upper Hutt City Council	430,295
Waikato District Council	749,493
Waimakariri District Council	495,775
Waimate District Council	223,635
Waipa District Council	477,066
Wairoa District Council	243,210
Waitaki District Council	336,753
Waitomo District Council	215,148
Wellington City Council	1,585,152
Western Bay of Plenty District Council	486,420
Westland District Council	223,635
Whakatāne District Council	467,712
Whanganui District Council	523,837
Whangarei District Council	823,214

Note: The above remuneration pools do not apply to mayors, regional chairpersons, Auckland local board members, or community board members.

However, if a council has delegated significant powers and functions to its community board(s) and as a consequence proposes an increase to the remuneration of community board members, the additional funds will come out of the council's governance remuneration pool.

Issued under the authority of the Legislation Act 2012.

Date of notification in *Gazette*:

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR INFORMATION**

FILE NO and TRIM NO: Byl-52/210715115756


REPORT TO: Council

DATE OF MEETING: 3rd August 2021


AUTHOR(S): Mike Kwant – Community Projects Officer

SUBJECT: 2021 Annual Monitoring report – Northern Pegasus Bay Bylaw 2016 Implementation Plan

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



Department Manager



Chief Executive

1. SUMMARY

- 1.1 The purpose of this report is to inform the Council about progress made during the second and third year (2019/2020) of operation of the *Northern Pegasus Bay Bylaw 2016 Implementation Plan 'Making it Happen'*.
- 1.2 Key achievements in this two year period and issues still to be addressed prior to bylaw review are also noted in the report.

Attachments:

- i. Northern Pegasus Bay Bylaw 2016 Implementation Plan – Monitoring Report December 2017 to December 2020 (Trim 210715115774).

2. RECOMMENDATION

THAT the Council:

- (a) **Receives** report No. 210715115756.
- (b) **Acknowledges** the Northern Pegasus Bay Advisory Group for the ongoing progress made in achieving the *Northern Pegasus Bay Bylaw 2016 Implementation Plan* during its second and third years of operation.

3. BACKGROUND

- 3.1 The *Northern Pegasus Bay Bylaw 2016* was adopted on 5 July 2016 after an extensive public consultation process. Enforcement of the Bylaw was a significant issue for submitters with over 150 comments received relating to its implementation.
- 3.2 The Hearing Panel considered there were a number of tools that could be used to improve the management of the coastal area and ensure the vision encapsulated in the Bylaw *'Northern Pegasus Bay coastal strip – valued, protected and enjoyed by all'* was achieved. These included improved enforcement, education, publicity, community development to empower beach communities, research and monitoring, and additional physical structures.

- 3.3 Council accepted the recommendation from the Hearing Panel that a Bylaw Implementation Plan (the Plan) be developed, incorporating the above elements and using a combined-agency/community approach and this was included as clause 21.2 in the Bylaw.
- 3.4 On 5 December 2017 the Council adopted the *Northern Pegasus Bay Bylaw 2016 Implementation Plan 'Making it Happen'* which was developed in partnership with the Department of Conservation, Ashley Rakahuri Rivercare Group, Te Kōhaka o Tūhaitara Trust, Te Ngāi Tūāhuriri Rūnanga Inc and Environment Canterbury, and in consultation with the wider community.
- 3.5 The Northern Pegasus Bay Advisory Group was established after the adoption of the Plan to oversee its implementation. Other responsibilities included annual reviews of the Bylaw user agreements, developing a research and monitoring programme in conjunction with other parties, overseeing a review of the Ecan Ranger Service contract with the Council, encouraging user groups, residents associations and Community Boards to raise Bylaw awareness in the community and also the reporting to Council on the effectiveness of the Implementation Plan and associated Bylaw.
- 3.6 The first Annual Monitoring Report was completed and presented to Council on the 5th February 2019. This reported on progress in achieving the action items contained within the NPBB Implementation Plan over the previous 12 months. Reporting on implementation progress over the second 12 month period was due to be presented at the April 2020 Council Meeting but this did not occur due to the COVID lock down. The NPBAG agreed to roll the reporting of the 2019 and 2020 years together. Hence, this report refers to progress made on NPBIP actions over this two year period.

4. **ISSUES AND OPTIONS**

- 4.1. Action M.1 in the *Northern Pegasus Bay Bylaw 2016 Implementation Plan* requires progress to be reported annually to the Northern Pegasus Bay Advisory Group and Council by Policy and Strategy in conjunction with Green Space and the Ecan Ranger Service. The Green Space Unit has now taken responsibility for this function although Policy and Strategy provide input as required. The updated annual monitoring report which includes the 2019 and 2020 actions is included as an attachment to this report (Trim 210715115774).
- 4.2. Significant progress has been made in achieving the Plan's action items with a number being completed whilst others being ongoing in nature have led to incremental change over time. Several items that remain to be completed may not be achieved due to changes in the views of stakeholders from what was initially agreed through the bylaw review process such as sentient status for the Ashley – Rakahuri Estuary.

Ongoing issues to be addressed include:

- Future management and protection of the Ashley-Rakahuri Estuary which was a clear priority for submitters, as was the education of beach users through effective communication, signage and enforcement.
- Education of beach users entering at Ashworth's Beach about bylaw rules. Signage upgrades are required for which drafts have been produced and discussed but not finalised. This is actioned through engagement with the Hurunui District Council via membership on the NPBAG and ECAN patrols between Ashworth's Beach and the Waipara River mouth.
- Ensuring adequate resourcing of the Implementation Plan.

- There are mixed views about the impact of commercial horse training on other beach users and the environment. This issue will be considered during the pending Bylaw review.

2019/20 Highlights

- The Northern Pegasus Bay Advisory Group, established on 18 April 2018 and chaired by Councillor Blackie is meeting quarterly to fulfil its terms of reference. The meetings are well attended by the nominated representatives and the attached monitoring report demonstrates the collaborative approach taken by a number of organisations to implement the Plan; a key factor in its success to date.
- A dedicated Green Space staff member provides administrative support for the Northern Pegasus Bay Advisory Group and oversees the implementation of the Plan. A Policy and Strategy staff member also attends NPBAG meetings, providing a link between the bylaw process and the implementation of the plan. Allocating these staff resources is another key success factor and promotes a pro-active, co-operative approach to the management of bylaw-related issues.
- A Hurunui District Council staff representative has been appointed to the Northern Pegasus Bay Advisory Group and his regular attendance ensures effective communication regarding cross-boundary coastal issues.
- Signage – a total of 10 signs have been installed at coastal sites most of which are new signs where a need was identified, whilst a number of existing signs have been updated. A highlight was the new interpretation sign installed at the Ashley Rakahuri Estuary. An artist was engaged to produce original artwork of birdlife found in the estuary and text included to interpret the graphic information and promote the unique environmental values of the estuary. ECAN are utilising this artwork to produce more interpretation signs for the estuary.

Additional signs have also been installed to support the enforcement of the rules such as dogs being prohibited from the estuary and the Ocean Outfall northern limit for vehicle use on the beach.

- Coroner's enquiry recommendation (Kairaki Beach) – the Coroner commenced an enquiry into the death of a whitebaiter who drowned when she accidentally drove into the Waimakariri River in 2017. The recommendations of this enquiry were made in 2021 and in response signage is being altered to warn vehicle owners of the danger of driving too close to the edge of the riverbank.
- Kairaki Beach Car-park - ECAN and Council jointly funded the redevelopment of the Kairaki Beach car park which was completed in August 2020. The redevelopment included a separate beach access lane to reinforce the NPBB vehicle access rules. Additional paths and plantings were also undertaken as part of this upgrade. This development, coupled with the new playground and toilet block in the adjacent reserve, has markedly enhanced the visitor experience in this area.
- Vehicle access – vehicle counters were installed at Kairaki Beach car park and Ashley Estuary car park over Spring 2020 and, although there will be seasonal variations, the counts showed that of the total number of vehicles entering the car park (post redevelopment) 40% were driving onto the beach.
- All abilities beach access - funding has been allocated by the Council in its LTP for providing the long-sought disabled access to beaches at Pegasus and Waikuku in 2022/23 and 2023/24 respectively.

- Other physical works of note include:
 - Additional fencing installed to restrict 4WD access from entering the Pines Beach dune system.
 - Indigenous dune stabilising plantings carried out by ECAN and Te Kōhaka o Tūhaitara Trust at Woodend, Pines Beach Ocean Outfall and Kairaki beaches to enhance coastal ecosystems and provide greater dune stability.
 - Seat installation at the Ashley Rakahuri Estuary, and Waikuku and Woodend beaches to allow visitors to sit and enjoy the natural coastal and estuarine environments.
 - Beach car park access gates – these were relocated and replaced with new gates at both Pegasus and Pines Beach. This will provide for improved visibility, safety, security and access after-hours.
- NPBB Enforcement – The Defendant taken to Court for driving his 4WD in the Ashley-Rakahuri Estuary pleaded guilty to the charges under the RMA. He was discharged without conviction and ordered to pay reparations of \$1006.25 for tow truck fees. This was the successful completion of a lengthy, expensive and staff resource demanding enforcement process. A review of the ECAN and Council enforcement roles and process will also be undertaken using this incident as a case study.

To boost the presence of Rangers on the beach and the promotion of the NPBB, TKTT ran joint patrols with ECAN over the 2019/20 summer and undertook patrols with their own staff over the 2020/21 summer. This has greatly increased the effectiveness of the enforcement programme and is to be undertaken every summer as resources permit.

- Research and Monitoring Programme - A Bylaw Research and Monitoring Programme has been developed to ensure future decisions can be evidence-based. The need for this was highlighted during the review of the effectiveness of the 2010 Bylaw with some submitters stating it had failed to address environmental and safety concerns, others noting that some improvements had been made particularly with regard to vehicle access whilst others sought to maintain the status quo as they considered the Bylaw to be working well.

As part of this programme the following projects were completed over 2019:

- Intercept Survey - an Intercept (face to face) Survey of 300 beach users was carried out from early November 2018 to mid-January 2019 and the results analysed and reported on.
- ECAN patrol records - the ECAN patrol record database dating from the Bylaw's introduction in 2016 was analysed and incident trends identified and reported to Council in 2019. ECAN are now able to analyse their data and they provide the NPBBAG with quarterly comparisons of data to identify trends in incident type and number.
- Bird Counts – bird count data collected in the Ashley Rakahuri Estuary and provided by ARRCG (collected since 2012 by Nick Allen of Birds NZ) was analysed and a report written. This was considered by Council in 2019.
- GEOG 309 student research – Geography students from the University of Canterbury studied two user groups' activities as follows:
 - 2019 - Commercial horse trainer activity.
 - 2020 – Vehicle activity at Kairaki Beach.

This was to assess the levels of use, behaviour patterns and the impact on both the environment and beach users. Reports were produced in fulfilment of course requirements and provided to Council.

This research and analysis has enabled a baseline to be established for monitoring the effectiveness of the Bylaw with regard to driving on the beach and commercial horse training. As future data is collected trends over a number of key aspects will be able to be identified.

- Tuatua Research – To raise the NPBAG’s awareness of the management of the tuatua fishery, presentations by both Allen Frazer of MPI and Hadleigh Galt of Cloudy Bay Clams were arranged. Concerns continue to be raised regarding the long term impacts on the tuatua shellfish beds being affected by horse riding/training and vehicle activity on the foreshore and in-shore harvesting of clams. Cloudy Bay Clams has been in contact with WDC and will ensure consultation over methodology to ensure concerns re tuatua population trends are considered.

4.3. **Key issues to be addressed**

- Progress has not been made on the development of a Fenton Reserve Agreement and Code of Conduct due to agreed actions not being completed. A draft Agreement prepared by Council staff in 2016 and revised in 2018 in collaboration with the Fenton Reserves Trustee representative did not progress further due to lack of feedback from the Trustees. Without this feedback the sign-off of a final document by the three parties involved has not been possible.

Operationally this is not currently an issue as there have been no recorded issues regarding the use of the Ashley-Rakahuri Estuary by Fenton Trustees. However, the Trustees were made exempt from the Bylaw on the understanding an agreement would be in place and this issue will need to be revisited during the review of the effectiveness of the 2016 Bylaw.

- Although a significant improvement has been made to beach signage there is an ongoing need to review and update signage to ensure it continues to be an effective tool for successfully raising public awareness of the Bylaw. Without this it is difficult to expect beach users to abide by the rules and enable their effective enforcement.

It should be noted that signs must be well-designed with effective graphics and minimal text, well positioned and minimal in number to avoid sign pollution and loss of visual impact. To this end an inventory of all signs has been undertaken with signage changes completed which:

- Firstly, ensures existing signage is correct, up to date and in good condition.
- Secondly, ensures an appropriate amount of signage is provided in the right place. In response to reviewing signage position and number eight new signs and two replacement signs were installed in 2019. Further signage that was replaced and added in 2020 include:
 - Kairaki Beach Car park signage as part of the car park redevelopment project
 - Ocean outfall signage
 - Ashley – Rakahuri Estuary Spit dog signage.

Of the 300 respondents to the Beach Users Intercept Survey carried out in the 2018/19 summer, 50% were aware of some of the Bylaw rules or controls on activities and this is a statistic we are seeking to further enhance. Signage is a key factor in raising awareness with 52% of aware survey respondents being made aware through existing signage. The next highest method of raising awareness was word of mouth at 21%. There are plans to repeat the intercept survey in November/December 2021 to determine whether awareness has been raised since the last survey was carried out.

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

5. COMMUNITY VIEWS

5.1. Mana whenua

Te Ngāi Tūāhuriri hapū were partners in the development of this Bylaw and the significance of the land and resources within the Bylaw area to Ngāi Tahu and Ngāi Tūāhuriri was highlighted during the Bylaw submission process resulting in a section on Te Ngāi Tūāhuriri values in the Bylaw's preamble.

Te Ngāi Tūāhuriri has provided representation at the NPBAG meetings when these initially commenced in 2018.

The Northern Pegasus Bay coastal area and in particular the Waimakariri River Mouth, Rakahuri Awa/Ashley River and associated wetlands was a significant mahinga kai area for Ngāi Tahu and Ngāi Tūāhuriri. Mahinga kai is an important value and activity that will be acknowledged and provided for within the Bylaw process and through ongoing partnership.

5.2. Groups and Organisations

A draft of this annual monitoring report was presented to the Northern Pegasus Bay Advisory Group at its meeting on 24th February 2021.

The annual monitoring report will also be circulated to the Community Boards for their information.

The draft monitoring report has been circulated to the Environment Canterbury Ranger Service, Te Kōhaka o Tūhaitara Trust, DOC and Policy and Strategy for their input.

5.3. Wider Community

The wider community will be informed of highlights via a press release after the report has been received by the Council.

6. IMPLICATIONS AND RISKS

6.1. Financial Implications

Achieving the Implementation Plan has resource implications for all of the Plan's partners. All but Te Ngāi Tūāhuriri Rūnanga Inc confirmed their commitment to implementing plan actions at the time the Plan was adopted by Council.

Most of the actions relating to the Council are covered within existing operational budgets. The two big items of capital expenditure, sealing the Kairaki Beach car park and improving access to the beach for people with mobility issues, were discussed by the Council as part

of the 2018-28 Long Term Plan deliberations were included in the 2018-28 Long Term Plan. The disability access is still included in the Council's 2021-31 Long Term Plan.

6.2. Sustainability and Climate Change Impacts

The goals of the NPBB have sustainability and climate change impacts. The Implementation Plan highlights that:

"Protecting foreshore habitats, dune systems, and the wildlife and vegetation in the estuaries and lagoons was identified as a priority during the review and consultation process..."

Ensuring the protection and enhancement of wildlife habitats will have a positive impact on minimising the impacts of climate change.

Caring for natural resources and putting the environment at the heart of decision making is an essential part of mitigating climate change and the achievement of actions in the Implementation Plan will contribute to this.

6.3. Community Implications

There was a notable level of dissatisfaction with the implementation of the 2010 Bylaw when it was reviewed in 2015. The need for effective monitoring and implementation of the 2016 Bylaw was also highlighted during public consultation processes. The collaborative efforts of those involved and achievements to date appear to be well received by the community.

6.4. Risk Management

There is likely to be stakeholder/ public dissatisfaction if the Implementation Plan is not substantially achieved over time and any concerns will be highlighted during the next Bylaw review process.

There have been delays in installing Bylaw signage at the northern access (Ashworth's) to the Ashley-Rakahuri Estuary and the northern boundary of the District. Several site visits with the representative of the Fisherman's Association and the Hurunui District Council, as well the attendance of Council staff at one of the Association's meetings, has provided a better understanding of their concerns in relation to the area north of the Ashley-Rakahuri Estuary. Addressing signage needs at this location is more complex because of the different Bylaw rules that apply to the two adjacent Districts, but agreement has been reached between the three agencies concerning the best approach to take. Draft signs are currently being developed.

Cultural interpretation signage for the estuary being designed by ECAN has been subject to a protracted process of approval from stakeholders. While this has delayed the installation of the signage, the consultation carried out to date will ensure respective interests will be well considered and culturally appropriate.

6.5. Health and Safety

A key objective of the *Northern Pegasus Bay Bylaw 2016* is to promote public health and safety. General actions in the Implementation Plan, such as those relating to education, signage and enforcement promote this. More specific actions such as PS.5 (investigate

the feasibility of providing alternative horse loop trails), and ED.6 (monitor and provide advice about the use of long lines on the beach), are also relevant. The achievement of these actions has also supported the mitigation of risk.

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 Implementation Plan is empowered by the *Northern Pegasus Bay Bylaw 2016* which in turn is mandated by the *Local Government Act 2002 (sections 145, 146 (b)(vi) and 153 (3))* and the *Land Transport Act 1998 (sections 22AB(1)(b), 22AB(1)(c), 22AB(1)(f) and 22AB(1)(zk))*.

The following legislation also impacts on the management of the coastal environment.

Treaty of Waitangi
New Zealand Bill of Rights Act 1990
Resource Management Act 1991
Marine and Coastal Area (Tukutai Moana) Act 2011
Wildlife Act 1953
Marine Mammals Protection Act 1978
Conservation Act 1987
Ngai Tahu Claims Settlement Act 1998
Reserves Act 1977
Dog Control Act 1996
Forest and Rural Fires Act 1977

7.3. Consistency with Community Outcomes

The Council's community outcomes are relevant to the actions arising from recommendations in this report and include the following:

Effect is given to the principles of the Treaty of Waitangi

Māori cultural identity, values and aspirations are reflected in built and natural environments.

There are wide ranging opportunities for people to contribute to the decision making that affects 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.

Opportunities for collaboration and partnerships are actively pursued.

There is a safe environment for all

Our District has the capacity and resilience to quickly recover from natural disasters and adapt to the effects of climate change.

There is a healthy and sustainable environment for all

People are actively encouraged to participate in improving the health and sustainability of our environment.

People are connected to the natural world within the built environment.

Indigenous flora and fauna, and their habitats, especially Significant Natural Areas are protected and enhanced

Conservation, restoration and development of significant areas of indigenous vegetation and/or habitats is actively promoted.

7.4. **Authorising Delegations**

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

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

Northern Pegasus Bay Bylaw 2016 Monitoring Report – December 2017 to December 2020

ACTION	PARTIES INVOLVED	PRIORITY & TIMEFRAME	PROGRESS TO DATE
Short Term and Ongoing Actions - Within 1 Year			
Cultural Values			
CV.3 Hold discussions with Te Ngāi Tūāhuriri Rūnanga about opportunities for developing partnerships in the achievement of the Northern Pegasus Bay Bylaw 2016 Implementation Plan. (1.1, 1.2, 7.3)	WDC Green Space Team and Te Ngāi Tūāhuriri Rūnanga	Ongoing At WDC/ Runanga annual hui and executive meetings	Te Ngāi Tūāhuriri Rūnanga representation on the NPBAG was first sought in March 2018 but to date no representative has been provided.
CV.4 Discuss the potential for establishing a site for scattering ashes on Te Kōhaka o Tūhaitara Trust land. (1.1)	WDC Green Space Team, in consultation with Te Ngāi Tūāhuriri Rūnanga and Te Kōhaka o Tūhaitara Trust	Within 6 months June 2018	General Manager of Te Kōhaka o Tūhaitara Trust to discuss with Trustees who will decide on consultation process with Ngai Tuahuriri. Awaiting Runanga confirmation and will be discussed at Te Kōhaka o Tūhaitara Trust's February 2021 meeting. No progress.
Ashley-Rakahuri Estuary			
ARE.2 Initiate discussions with other organisations to decide on a process, timeframe and funding for the development of a management plan for the Estuary. (2.1, 2.2, 2.3, 2.4, 7.3, 8.1)	Advisory Group	Within 1 year 2018	Policy and Strategy made a submission to ECan's 2018-2028 LTP in March 2018 requesting that ECan bring forward work on developing the management plan to the 2018/19 financial year. ECan have not committed to a timeframe for initiating a management plan.
Physical Structures			
PS.6 Investigate the feasibility of sealing the Kairaki Beach car park as a joint ECan/WDC project. (3.1, 3.2, 3.4, 7.3)	WDC Green Space Team and ECan Rangers	Works commence March 2020.	Both the Council and ECan allocated \$80,000 for this project in the 2019/20 financial year. PDU awarded the contract to Pidgeon Contracting and works were completed in August 2020. Modifications to the car park layout and revision of signage and positioning has been done to slow and direct traffic as well as to help ensure vehicles entering the beach are compliant with the NPBB.

ACTION	PARTIES INVOLVED	PRIORITY & TIMEFRAME	PROGRESS TO DATE
<p>PS.1 Create design guidelines for signs and physical structures used in the Northern Pegasus Bay coastal strip. (3.1, 4.1, 4.2, 4.3, 4.4)</p>	<p>ECan in consultation with WDC Green Space Team and the advisory group</p>	<p>Within 6 months June 2018</p>	<p>ECan, Te Kōhaka o Tūhaitara Trust and WDC are using consistent design standards along the Coastal Park and Reserve to provide cohesive signage in this contiguous area and avoid confusion for the public.</p>
<p>PS.2 Identify the existing physical structures used to enforce the Bylaw and review their effectiveness, environmental impact and accessibility. (3.2)</p>	<p>WDC Green Space Team and ECan Rangers</p>	<p>Within 6 months June 2018</p>	<p>Existing fencing structures have proven to be effective at Kairaki & Pines Beaches to restrict 4WD vehicles from accessing susceptible dunes. Natural sand dune building processes are taking place where these have been installed. In 2020 additional fencing was installed at Pines Beach and locked gates on beach access roads have been relocated and replaced at Pines and Pegasus Beaches to enhance security and minimize vandalism. Ashley Rakahuri Estuary carpark gate to be replaced with vandal resistant locking system in 2021.</p>
<p>PS.3 Identify opportunities for new structures, including park furniture, that will assist with Bylaw enforcement, direct people to destination points and enhance users' park experience, for example, a viewing platform for people with mobility issues. (3.2, 3.3, 3.4)</p>	<p>WDC Green Space Team, ECan Rangers and Te Kōhaka o Tūhaitara Trust in consultation with the advisory group</p>	<p>Within 6 months June 2018</p>	<p>Additional fences of existing designs were installed in June 2018 and December 2019 to restrict 4WD's from accessing dunes in various locations between Kairaki and Pines Beach Ocean Outfall. An on-site meeting was held with the Pines Beach residents group to ensure appropriate positioning and that legitimate public access was not adversely affected.</p> <p>Cable and bollard fence pedestrian access points have been modified to ensure ease of wheelchair access at the Ashley Rakahuri Estuary car park.</p> <p>Pegasus Beach access has been improved in 2020 to enhance accessibility for the less physically with removal of sand and laying of metal to provide a gently sloping hard surface to the front dunes.</p> <p>New seats installed at Ashley Rakahuri Estuary (1), Waikuku (1) and Woodend Beaches (1) (2018 – 2019).</p> <p>Viewing platform installation (See W.3).</p>
<p>PS.4 Prepare a programme of physical structures to be installed including estimated costs, priorities and timeframes for inclusion in WDC and ECan 2018-2028 LTP's. (3.1, 3.2, 3.3, 3.4)</p>	<p>WDC Green Space Team and ECan Rangers and Te Kōhaka o Tūhaitara Trust</p>	<p>Within 6 months June 2018</p>	<p>The action was completed for the 2018-2028 LTP and in addition to this the draft 2021-2031 LTP includes an annual budget for NPBIP action point implementation. Details of structures to be funded are included in annual budgets.</p>

ACTION	PARTIES INVOLVED	PRIORITY & TIMEFRAME	PROGRESS TO DATE
Signage			
S.1 Update and complete register of all current coastal signs (4.1, 4.2, 4.3)	ECan Ranger Service	Within 6 months June 2018	A register of all current coastal signs has been completed by the ECan Ranger Service (May 2018).
S.2 Determine the minimum signage needed to inform beach users, taking into account important access points and key issues at each site. Assess the adequacy of existing signage within this framework and prepare a signage programme including estimated costs, priorities and time frames. (4.1, 4.2, 4.3, 4.4, 4.5)	ECan Rangers in conjunction with WDC Green Space Team and in consultation with Te Kōhaka o Tūhaitara Trust	Within 6 months June 2018	Register of signs completed and signage deficiencies identified and addressed with new signs installed in all beach areas in 2019.
S.7 Carry out user testing on the proposed signage programme prior to installation. (4.1, 4.2, 4.5, 7.4)	ECan in consultation with the WDC Green Space Team	Within 1 year September 2018	Discussed with a key submitter to the NPBB 2016 who is happy to see WDC address existing signage issues with new signs without further consultation. NPBBAG, including stakeholders such as user groups, consulted in new signage development programme ensuring proposed signs were user friendly/effective.
S.6 Ensure clear signage is provided about the Bylaw rules relevant to the Estuary, such as dog control and no-go areas. (2.1, 2.2, 2.3, 4.1, 4.2)	ECan Rangers in conjunction with the WDC Green Space Team	Within 1 year November 2018	Installed replacement sign which clearly states "Dogs permitted on beach only" and "No Dog" pictogram. New interpretation panel promotes wildlife values that the NPBB seeks to protect. In 2020 ECAN installed new signage at start of Ashley Rakahuri spit to ensure dog walkers on beach do not cross over into estuary.
S.3 Install signage as per signage programme. (4.1, 4.2, 4.3, 4.4, 4.5)	ECan Rangers in conjunction with WDC Green Space Team and Te Kōhaka o Tūhaitara Trust	Within 1 year November 2018 (most signs)	Signage installation completed June 2019.
		Within 2 years 2019 (interpretation signs)	Interpretation signage installed June 2019.
Education			

ACTION	PARTIES INVOLVED	PRIORITY & TIMEFRAME	PROGRESS TO DATE
ED.7 Promote the cultural and ecological values of the Tūhaitara Coastal Park. (1.1, 5.1, 5.3)	Te Kōhaka o Tūhaitara Trust	Ongoing	Te Kōhaka o Tūhaitara Trust proactively promotes the values of the park and surrounding areas. The Trust's website and brochure are updated on an ongoing basis.
ED.5 Make whitebaiters aware of wildlife issues, including the importance of driftwood areas above high tide for nesting birds, and whitebaiting rules, by handing out educational brochures when keys are given out and during interactions with Rangers. (2.1, 2.2, 2.3, 5.1, 5.3, 7.2)	WDC Green Space Team and ECan Ranger Service	Ongoing December 2017	ECan and Green Space staff promote awareness through discussions and handouts every season during monitoring and enforcement operations. The Ashley Rakahuri whitebait gate permit has been revised to include a section of the 'Driving on the Beach' brochure which refers to the purposes of the NPBB and this was used in the 2019 season onwards.
ED.6 Monitor and provide advice about the use of long lines on the beach with a view to keeping all beach users safe. (5.1, 10.2)	ECan Rangers	Within 6 months Ongoing	Ongoing. No issues reported to date although anecdotal evidence re vehicle/long line conflict.
ED.1 Encourage user groups, residents associations and community boards to educate the community about the Bylaw to bring about a cultural shift in attitudes. (5.2, 7.2)	Advisory group in conjunction with the Kaiapoi- Tuahiwi and Woodend-Sefton Community Boards and other interested parties	Within 1 year Ongoing	NPBAG members discussed options for educating the community at their June 2018 meeting. The promotion of the NPBB is effectively being done through many channels including word of mouth/one on one discussions. There have not been any events or campaigns specifically targeting the promotion of the Bylaw. Canterbury Watersports Association (CWA) have been supplied with kite surfers' user agreement brochures and their website now has a link to this brochure on the WDC website.
ED.3 Revise Bylaw educational brochures and make available for distribution to beach users. (1.1, 5.1, 5.3)	Policy and Strategy ECan in consultation with the WDC Green Space Team and ECan	Now December 2017	ECan Rangers have brochures in their patrol vehicles to hand out as required. The ECan brochures have been revised and reprint completed for distribution. The commercial horse trainer's brochure requires updating to reflect changes resulting from the annual review of the user agreement.

ACTION	PARTIES INVOLVED	PRIORITY & TIMEFRAME	PROGRESS TO DATE
<p>ED.2 Develop educational videos involving members of the community and utilise social media to educate beach users about key Bylaw issues and the cultural significance of the area. (1.1, 5.1, 5.3, 6.2, 7.2)</p>	<p>WDC Communications and Engagement Team in consultation with the WDC Green Space Team, ECan Rangers, Te Kōhaka o Tūhaitara Trust and the advisory group</p>	<p>Within 1 year December 2018</p>	<p>Green Space and the WDC Communications and Engagement Team have produced a number of videos targeted at specific activities carried out by beach users and these have been posted on WDC Facebook and the WDC Website in November 2018.</p> <p>There has also been be a 30 second video produced to promote the NPBB which was shown at the Rangiora Town Hall movies over three summer school holiday period from 2018/19 to 2020/2021. This is great exposure with 70 movies being held per week for 8 weeks.</p>
<p>ED.4 Inform microlight operators at the Rangiora Airfield about the wildlife values of the Ashley-Rakahuri Estuary and the need to protect the birds there. (2.1, 2.2, 2.3, 5.3, 7.2)</p>	<p>Ashley-Rakahuri Rivercare Group supported by ECan Ranger Service</p>	<p>Within 1 year 2018</p>	<p>CAA followed up a complaint re low flying microlights over the Ashley Rakahuri Estuary in February 2020. This resulted in the pilot being warned and required to both apologise and promote the values of the estuary and requirement to avoid low flying. The pilot involved was a trainer who published an article in the RAANZ newsletter/magazine to promote pilot awareness of the ecological values of the estuary and avoiding this area when flying.</p>
Publicity			
<p>P.1 Develop a publicity campaign for when the new Bylaw signage is installed. (4.5, 5.1, 6.1, 6.2, 6.3)</p>	<p>WDC Communications and Engagement Team in consultation with WDC Green Space Team</p>	<p>Within 6 months June 2018 Ongoing</p>	<p>WDC Communications and Engagement Team promoted signage installs through media release in June 2019.</p>
<p>P.3 Work with relevant recreation organisations to ensure their members are aware of Bylaw rules. (5.1, 6.2, 7.3)</p>	<p>ECan Ranger Service, WDC Green Space Team and Te Kōhaka o Tūhaitara Trust</p>	<p>Within 6 months June 2018</p>	<p>Green Space works closely with the Ashley Fisherman's Association and has presented at one of their meetings to promote the NPBB.</p> <p>Canterbury Watersports Assoc. contacted in Feb 2020 and promotional material is now being distributed to members.</p> <p>Met with commercial horse trainers to review user agreement and discuss research by GEOG 309 students.</p> <p>Annual discussions with Surf LifeSaving Association when arranging summer patrols.</p> <p>Other recreational groups affected by the NPBB still to be contacted e.g. 4WD clubs, Canterbury Blokart Club etc.</p>

ACTION	PARTIES INVOLVED	PRIORITY & TIMEFRAME	PROGRESS TO DATE
<p>P.2 Carry out an annual Bylaw publicity programme highlighting Bylaw rules and coastal values and addressing any current issues, for example, vehicle use of the beach. (5.1, 5.3, 6.1, 6.2, 6.3, 7.3)</p>	<p>WDC Communications and Engagement Team in conjunction with WDC Green Space Team, ECan and Te Kōhaka o Tūhaitara Trust</p>	<p>Within 1 year Before Christmas Holidays 2018 and every year thereafter</p>	<p>Green Space met with WDC Communications and Engagement Team in May 2018 to discuss a publicity campaign which will include videos, media releases, the web site and facebook posts.</p> <p>Videos were released for viewing at the Rangiora Town Hall Movie Theatre, on WDC Facebook and on the WDC website (See ED.2).</p> <p>Media releases were sent out in 2018 to raise public awareness about driving 4WD in the dunes and vandalism issues.</p> <p>Compass FM interview held to promote NPBB rules prior to Christmas 2020.</p> <p>Media release by Stuff.co promoting NPBB with quotes from Simon Woods January 2021.</p>
Working With Others			
<p>W.2 Support the Tūhaitara Coastal Park foredune bio-node project and look for opportunities to extend this programme into the Northern Pegasus Bay coastal strip. (7.1, 7.2, 7.3)</p>	<p>Te Kōhaka o Tūhaitara Trust in conjunction with schools and community groups and supported by WDC Green Space Team, ECan Ranger Service and the advisory group</p>	<p>Ongoing</p>	<p>ECan and TKoT have commenced fore-dune planting at fore-dune sites including Pegasus Beach, Woodend Beach, Ocean Outfall and Kairaki. Further dune plantings have been carried out around new sections of dune fencing and at Pines outfall. New fencing has been installed at the Woodend Beach spinifex site with pingao and spinifex seedlings ordered from the Coastlands Nursery.</p> <p>TKoT are also partnering with the Coastal Restoration Trust to establish monitoring points along the coastline to track progress.</p> <p>This work is ongoing and there has been good progress on fore dune planting sites and 50m x 1.5 km transect north of Tutaepatu Lagoon to Gladstone Road in partnership with the Coastal Restoration Trust.</p> <p>2021 programme forecasts the planting of 1500 spinifex and 500 pingao at three foredune locations, Pegasus Beach, Woodend Beach and transect adjacent to Tutaepatu.</p>
<p>W.6 Support predator control efforts in the Ashley–Rakahuri Estuary by locals. (2.1, 2.3, 2.4, 7.1, 7.2, 7.3)</p>	<p>DOC and ECan</p>	<p>Within 6 months Ongoing June 2018</p>	<p>DOC supported the ARRC Group to set up a community trapping programme in the Estuary, with a \$6000 grant to buy traps. The ARRC group are operating trap lines with support from ECan and a Waikuku resident is leading this operation. ECan also undertaking pest control operations.</p>

ACTION	PARTIES INVOLVED	PRIORITY & TIMEFRAME	PROGRESS TO DATE
W.7 Establish an advisory group to supercede the Northern Pegasus Bay Bylaw Implementation Plan Working Party. (7.1, 7.2, 7.3)	WDC Green Space Team	Within 6 months Community & Recreation Committee meeting – 27 March 2018	The terms of reference for the Northern Pegasus Bay Advisory Group were adopted by Council on 5 December 2017. The first meeting of the group was held on 18 April 2018.
W.4 Discuss inter-related coastal matters, including the implementation of the two Bylaws and representation on the advisory group with the Hurunui District Council. (7.3)	WDC Green Space Team, ECan Rangers and Hurunui District Council	Within 6 months June 2018	Hurunui District Council is represented on the Northern Pegasus Bay Advisory Group.
W.8 Establish a database of residents and groups willing to become involved with Northern Pegasus Bay Bylaw 2016 Implementation Plan activities. (7.1, 7.2, 9.2)	WDC Green Space Team	Within 6 months June 2018	Contact list of NPBB 2016 submitters filed of those who indicated they would be willing to continue to be involved with coastal management issues.
W.5 Encourage beach users and other voluntary groups to hold an annual beach clean-up day. (7.2, 7.3)	WDC Green Space Team, beach user groups, other voluntary groups, the advisory group, Community Boards and WDC Communications and Engagement Team.	Within 1 year February 2018	Beach cleanup events supported by Council include: 1. Rangiora Lions - Kairaki/Pines - 14 th December 2017 2. Waikuku Beach residents - 9 th December 2017 3. Rangiora Lions & Leos – Keep NZ Beautiful Waikuku Beach 5 th September 2019
W.3 Discuss with the Waikuku Beach Surf Club options for providing disabled access at Waikuku Beach and recommend a solution for consideration by WDC and ECan Councillors. (3.1, 3.2, 3.3, 7.3, 7.4)	WDC Green Space Team, ECan Rangers, Waikuku Beach Surf Club	Within 1 year July 2018	\$53.4k is included in the draft 2021/2031 LTP for Pegasus and Waikuku Beaches disabled access and viewing platforms for 2022/23 and 2023/24. Design options will be developed for consultation closer to the time.

ACTION	PARTIES INVOLVED	PRIORITY & TIMEFRAME	PROGRESS TO DATE
W.1 Investigate community support for reinvigorating a residents group at Waikuku Beach to support the Implementation Plan actions. (5.2, 7.1, 7.2)	WDC Community Team in conjunction with the advisory group	Within 1 year 2018	The formation of a resident's group is a community driven action based on there being sufficient interest by residents and then supported by the Community Team. In May 2019, a Waikuku Beach resident was nominated to represent the community on the NPBAG and is now attending.
User Agreements			
UA.1 Develop a Fenton Reserve Code of Conduct for sign off by the Council and Fenton Reserve Trustees. (1.1, 1.2, 2.1, 2.3, 7.2, 7.3, 8.1, 9.1)	Fenton Reserve Trustees and Council	Within 6 months March 2018	Policy and Strategy and Green Space held a meeting on 15 June 2018 with the Fenton Reserve Trustee representative and ECan to discuss changes to the draft Code of Conduct as well as the process for approval. The project is awaiting feedback from the Trustee representative. The draft Code of Conduct was revised in June and recirculated for comment. Policy and Strategy has followed this matter up but has not managed to progress the matter to date.
UA.2 Sign a Fenton Reserve Agreement between the Council, Environment Canterbury and Fenton Reserve Trustees (1.1, 1.2, 2.1, 2.3, 7.2, 7.3, 8.1)	WDC Policy and Strategy and Green Space Units, ECan, Fenton Reserve Trustees	Within 6 months June 2018	Policy and Strategy and Green Space held a meeting on 15 June 2018 with the Fenton Reserve Trustee representative and ECan to discuss changes to the draft Agreement as well as the process for approval. The project is awaiting feedback from the Trustee representative. The draft agreement was revised in June and recirculated for comment. Policy and Strategy has followed this matter up but has not managed to progress the matter to date.
Enforcement			

ACTION	PARTIES INVOLVED	PRIORITY & TIMEFRAME	PROGRESS TO DATE
<p>E.2 Report regularly to the advisory group on beach users perceived level of awareness of Bylaw rules and number of incidents recorded on the ECan database. (9.2)</p>	<p>ECan Ranger Service and the advisory group</p>	<p>Within 6 months Advisory Group programmed meetings</p>	<p>The ECan Ranger Services provided an initial incident report for the months of December 2017 to February 2018 at the NPBAG meeting held on 18 April 2018. Reports are now provided at each NPBAG meeting. WDC was given access to ECan incident database in December 2018 for data analysis and ECan provide database records annually on request.</p> <p>Policy and Strategy in conjunction with Green Space undertook an intercept survey of 300 beach users over the 2018/19 summer. This survey collected information re the nature of the users, their perceptions of the beach and their awareness of the Bylaw. A report was written with findings from the data collected.</p> <p>User survey conducted by GEOG 309 students in 2020 to assess beach users' awareness of the NPBB rules pertaining to vehicle useage on the beach. Results reported in Research Paper written as part of completion of course.</p>
<p>E.4 Review the Enforcement Services contract between ECan and the Council, including the determination of new levels of service. (9.1, 9.2)</p>	<p>ECan Ranger Service and WDC Green Space Team</p>	<p>Within 6 months February 2018</p>	<p>ECan Rangers have revised the annual patrol hours, targeting high use periods. This service has been supported by the TKTT over the 2019/2020 and 2020/21 summers including evening patrols.</p>
<p>E.3 Establish a 2016/17 baseline for monitoring the number of incidents received by ECan and WDC related to Bylaw enforcement. (9.2, 10.2)</p>	<p>ECan Ranger Service and WDC Green Space Team</p>	<p>Within 6 months June 2018</p>	<p>ECan Rangers have forwarded WDC data from their incident database (December 2018) which has provided base line data for monitoring incident trends. This will help inform the 2016 Bylaw effectiveness review. Data collected over 2019 has also been provided and is awaiting analysis.</p>
<p>E.6 Encourage Estuary users via promotional material and on signage to report offences to ECan for follow up, including recording licence plate numbers. (2.1, 7.1, 7.2, 9.1, 9.2)</p>	<p>ECan Ranger Service, and WDC Green Space Team</p>	<p>Within 1 year November 2018</p>	<p>Whilst promotional material published by ECan and WDC does not encourage visitors to report offences, the snap/send/solve APP is promoted on the WDC website and on coastal signage as a contact tool to report non-urgent issues. ECan Rangers on patrol also encourage beach users to report issues.</p> <p>The level of reporting incidents to Ecan is increasing, as is the number of comments on Council's social media.</p>

ACTION	PARTIES INVOLVED	PRIORITY & TIMEFRAME	PROGRESS TO DATE
E.1 Carry out a combined agency enforcement operation in the Northern Pegasus Bay coastal strip each year. (9.1)	NZ Police, WDC ESU Unit, WDC Green Space, ECan Ranger Service, DOC and Te Kōhaka o Tūhaitara Trust	Within 1 year December 2018 and every year thereafter	A combined enforcement operation was held with Green Space and ECan at Kairaki in April 2018 and WDC, ECan, TKoT, FENZ, Birds NZ and the ARRC Group on November 10 th 2018. ECan/TKTT joint patrols occurred over the 2019/2020 and 2020/21 summers.
E.5 Review annually the effectiveness of the agreed WDC/ECan enforcement process. (9.3, 10.1a, 11.1)	ECan Ranger Service and WDC Green Space Team	Within 1 year 2018	Warning process for breaches of the NPBB has been reinforced with ECan Rangers (2018). Review of enforcement process to occur at the conclusion/debrief following the sentencing of vehicle owner responsible for the Ashley Estuary incident that occurred New Year's Eve 2018. This process has been outlined and discussed reviewed at the November 2020 meeting of the NPBAG and awaiting review.
Research and Monitoring			
M.4 Monitor levels and characteristics of the kite surfing activity in the Ashley-Rakahuri Estuary using the ECan Ranger Service Info tool. (2.1, 2.2, 2.3, 2.4, 8.3, 10.1c, 10.1e, 11.1)	ECan Ranger Service, user groups and residents feeding into ECan database	Within 6 months Ongoing	ECan Ranger Services advised that kite-surfers are usually in the open sea. One complaint received from ARRC Group in January 2019 advising of kite surfers riding outside of the permitted area no further complaints received since this time.
M.6 Monitor levels of motorised water sports occurring in the Ashley-Rakahuri Estuary using the ECan Ranger Service Info tool. (2.1, 2.2, 2.3, 2.4, 10.1e)	ECan Ranger Service and Waikuku Beach residents feeding into ECan database	Within 1 year Ongoing	A number of reports from a Wailuku Beach resident re ongoing jet ski use in the estuary at high speeds. The issue of ECan's enforcement process for the Navigation Safety Bylaw 2016 after hours/weekend is being reviewed as is the sites where launching is occurring in order to deter this behavior i.e. Saltwater Creek/SH1.

ACTION	PARTIES INVOLVED	PRIORITY & TIMEFRAME	PROGRESS TO DATE
<p>M.11 Continue to develop working relationships with tertiary education providers. (10.2, 10.3)</p>	<p>The advisory group, ECan, Te Kōhaka o Tūhaitara Trust and Te Ngāi Tuahuriri Runanga</p>	<p>Within 6 months 2018</p>	<p>TKoTT has completed a coastal mapping project with the University of Canterbury's Geography Department and the research document has been made available to partner groups.</p> <p>TKoTT hosted GEO309 students in 2020 with two projects, the establishment of the Transect north of Tūtaepatu Lagoon and the possible opening of the Pines Beach Wetland to the sea. Research reports are available on the Trust website</p> <p>There will be ongoing collaboration with the U of C to facilitate research projects in the Tuhaitara Coastal Park.</p> <p>Policy and Strategy engaged a group of U of C GEOG 309 students in 2019 and 2020 who researched the Commercial horse trainer activity and vehicle useage at Pines/Kairaki in these years respectively. This is part of the Bylaw Research and Monitoring Programme.</p>
<p>M.1 Monitor progress on achieving the Implementation Plan and report annually to the advisory group and Council. (10.1g, 11.1)</p>	<p>WDC Policy and Strategy in consultation with the advisory group, WDC Green Space Team and ECan Ranger Service</p>	<p>Within 1 year December 2018</p>	<p>A template has been established for annual reporting.</p> <p>A report for the period December 2017 to December 2018 was presented at the 5th and 20th February 2019 meetings of the Council and NPBAG respectively.</p> <p>There was no report completed in 2020 with Council meetings cancelled due to COVID restrictions. It was agreed that the reporting for 2019 and 2020 be combined.</p>
<p>M.2 Report on an annual basis to the advisory group on progress with the Bylaw research and monitoring programme. (10.1 a-f, 11.1, 11.2)</p>	<p>WDC Policy and Strategy in consultation with WDC Green Space Team and the ECan Ranger Service</p>	<p>Within 1 year 2018</p>	<p>Policy and Strategy presented the draft NPB Bylaw Research and Monitoring Programme to the NPBAG's November 2018 meeting. The following reports were presented on completion in 2019 & 2020:</p> <ul style="list-style-type: none"> • Intercept Survey • ECAN Patrol Records Database • Ashley Rakahuri Estuary Bird Counts • GEOG 309 Commercial horse trainer research • GEOG 309 Vehicle use report

ACTION	PARTIES INVOLVED	PRIORITY & TIMEFRAME	PROGRESS TO DATE
<p>M.3 Regularly monitor the use of the designated commercial horse training area at Woodend Beach as per agreed methodology. (8.2, 10.1b, 11.2)</p>	<p>ECan Ranger Service</p>	<p>Within 1 year 2018</p>	<p>Monitoring of the commercial horse trainers use of the beach is undertaken as part of the ongoing ECan patrols who have no issues to report. The use of the beach by horse trainers was the subject of a team of GEOG 309 students in 2019 who studied the level of use, behaviour of horse trainers and the impact on the environment and other users. The final report recommended to retain the user agreement in its current form with longer term considerations for NPBB review.</p>
<p>M.8 Ensure research carried out within the Northern Pegasus Bay coastal strip is prioritised and coordinated. (2.2, 2.3, 2.4, 7.3, 10.3)</p>	<p>The advisory group in conjunction with ECan, WDC, DOC, Te Kōhaka o Tūhaitara Trust, and tertiary education providers</p>	<p>Within 1 year 2018</p>	<p>Policy and Strategy presented a draft Bylaw Research and Monitoring Programme to the NPBAG's November 2018 meeting and the Monitoring Report was presented to NPBAG in February 2019. The Northern Pegasus Bay Bylaw 2016 Implementation Plan Actions were signed off by the Community and Recreation Committee on the 21 May 2019. This includes a table of existing data and research being carried out by WDC, ECan & ARRCG.</p>
<p>M.10 Monitor the impact of vehicle use on the coastal dune system. (10.2,10.3)</p>	<p>WDC Green Space Team in conjunction with ECan Ranger Service.</p>	<p>Within 1 year 2018</p>	<p>TKoT have worked with the University of Canterbury on a dunes research project at Pegasus. Green Space is considering the establishment of permanent sample points in problem areas for ongoing monitoring. GEOG 309 investigations looked at aerial photos to examine changes in dunes and vegetation as well as vehicle user behaviours.</p>
Review			
<p>R.3 Carry out an annual review of the Kite Surfing User Agreement prior to the start of the kite surfing season or whenever significant changes to the coastal environment during this period necessitate additional reviews as per Bylaw clause 13.2. (8.2, 11.2)</p>	<p>The advisory group supported by WDC Green Space Team and ECan Ranger Service</p>	<p>Within 1 year December 2018</p>	<p>The first and second reviews were carried out in 2019 and 2020 respectively resulting in no changes to the user agreement. Although no incidents have been reported to March 2020 one complaint had been received re kite surfer behavior being in breach of the user agreement.</p>
Medium Term Actions – Within 2 Years			
Cultural Values			

ACTION	PARTIES INVOLVED	PRIORITY & TIMEFRAME	PROGRESS TO DATE
CV.1 Erect interpretation panels at each beach entrance and at the Ashley-Rakahuri Estuary. (1.1, 1.2, 4.5)	ECan Ranger Service and WDC Green Space Team in consultation with Te Ngāi Tūāhuriri Rūnanga	Within 2 years 2019	ECan have commenced project and designs have been agreed. Panels will be made and installed as budgets allow.
CV.2 Develop a coastal cultural values brochure and make available to the general public. (1.1)	ECan Ranger Service in consultation with Te Ngāi Tūāhuriri Rūnanga and Te Kōhaka o Tūhaitara Trust	Within 2 years 2019	Although ECan have commenced project they are awaiting the provision of more information before progressing further. ECan is reviewing branding and brochure design across all parks.
Ashley-Rakahuri Estuary			
ARE.1 Investigate the feasibility and benefits of providing Te Kōhaka o Tūhaitara and the Ashley-Rakahuri Estuary with sentient status. (2.1, 2.4)	Te Kōhaka o Tūhaitara Trust and Te Ngāi Tūāhuriri Rūnanga	Within 2 years 2019	TKoT discussed with Te Ngai Tuahuriri Runanga executive in May 2018. The Executive has taken this to Runanga members and received a very positive response. The Runanga executive has assigned a member to work with the Trust's General Manager to progress the project. TKoT will be outlining the project and progress made to date to the 2020 February CWMS Zone Committee meeting, followed by presentations to the WDC and Christchurch Water Zone Committee. Funding options for a researcher are currently being explored. Since this time the Upoko Runanga have indicated that they do not support this proposal and TKTT respect that decision.
Signage			
S.4 Develop interpretation signs explaining the rich cultural history of the coastal area in consultation with Te Ngāi Tūāhuriri Rūnanga and place in key locations. (1.1, 4.5, 5.1, 5.3, 7.4)	ECan in consultation with WDC Green Space Team, Te Ngāi Tūāhuriri Rūnanga and Te Kōhaka o Tūhaitara Trust	Within 2 years 2019	This is an ongoing programme.

ACTION	PARTIES INVOLVED	PRIORITY & TIMEFRAME	PROGRESS TO DATE
S.5 Develop interpretation sign/s highlighting the significant wildlife and other values of the Ashley-Rakahuri Estuary in consultation with other relevant parties and place in key locations. (1.1, 2.1, 2.4, 4.4, 4.5, 5.1, 5.3, 7.4)	ECan in consultation with WDC Green Space Team, Te Ngāi Tūāhuriri Rūnanga and Te Kōhaka o Tūhaitara Trust	Within 2 years 2019	A large interpretation panel has been developed and installed jointly by ECan/WDC at the Ashley Rakahuri Estuary in 2019 promoting the environmental values of the estuary. Further signs will be installed on an ongoing basis.
S.9 Carry out consultation on the design of interpretation panels prior to installation. (4.1, 4.2, 4.4, 4.5, 7.4)	ECan, WDC Green Space Team in consultation with Te Ngāi Tūāhuriri Rūnanga, Te Kōhaka o Tūhaitara Trust, Ashley-Rakahuri Rivercare Group, Waikuku Kite Surfers	Within 2 years 2019	The interpretation panel referred to in S.5 above was developed after consultation with stakeholders. Further signage development underway although almost completed.
Research and Monitoring			
M.5 Monitor the effectiveness of the Fenton Reserve Agreement and Code of Conduct as per agreed methodology. (2.1, 2.3, 2.4, 8.1, 10.1d, 11.2)	Fenton Reserve Trustees in consultation with ECan Rangers and the advisory group	Within 2 years 2019	A draft agreement was prepared by the Council and presented to Fenton Reserve Trustee representatives for feedback in 2018. Despite requests for engagement on this matter, it has not been able to be progressed. There have not been any issues relating to the use of the Estuary by Fenton Reserve Trustees identified over the last two years.
M.7 Establish a baseline for bird species in the Estuary and carry out ongoing monitoring. (2.1, 2.3, 7.3, 10.1e)	Birds NZ and Ashley-Rakahuri Rivercare Group	Within 2 years 2019	Based on bird count data from surveys undertaken by Nick Allen from Birds NZ and provided by ARRCG (bird counts in the Estuary 2 to 3 times a year for the past 15 years) a report was produced with analyses of bird counts and population trends and these counts are ongoing.
Review			

ACTION	PARTIES INVOLVED	PRIORITY & TIMEFRAME	PROGRESS TO DATE
<p>R.1 Carry out a review of the effectiveness of the Implementation Plan in addressing identified issues after two years of implementation as required by Bylaw clause 21.2. (11.1)</p>	<p>WDC Policy and Strategy in consultation with the advisory group</p>	<p>Within 2 years By December 2019</p>	<p>Analysis of data collected through the research and monitoring programme is being summarised and collated in corresponding reports which are then summarised in the annual monitoring reports. The baseline data will enable identification of issues from any identified trends which can be addressed as may be required.</p> <p>At this stage the data is not suggesting any changes to the Bylaw are required and issues are being addressed as they arise e.g. impact of recreational users on tuatua beds being investigated through contact with MPI and Cloudy Bay Clams, prosecution of owner of 4WD that caused significant damage to the estuary and changes to the Commercial horse trainer user agreement in response to incidents and concerns of other users raised.</p>
<p>Long Term Actions – Within 4 to 5 Years</p>			
<p>Physical Structures</p>			
<p>PS.5 Investigate the feasibility of providing alternative loop horse trails within the Northern Pegasus Bay coastal strip and Tūhaitara Coastal Park. (3.4, 7.4)</p>	<p>Te Kōhaka o Tūhaitara Trust in consultation with WDC Green Space Team and ECan Rangers</p>	<p>Within 5 years 2022</p>	<p>TKoT has established a small group to look at options for new trails as during past forestry harvest operations. This resulted in a new loop north of the Woodend Beach Holiday Park called Pipers Way and additional trails are now under development since the completion of logging operations in 2019.</p> <p>TKoT Manager met with horse rider group in February 2021 and are putting together some suggestions for Trustees to consider for funding in winter 2021.</p>
<p>Research and Monitoring</p>			
<p>M.9 Investigate the possibility of finding a research partner to study the effectiveness of Bylaw provisions in protecting Ashley- Rakahuri Estuary wildlife values from the impact of recreation use. (2.2, 2.3, 2.4, 7.3, 8.1, 8.3, 10.2, 10.3)</p>	<p>Advisory group</p>	<p>Within 4 years 2021</p>	<p>No progress made.</p> <p>Discussed options with NPBAG February 2021. Primarily an ECAN management matter which VJ has advocated to ECAN possibly through a management plan process. ARRCG (River care group) does ongoing wildlife survey and the guys go right through to the estuary as well. Have, and continue, to analyse data trends.</p>

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: EXC-17 / 210707110676

REPORT TO: AUDIT & RISK COMMITTEE

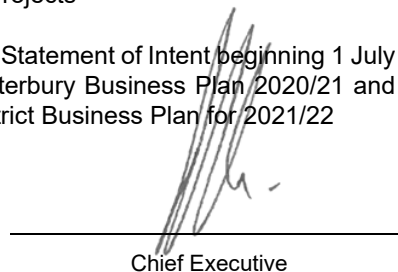
DATE OF MEETING: 20 July 2021

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

SUBJECT: Enterprise North Canterbury Approved Statement of Intent beginning 1 July 2021, Approved Enterprise North Canterbury Business Plan 2020/21 and the draft Promotion of Waimakariri District Business Plan for 2021/22

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


Department Manager


Chief Executive

1. SUMMARY

- 1.1. A draft Statement of Intent (SOI) was made available to Council in February 2021 and was considered at the Audit and Risk Committee meeting on 16 March 2021. No changes were requested following the meeting.
- 1.2. At its Board meeting on 19 May 2021 the Enterprise North Canterbury Board unanimously approved its Statement of Intent beginning 1 July 2021 for the 2021/22 year. At the same Board meeting they also approved the Enterprise North Canterbury Business Plan 2021/22 and the Promotion of Waimakariri District Business Plan for 2021/22. These reports are attached for your information.

Attachments:

- i. Enterprise North Canterbury's Approved Statement of Intent 2021/22 (210707110232)
- ii. Enterprise North Canterbury's Approved Promotion Plan 2021/22 (210707110226)
- iii. Enterprise North Canterbury's Approved Business Plan 2021/22 (210707110228)

2. RECOMMENDATION

THAT the Audit and Risk Committee:

- (a) **Receives** report No 210707110676.
- (b) **Approves** the Enterprise North Canterbury's District Promotion Plan 2021/22.
- (c) **Circulates** the report to the Community Boards for information.

AND

THAT the Audit and Risk Committee recommends:

THAT the Council:

- (d) **Receives** for information, the Approved Statement of Intent beginning 1 July 2021, Approved Enterprise North Canterbury's Business Plan and Promotion of Waimakariri District Business Plan for 2021/22.
- (e) **Acknowledges** the work carried out by Enterprise North Canterbury and thanks the Trustees and staff for their efforts.

3. **BACKGROUND**

- 3.1. Enterprise North Canterbury is a Council Controlled Organisation (CCO), where the Trustees are appointed by the Waimakariri and Hurunui District Councils.
- 3.2. The Trust was registered in August 2002 to provide promotional and economic development services on behalf of the Waimakariri and Hurunui District Councils and promote the region as a visitor destination.
- 3.3. The Trust is a not-for-profit organisation. A significant amount of funding comes from grants and sponsorship to fund the activities undertaken.
- 3.4. As an economic development agency, ENC seeks to improve the region's investment and business-enabling environment so enhancing the region's competitiveness, retaining and increasing jobs, improving incomes, enhancing economic well-being thus improving the quality of life of residents.

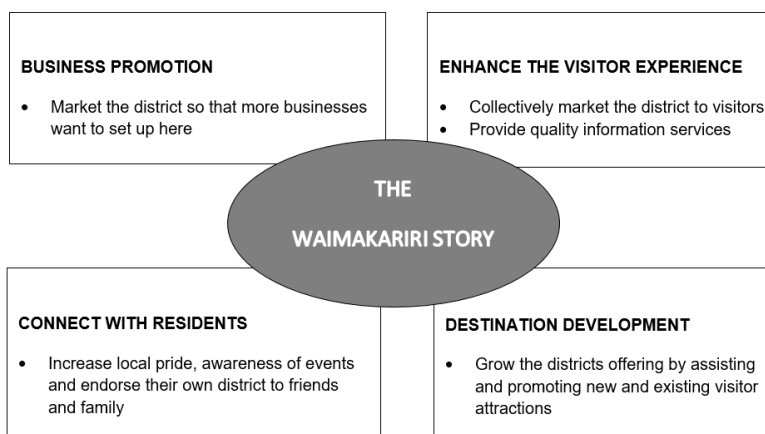
4. **ISSUES AND OPTIONS**

4.1. **Promotion of Waimakariri District Business Plan 2021/22**

The business plan outlines initiatives for the coming year, taking into account the effects that COVID-19 will have on the visitor industry and new business starts ups. Taking the three horizons into consideration our role will be to:

- **Respond** – support all visitor related businesses to survive and support start up business concepts and planning.
- **Recover** – bring more visitors into the district by promoting the Waimakariri Cycle Trails and itineraries to locals and domestic market.
- **Reposition** – develop a new Visitor Industry Strategy in conjunction with WDC, local businesses and iwi that will reactivate a sustainable visitor economy and visitor spending.

- 4.2. To achieve the Promotion Objectives, the 2021/22 Promotion Plan has four key goals, one of which is focussed on the business sector, and three of which are specific to the visitor industry sector.



4.3. **Business Plan 2021/22**

The ENC Strategic Plan vision is:

'To inspire, attract and retain individuals, businesses and social enterprises to invest in our region'

- 4.4. This Annual Business Plan generally takes the Objectives from the Statement of Intent, then prescribes the initiatives ENC will take, and the means and resources required, to progress the Strategic Objectives in 2021/22.
- 4.5. The Draft District Promotions Budget proposes using carry over funds (income in advance) of \$73,545 excluding GST from 2021/22. Underspend of \$75,137 this financial year includes:
- \$28,545 excluding GST event funding not drawn down. However:
 - \$6,425 of that total has already been allocated for events to happen this financial year.
 - The remaining \$22,120 will be directly applied to the event fund this financial year. The reason why we have this amount to carry forward is that quite a few events were cancelled due to COVID-19 (the busy season being Feb/March/April). The higher event funds this year will be used to re-stimulate those very important district and town events that bring visitors to our region. \$55k – majority tagged for marketing campaigns not undertaken due to COVID-19.
 - \$48,244 excluding GST to be carried forward from District promotion is from unspent Marketing that did not occur in the 2019/20 financial year. Three marketing campaigns (value \$35k) that were planned for March-June that year did not happen due to COVID-19. ENC have 'tagged this money' to develop maps and branded signage as well as a marketing campaign for when the Waimakariri bridge cycle lane opened in 2020 which will promote the towns and activities, accommodation and places of interest.
- 4.6. The 2021/22 Income expected from WDC (no CPI) is \$448,670 plus the \$73,545 tagged for income in advance is a total of \$522,215 from WDC. This will be used for:
- Business Attraction –\$110,000 or 21% of total budget.
 - Kaiapoi i-SITE – \$90,000 or 17% of total budget.
 - Event Promotion and Funding and Visitor Strategy - \$81,912 or 16% of total budget (this includes \$48k for event funding).
 - District Marketing – \$240,442 or 47% of total budget – this will be spent on:
 - \$129k – staff time and management and admin overheads = 1.5 FTE.
 - \$90k on marketing and promotion including delivery of the new visitor marketing strategy
- 4.7. The Management Team has reviewed these reports and supports the recommendations.

Implications for Community Wellbeing

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

5. COMMUNITY VIEWS

5.1. Mana whenua

Te Ngāi Tūāhuriri hapū are not likely to be affected by, or have an interest in the subject matter of this report.

5.2. Groups and Organisations

There are groups and organisations likely to be affected by, or to have an interest in the subject matter of this report. Ongoing dialogue that ENC has with the local business sector and visitor industry assisted with the preparation of the Statement of Intent and the District Promotions Business Plan that has been reported on.

5.3. Wider Community

- 5.4. The wider community is not likely to be affected by, or to have an interest in the subject matter of this report. Each year ENC's Annual Report is audited by Audit New Zealand.

As part of the 2019 Customer Satisfaction Survey, satisfaction with encouraging business activity has decreased from 66% in 2016 to 53%. 63% in 2019 were satisfied with the Council's work promoting the District, down from 71% in 2016. There are growing expectations from the community in these respects and these can be expected to grow as result of COVID19 impacts.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

There are not financial implications of the decisions sought by this report. Under section 65 of the Local Government Act, the Council must regularly undertake performance monitoring of council organisations to evaluate their contributions to the:

- council's objectives for the organisation;
- desired results set out in the organisation's statement of intent; and
- overall aims and outcomes of the local authority.

Delegation S-DM 1022 provides that the Audit & Risk Committee has the jurisdiction to "Monitor performance of the Council-Controlled organisations on a six monthly basis".

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. The ENC Board meets regularly to oversee implementation of agreed plans and programmes in accordance with the accountability requirements of ENC being a CCO. ENC formally reports to the Council at six monthly intervals, and meets regularly with WDC staff to monitor progress and address any issues that arise.

Health and Safety

There are not health and safety risks arising from the adoption/implementation of the recommendations in this report. ENC operates at arm's length from the WDC and manages its own health and safety programme.

7. **CONTEXT**

7.1. **Consistency with Policy**

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

7.2. **Authorising Legislation**

Local Government Act S.10 Purpose of Local Government and Part 5 Council- controlled organisations and council organisations.

7.3. **Consistency with Community Outcomes**

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

Businesses in the District are diverse, adaptable and growing

- There are growing numbers of businesses and employment opportunities in our District.

- There are sufficient and appropriate places where businesses are able to set up in our District.

The distinctive character of our takiwā - towns, villages and rural areas is maintained

- The centres of our towns are safe, convenient and attractive places to visit and do business.
- Our rural areas retain their amenity and character.

7.4. Authorising Delegations

Delegation S-DM 1022 provides for delegated authority to the Audit and Risk Committee to monitor the performance of Council Controlled organisations and to review and provide comments on draft Statements of Intent.

STATEMENT OF INTENT

For the Financial Year Beginning 1 July 2021

INTRODUCTION

North Canterbury Economic Development Trust trading as Enterprise North Canterbury (ENC) is a Council Controlled Organisation (CCO) established by the Waimakariri District & Hurunui District Councils. This Statement of Intent sets out the overall intentions and objectives for the period of 1 July 2021 to 30 June 2024.

NATURE AND SCOPE OF ACTIVITIES

ENC is an Economic Development Agency with a vision:

'To inspire, attract and retain individuals, businesses and social enterprises to invest in our region'

THE OBJECTIVES OF THE TRUST

The objects of the Trust as set out in clause 3.1 of the Deed of Trust are to:

- a) *"Cultivate economic initiatives and foster growth for the benefit of the North Canterbury Community"*
- b) *"Promote the economic, environmental, cultural and social well being of the North Canterbury Community"*
- c) *"Foster, develop and assist in the management of best practices and effective use of the resources of North Canterbury"*
- d) *"Promote and nurture community-based, sustainable economic growth through projects to benefit the people of North Canterbury Community"*

In pursuing these objects ENC will:

- Operate with the utmost integrity
- Be innovative, proactive and professional
- Work collaboratively in all activities it facilitates
- Respect the democratic processes of the sponsoring Councils.

ENC's *modus operandi* is to "stimulate/facilitate/liberate" new projects, as initiatives will only lead the regional economy to a higher level if a project is self-sustaining in the hands of the private sector. ENC does not see itself as "owning" projects in the long term. Accordingly when assessing new initiatives ENC will:

- Promote the sustainability of business
- Have an awareness of the needs of the community within which business operates
- Be a leader and facilitator but not an investor in development projects

THE PERFORMANCE MEASURES

In pursuit of its vision ENC has adopted three strategic objectives against which its performance will be monitored.

**ENC Strategic Objectives
Performance Measures 2021/22**

Vision: 'To inspire, attract and retain individuals, businesses and social enterprises to invest in our region'

Strategic Objective 1: Supporting existing businesses to grow and prosper

	Performance Measure	Target
Objective 1.1 Support existing businesses to grow and prosper	Deliver the Regional Business Partner Programme for NZTE	Undertake 48 Capability Assessments and issue a minimum of \$80,000 NZTE Vouchers A minimum of 24 businesses referred to Business Mentors NZ
	Provide training of local business owners and managers	Run a minimum of 20 half day business training workshops with 80% satisfaction rate
	Support new and expanding businesses	Provide business support 50 new startup businesses and 50 existing businesses to grow/expand
	Maintain and grow ENC's website and social media	Grow social media channels and website visitors by 10%
Objective 1.2 Celebrate and Recognise Business Leaders in the region	Organise the 2021 Business Awards Gala Dinner and Ceremony	Business Awards Gala event a success
Objective 1.3 To assist Hurunui Council establish economic projects in the district, improving the wellbeing and viability of Hurunui communities	Programme of initiatives agreed and implemented	ENC assists and supports initiatives as agreed

Strategic Objective 2: Attract and inspire businesses, Mana Whenua (Te Ngāi Tūāhuriri Rūnanga and Ngāti Kuri) and Government to Invest in our region

	Performance Measure	Target
2.1 Develop a North Canterbury Cycle Trail	Continue to seek and apply for funds for the development of a North Canterbury Cycle Trail from Christchurch to Waipara	Staff prepare and submit applications in conjunction with the Councils
2.2 Deliver the MADE NORTH CANTERBURY Food and Beverage project to achieve greater collaboration	Local food and beverage producers and manufacturers are provided opportunities to collaborate and connect	ENC builds networks and relationships with and facilitates collaborations among producers and manufacturers Grow MADE NORTH CANTERBURY Website, Facebook and Instagram platforms by 10% that promote detail of business and product, increasing awareness and sales of NCF&B Create, stimulate new marketing and promotional initiatives and resources for NCF&B businesses Opportunities identified to attend and profile MADE NORTH CANTERBURY members at event and trade shows Track referrals, engagements and type of support given
2.3 Collaborate with Te Ngāi Tūāhuriri Rūnanga and Ngāti Kuri	Build relationships with mana whenua	Identify common strategic goals Identify and promote investment opportunities that benefit the North Canterbury community

Strategic Objective 3: Promote the Waimakariri District

	Performance Measure	Target
<i>Produce an annual business promotion plan for board and Council approval</i>	Deliver on Business Promotion objectives, as contracted to Council	Contract delivered Performance reported six monthly to Waimakariri District Council

THE BOARD'S APPROACH TO GOVERNANCE

The Board of Trustees is responsible for the overall corporate governance of ENC. The Trust Deed sets out the governance responsibilities of the Trustees. The Board guides and monitors management of the business and affairs of the Trust on behalf of the Councils to whom they are accountable. The Mayors of each of the Councils are Trustees, and the two CEO's are Advisory Trustees. The Board meets two monthly.

THE ACCOUNTING POLICIES

The Trust is a not-for-profit organisation. The Trust has adopted accounting policies that are consistent with the Financial Reporting Act 1993 and Financial Reporting Standards issued by the Institute of Chartered Accountants of New Zealand. The Trust has elected to apply the PBE SFR-A (PS) Public Benefit Entity Simple Format Reporting – Accrual (Public Sector) on the basis that the Trust does not have public accountability and has total annual expenses of less than \$2m.

THE RATIO OF CONSOLIDATED SHAREHOLDERS FUNDS TO TOTAL ASSETS

As at 30th June 2020 the Trust's Equity comprised 63% of total assets and 100% of net assets. Equity is defined as the sum of the amount of retained earnings and accumulated losses. Total assets are defined as the sum of the net book values of current assets and non-current assets as disclosed in the Trust's annual report.

DISTRIBUTIONS TO SHAREHOLDERS

The Trust's Equity is not distributed, but is held in reserve to fund the Trust's future economic development activities and Waimakariri District promotion activities as appropriate.

INFORMATION TO BE PROVIDED TO SHAREHOLDERS

Annually the Trust reports to the Councils, with the following matters being covered:

- Trust Directory
- Review of the Year's Activities
- Report against the Year's Performance Measures
- Statement of Financial Position
- Statement of Cashflows
- Statement of Financial Performance
- Statement of Movements in Equity
- Notes to the Accounts
- Auditor's Opinion

Half yearly reports are provided to Councils including a statement of income and expenditure for the period, and a report of achievements against the Trust's objectives.

The two Mayors and CEO attend Board meetings and receive bi-monthly management and financial reports. The Trust's Strategic Plan and the Annual Business Plan and Budget are made available to the two Councils following its approval by the ENC Board

PROCEDURES FOR MEMBERS TO ACQUIRE SHARES

There is no means for Trustees to acquire shares.

COMPENSATION FROM LOCAL AUTHORITIES

The Trust receives seed capital from the two District Councils to enable it to initiate its economic development activities. In addition ENC has a service contact with Waimakariri District for the provision of District Promotion services. The following table sets out the current level of funding and that projected for the next three years (excl. GST).

Local Authority	2021/22	2022/23	2023/24	Activity
Waimakariri District Council (confirmed)	\$213,350	\$219,530	\$225,020	Economic Development
Waimakariri District Council (confirmed)	\$448,670	\$461,680	\$473,210	District Promotion
Hurunui District Council	\$51,250	\$51,250	\$51,250	Economic Development

As advised by Council funding through their Annual Plan processes.

If any other contracts are entered into between the Trust and any territorial or regional authority, payment of the contract price will be required from such contracting authority.

COMMERCIAL VALUE OF THE SHAREHOLDERS' INVESTMENT

The commercial value of the shareholders' investment is the Trust's equity is \$526,834 at 30 June 2020 as stated in the annual report.

The Trust Deed requires that *"the capital and income of the Trust fund shall be applied only within New Zealand to meet the Objects of the Trust"*. On winding up all surplus assets are to be applied by the Councils to similar purposes as the Objects of the Trust. No reassessment of the Trust's commercial value is therefore proposed.

OTHER MATTERS

The Trust has a contract with Waimakariri District Council for the provision of promotion services until 30 June 2021. The contract has a right for the trust to call for renewal of the contract for a further three years. The contract has a minimum annual level of funding specified (\$200,000) but provides for the Council to confirm a final level of funding each year as it approves the annual Promotion Business Plan, prior to the commencement of each year.

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PROMOTION OF WAIMAKARIRI DISTRICT

2021/22 BUSINESS PLAN



Incorporating
Business Promotion
Waimakariri Visitor Marketing

EXECUTIVE SUMMARY

Enterprise North Canterbury (ENC) has been contracted since 2005 by Waimakariri District Council to promote the Waimakariri District as an innovative and progressive place to visit and play **and** since 2012 ENC has been working closely with local developers and Council to promote the Waimakariri District as a destination for business relocation, expansion and start-ups.

This business plan outlines initiatives for the coming year and also aligns with the new Waimakariri Visitor Marketing Strategy developed for 2020-2025 in partnership with WDC and ENC. It aims to provide a framework that maximises the impact of the visitor sector on the local economy as well as guide WDC and ENC's efforts and activities.

WAIMAKARIRI DISTRICT PROMOTION OBJECTIVES

GOALS

To achieve the Promotion Objectives, the 2021/22 Promotion Plan has two key objectives, one of which is focussed on the business sector, and the other focused on the visitor sector and local residents (community):

- Business promotion - receives 24% Council Grant)
- Visitor Activation Programme - receives 76% of Council Grant (made up of 17% Kaiapoi i-SITE; 14% Event grant and promotion and 45% district promotion)

GOAL ONE: BUSINESS PROMOTION

The role of ENC is to understand and **promote** the desirable features of setting up in the Waimakariri District, encouraging more businesses to establish that will create more jobs and provide greater benefits to the local economy. ENC works closely with multiple parties including private (local and prospective) business interests, developers, government departments, non-government organisations, social enterprises and WDC staff. There are five key objectives to achieve this goal:

- Assisting business startups – big and small
- Assisting or driving catalyst projects that meet the needs of the Waimakariri community and will enhance the business eco-system
- Identifying commercial projects that will enhance each major town in the Waimakariri – Rangiora, Kaiapoi, Oxford, Woodend/Pegasus and assisting their establishment
- Assisting investors and developers interested in potential Waimakariri projects
- Promoting the district as a diverse and dynamic business community

1.1 Assisting business startups – big and small

ENC's will:

- Provide valuable statistics and resources to assist prospective businesses in their decision to establish or relocate their business in Waimakariri
- Give business planning and modelling support to new and expanding businesses
- Make introductions and connections with local community, businesses and developers
- Assist in identifying appropriate locations suitable to the new business
- Provide an online business start up resource on ENC's website

1.2 Assisting or driving catalyst projects that meet the needs of the Waimakariri community and will enhance the business eco-system

It is ENC's role, in partnership with WDC to provide pipeline certainty and identify transformational projects that will aim to have intergenerational wellbeing, be globally competitive, business and investor ready, economic equality, development of the Māori economy, focus on innovation, productive industry cluster activation, low-carbon economy.

ENC will:

- Identify potential catalyst projects that will stimulate the local economy and work alongside other parties to drive these projects forward
- Provide data and data analysis to prospective investors
- Support development of new major attractions and facilities in the district where these will have a positive impact on visitation and district profile.
- Assist with establishing a major tourism attraction in Waimakariri – specifically but not limited to:
 - Pegasus Bay Cycle Trail
 - WHoW – Waterpark for Kaiapoi
 - Oxford Observatory

1.3 Identifying commercial projects that will enhance each major town in the Waimakariri – Rangiora, Kaiapoi, Oxford, Woodend/Pegasus and assisting their establishment

This objective involves understanding the differing needs of the communities of each town and using economic tools to enhance each town accordingly. This will be aimed primarily at making each town better for the people who live there and growing the existing business eco-system.

ENC will seek out and support projects that:

- provide services or facilities not currently available
- enhance the strengths of a town or of the district
- grow the unique aspects of a town
- support the local business eco-system

1.4 Assisting investors and developers interested in potential Waimakariri projects

This objective involves supporting potential investors and developers in identifying opportunities, assisting with assessing feasibility, and finding funding or investors to assist when needed. This means that a project may take years from the first contact until the project becomes public knowledge if it turns out to be viable.

Investors and developers are often canny and knowledgeable business people who understand exactly what they need to proceed. ENC can help them to make good decisions by:

- Providing relevant statistics and information about the district
- Introductions to relevant parties
- Providing an overview about what other opportunities exist that are relevant to their proposal
- Co-ordinating with other nearby EDAs or government to help investors and developers get information and connections for the region or for New Zealand
- Identifying suitable land or facilities when needed
- Acting as an honest broker in all interactions

1.5 Promoting the district as a diverse and dynamic business community

To raise the awareness of the District as a business destination by profiling the benefits and opportunities of the region, ENC will:

- Host a significant section on ENC's website on the business ecosystem in Waimakariri District
- Provide case studies as part of the marketing profile
- Improve social media business promotion channels

Targets:

- *At least 40 new businesses are supported with investigating setting up or expanding their business in the district*
- *At least 20 new businesses to the District will be profiled on ENC's Facebook*
- *Track and grow registrations to the online business startup course*
- *At least five new businesses set up as a result of ENC's level of influence and assistance*
- *At least 1 new major tourism project investigated and supported by ENC*
- *Track and grow online visitations to the Invest Section of ENC website*
- *Administer, update and improve the invest section of the ENC website*
- *15 up to date case studies available on ENC website and promoted widely*

GOAL TWO VISITOR MARKETING PROGRAMME

This visitor marketing programme section of this business plan outlines the initiatives for the coming year that maximises, through destination marketing, the positive outcomes of a growing visitor market on the districts economy and aligns ENC's efforts and activities to achieve the goals of the Waimakariri District Council's Visitor Marketing Strategy. Waimakariri District is benefitting from significant investment in major roads and cycle trails, river marina areas and the new MainPower Stadium which will generate appeal for the district as a visitor destination.

2.1 OBJECTIVE ONE - COLLABORATION

Create new collaborations locally and beyond the district to support greater promotion of the district. This will be achieved by:

2.1.1 Create new cost-effective collaborations and communication channels within the district

- Coordinate networking/familiarisations function for visitor facing businesses
- Meet with Town Centre Promotions Association for regular updates and encourage them to use their communication channels to promote to visitor sector businesses
- Promote workshops run by ENC and other organisations that will benefit visitor sector business
- Provide good news stories to local media and stakeholders

Targets

- *Two networking/familiarisation functions held for visitor facing businesses*
- *Four meeting with Town Centre Promotions Association held and good push out of Visit Waimakariri activities*
- *Good news stories tracked*

2.1.2 Formalise arrangements with neighbouring agencies able to promote and develop Waimakariri's visitor offering

- Establish MOU with ChristchurchNZ for collaboration opportunities
- Collaborate with Hurunui and Selwyn and other Canterbury districts
- Collaborate with TKoT, ECan and WDC to advocate for better track surfaces, signage and wayfinding for cycle trails
- Establish a tourism sector group and meet biannually

Targets

- *MOU's signed with ChristchurchNZ outlining collaboration opportunities*
- *Better track surfaces, new signs and wayfinding for cycle trails continuously advocated*
- *Tourism Sector Group established, and two meetings held*

2.2 OBJECTIVE TWO - NEW DESTINATION APPEAL

Generate new destination appeal by building on what we have and leveraging new investment. This will be achieved by:

2.2.1 Generate New Promotional Material with new Brand

- Produce OVG with new brand
- New Website and brand launched
- Develop photo library and share with other organisations
- Update existing collateral with new brand
- Create new themed journey maps, print and digital, in consultation with Promotion Associations, and appropriate Community Groups and Boards

Targets

- *30,000 copies of Visitor Guide Produced*
- *Website and all other marketing collateral have new brand*
- *Two new themed journey maps created for print and download*
- *Photo library produced and shared extensively*

2.2.2 Support development of, and leverage, new major attractions and facilities that open in the district

- Promote the development of a connected network of cycleways (on-road) and cycle trails (off-road).
- Promote the new visitor attractions and venues.

Targets

- *Connected cycleways promoted via social media and maps*
- *New Visitor attractions promoted*

2.2.3 Support event activity that will fill venues off peak, help define the district and that can be anchored permanently

- Continue to promote regular events and markets including community events that have the potential to attract visitors
- Produce and grow the distribution of a monthly online Waimakariri Event Guide
- Record annual events to re-establish the annual events calendar by keeping in communication with event organisers
- Input into tourism businesses digital newsletter highlighting key/new events, campaigns
- Promote events via the Visit Waimakariri social media channels and share

- social media posts from event organisers via our online channels
- Run competitions with giveaways in partnership with event organisers to increase traffic to online channels and website

Targets

- *A monthly events guide distributed*
- *10% increase of uptake of monthly electronic calendar*
- *Four tourism business newsletters supplied Information*
- *Two event posts per week (when events are on) inclusive of what's on in weekend*
- *Five events giveaways for events created for the year*

2.2.4 Administer Waimakariri Event Fund Contestable Fund

- Provide a contestable events fund for the promotion of events and/or to fund event coordination
- Maintain and adhere to the funding conditions (e.g allocations, criteria and application forms) of the event fund with the Events Funding Panel, and implement any enhancements to ensure criteria are relevant, realistic and achievable.
- Meet with The Events Funding Panel¹ twice a year to review applications for visitor and community events applying to the Waimakariri Event Fund Contestable Fund.

Targets

- *A contestable event fund is fully subscribed*
- *ENC will monitor for the Council*
 - *The proportion of innovation i.e new events vs existing*
 - *The reject rate (is the fund big enough)*
- *Measured the reach and impact of each event funded*

2.2.5 Administer the Regional Events Fund (100% Govt funded)

The Regional Events Fund (REF) was set up by MBIE in February 2021 and is designed to stimulate inter and intra-regional visitation through funding events that will encourage expenditure missed by international visitor markets. \$50m was made available across NZ with \$7m allocated to Canterbury and \$163,316 allocated to Waimakariri District.

ENC will focus on the three key areas of the Regional Investment Plan:

- Provide capability building to ensure the events invested are set up to successfully attract visitors and deliver an increased contribution to the regional economies
- Fund major events that will showcase the region and
- Identify synergies and intra-regional leverage opportunities with new or existing events, enhancing collaborative programming of events across the region

Targets

- *Capability workshops held for local event organisers*
- *REF criteria for Waimakariri district created and funding round promoted widely (twice per year)*
- *Work with Hurunui, Kaikoura and Christchurch to investigate opportunities to run events across the region*

¹ This Event Funding Panel comprises: Robin Brown, Christine Watton and Claire Gifford

2.3 OBJECTIVE THREE - LOCAL AWARENESS AND AMBASSADORS

Improve local awareness and encourage locals to act as ambassadors/champions. This will be achieved by:

2.3.1 Encourage locals to try new things and improve their awareness of things to do in the district

- Identify key interest groups to communicate with and distribute collateral to

Targets:

- *Database of interest groups, businesses, websites created for collateral distribution*

2.3.2 Refocus activities of Kaiapoi i-SITE to promote to locals and visitors

The Kaiapoi i-SITE is the official Visitor Centre for Waimakariri District and has national i-SITE accreditation. The i-SITE New Zealand brand is owned and managed by Tourism New Zealand (TNZ) and is being extensively reviewed in 2021.

The Kaiapoi i-SITE will continue to:

- Provide coordinated, consistent and professional District-wide information to residents and visitors, as set out in i-SITE standards and requirements
- Increase sales by developing packages for residents and group bookings offering domestic touring itineraries utilising the i-SITE networks its relationships cultivated within the tourism industry
- Raise the awareness of its services to local residents and tourism operators to achieve increased sales, bookings and commissions

Kaiapoi i-SITE is a strong promoter of local businesses, road and cycle trips and maps to residents and their visitors. It also creates significant social benefits to local communities, an important community facility that:

- Displays and distributes the District's marketing material including the Official Waimakariri Visitor Guide/Walking and Cycle brochure, Rangiora and Kaiapoi street maps, Waimakariri Events Calendar and the new residents' pamphlet.
- Encourages visitors to stay longer and experience more activities in the region
- Enhances visitor expenditure in the local area and region
- Act as a ticketing agent for NC Music Society, Rangiora Players, Community events

Targets

- *OVG/W&C Guide distributed widely*
- *Produce a new website that will showcase the district*
- *Waimakariri offerings promoted on ChristchurchNZ and TNZ websites*
- *10% growth from previous years on online channels and website and traffic to website*
- *Meet i-SITE NZ membership accreditation and achieve income from business partners and commissions*
- *ENC will work with Tourism NZ and key regional stakeholders as to their decision regarding the long-term future of i-SITE NZ.*

OBJECTIVE FOUR - VISITOR AWARENESS AND AFFINITY

Grow visitor awareness and affinity for the experiences in our district. This will be achieved by:

2.4.1 Create a critical mass of reasons to visit online and promote via visitor interest/motivation

- Enhance the Waimakariri website and social media platforms, ensuring site is optimised for search engines
- Promote new maps and relevant district content via affiliated websites

Targets:

- *5% growth in web traffic*
- *10% growth in social media platform*
- *Bi monthly checks on site optimisation*

2.4.2 Work with others to promote the District

- Develop an annual marketing plan to ascertain best media to create strong presence of district in aligned with budget
- Promote the district through identified media, print, TourismNZ and ChristchurchNZ websites and famils/travel writers
- Generate positive media stories profiling the district in newspapers, tourism mags, online platforms

Targets:

- *Marketing Plan developed*
- *Work with ChristchurchNZ when required to host travel writers*
- *Advertised in appropriate magazines and guides*
- *Magazines/newspapers approached with story ideas and/or content*
- *TNZ and ChristchurchNZ websites updated seasonally*

OBJECTIVE FIVE - PROTECTING OUR NATURE, HERITAGE, CULTURE AND TOWN CHARACTER

2.5.1 Protect our nature, heritage and culture and our stories

- Encourage tourism, retail and food and beverage businesses to support the Tiaki Promise

Targets

- *Tiaki Promise incorporated into collateral, email signatures, website and advocated in newsletters to businesses*

2.5.2 Build our foundations as a sustainable destination

- Encourage light footprint travel within the district by promoting available public transport and EV journey options relevant to visitors
- Establish new measures of visitor travel patterns and spend

Targets:

- *Light footprint travel information on website and in our collateral where appropriate*
- *Arrangement in place with WDC for statistic collection and supply and reported on twice per year*

Enterprise North Canterbury

2021/22 Business Plan



'To inspire, attract and retain individuals, businesses and social enterprises to invest in our region'

1.0 INTRODUCTION

The ENC Strategic Plan vision is:

‘To inspire, attract and retain individuals, businesses and social enterprises to invest in our region’

This Annual Business Plan generally takes the Objectives from the Statement of Intent, then prescribes the initiatives ENC will take, and the means and resources required, to progress the Strategic Objectives in 2021/22. In addition programmes that support employment retention and retraining, business innovation and growth opportunities will help productivity and economic recovery.

Our projected surplus of \$36,369 for 2021/22 is vastly different from the projected \$22,976 loss the 2020/21 year. The \$59k turnaround is due a 2.2% lift in CPI from WDC for economic development or district promotion grants (\$15,120); Members and sponsors not budgeted last year for MADE NORTH CANTERBURY (\$20k) and external funding carried forward from MSD (business start up programme (\$24k).

2.0 FINANCIAL RESOURCES

Annually the Waimakariri (WDC) and Hurunui District Councils (HDC) provide seed funding for ENC. This year we will receive \$213k (\$208k last year) from WDC and \$51k from HDC as capacity funding for economic development activities.

This base level of funding is used to undertake specific projects and is also used as a catalyst with Government departments and agencies, and the business sector, to leverage additional funds. The contracts ENC has with Government agencies this year include \$56k (\$56k last year) from NZTE for the Regional Partner Programme; \$100k from MBIE for the North Canterbury Food and Beverage Project (\$100k last year) and \$24k MSD and \$70,465 from MBIE (REF), a total of \$250k from Govt.

We are grateful to our corporate sponsor MainPower who continues to provide \$30k as capacity funding (same as last year). Other private sector funding for specific projects is VIC sales of \$144k (\$110k last year) and \$337,920 (\$115k last year). This year has private sector budgeted training and events (\$62k), MNC (\$20k), Business Service Partners (\$10k), Visit Waimakariri projects (\$16k) Business Centre (\$84k) and Business Awards (\$144k).

ENC has a service contract with WDC through to June 2024 for the delivery of promotion activities specific to that District, with confirmed funding of \$448k (\$438k last year) which includes Event Funding and administration in the amount of \$50k. WDC and the ENC Board jointly approve the annual Promotion Business Plan setting out the services to be provided and appropriate performance measures.

ENC operates a project-based accounting system. To the greatest extent possible, staff and related overhead costs are charged to individual projects, so such costs are funded by the project sponsors, and the budget is prepared with this objective in mind. Where individual projects span more than one financial year any pre-payments received are recorded as “Income in Advance”– some \$84k (\$88k last year) have therefore been carried forward into 2021/22. This has all been tagged for specific projects and events in the 2021/22 year with WDC management and Govt agencies.

To the greatest extent possible we secure funding before incurring Project expenses (thus minimising financial risk) and anticipate earning \$4k in interest as a result.

The 2021/22 budget is attached as an Appendix. It sets out the funding to be attached to each of the programmes. It shows a surplus of \$36k which provides for retaining all of ENC's current staff, a small team of committed individuals delivering ENC's objectives.

3.0 STRATEGIC OBJECTIVES

It is the District's capacity that drives economies – the twenty-first century infrastructure; the business culture; the regional leadership; the connected, active networks of innovation and the spirit of collaboration. Waimakariri and Hurunui District Council's investment through ENC enables and facilitates economic and business development initiatives outlined in this business plan.

The draft Statement of Intent that was submitted to Councils in February 2021. No changes were made at that time. The 2021/22 Statement of Intent sets out THREE Objectives for the year and relevant Performance Measures but is necessarily high-level.

To more fully describe the wide range of activities to be undertaken by ENC some additional detail on objectives and performance measures and targets are included ensuring the business environment supports successful and sustainable enterprises.

OBJECTIVE ONE: Supporting existing businesses

North Canterbury has around 9,039 businesses (6,537 Waimakariri and 2,502 Hurunui), most of which could be defined as small businesses, that collectively contribute significantly to the region's economy. ENC's role is to assist these businesses and to ensure their ongoing access to key business support services and business mentoring. In addition, micro-economic programmes that support employment, innovation and growth opportunities will help productivity and economic recovery. ENC will also be required to leverage Government Programmes and resources to benefit local economies.

Objective 1.1 Support existing businesses by the provision of training coaching, mentoring services and networking opportunities.

This work includes provision of direct support from ENC for advice and facilitation, access to the Regional Business Programme (RBP) for NZTE vouchers, business mentors and advisors, and an ongoing high level of advocacy on behalf of the business community to banks, financial institutions, landlords etc.

Performance Measures – ENC will:

- Deliver the Regional Business Partner (RBP) Programme for NZTE and issue vouchers where appropriate
- Provide training of local business owners and managers
- Support new and expanding businesses
- Maintain and grow ENC's website and social media

Targets:

- *Regional Business Partner contracted targets include:*
 - *Undertake at least 48 Capability Assessments for NZTE and issue \$80,000 NZTE Vouchers while achieving a minimum of 60% net promoter score through NZTE annual customer survey*
 - *Refer a minimum of 24 businesses to Business Mentors NZ*
 - *Refer at least 2 businesses to Callaghan Innovation*
- *Run a minimum of 20 half day workshop with 80% of participants finding the overall standard to be very good or excellent*
- *Provide business support to 50 start up businesses and 50 existing businesses to grow/expand*

Funded by NZTE \$55,799; Businesses on ENC workshops and networking \$62,410

Objective 1.2 Celebrate and recognise business leaders in the region

The recognition and celebration of business achievements within the region is an important stimulus for entrepreneurs and will be leveraged to increase the involvement and overall reputation of North Canterbury businesses.

Performance Measure – ENC will:

- Organise to the Business Awards Gala and Ceremony in September 2021
- Encourage residents to vote in the People's Choice voting process
- Survey participating businesses

Targets:

- *Have at least 500 people attend the Gala Dinner and Awards*
- *Achieve at least 5% of the North Canterbury population to vote in the People's Choice Awards*
- *Achieve a minimum of 80% level of satisfaction from the participants*

Funded by sponsors \$55k and ticket sales of \$91k and in-kind contributions of \$30k

Objective 1.3 Assist Hurunui Council to establish economic projects in the district improving the wellbeing and viability of Hurunui communities

ENC can provide support services to clusters of North Canterbury small businesses in rural townships, to further assist their development. Waimakariri District's requirements are accommodated in the Promotion Contract.

Performance Measures – ENC will:

- Work with Council on a programme of initiatives agreed and implemented

Targets:

- *ENC assists and supports town initiatives as agreed*

Funded by Hurunui Council Capacity Grant of \$8k

Objective 1.4 Manage the ENC Business Centre

The Business Centre is an excellent way of partnering with the private sector to offer meeting and training room facilities for use. It also allows businesses to access the many services that ENC offers to North Canterbury based businesses.

Performance Measures – ENC will:

- Maintain engagement with Corporate Sponsor MainPower, Silver and bronze sponsors
- Generate bookings for room hire
- Secure repeat business for room hire and new business as a result of marketing the Business Centre through various channels

Targets

- *Achieve sponsorship to the value of \$73,500 and \$11,200 for Business Centre hire*

OBJECTIVE TWO: Attract and Inspire Businesses, Mana Whenua (Te Rūnanga o Ngāi Tahu and Ngāti Kuri) and Government to Invest in our region

ENC has and can continue to play a role in attracting businesses and government investment in new product development and be part of an influencer group tasked with identifying potential significant organisations to set up in North Canterbury.

Objective 2.1 Develop a North Canterbury Cycle Trail

The construction of a multi-day cycle trail that commences in Christchurch City and finishes in Waipara will create jobs initially (build process) and when completed will increase trade to existing local operators and well as provide opportunities for new businesses to establish. Particularly over the coming year it will provide a new domestic tourism product for Christchurch and North Canterbury.

Performance Measures – ENC will:

- Continue to seek and apply for funds for the development of a North Canterbury Cycle Trail from Christchurch to Waipara

Targets:

- *Staff prepare and submit applications in conjunction with Councils*

Funded by Capability Funding from Council Grants

Objective 2.2 Deliver the MADE NORTH CANTERBURY food and beverage project to achieve greater collaboration

One of the strengths of the North Canterbury and Kaikōura economies is the production of a variety of food products and food processing, including seafood and beverages. There was an identified need to further develop this economic sector and its associated industries (eg tourism, innovation/talent and manufacturing). ENC will:

Performance Measures – ENC will activate and stimulate the food and beverage sector of North Canterbury by providing them with opportunities to collaborate and connect. ENC will:

- Build networks and relationships with producers and manufacturers and facilitate collaboration
- Grow MADE NORTH CANTERBURY website, Facebook and Instagram platforms
- Create/stimulate new marketing and promotional initiatives and resources for North Canterbury Food and Beverage businesses
- Opportunities identified to participate in events to profile MADE NORTH CANTERBURY members
- Track referrals, engagements and type of support given

Targets:

- *MADE NORTH CANTERBURY Website, Facebook, Instagram platforms increase awareness and sales of NCF&B product*
- *ENC builds networks and relationships with producers and manufacturers*
- *Opportunities identified to attend and profile MADE NORTH CANTERBURY at event and trade shows*
- *Referrals and connections tracked*

Funded by MBIE (\$100k) and Sponsors/members (\$20k)

OBJECTIVE THREE: Promote the Waimakariri District

ENC will promote Waimakariri District in accordance with the Promotion Business Plan. There are two key goals in the plan: one is focussed on the business sector, and the other focused on the visitor industry sector. The specific targets and budget are set out in the separate 2020/21 Promotion Business Plan approved annually by WDC/ENC.

GOAL ONE Business Promotion (Business Sector)

The role of ENC is to understand and **promote** the desirable features of setting up in the Waimakariri District, encouraging more businesses to establish that will create more jobs and provide greater benefits to the local economy. ENC works closely with multiple parties including private (local and prospective) business interests, developers, government departments, non-government organisations, social enterprises and WDC staff. There are five key objectives to achieve this goal:

Performance Measures - ENC will

- Assist business start-ups – big and small
- Assist or drive catalyst projects that meet the needs of the Waimakariri community and will enhance the business eco-system
- Identify commercial projects that will enhance each major town in the Waimakariri – Rangiora, Kaiapoi, Oxford, Woodend/Pegasus and assisting their establishment
- Assist investors and developers interested in potential Waimakariri projects
- Promote the district as a diverse and dynamic business community

GOAL TWO Visitor Marketing Programme (Visitor Industry)

This visitor marketing programme outlines the initiatives for the coming year that maximises, through destination marketing, the positive outcomes of a growing visitor market on the district's economy and aligns ENC's efforts and activities to achieve the goals of the Waimakariri District Council's Visitor Marketing Strategy. Waimakariri District is benefitting from significant investment in major roads and cycle trails, river marina areas and the new MainPower Stadium which will generate appeal for the district as a visitor destination. There were five key objectives identified in the Visitor Marketing Strategy that form the basis of the coming year's programme.

Performance Measure – ENC will:

- Create new collaborations locally and beyond the district to support greater promotion of the district
- Generate new destination appeal by building on what we have and leveraging new investment
- Improve local awareness and encourage locals to act as ambassadors/champions.
- Grow visitor awareness and affinity for the experiences in our district
- Protect our nature, heritage, culture and town character

Funded by Waimakariri District Council \$448k (\$438k last year) plus \$84k (\$88k last year) income in advance from WDC and \$16k (\$12k last year) from operators plus VIC sales of \$144k (\$111k last year)

4.0 THE SUCCESS MEASURES

Measuring economic activity within the region with any accuracy is limited by the quality of available data. Most economic data is collected at a national level then interpolated to the regions. There is only a limited linkage between ENC's strategic objectives and the available data, and furthermore, ENC does not operate in isolation in the pursuit of economic development with North Canterbury. The following statistics will be monitored to assess absolute and relative changes in economic activity in the region:

- Changes in the region's real value-added (GDP) growth relative to that of Canterbury and New Zealand (Source: BERL or Infometrics)
 - *From December 2019 – December 2020 Waimakariri GDP dropped by 1.2% and Hurunui dropped by 2.0%. This is compared to a growth of 2.2% for New Zealand.*
 - *In the year to March 2019 (the most recent available dataset for both districts) the Waimakariri GDP was \$1,651m (\$1,619m last year) and the Hurunui GDP was \$673m (\$577m last year)*

- Changes in the number of businesses in the region by size category and the number of their employees (Source: Statistics NZ & NZ Business Frame)
 - *In Hurunui (as of 2020) there are 2,502 businesses with 5,200 employees. This is a slight drop in business numbers (- 0.6%) and no change in employee numbers.*
 - *In Waimakariri (as of 2020) there are 6,537 businesses with 15,700 employees. This is a slight increase in business numbers (+0.8%) and an increase in employee numbers (+2.6%)*
 - *For Canterbury an increase in business numbers of 0.8% and an increase in employees of 0.5%*
 - *For New Zealand an increase in business numbers of 1.6% and an increase in employees of 1.2%*

- Changes in the number of full-time equivalent jobs in North Canterbury relative to the region's population growth rate (Source: Statistics NZ)
 - *Hurunui population increased an estimated 50 from 12,800 to 12,850 – an increase of 0.4%*
 - *Waimakariri population increased an estimated 1,400 from 59,300 to 60,700 – an increase of 2.4%*

- Changes in the number of full-time equivalent jobs in North Canterbury relative to the region's population growth rate (Source: Statistics NZ)
 - *Between the 2013 and 2018 censuses, the total workforce in North Canterbury grew:*
 - *Hurunui workforce grew from 9,279 to 10,131 – an increase of 9.2%*
 - *Waimakariri workforce grew from 39,798 to 48,090 – an increase of 20.8%*
 - *In the same period*
 - *Hurunui population increased from 12,531 to 13,107 – an increase of 4.6%*
 - *Waimakariri population increased from 49,971 to 59,322 – an increase of 18.7%*

- Between 2018 and 2019 (latest data) changes in residents' mean income levels relative to that of Canterbury and New
 - *Waimakariri mean household income level has INCREASED 3.7% to \$108,100*
 - *Hurunui mean household income level has INCREASED 3.7% to \$92,600*
 - *Canterbury mean household income level has INCREASED 3.8% to \$104,700*
 - *New Zealand mean household income level has increased 2.1% to \$106,600*

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: RES 09 / 210723120834

REPORT TO: Kaiapoi - Tuahiwi Community Board


DATE OF MEETING: 2 August 2021

AUTHOR(S): Chris Brown, Manager – Community & Recreation

SUBJECT: WHoW Aquaplay License to Occupy

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

Department Manager



Chief Executive

1. SUMMARY

- 1.1 This purpose of this report is to present the findings of the consultation undertaken with the community regarding the proposal to issue a license to occupy to WHoW for the purpose of creating an Aquaplay park in Courtenay Lake in Kaiapoi.
- 1.2 The consultation results have been analysed with 89 submissions received. This report provides background related to the WHoW proposal, further information regarding consenting requirements, water quality results to date and an analysis of the consultation. Based on a combination of the above factors staff are recommending that a license to occupy is approved by the Kaiapoi - Tuahiwi Community Board subject to certain conditions.

Attachments:

- i. Initial report to Kaiapoi / Tuahiwi Community Board, Aqua Play proposal NCF Park Kaiapoi (210305038150)
- ii. Proposal from WHoW (210305038179)
- iii. License area map (210723120832)

2. RECOMMENDATION

THAT the Kaiapoi - Tuahiwi Community Board:

- (a) **Receives** Report No. 210723120834.
- (b) **Approves** a Licence to Occupy being issued to the WHoW Trust for a period three years for the area identified on the attached map Trim 210723120832 on the reserve known as NCF Reserve, which partially encompasses freehold land that previously formed part of the red zone, subject to the WHoW Trust obtaining the relevant resource consents. The Licence to Occupy will contain Council's standard conditions as well as the following key terms:
 - 1) A Licence Fee of \$1 per year for the first three year term. Right of renewal following the three year term will be subject to ratchet clause rent review.
 - 2) The WHoW Trust will be required to pay a one-off Administration Fee of \$150.00 on or prior to the Commencement Date.
 - 3) Licence to be subject to the WHoW Trust obtaining the relevant resource consents and WHoW Trust to be required to adhere to any requirements of Ecan.

- 4) Licence to be subject to the WDC receiving approval from Crown for the area of usage that overlays the regeneration areas.
 - 5) A Licence term 3 years. With a further 3 year right of renewal subject to previous compliance with the license terms and ongoing community support for the activity.
 - 6) A bond of \$5000 to be paid to Council to be held for use for remediation of the site and removal of any assets should the WhoW Trust not meet the terms of the license.
 - 7) The WHoW Trust will be required to take responsibility (to the fullest extent it can as Licensee) for the health and safety of its proposed activity. Furthermore the WHoW Trust will be required to provide a health and safety plan for the site and its operation to Council for its approval. The key content of this plan will be set out in the License and it is expected that ongoing monitoring of this site and the WHoW Trust's compliance with this plan will be required.
 - 8) As part of the health and safety plan for the site there will be specific requirements in relation to water quality and the requirement for regular testing.
 - 9) The Licensed area is to be open to the community at all times for recreation opportunities such as walking, however for safety reasons some of this area will need to be partitioned off at times.
 - 10) The WHoW Trust is to remove the structures and the inflatables at the end of every season and make good any damage to the reserve including the car parking area and the bank.
 - 11) The WHoW Trust must use all reasonable endeavours to ensure the safety and wellbeing of the wildlife in the area with particular care and focus on local species.
 - 12) The WHoW Trust must ensure the car park area, which can remain grassed, does not get degraded to a state where it causes a nuisance or is aesthetically displeasing.
 - 13) Adequate toilet facilities are to be provided by the WHoW Trust to service the needs of users. These can be portaloos style toilets with appropriate security and servicing frequency.
 - 14) The container and any other structures including the toilets are to be adequately screened or designed to ensure limited impact on aesthetics of the surrounding area, and sufficiently anchored in place (wind, earthquake, flooding etc).
 - 15) Termination provisions will be included.
- (c) **Authorises** the Manager, Community and Recreation to make minor changes to the License following advice from Councils property lawyers.

AND

THAT the Kaiapoi / Tuahiwi Community recommends:

THAT the Council:

- (a) **Receives** Report No. 210723120834
- (b) **Approves** a License to Occupy being issued to the WHoW Trust for a period three years for the area identified on the attached map Trim 210723120832 for use as a car park and access way to service the Aqua Play Park.
- (c) **Notes** that staff require Council approval rather than community Board due to the land in question being regeneration land rather than existing reserve land.

- (d) **Notes** that while permission is being obtained from both the Kaiapoi / Tuahiwi Community Board and the Council for separate land parcels the License to Occupy and associated conditions will be contained within the same document.
- (e) **Notes** that the car park can be left as a turf surface however the WHoW Trust will be responsible for ensuring the surface is maintained to an appropriate standard.

3. **BACKGROUND**

- 3.1 In early 2021 the WHoW Trust approached Council staff with a proposal to develop a temporary Aquaplay Park in Kaiapoi. This led to a report being presented to the Kaiapoi / Tuahiwi Community Board where approval was provided to engage with the community subject to further detail being provided about water quality and consenting requirements.
- 3.2 The report which was presented to the Community Board on the 15 March 2021 is included in this report as attachment i. This attached report identifies further background relating to the proposal; which is also summarised in the following clauses.
- 3.3 The proposed Aquapark is considered by WHoW Trust as a temporary offering to build up the community interest and the customer base before further investment into another site in the future. The proposal includes the installation of a floating PVC structure into Courtenay Lake for the summer season every year for a three year term. The structure is proposed to be located as shown in the picture below. This site has been chosen after depth checks of the lake.
- 3.4 Supplementary to the floating PVC structure will be the installation of temporary toilets, converted shipping containers for small food and beverage offering as well as ticket sales, storage shed, lifeguard stand, picnic tables and a spectator area. Car parking is proposed on the upper terrace as shown below.



3.5 As stated in 3.1 above; before consultation with the community could proceed the WHoW Trust were required to undertake further water quality testing and investigate the consenting requirements.

3.6 Water quality testing

The WHoW Trust have been undertaking water quality testing for many months now. WHoW has had pre-consent application meetings with the ECAN Water Quality & Ecology team, Surface Water Team, and their Regulatory team. This has established testing benchmarks and consenting pathways. WHoW have had ongoing E.coli testing as well as testing of the water for other contaminants. The amount of E.coli in the water is used as a way of measuring the suitability of the water for contact recreation (i.e. swimming). The results in the graph below show that the water quality has remained within swimmable limits during the recent testing; even after significant rain events such as the flooding in late May 2021.



3.7 Consenting pathway

The WHoW trust have engaged a resource management planner to assist them in the preparation of resource consent applications. It has been determined that a resource consent for land use will be required from the Waimakariri District Council and a further consent will be required from Environment Canterbury. WHoW have had pre-application meetings with ECan to determine what is required regarding consent application and Assessment of Environmental Effects. This will include things such as disruption to the lake and effects on wildlife such as inanga spawning habitat and bird life. WHoW have engaged a consultant ecologist who will be investigating the following in preparation to lodge a consent application with ECan:

- Assess the impact of temporary anchors on the benthic fauna
- Assess the impact of the Aqua Play Park activity on potential inanga spawning activity
- Assess the lake margins for lizard habitat suitability and consider any impact of the proposed activity
- Assess the lake margins for potential impacts on aquatic and wetland plants, and bird activity

Community Consultation

- 3.8 Based on the above information staff were satisfied that community consultation could be undertaken as approved by the Kaiapoi - Tuahiwi Community Board.

The main public consultation period for the Aqua Play Park proposal was carried out from Wednesday 24 June until Wednesday 14 July 2021. This was a District-wide engagement that asked the community whether or not the Kaiapoi-Tuahiwi Community Board should support the Aqua Play Park proposal from the WHoW Trust.

At the end of the consultation period there were 89 submissions received. A variety of tools were used including:

- Facebook and Instagram (boosted post to increase reach).
- 'Bang the Table' Consultation Page (online engagement platform)

- On-site signage (two corflute signs located at prominent areas at NCF Reserve up for the duration of the consultation period).
- Community Noticeboard adverts in the North Canterbury News and the Northern Outlook on 23 and 24 June, and 7 and 8 July.
- Digital screen slide showing at all Service Centres and Libraries
- 'Let's Talk' Flyers distributed to Kaiapoi and Rangiora Service Centres and 45 flyers and four posters were provided to the Trust to give out at their fundraising event.
- Email to KTCB on 24 June

3.9 The results of this consultation are described in more detail in section 5 of this report.

4. ISSUES AND OPTIONS

4.1. There are two main options available to the Kaiapoi-Tuahiwi Community Board. The main options for the Board's consideration are as follows:

4.1.1. Option 1. Issue the License to Occupy in line with the recommendations in this report. Staff have undertaken comprehensive engagement with the community. The results of this engagement suggests that there is a majority of community support.

There were a number of issues which were raised during the engagement. The majority of these issues relate to potential effects of the activity on surrounding residents and the wildlife. These effects will be evaluated through both the Waimakariri and ECan resource consent process. The Licence to occupy will only be issued once all consents have been obtained. In addition, the public feedback also identifies many of the positive benefits of the proposal, as outlined in section 5. Additional positive outcomes include opportunities for water safety education and additional opportunities for youth and family activities in Kaiapoi. This option 1 is the staff recommended option.

4.1.2. Option 2. Decline the request from the WHoW Trust. Staff do not recommend this option. The consultation undertaken has identified that there is majority support for the activity to progress to the resource consent stage. The majority of the concerns raised and their effects will be considered as part of the consenting process. If the effects are not considered acceptable then the WHoW trust would not be able to proceed.

Implications for Community Wellbeing

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

4.2. 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.

The WHoW Trust have approached Ngai Tuahuriri Rununga through Mahaanui Kurataiao Ltd to seek feedback on the proposal.

The proposal was presented to the Rununga on the first and second of March 2021. The Rununga provided support in principle to the WHoW Aquaplay proposal subject to the following recommendations:

Recommendation 1

Waste, rubbish and toilet facilities should be suitably sized to cater for the proposed visitor levels

Recommendation 2

No indigenous vegetation should be cleared to facilitate the proposal.

Recommendation 3

The applicant should be certain that no leaching of contaminants can occur from the inflatable structures.

The recommendations will be included as special conditions within the Licence to Occupy.

5.2. **Groups and Organisations**

No specific community groups or organisations were consulted with. The engagement undertaken was a district-wide engagement.

5.3. **Wider Community**

5.3.1. The wider community is likely to be affected by, or to have an interest in the subject matter of this report. As a result staff undertook comprehensive district wide engagement. Section 3.8 of this report describes the engagement methods utilised and time frame the engagement was live. The outcomes are reported below.

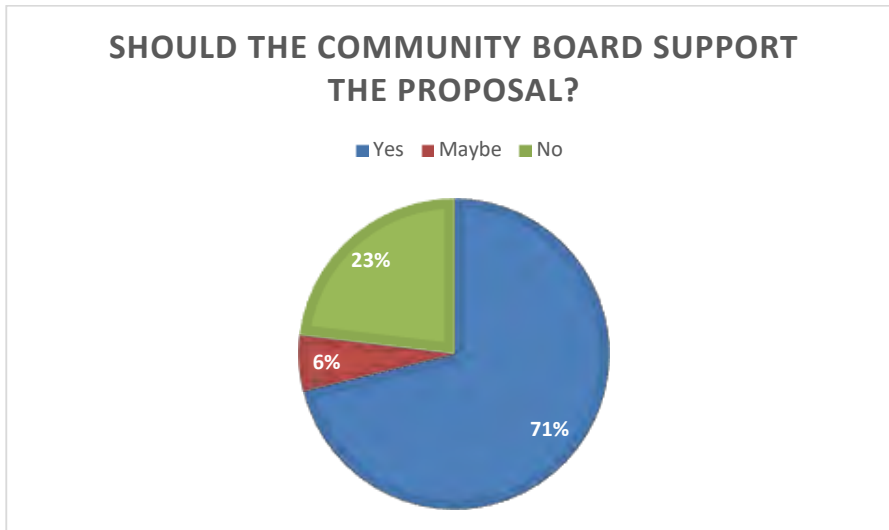
Consultation summary

The community were asked to respond to the following question:

Do you think the Kaiapoi-Tuahivi Community Board should support the WHoW Trust's proposal to install an Aqua Park in NCF Reserve?

The response that submitters could choose from to answer this question were:

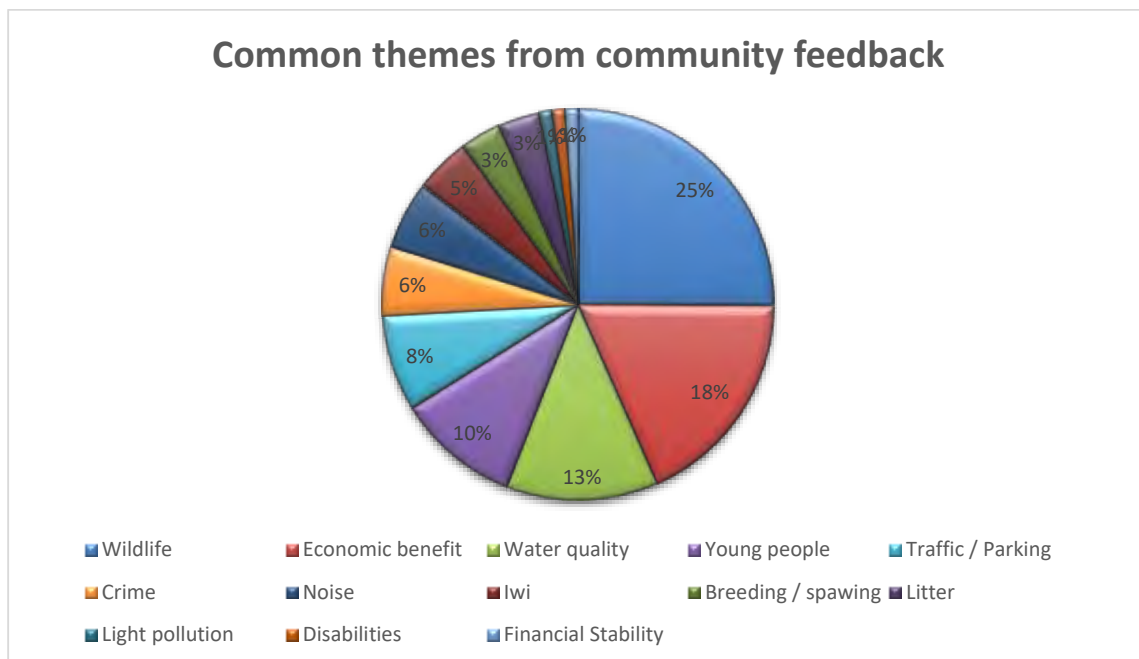
- Yes, I would like the Board to support this proposal for Kaiapoi
- Maybe, I have some concerns before agreeing to this proposal (please comment below)
- No, I don't think the proposal should be supported by the Board



Of the 89 submissions received the general response included 57 positive comments, 27 negative comments, 4 neutral comments and 1 comment that was a mix.

5.4. Further comments

The community were also invited to provide further feedback in relation to their submission. The common themes from this feedback included:



5.5. Economic benefit

There were 16 submitters, who made comments in relation to the economic benefit of the project. They believe it will attract visitors, encourage local spending, create jobs and be financially really positive.

Staff response – Staff agree with the submitters. The proposed activity will be a destination for both people in the and out of the district. There I currently not a recreation offering

similar in the greater Christchurch area. Attracting people to visit Kaiapoi will have a positive economic outcome.

5.6. **Water quality**

There were 11 comments made in relation to concerns that the current water quality is not safe for swimming in now, so will not be safe enough for an aqua park.

Staff response – The WHoW Trust are currently working with Environment Canterbury regarding water quality analysis. To date the testing has been favourable. The License to occupy proposed will have clauses that relate to the activity only taking place subject to water quality being suitable.

5.7. **Youth / children**

There were 9 submitters who made comments in relation to youth and children. Those comments related to it being a positive activity for teenagers to keep them out of trouble and providing a fun activity for youth and children.

Staff response – Staff support these comments. The Aqua park has been described by the WHoW Trust as a family friendly low cost recreation activity. The WHoW Trust have stated that they would like to work with schools and other organisations to educate and promote water safety.

5.8. **Wildlife**

There were 22 submitters, who were concerned around how the park would affect the wildlife. These comments related to the area belonging to the wildlife and the negative effects it would have on nesting and breeding of birds, the stress it will put on the wildlife and the risk of reducing the wildlife numbers.

Staff response – The impact on the wildlife is the concern which has been raised the most during the engagement. WHoW have engaged an ecologist to investigate the effects of the activity on the surrounding natural environment. Any identified impacts will be assessed by ECan as part of their consenting process. The Licence to occupy which this report recommends will include a clause that ensures that WHoW are obligated to follow any conditions imposed on them as part of the ECan resource consent.

5.9. **Crime**

There were 5 submitters, who had concerns about the increase in crime from this commercial activity. This was in relation to vandalism and break-ins occurring at the Aqua park when it is outside of operating hours.

Staff response – There is a risk that the facilities proposed will be subject to vandalism. Through the conditions of the license to occupy proposed the WHoW trust would be responsible for the security of their assets. They will also be responsible for ensuring that the site is kept in a clean and tidy state at all times. Waimakariri District Council staff will monitor the site on a regular basis to ensure that is being maintained appropriately and that WhoW are responding appropriately to any vandalism.

5.10. **Noise**

There were 5 submitters, who had concerns about the impact of noise in the area for neighbours while the aqua park is operating. They see this area is more appropriate for peaceful passive use and wildlife watching.

Staff response – The current Waimakariri District Plan considered the effects of noise on neighbouring properties and residents. The effects of noise will be considered as part of the resource consent process. The WHoW trust will be responsible through the license to occupy to adhere to any resource consent conditions. It should be noted that the proposed activity is approximately 250m from the nearest residential property and located on a lower terrace.

5.11. Traffic / parking

There were 7 submitters, who had concerns about the increase in traffic and lack of parking in the area if the Aquaplay park went ahead. Due to the narrowness of the road, this could also increase the risk of accidents.

Staff response - The effect of traffic generated and parking is considered as part of the Waimakariri District Plan resource consenting process. Parking has been proposed on the upper terrace which is currently regeneration land. The resource consent process will determine if what has been proposed is suitable.

5.12. Light pollution

There was 3 submitters who were concerned about light pollution from the operation of the aqua park and this having a negative effect on neighbouring properties.

Staff response – The Waimakariri District Plan has certain rules regarding light pollution. This will be considered as part of the resource consent process. The activity itself is a day time activity that will be undertaken during the lighter months of the year which would limit any light pollution; however as stated this will be further considered as part of the resource consent process. It should be noted that the proposed activity is approximately 250m from the nearest residential property and located on a lower terrace.

5.13. Breeding /spawning

There were 3 submitters who supplied identical information noting that this is one of the two spawning areas in the Waimakariri River and Kaiapoi River Catchment for the endangered and threatened whitebait. Who spawn from January until late May. Whitebait spawning require a tranquil and minimal human disturbance, which does not fit with an aqua park.

Staff response – The effects of the activity on white bait spawning is something which is specifically being investigated as part of the Environment Canterbury Consent application process. WHoW have engaged a consultant ecologist to determine the effect. This will be considered by Environment Canterbury.

5.14. Iwi

There were 4 submitters who had concerns that the Council should have an interest in understanding iwi views on this proposal. Due to the nature of the area and iwi interest in the environmental protection of waterways, it would be helpful to understand their views.

Staff response – The WHoW trust have consulted with Ngai Tuahuriri regarding the proposal. Their response is included in section 5.1 of this report

5.15. Disabilities

There was one submitter, who was concerned that the operation of the aqua park is not a safe or friendly place for those with disabilities. At the moment, this area is easily accessible and safe for those people with disabilities. They would not like to see this change.

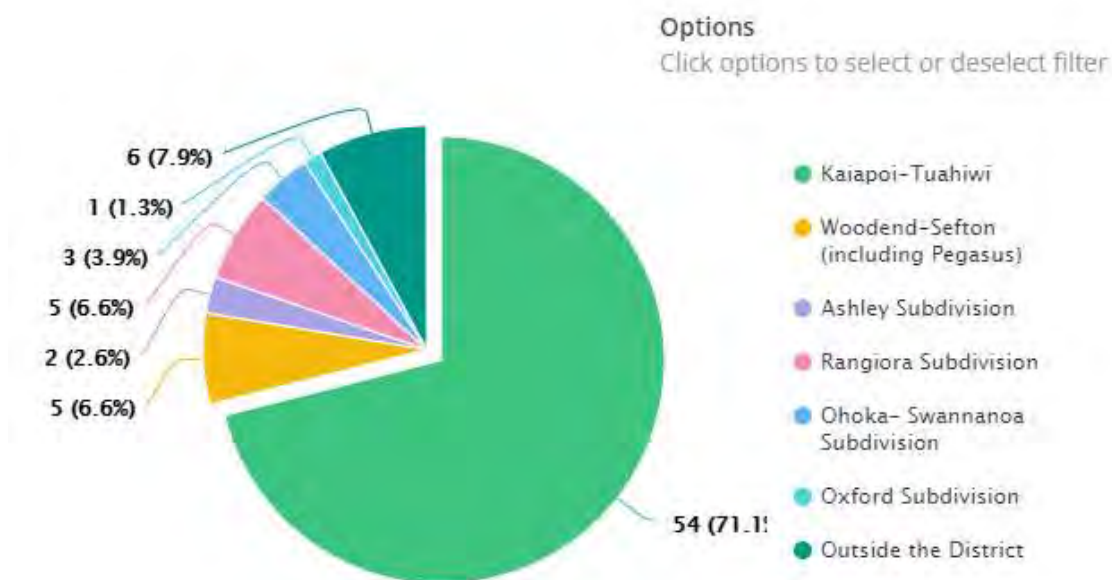
Staff response – The proposed license to occupy would allow the WHoW Trust to use the site for the Aqua Play activity however it does not give the Trust sole use of the site. The public will still be able move through the site. The WHoW proposal is likely to increase accessibility due to the car park and access route to the pontoons being established and maintained.

5.16. Financial stability

There was 1 submitter who has concerns about how financial viable this project is and questions why a business, financial plan and safety plan have not been made publicly available.

Staff response – Should the proposal not be successful from a financial perspective the license will require the WHoW trust to remove all of their assets and return the land back to its original state. The License to occupy will require that a comprehensive health and safety plan is provided to Council for approval before the activity can occur.

- 5.17. As part of the consultation process people were asked where in the district they lived. The table below identifies that the majority of those that submitted live in the Kaiapoi Tuahiwi Ward.



- 5.18. The car park area being proposed is located on regeneration land which is to be developed into a Mahinga Kai reserve. The regeneration plan directs Council and Ngai Tuahuriri to develop this land following the establishment of a co-governance arrangement. Te Kohaka O Tuhaitara Trust is a co-governance entity currently set up to manage the Coastal area of the district. This group have both rununga and Council representatives as trustees. It is currently proposed (however not yet approved) that Te kohaka O Tuhiatara Trust acts as co-governance vehicle to deliver the mahinga kai development. The Aqua play proposal has been shown to Te kohaka O Tuhiatara Trust as well as the general manager of the trust Greg Byrnes. Due to the temporary nature of the proposal and the time it is going to take to develop the mahinga kai area it was considered to have little impact and was therefore supported by the Trust.

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. Financial Implications

The direct cost to Council in relation to the proposed license to occupy is limited to staff time and lawyers' fees. This is an operation budget which is set aside for this specific purpose.

This report proposes that WHoW Trust is charged a \$150 administration fee which offsets some of the costs identified above.

This report proposes that the ongoing license to occupy fee for the three year license term be set at \$1. While this activity is a pay to play commercial activity there is flow on economic benefits for Kaiapoi.

This report proposes that a ratchet clause is included in the license. At the end of the three year initial term a rent review will be undertaken to determine if any rent should be paid to Council. Council when undertaking the rent review will consider the wider economic and social benefits that the activity has for the Kaiapoi area as well as the commercial viability of the operation.

6.2. Sustainability and Climate Change Impacts

The recommendations in this report do not have a specific climate change or sustainability impact. The activities effect on wildlife will be considered as part of the Ecan consenting process. The WHoW trust will be required to undertake ongoing water quality testing to ensure that their activity is compliant and is not having a negative effect on water quality.

6.3 Risk Management

There are risks arising from the adoption/implementation of the recommendations in this report. A number of the risks will be investigated and considered as part of the resource consenting process. The largest operational risk is the health and safety of the activity. The license to occupy is quite prescriptive in regards to the health and safety obligations that WHoW Trust will have. This includes having the right amount of trained staff and a regularly reviewed suitable health and safety plan as well as ongoing water quality results. The site area proposed does experience occasional ponding and inundation during high rainfall and river flood events. This will need to be considered in the facility design by WHoW.

Health and Safety

There are health and safety risks arising from the adoption/implementation of the recommendations in this report. As stated above the License to occupy will require the WHoW Trust to provide to Council an acceptable health and safety plan. The license is very prescriptive in regards to what things the health and safety plan will have to consider.

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 WHoW Trust will be required to apply for a resource consent from both Waimakariri District Council and Ecan.

The land in which the car park is proposed is regeneration land. The Council has an obligation to liaise with LINZ to seek support where a license to occupy or lease is to be considered. Staff have sent a letter to LINZ and are waiting for a response. Due to the temporary nature of the license it is not expected that LINZ will have a concern.

7.3. Consistency with Community Outcomes

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

7.4. **Authorising Delegations**

The Kaiapoi / Tuahiwi Community Board have the delegation to issue a license to occupy for reserve land.

The Council have the delegation to issue a license to occupy for regeneration land. They are required first to seek permission from the Crown. A request for permission has been sent to LINZ

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: 210305038150

REPORT TO: Kaiapoi / Tuahiwi Community Board

DATE OF MEETING: 15 March 2021

FROM: Chris Brown, Manager Community and Recreation

SUBJECT: Aqua Play proposal NCF Park Kaiapoi

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

Department Manager



Acting Chief Executive

1. SUMMARY

- 1.1 This report provides the Board with information regarding a proposal by Wai Hukao Waitaha to develop a temporary Aqua park in Kaiapoi.
- 1.2 This report identifies the proposed benefits of the proposal as well as identifying some of the risks and seeks approval from the Board to undertake consultation with the Kaiapoi Community to establish their views.

Attachments:

- i. Proposal from Wai Hukao Waitaha (210305038179)

2. RECOMMENDATION

THAT the Kaiapoi / Tuahiwi Community Board:

- (a) **Receives** report No.210305038150
- (b) **Notes** that Waimakariri District Council staff have been approached by Wai Hukao Waitaha with a proposal to develop a temporary Aqua Park in the lake situated in NCF Park.
- (c) **Approves** staff undertaking community consultation with the wider Kaiapoi Community to determine their views in relation to the development of a temporary Aqua park located in the lake within NCF Park, Kaiapoi.
- (d) **Notes** that before public consultation is undertaken further information regarding the consenting requirements from both Environment Canterbury and Waimakariri District Council must be provided to the Manager, Community and Recreation.
- (e) **Notes** that before public consultation is undertaken additional water quality testing results are to be provided to the Manager, Community and Recreation for review.
- (f) **Notes** that staff will come back to the Kaiapoi / Tuahiwi Community Board with the results of the community consultation

3. **BACKGROUND**

- 3.1 In early 2021 Wai Hukao Waitaha approached Council staff with a proposal to develop a temporary Aqua Park in Kaiapoi. The proposal is included in this report as attachment i.
- 3.2 The proposal looks to utilise the lake in NCF Park which is fed by the Courtenay Stream to install a temporary large floating bouncy castle. This type of aqua-play is becoming more common in New Zealand with the most recent installation being the Lake Dunstan Kiwi Water Park.
- 3.3 The Courtenay Lake was established at the time of the Courtney subdivision. The lake was formed by material being excavated for use in the subdivision. Part of the Courtney Stream is now diverted into the pit forming the lake.
- 3.4 Staff suggested that the Wai Hukao Waitaha Trust present to the Kaiapoi Tuahiwi Community Board. The Trust attended a Board meeting to present their proposal where the Board suggested that should, the Trust wish to progress the development any further they would need to confer with Ngai Tuāhuriri Rununga.
- 3.5 The current proposal looks to install a large floating bouncy castle as well as auxiliary facilities, including a point of sale container selling tickets, coffee and small food; storage shed; picnic tables; spectator area; lifeguard stand and toilet facilities.
- 3.6 The target market is proposed to be a wide section of the community due to the type of activity and the relatively affordable price point. Specific groups may include:
- School Groups
 - Scout groups
 - Business functions / work do's
 - Team Building
 - Domestic tourists
 - International Visitors (in due course)
 - Season pass holders
 - Families
 - Local weekend entertainment.
- 3.7 The proposal looks to employ 3-6 people and depending on demand would be open for 6 months of the year.
- 3.8 The proposal identifies that the temporary aqua park is designed to establish customers and community interest pending further investment in water related activities in the Kaiapoi area. Staff believe that this refers to the development of the larger wake, surf and white water proposal by the same charitable trust currently being investigated on the Northern side of the Kaiapoi River.
- 3.9 Currently two locations have been identified. In order to operate safely, a water depth of 1.5m is required. Wai Hukao Waitaha have measured the depth of the lake in certain areas. The picture below is taken from the attached proposal. While it is difficult to read you can identify

the two areas in red. For further information on exact depths please refer to the attached proposal.



4. **ISSUES AND OPTIONS**

- 4.1. The mechanism to formally allocate public land for use by either a commercial enterprise or a charitable trust is by issuing a lease. The Kaiapoi Tuahiwi have the delegation to issue a lease for reserve land within their ward. To do this the Board needs to have the appropriate information related to the benefits and effects of the proposed development.
- 4.2. There is likely to also be consenting requirements from both Environment Canterbury and Waimakariri District Council. At this stage the Consenting requirements have not been fully scoped. This is an important task and needs to be completed before public consultation. Fully understanding the consenting requirements relating to the project will assist in determining if the project can go ahead and will likely consider the impacts of the activity.
- 4.3. The recommendations in this report seek approval to go out to public consultation but only once the consenting requirements are understood. To understand the consenting requirements it is likely that additional information will need to be established the trust. This information is essential for public consultation in order to fully inform the community.
- 4.4. Further to the consenting requirements identified above this report outlines that staff would like additional water quality testing information before undertaking consultation with the community.
- 4.5. The proposal included as an attachment provides some information however there are other things that need to be considered. Staff are currently working with Wai Hukao Waitaha to gather more detail.
- 4.6. What has been gathered so far includes the following:
 - 4.6.1. Car Parking

- At peak times it could be expected that a reasonably large amount of cars will visit the attraction. Currently the proposal does not specifically address this. There is a large amount of space within the Mahinga Kai area that could be used for car parking. This could only occur on a temporary basis and any damage to the surfaces would have to be fixed by the operator. This is still being investigated.

4.6.2. Services

- The proposal does look to have and will need toilet facilities. Currently there are no sewer laterals into NCF that could be used. Portaloos are an obvious temporary solution however at some stage in the future the Mahinga Kai area will require toilet provision. There is the possibility of providing toilets in the future that serve a dual function.
- Power and water would need to be established onsite by Wai Hukao Waitaha. This can be sorted temporarily with generators onsite however this is not a long term solution.

4.6.3. Noise

- NCF park and the surrounding environment is primarily used by walkers, cyclists and people fishing who enjoy the current atmosphere. The addition of the proposed aqua park will change the environment with additional activity and noise generated. The noise will however be no more than you would expect from a sportsground or playground when in use. It is not likely that the noise would breach any District Plan standards.

4.6.4. Amenity

- The proposal currently includes containers and potentially portaloos. These can be considered as aesthetically unpleasing especially given the environment they are proposed to be located. There is however many ways in which these facilities can be screened and painted to make them fit in with their surroundings. The proposal is both temporary and seasonal which needs to be considered.

4.6.5. Security

- The proposal currently would be to have the inflatables inflated and in the lake for the duration of the season. Access to the inflatables can be taken away every day, cameras and security lighting can also be installed. During operation lifeguards are employed to ensure safety of users.

4.6.6. License Fee

- Wai Hukao Waitaha which is a charitable trust have requested that the first year lease fee be a peppercorn. This is on the basis that the trust may not earn any money from the proposal in the first year. They will also be looking to provide the facility for use to schools and other community groups to encourage water safety. The proposal if successful will generate additional visitors to the Kaiapoi area so will generate local economic growth and provide additional activities in Kaiapoi especially for youth and families. While staff support this approach in the short term they believe that ongoing lease cost renewals would be required each year.

4.6.7. License Term

- The current proposal would look to have a license term of three years with a right of renewal for a further three years. There is a relatively large investment required to develop the proposal and therefore a reasonable amount of tenure on a piece of land is required.

4.6.8. Water Quality

- Wai Hukao Waitaha have undertaken water testing on one occasion. The sample showed that the E.coli was below limits for contact recreation. Longer term monitoring not at the exact lake site does show that levels of contaminants do spike after rain events.
- The one off test shows that water quality can be acceptable however currently there has not been enough information regarding the water quality to fully determine if the NCF Lake would be suitable for recreational swimming over a long period of time. Water quality is very important and ongoing testing would have to be done to ensure that the water met a certain standard throughout the operation.
- This report outlines that further water quality testing will need to be provided before staff undertake any public consultation. The public will want to know as part of any consultation that the water quality is suitable.

4.7. Based on the fact that the proposal will have an impact on the current users of NCF Park staff are proposing that the Board approve staff undertaking public consultation. The public consultation is proposed to be delivered in line with the Council's Let's Talk consultation brand and will be targeted at the general Kaiapoi residents. This will utilise the Councils Facebook Page and website. An article in the paper and signage onsite to capture those who use the reserve. The consultation period is proposed to be three weeks in length. The various consultation documents will direct people to further information about the proposal on the Councils website.

4.8. Following consultation staff will come back to the Board with a further report. This report will evaluate the consultation and provide recommendations on the next steps.

4.9. The Board have a number of options they can consider including the following:

- 4.9.1. Approve the recommendations in this report which will allow staff to consult with the Kaiapoi Community to determine their support, or otherwise, for the proposal.
- 4.9.2. Instruct staff to issue a lease to Wai Hukao Waitaha now without any public consultation. This is not recommended.
- 4.9.3. Decline the proposal from Wai Hukao Waitaha. If this was the Boards decision no further action would be taken by staff. This is not the recommended course of action. Staff believe that the proposal has benefits for Kaiapoi and its people and therefore should be investigated further with the community.
- 4.9.4. Postpone consultation of the community until later in the year. There are currently a number of very important consultation events taking place including the LTP and the Kaiapoi Community Hub. There is a risk of confusion or overload in the community. There is however a time frame associated with the proposal. In order to get the proposal implemented for next summer season the Wai Hukao Waitaha trust need a go/no go as soon as possible.

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

5. **COMMUNITY VIEWS**

5.1. **Groups and Organisations**

The Wai Hukao Waitaha Trust have approached Ngai Tuahuriri Rununga through Mahaanui Kurataiao to seek feedback on the proposal.

The proposal was presented to the Rununga on the first and second of March. The Rununga provided the following recommendations.

Recommendation 1

Waste, rubbish and toilet facilities should be suitably sized to cater for the proposed visitor levels

Recommendation 2

No indigenous vegetation should be cleared to facilitate the proposal.

Recommendation 3

The applicant should be certain that no leaching of contaminants can occur from the inflatable structures.

mta

5.2. **Wider Community**

This report proposes that staff undertake consultation with the wider community of Kaiapoi to seek their feedback on the proposal. The results of this consultation will be presented back to the Board for their consideration.

6. IMPLICATIONS AND RISKS

6.1. **Financial Implications**

There are no financial considerations relating to the recommendations in this report however this report does provide some commentary regarding the potential future lease payment proposal. This would be subject to a future report following public consultation

6.2. **Community Implication**

There are number of implications for the community if the proposal identified were to be implemented. In order to quantify these in more detail public consultation with the community is required.

6.3. **Risk Management**

The main risk with the recommendations in this report are associated with the consultation process occurring alongside other important consultation events. This may cause consultation fatigue or confusion.

Parts of the Kaiapoi Community are already engaged with Council regarding the Kaiapoi Community Hub Proposal. There is a risk that this community feel a little overwhelmed having two proposals for change in the same geographical area of Kaiapoi. NCF Park is however not part of the Residential Red Zone. The effects of the proposal being considered in this report do not specifically effect the residents concerned with the Community Hub any more than other users of NCF Park that come from all parts of Kaiapoi.

Currently the water quality testing provided does not provide enough information to determine if the lake has the right standard of water to allow the operation to be successful over the whole season.

To minimise risk to the public and reputational risk to Council this report seeks additional information regarding water quality and consenting requirements before any public consultation is to occur.

6.4. **Health and Safety**

There are no specific health and safety issues related to the recommendations in this report. There are however a number of health and safety considerations that will have to be addressed should the proposal be considered favourably following public consultation.

7. **CONTEXT**

7.1. **Policy**

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

7.2. **Legislation**

Reserves Act 1977

The reserve is classified under Council level of service classifications as a recreation and ecological linkage. There is currently no management plan which is in place to guide decision making in this type of reserve. Where no management plan is in place public consultation is required under the Reserves Act 1977. The activity being proposed would add to peoples use and enjoyment of the reserve and therefore would be consistent with the purpose of the reserve.

Should the proposal progress to the next stage following public consultation Wai Hukao Waitaha would be responsible for obtaining any resource consents from either Waimakariri District Council or Environment Canterbury.

7.3. **Community Outcomes**

- The Council makes information about its plans and activities readily available.
- The Council takes account of the views across the community including mana whenua.
- There is a wide variety of public places and spaces to meet people's needs.
- There are wide-ranging opportunities for people to enjoy the outdoors.
- The accessibility of community and recreation facilities meets the changing needs of our community.

7.4. **Delegations**

The Kaiapoi / Tuahiwi Community Board have the delegation to issue licences and leases for reserve land within their ward.

Waimakariri AquaPark – Courtney Lake - Kaiapoi.



The Project:

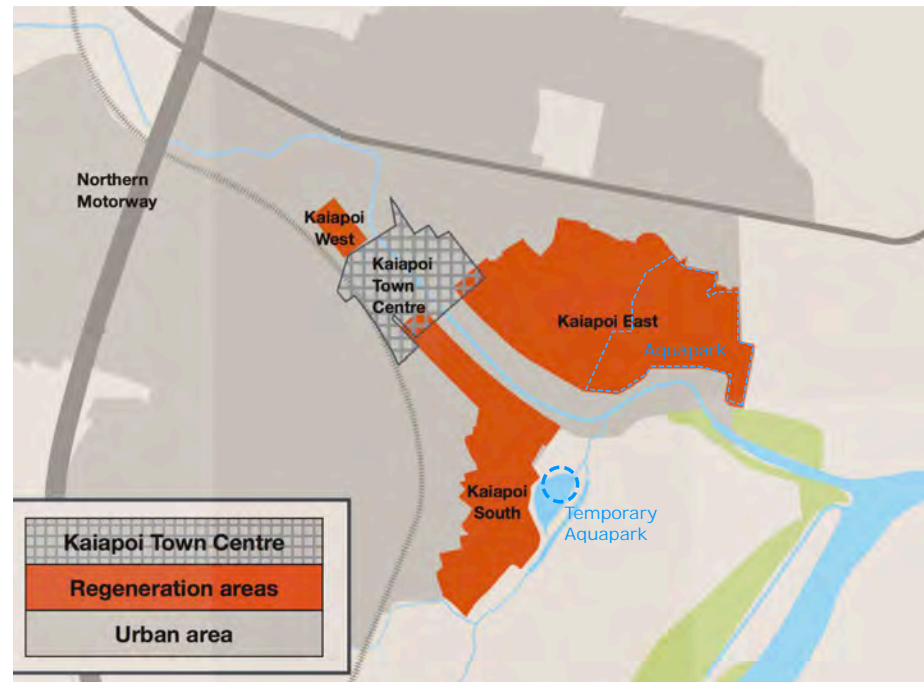
To develop a Temporary Aquapark in Kaiapoi to enhance the community and bring a large amount of new visitors to the area.

The project will provide a leisurely water-based activity for children, families and anyone who is of age 4+.

The plan is to build a Temporary Aquapark to build up the community and the customers before further investment into other Aquapark projects. The Transitional Aquapark project could then be relocated to another site.



The Location:



Waimakariri AquaPark – Courtney Lake - Kaiapoi.



Key Markets:

This project is aimed to be an entry level spend for families rather than the expensive attractions you see. The Aquapark will cater towards a wider general summer leisure and family entertainment audience. While most activities cater to their specific niche the aquapark is loved by all and will see a large number of people from all sorts of backgrounds having fun. Aquaparks are not only a great place to have fun but also teach the importance of water safety in a relaxed and fun setting.

Target Markets:

- School Groups
- Scout groups
- Business functions / work do's
- Team Building
- Domestic tourists
- International Visitors (in due course)
- Season pass holders
- Families
- Local weekend entertainment.

Operations:

6 months of the year peak times during school holidays and summer months.

- During peak times hours will be from 8am – 9pm 7 days a week.
- During the shoulder months hours will vary depending on demand.
- Will employ 3-6 full time staff during the 6 months of operation.
- All Aquapark toys and auxiliary facilities can be taken away during the off season.

The Aquapark

- Fully customisable PVC, inflatable toys each section offering a unique challenge for all abilities.

Positive Outcomes

Other positive outcomes the Aquapark will bring to Kaiapoi:

- Drive additional visitors to Kaiapoi township
- Help draw other attractions to the Waimakariri district.
- Increase tourist numbers domestic & international

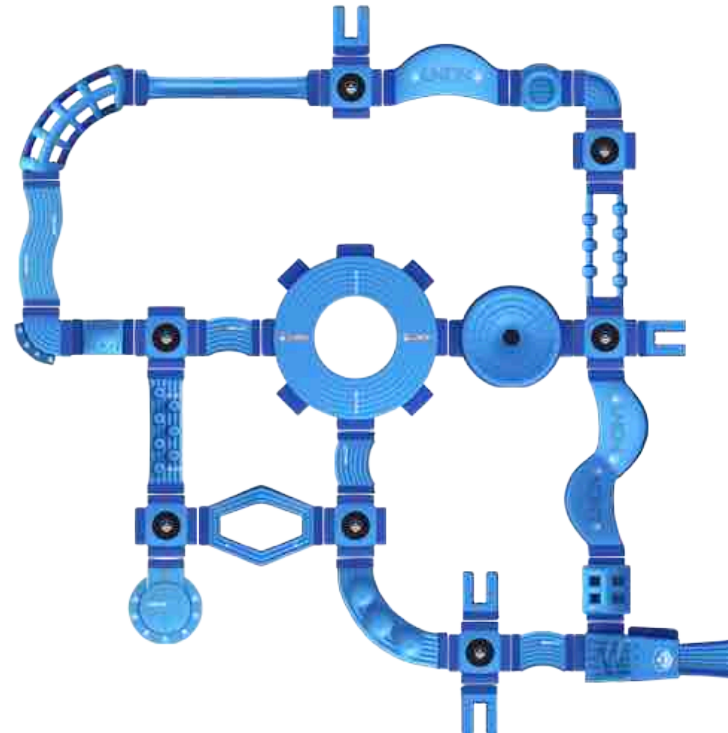
The Team Behind the Project

The WHOW Charitable Trustees: Tony Joseph, Jason Mill, Mark Holder
Wider Team - Scott Kotoul, Cherie Tirikatene

The Trust was established to develop and provide a facility that brings with it commercial, social, environmental, and wider economic benefits. WHOW Charitable Trust is a group of people committed to and acting in Trust to promote an integrated watersports park as a major regeneration project proposal within the greater Christchurch regeneration areas. Key values such as community, health and wellbeing, regeneration and education form the backbone of the Trust's values.

Mark Holder: head of the project

Part of the WHOW Charitable Trust, Mark is the head of the cable wakeboard and Aquapark department of the trust and has had years of international experience running aquaparks all over the world. Previous roles include national and international event management, National & international online marketing.



Waimakariri AquaPark – Courtney Lake - Kaiapoi.



Key Elements:

The Aquapark is primarily made up of floating bouncy castles that allow people of all ages to play and enjoy themselves on a safe but fun water- based activity.

The design will allow friends to race each other though and obstacle course or take your time and enjoy the many challenging walkways. If you fall off there are many points where you can climb back on.

The Aquapark is completely environmentally friendly and can be packed down and taken away once the season is over, leaving the water body and site untouched.

Auxiliary facilities:

- Point of sale container / Small food and beverage offering (coffee ice cream, soft drinks)
- Storage shed
- Picnic tables
- Spectator area
- Lifeguard stand / starting dock
- Toilets (could be co-located with other RRZ projects)



Water area and depth:

- The total area required is up to 42m x 37m with a total of 1554sqm (this is just a concept size and can be made bigger or smaller to meet demand and requirements)
- The minimum water depth required is 1.5m to allow for safe swimming. A bathymetry survey shows two potential areas with depths up to 5m

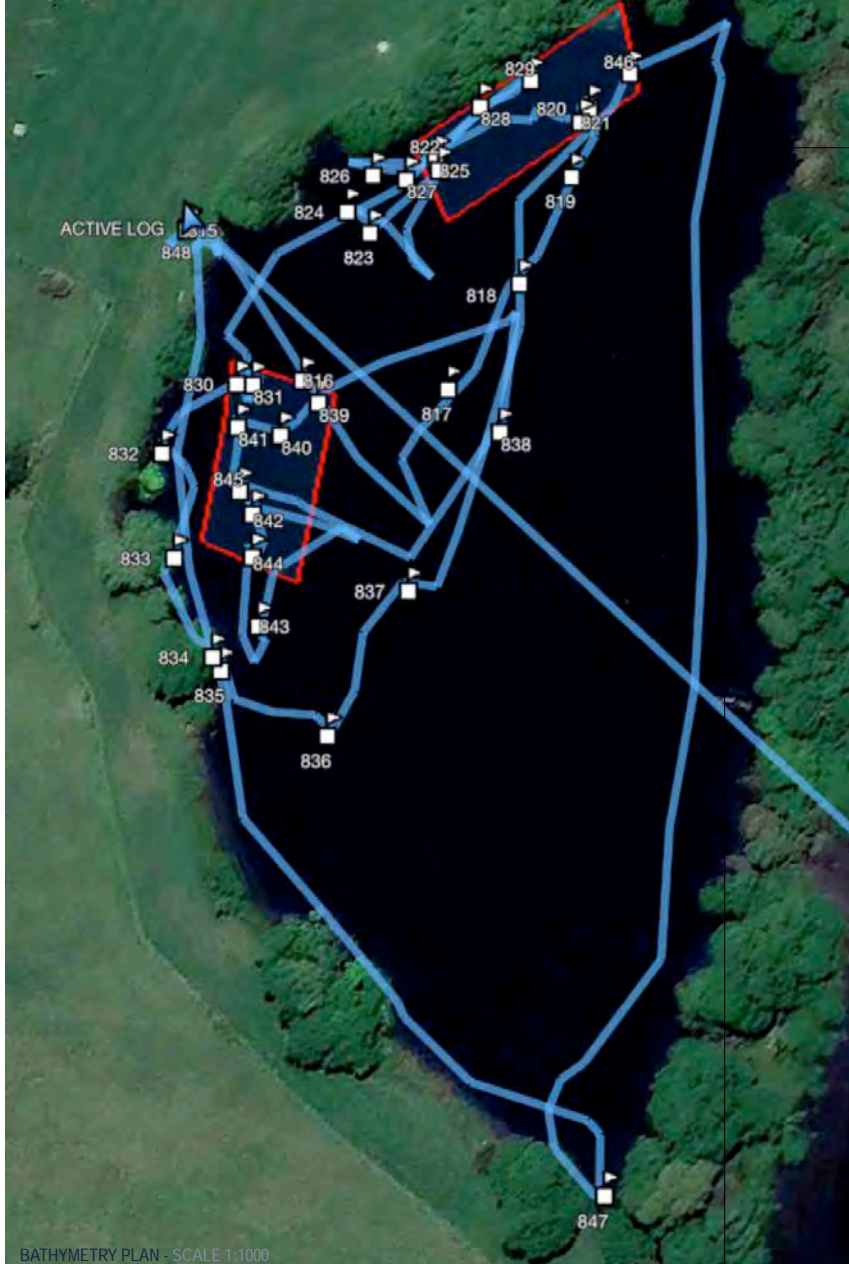


SITE PLAN - SCALE 1:1000





Waimakariri AquaPark – Courtney Lake - Kaiapoi.



The Lake Bathymetry/Depth

The lake is relatively shallow with some deeper areas to the North West edges.

WHOW has undertaken a preliminary Bathymetry survey of the lake bed to ascertain the depths to allow safe installation and usage of the project. Two areas to the West of the pond had areas of deep water up to 5m. The depth is generally in the 1.8-2m range with areas to the SE being down to 1.5m.

MARK	DEPTH	COORDINATES
815	0	172.664154,-43.389785,1.33
815	2	172.664257,-43.390135,1.57
817	2.1	172.66455,-43.390266,0.37
818	1.8	172.66486,-43.390143,2.29
819	2.2	172.665096,-43.390002,1.57
820	3.5	172.665216,-43.389898,3.25
821	4.5	172.66518,-43.389915,2.29
822	2	172.664806,-43.389862,2.53
823	2.2	172.664572,-43.389937,2.77
824	3.6	172.664543,-43.389882,2.77
825	2.2	172.6648,-43.389884,0.81
826	3.1	172.664642,-43.38994,1.57
827	2.8	172.664714,-43.389874,0.13
828	3.2	172.664906,-43.389807,0.8499999999999999
829	4.5	172.665112,-43.389803,6.8099999999999999
830	3.5	172.664103,-43.390089,2.77
831	3.6	172.664139,-43.390103,3.01
832	3.9	172.663859,-43.390147,3.01
833	3.5	172.663776,-43.390334,2.29
834	3.5	172.663759,-43.39053,4.45
835	4.4	172.663763,-43.390559,5.17
836	3	172.663935,-43.390751,3.01
837	2	172.664272,-43.390574,2.77
838	1.8	172.664652,-43.39038,1.57
839	1.8	172.664269,-43.390186,5.41
840	2	172.664148,-43.390211,3.25
841	4	172.664059,-43.390163,1.33
842	3.6	172.664,-43.390322,2.77
843	5	172.663895,-43.390514,3.25
844	4.3	172.663954,-43.390394,3.25
845	3.5	172.663995,-43.390273,2.29
846	5.2	172.665349,-43.389871,3.25
847	1.5	172.664074,-43.391712,3.97
848	0	172.664158,-43.389782,4.45

BATHYMETRY PLAN - SCALE 1:1000

BATHYMETRY DATA - JAN.2021

Waimakariri AquaPark – Courtney Lake - Kaiapoi.



The Lake Water quality

The lake is relatively shallow with some deeper areas, however there is a reasonably good flow of water through it from the Kaikanui Stream.

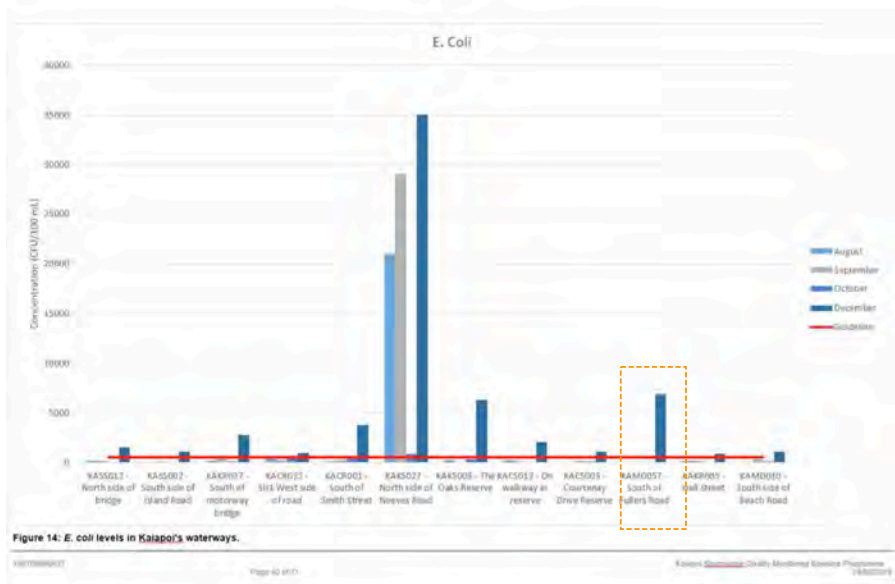


Figure 14: E. coli levels in Kaiapoi's waterways.

WATER QUALITY DATA - 2016

WDC baseline monitoring shows generally favourable levels but notes that the waterway does have occasional levels of E.coli that are above the 550 CFU / 100ml – i.e. during a first flush event (Dec.2016 on graph).

Hill Laboratories
TRIED, TESTED AND TRUSTED

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Certificate of Analysis Page 1 of 1

Client: Mark Holder	Lab No: 2503802	Date Received: 07-Jan-2021
Contact: Holder, Mark 1020D Ferry Road Woolston Christchurch 8023	Date Reported: 08-Jan-2021	Quote No:
	Order No:	Client Reference:
	Submitted By: Mark Holder	

Sample Type: Aqueous

Sample Name: NCF Pond	Lab No: 2503802.1
Lab Number: 2503802.1	MPN / 100mL: 93

Summary of Methods

The following table gives a brief description of the methods used to conduct the analysis for this job. The detection limits given below are those available in a relatively simple matrix. Detection limits may be higher for individual samples should insufficient sample be available, or if the matrix requires that dilutions be performed during analysis. A detection limit range indicates the lowest and highest detection limits in the associated suite of analyses. A full listing of compounds and detection limits are available from the laboratory upon request. Unless otherwise indicated, analyses were performed at Hill Laboratories, 28 Duke Street, Fawkner, Hamilton 3204.

Test	Method Description	Default Detection Limit	Sample No
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Escherichia coli	MPN count using Collett 18 (Incubated at 35°C for 18 hours) and 97 wells. Analysed at Hill Laboratories - Microbiology, 101c Waterloo Road, Hornby, Christchurch. APHA 9223 B 23 rd ed. 2017.	1 MPN / 100mL	1

These samples were collected by yourselves (or your agent) and analysed as received at the laboratory.

Testing was completed on 08-Jan-2021. For completion dates of individual analyses please contact the laboratory.

WATER QUALITY DATA - JAN - 2021

WHOW has undertaken its own water quality testing to ascertain the potential and safety of this water body. Initial tests as shown are well within the guidelines. An on-going testing system and public information will be implemented as part of the projects management structure.

Waimakariri AquaPark – Courtney Lake - Kaiapoi.



The Lake History

The lake was created in the early 1990's as a Stormwater Management Area(SMA) for the Kaiapoi South residential developments. It was created at the confluence of the Kaikanui and Courtney Streams, in what was once swamp and marshlands.



1860

2020

Waimakariri AquaPark – Courtney Lake - Kaiapoi.



The Project:

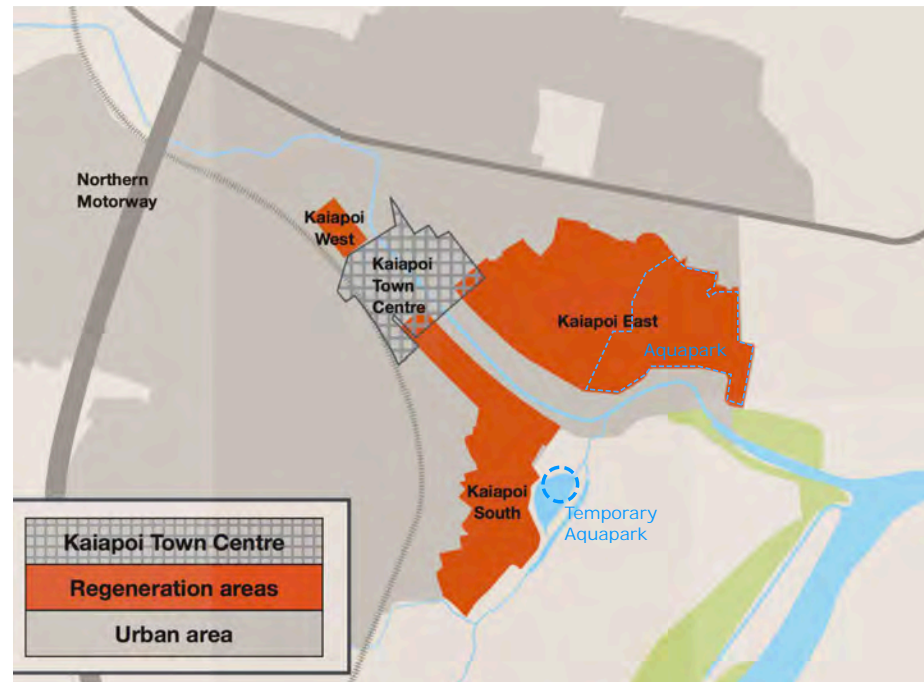
To develop a Temporary Aquapark in Kaiapoi to enhance the community and bring a large amount of new visitors to the area.

The project will provide a leisurely water-based activity for children, families and anyone who is of age 4+.

The plan is to build a Temporary Aquapark to build up the community and the customers before further investment into other Aquapark projects. The Transitional Aquapark project could then be relocated to another site.



The Location:



Waimakariri AquaPark – Courtney Lake - Kaiapoi.



Key Markets:

This project is aimed to be an entry level spend for families rather than the expensive attractions you see. The Aquapark will cater towards a wider general summer leisure and family entertainment audience. While most activities cater to their specific niche the aquapark is loved by all and will see a large number of people from all sorts of backgrounds having fun. Aquaparks are not only a great place to have fun but also teach the importance of water safety in a relaxed and fun setting.

Target Markets:

- School Groups
- Scout groups
- Business functions / work do's
- Team Building
- Domestic tourists
- International Visitors (in due course)
- Season pass holders
- Families
- Local weekend entertainment.

Operations:

6 months of the year peak times during school holidays and summer months.

- During peak times hours will be from 8am – 9pm 7 days a week.
- During the shoulder months hours will vary depending on demand.
- Will employ 3-6 full time staff during the 6 months of operation.
- All Aquapark toys and auxiliary facilities can be taken away during the off season.

The Aquapark

- Fully customisable PVC, inflatable toys each section offering a unique challenge for all abilities.

Positive Outcomes

Other positive outcomes the Aquapark will bring to Kaiapoi:

- Drive additional visitors to Kaiapoi township
- Help draw other attractions to the Waimakariri district.
- Increase tourist numbers domestic & international

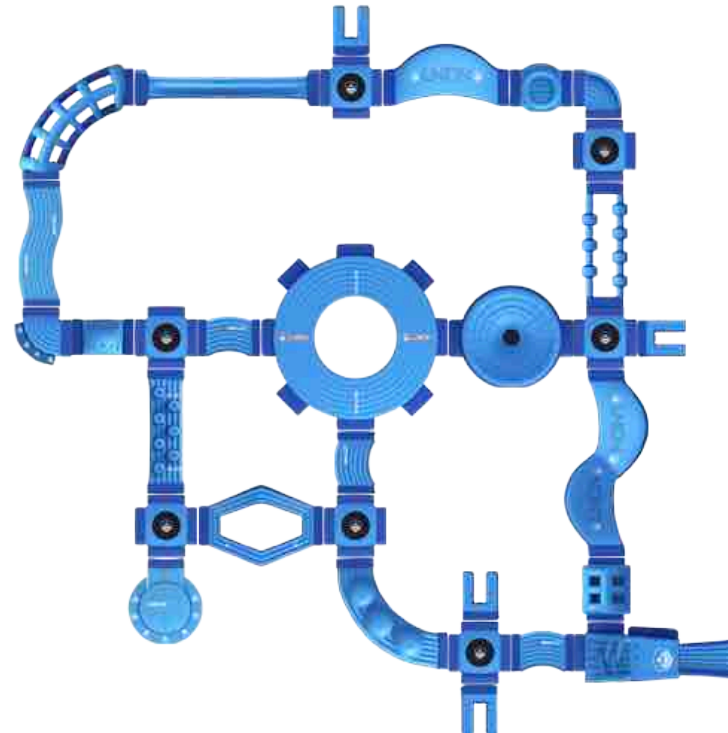
The Team Behind the Project

The WHOW Charitable Trustees: Tony Joseph, Jason Mill, Mark Holder
Wider Team - Scott Kotoul, Cherie Tirikatene

The Trust was established to develop and provide a facility that brings with it commercial, social, environmental, and wider economic benefits. WHOW Charitable Trust is a group of people committed to and acting in Trust to promote an integrated watersports park as a major regeneration project proposal within the greater Christchurch regeneration areas. Key values such as community, health and wellbeing, regeneration and education form the backbone of the Trust's values.

Mark Holder: head of the project

Part of the WHOW Charitable Trust, Mark is the head of the cable wakeboard and Aquapark department of the trust and has had years of international experience running aquaparks all over the world. Previous roles include national and international event management, National & international online marketing.



Waimakariri AquaPark – Courtney Lake - Kaiapoi.



Key Elements:

The Aquapark is primarily made up of floating bouncy castles that allow people of all ages to play and enjoy themselves on a safe but fun water-based activity.

The design will allow friends to race each other through an obstacle course or take your time and enjoy the many challenging walkways. If you fall off there are many points where you can climb back on.

The Aquapark is completely environmentally friendly and can be packed down and taken away once the season is over, leaving the water body and site untouched.

Auxiliary facilities:

- Point of sale container / Small food and beverage offering (coffee, ice cream, soft drinks)
- Storage shed
- Picnic tables
- Spectator area
- Lifeguard stand / starting dock
- Toilets (could be co-located with other RRZ projects)



Water area and depth:

- The total area required is up to 42m x 37m with a total of 1554sqm (this is just a concept size and can be made bigger or smaller to meet demand and requirements)
- The minimum water depth required is 1.5m to allow for safe swimming. A bathymetry survey shows two potential areas with depths up to 5m

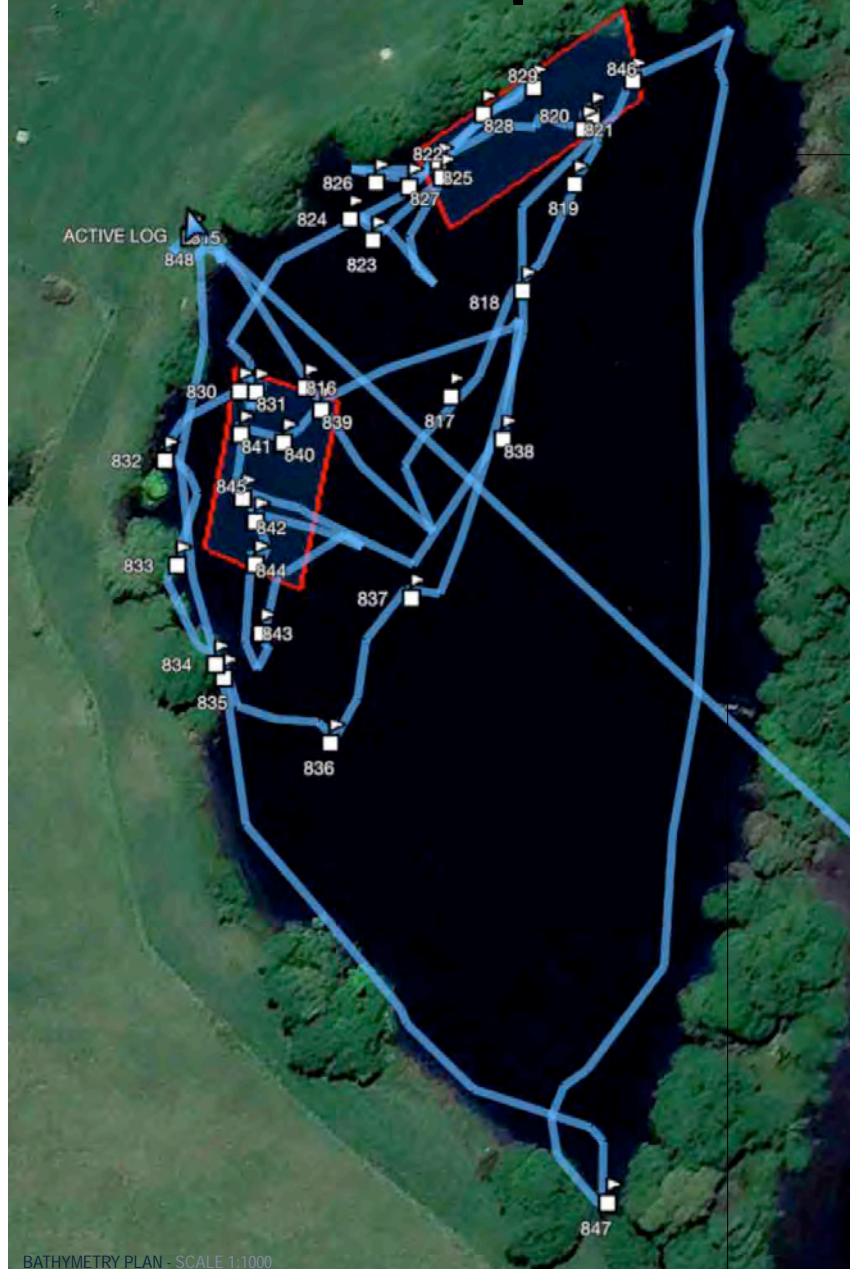


SITE PLAN - SCALE 1:1000





Waimakariri AquaPark – Courtney Lake - Kaiapoi.



The Lake Bathymetry/Depth

The lake is relatively shallow with some deeper areas to the North West edges.

WHOW has undertaken a preliminary Bathymetry survey of the lake bed to ascertain the depths to allow safe installation and usage of the project. Two areas to the West of the pond had areas of deep water up to 5m. The depth is generally in the 1.8-2m range with areas to the SE being down to 1.5m.

MARK	DEPTH	COORDINATES
815	0	172.664154,-43.389785,1.33
815	2	172.664257,-43.390135,1.57
817	2.1	172.66455,-43.390266,0.37
818	1.8	172.66485,-43.390143,2.29
819	2.2	172.665095,-43.390002,1.57
820	3.5	172.665216,-43.389898,3.25
821	4.5	172.66518,-43.389915,2.29
822	2	172.664806,-43.389862,2.53
823	2.2	172.664572,-43.389837,2.77
824	3.6	172.664543,-43.389882,2.77
825	2.2	172.6648,-43.389884,0.81
826	3.1	172.664642,-43.38994,1.57
827	2.8	172.664714,-43.389874,0.13
828	3.2	172.664965,-43.389807,0.8499999999999999
829	4.5	172.665112,-43.389803,6.8099999999999999
830	3.5	172.664103,-43.390089,2.77
831	3.6	172.664139,-43.390103,3.01
832	3.9	172.663859,-43.390147,3.01
833	3.5	172.663776,-43.390334,2.29
834	3.5	172.663759,-43.39053,4.45
835	4.4	172.663763,-43.390559,5.17
836	3	172.663935,-43.390751,3.01
837	2	172.664272,-43.390574,2.77
838	1.8	172.664652,-43.39038,1.57
839	1.8	172.664269,-43.390186,5.41
840	2	172.664148,-43.390211,3.25
841	4	172.664059,-43.390163,1.33
842	3.6	172.664,-43.390322,2.77
843	5	172.663895,-43.390514,3.25
844	4.3	172.663854,-43.390384,3.25
845	3.5	172.663895,-43.390273,2.29
846	5.2	172.665349,-43.389871,3.25
847	1.5	172.664074,-43.391712,3.97
848	0	172.664158,-43.389782,4.45

BATHYMETRY DATA - JAN.2021

Waimakariri AquaPark – Courtney Lake - Kaiapoi.



The Lake Water quality

The lake is relatively shallow with some deeper areas, however there is a reasonably good flow of water through it from the Kaikanui Stream.

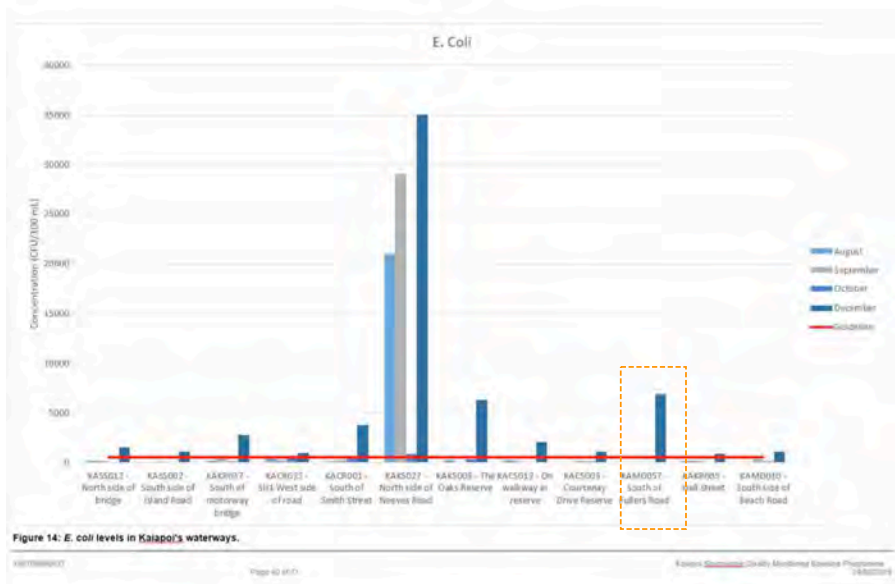


Figure 14: E. coli levels in Kaiapoi's waterways.

WATER QUALITY DATA - 2016

WDC baseline monitoring shows generally favourable levels but notes that the waterway does have occasional levels of E.coli that are above the 550 CFU / 100ml – i.e. during a first flush event (Dec.2016 on graph).

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TRIED, TESTED AND TRUSTED

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Waimakariri AquaPark – Courtney Lake - Kaiapoi.



The Lake History

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1860

2020

Proposed License to occupy area for the Whow Aqu Play Park

The red area identifies regeneration land which



WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR INFORMATION****FILE NO and TRIM NO:** EXC-34-20/210723120443**REPORT TO:** COUNCIL**DATE OF MEETING:** 3 August 2021**AUTHOR(S):** Jim Harland, Chief Executive**SUBJECT:** Health, Safety and Wellbeing Report to Council July 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 Health, Safety and Wellbeing matters for the month of July 2021. This report is trending from July 2020 to July 2021.
- 1.2 The recent Water Chamber Incident at the Water Unit, where two staff members were injured when a 50kg floor plate fell on them, was logged as not meeting criteria as Notifiable Event with WorkSafe. The Safety and Risk Team requested the ICAM Investigation be considered for a Duty Holder Review. This is a voluntary process and learning opportunity that the PCBU can withdraw from at any time. WorkSafe have now returned their full feedback/comments to Council for our consideration (as detailed in section 4.2 below).
- 1.3 The new Safety and Risk Manager (replacing the Health, Safety and Quality Manager) took up her post at the end of June, with the unit name being changed to reflect the teams broader integrated support and advisory functional focus on:
- 1.3.1 Health, Safety and Wellbeing
 - 1.3.2 Business Risk
 - 1.3.3 Quality and Continuous Process Improvement
 - 1.3.4 Health & Safety, Risk and Quality Management Systems Audit and Assurance.
- 1.4 The Corporate Accommodation project is nearing completion with the East Wing now populated, and the Chambers and Foyer now well underway. During this stage of the project the Safety and Risk team addressed two wellbeing matters with contractors. More information is found in the body of the report at point 4.7.
- 1.5 OPSEC Solutions carried out new security reviews on the Rangiora Service Centre and Durham in June. A report will be submitted to Management and Council upon completion of the security reports and recommendations, which is now due in mid-August.
- 1.6 Team Wellbeing: Annual Health Checks for 2021 have been carried out with 118 staff having their influenza vaccinations to date. We have occupational health testing for the Water Unit scheduled for September.
- 1.7 The Safety and Risk team are in the process of organising a demonstration of Mango software (which the Building Unit already have a licence in place for, for workflow management), to review its potential for use as Council's enterprise health and safety operational management and reporting tool. The team are inviting Unit Managers from Greenspace, Water Unit and Aquatics to be involved in the demonstration, to ensure we have relevant internal customer perspectives included in the review and decision-making process about the suitability of the software.

- 1.8 The Safety and Risk team are in the early stages of planning a review of the enterprise-wide Health, Safety and Wellbeing training programme offering, with a view to enabling the different departments to take clearer ownership of the decision-making and budgeting process for relevant training within their areas. Further detail on this will be provided in next month's report.

Attachments:

- i. Discharging Officer Health and Safety Duties
- ii. Report of progress against 2020/21 Workplan (as at 22 July 2021)
- iii. July 2021 Health, Safety and Wellbeing Dashboard Report

2. RECOMMENDATION

THAT the Council:

- (a) **Receives** Report No. 210723120443
- (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 to make sure that the organisation complies with its health and safety duties. Discharging Officer Health and Safety Duties for WDC is outlined in Appendix 1.
- 3.2 An officer under the Health and Safety at Work Act 2015 is a person who occupies a specified position or who occupies a position that allows them to exercise a significant influence over the management of the business or undertaking. Councillors and Chief Executive are considered to be the Officers of WDC.

4. ISSUES AND OPTIONS

- 4.1. Water Unit ICAM investigation – Duty Holder Review with WorkSafe.

Duty Holders are assisted in this by a specialist WorkSafe team, who oversee a Duty Holder to complete a review. They guide the Duty Holder to identify causes as to why the incident happened and what actions need to be taken to prevent it happening again. WorkSafe are interested in seeing that a Duty Holder has taken or will be taking the action/s detailed in the report as this provides assurance that improvements have been made or voluntary compliance action/s have been taken.

- 4.2. The ideal result from a Duty Holder Review is lessons have been learned and the improvements you make to your workplace health and safety systems are sustainable. The previously reported Chamber incident at the Water Unit was reviewed by WorkSafe, as a result of Councils' Health and Safety Advisor submitting a voluntary Duty Holder Review request regarding the incident.
- 4.3. In their final feedback report, WorkSafe has informed Council that they have some assurance that Council are undertaking reasonable practicable steps to prevent similar incidents from occurring, given the remedial or corrective actions provided to them in our reporting of the incident. They have also provided a significant number of useful learnings and valuable suggested updates to Councils' work manuals, risk registers and standard operating procedures (SOPs), as well as suggesting helpful improvements to our training approaches, including:

- 4.3.1. Hazard identification and risk capture and assessments: clearly identifying both Health and Safety risks, to ensure that appropriate preventative and corrective actions have been identified, recorded and effectively communicated to the team.
- 4.3.2. Refreshment of the sites hazard and risk registers to encompass the above matters in 4.2.1, with a particular focus on working safely alone and applying behavioural safety good practice, in all BAU activities.
- 4.3.3. Health and Safety PCBU leadership responsibilities and behavioural expectations are clearly demonstrated and communicated by Water Unit management to their team, especially in relation to hazard and risk identification and management.
- 4.3.4. Development and provision of varied health and safety training methodologies and related resources: which allow for a range of learning and communication styles.
- 4.3.5. Updating and refinement of SOPs and related documentation (ensuring “one source of truth” for the site) to avoid confusion and ensure consistently applied safe work methodologies, to encompass points 4.2.1 and 4.2.3 above.
- 4.4. In addition, WorkSafe have informed Council that no action will be taken regarding this particular matter. They have also indicated that they may undertake further engagements with Waimakariri District Council, to ensure ongoing compliance with the relevant health and safety legislation, including remedial actions being undertaken as part of the recent incident, as illustrated in 4.2 above.
- 4.5. Having reviewed the feedback from WorkSafe, Water Unit management are meeting with the Safety and Risk Manager and Health and Safety Advisor in early August, to determine and prioritise a plan of action, to effectively address the above points and share learning appropriately with the Water Unit team.
- 4.6. There were 10 new work-related incidents during July, as detailed below.

Date	Occurrence	Event description	Response
22/06/2021	INJURY	A child pushed off the bottom of the pool to float to surface, and collided head first into The staff member's right ear. Causing immense pain and partial hearing loss for a short time (10-15 minutes) then was muffled for the next two days. The staff member went to see the doctor the next day. The Dr said it was a bruised ear drum.	Staff took a day off work. No further treatment needed.
22/06/2021	NEAR MISS	Whilst a building inspector was carrying out final inspections on new dwellings, explosives were dug up in the garden by a landscape contractor. Not in direct contact of the staff member.	Police were notified. The object was identified as a piece of a detonator. No harm or risk present.

2/07/2021	PROPERTY VEHICLE DAMAGE	Reversed into a stump bending truck shaft bracket	Water Unit Staff have initiated an enquiry in to why the stump was left at the site after tree work was done 3 years ago.
7/07/2021	ADVERSE INTERACTION	A person was trespassed from the Kaiapoi Library resulting in Police arrest. He was unsettling, came in smoking - asked to stop. Also wanted to use the library phone. Talks loudly to himself. His demeanour concerns both staff and the public. Report was supplied by Armour guard officer, whom was on duty.	Person has been trespassed and arrested. Staff are trained in Situational Safety.
8/07/2021	INJURY	I walked through reception door on library side of service centre and fell over a dog that was lying in front of the doors. I landed quite heavily on my right knee and scrapped hands and elbows too. I didn't notice the dog was there at all as was looking straight ahead.	Staff member applied ice. Not further treatment needed. Staff talked to customers about having dogs in the doorway at reception.
8/07/2021	PROPERTY VEHICLE DAMAGE	Trailer jockey wheel pin that holds wheel up fell off on journey	Water Unit retrieved the Jockey Wheel and replaced the pin.
12/07/2021	ADVERSE INTERACTION	A group of teen youths were disruptive, noisy and intimidating in the Kaiapoi library over a period of two hours. They were asked to leave the library by the security guard, as well as by staff members. During the period of the disturbance the security guard was shoved, as was a staff member.	The Police were called and attended. Trespass notices have been served to three of the young people involved. They have been trespassed from all three Waimakariri Libraries for two years. Staff members are ok and have had Situational Training.
13/07/2021	INJURY	Lifeguard performed a wet rescue in the deep end of Kaiapoi Main pool, when she helped get the customer out of the pool she strained her back.	Staff member ok. No medical attention needed. Lifting injured customers from the pools is practiced regularly.
13/07/2021	INJURY	Strained shoulder while assisting casualty onto stretcher during rescue.	Staff member ok. No medical attention needed. Lifting injured customers from the pools is practiced regularly.

14/07/2021	MEDICAL	A regular visitor to the Kaiapoi Library had a dizzy spell, followed by passing out, and a panic attack. The visitor was spotted from upstairs and could tell that he was having one of his spells, as he has had them before in the library.	Ambulance was called and treated on site.
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4.7. Corporate Accommodation Project.

Work on the East Wing continues to progress well. The final stages of moving commenced on Friday 2 July, which saw the Communications team, the Finance Manager and Business Support and the Mayor return to the East Wing permanently. Work has now commenced on the Council chamber and the Foyer.

The Safety and Risk team addressed two issues this month with contractors. Firstly, in relation to strong smells from plumbing pipework adhesive in the Foyer, which was resolved by opening windows, to more effectively ventilate the area. In addition, when the IM returned to their normal office location, the team had to be temporarily relocated to Percival Street due to a heavy build-up of concrete and builders dust in their refurbished offices, which adversely affected the team members with respiratory function concerns. A deep clean of the IM office area and equipment was undertaken with further air quality testing completed, and the team were able to return.

4.8. Site Security Reviews – OPSEC Solutions.

OPSEC Solutions carried out new security reviews on the Rangiora Service Centre and Durham this month. Due to the Corporate Accommodation Project the previous reviews that were carried out in 2017 were no longer relevant. Durham Street was included in this review. Findings from these reports will be submitted to Management and Council upon completion. Proposed due date for the reports is now mid-August.

4.9. Team Wellbeing: Annual Health Checks.

Annual Health Checks for 2021 have been conducted by Durham Street Health. This year we discouraged staff requesting lipid testing via this screening. We educated them on the current guidelines and those who meet criteria should be seeing their own general practice to ensure full follow up and treatment. Staff were happy with this approach, especially realising there is no cost involved going to your own doctor.

118 staff had their annual influenza vaccination to date. We are seeing a few staff attending Durham Health at their convenience.

87 had their random blood sugar tested. Two were significantly raised and staff members were advised to follow up with their GP.

97 staff had their blood pressure recorded 18 were advised to have follow up readings with their own GP or Practice Nurse.

61 staff had their vision tested. Four were advised to follow up at the optometrist. One was so poor he would not pass a driving licence medical and should not be driving.

All staff had their results given to them on the day as requested by WDC. Those whose results fell outside of the recommended norms were given medical recommendation sent to them confidentially.

Implications for Community Wellbeing Outcomes

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

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

5. COMMUNITY VIEWS

5.1. Mana whenua

Te Ngāi Tūāhuriri hapū are 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 not financial implications of the decisions sought by this report. All financial implications for the upcoming year's health and safety activities have been accounted for within approved project costs, or via departmental budgets already allocated to health and safety.

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

There are no risks arising from the adoption/implementation of the recommendations in this report. The current risks that have been impacted by the recent Water Unit Chamber incident have been identified as:

Working at Heights (R00209) IF a worker falls from height (from one level to another) or into an excavation THEN serious injury or death could occur. Control Treatment (MC00127) Work Safely at Height - Identify Work at Height. Work at Heights Process developed and issued to staff for all work at heights (linked to Safe Working in the Field, Permit to Work and Fall Arrest Systems procedures).

High Risk Site Safety Procedures (R00207) IF worksites do not have adequate site safety procedures in place that are communicated to all affected workers/public THEN serious injury or death could occur. All Control Treatments within this risk are relevant to the Water Unit Chamber Incident.

However, given the feedback received by WorkSafe as indicated at 4.2 above in relation to the capture and documenting of both Health and Safety risks, the Safety and Risk Manager and Health and Safety Advisor, are to meet with the Water Unit management to refresh their hazard and risk registers, in light of the learnings from the recent incident. The resulting risk capture, will be provided as part of the next 6-monthly reporting of the Health, Safety and Wellbeing Risk Register to be submitted to Management Team (MTO) and the Audit and Risk Committee.

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).

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. Attachment 2 indicates the health and safety monitoring and improvement activities that are in progress at WDC.

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.

Discharging Officer Health and Safety Duties

Attachment 1

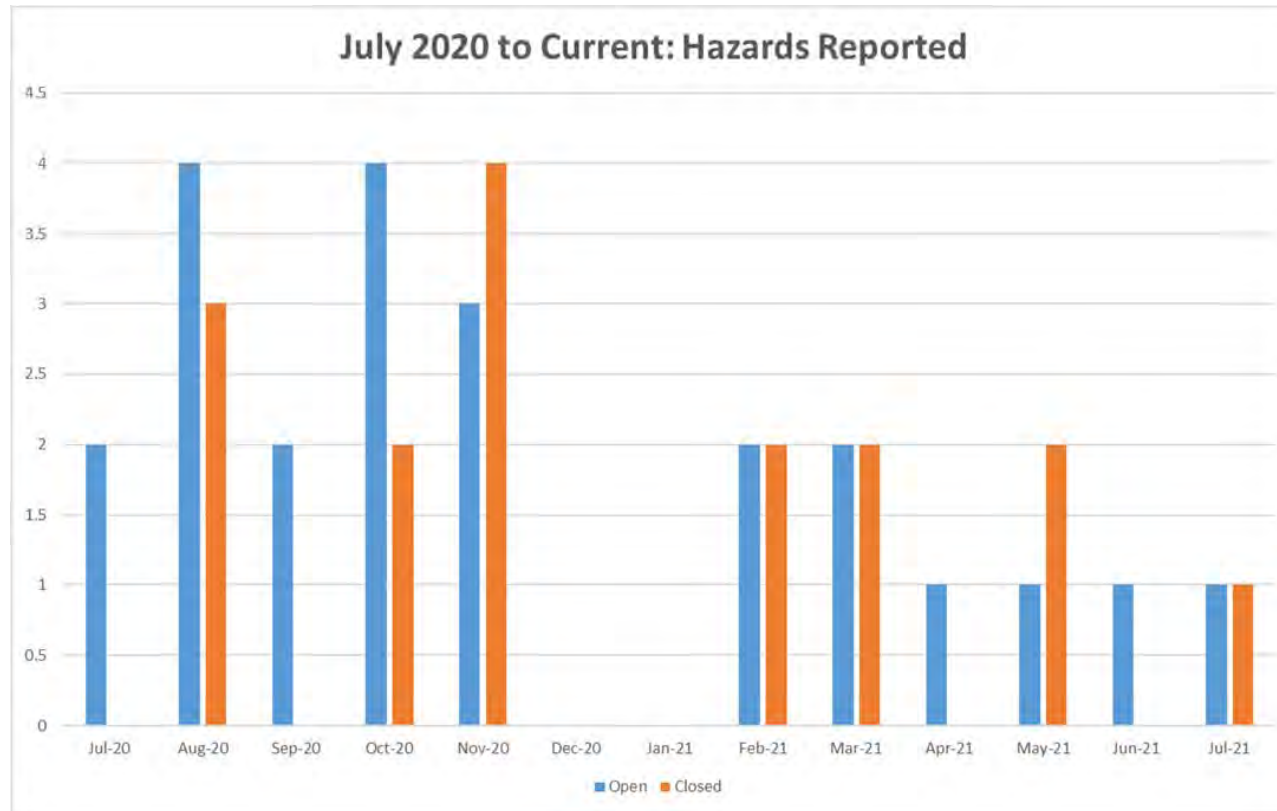
OFFICER DUTIES	EXAMPLES OF ACTIVITIES TO SUPPORT DISCHARGE OF DUTIES	FREQUENCY
<p>KNOW</p> <p>(To acquire, and keep up to date, knowledge of work health and safety matters)</p>	<ul style="list-style-type: none"> • Updates on new activities/major contracts • Council reports to include Health and Safety advice as relevant • Audit Committee to receive minutes of Health and Safety Committee meetings • Update on legislation and best practice changes to Audit Committee 	<p>Various Committee reports Monthly, as required</p> <p>Quarterly</p> <p>As required</p>
<p>UNDERSTAND</p> <p>(To gain an understanding of the nature of the operations of the business or undertaking of the PCBU and generally of the hazards and risks associated with those operations)</p>	<ul style="list-style-type: none"> • Induction of new Council through tour of District and ongoing site visits. • H&S Risk register to Audit Committee • Training on H&S legislation and best practices updates • CCO activities reported to the Audit Committee 	<p>Start of each new term and as required</p> <p>Six monthly, or where major change</p> <p>At least annually</p> <p>At least annually</p>
<p>RESOURCES</p> <p>(To ensure that the PCBU has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking)</p>	<ul style="list-style-type: none"> • LTP or Annual Plan to have a specific report on H&S resources • Reports to Committees will outline H&S issues and resourcing, as appropriate 	<p>Annually</p> <p>As required</p>
<p>MONITOR</p> <p>(To ensure that the PCBU has appropriate processes for receiving and considering information regarding incidents, hazards, and risks and for responding in a timely way to that information)</p>	<ul style="list-style-type: none"> • Report to every Council meeting – standing agenda item to include Dashboard Update and any major developments • Risk register review by Audit Committee 	<p>Monthly</p> <p>Six monthly, or where major change</p>
<p>COMPLY</p> <p>(To ensure that the PCBU has, and implements, processes for complying with any duty or obligation of the PCBU under this Act)</p>	<ul style="list-style-type: none"> • Programme of H&S internal work received by Audit Committee • Internal Audit reports to Audit Committee • Incident Investigations reported Audit Committee • Worksafe review of incidents/ accidents reported to Audit Committee 	<p>Annually</p> <p>As completed</p> <p>As required</p> <p>As required</p>
<p>VERIFY</p> <p>(To verify the provision and use of the resources and processes)</p>	<ul style="list-style-type: none"> • Receive any external audit results and remedial actions (if any) reported to Audit Committee • Worksafe audits, if undertaken • Self-assessment against Canterbury Safety Charter and/or SafePlus reported to the Audit Committee 	<p>Two yearly</p> <p>As completed</p> <p>As completed</p>

Attachment 2

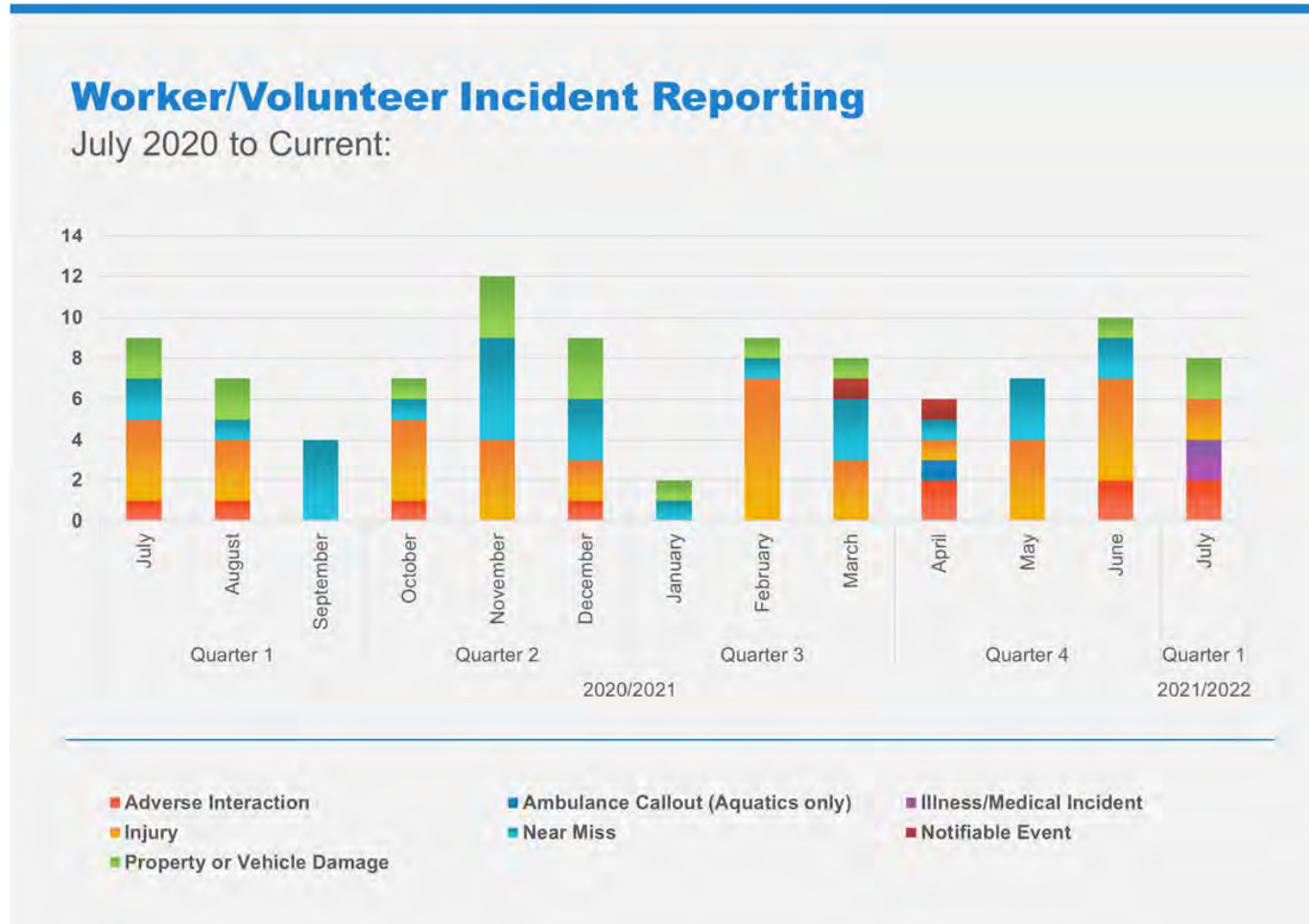
Progress against 2020/21 Workplan (*as at 22 July 2021)			
Objectives	2020/21 Projects	Current Progress	Comment
Objective 1: To ensure that health and safety risks are identified and evaluated at least annually (if not more frequently, depending upon the nature of the risk) and implement suitable control measures to prevent work-related injury or illness.	Action 1: Embed the use of the Promapp Risk and Compliance Module for the identification, assessment and monitoring of health and safety risks.		The Risk Register review has been completed.
	Action 2: Review of Top 10 Health and Safety risks to determine gaps in current control measures, and prioritise actions going forward.		
	Action 3: H&S participation, advice and guidance in Corporate Accommodation working group and/or project team to ensure that the following are considered throughout the project: <ul style="list-style-type: none"> - Worker wellbeing - Safety in Design - Site security considerations - Risk management - Contractor health and safety management - Site health and safety management 		Meetings continue to be held to monitor the Corporate Accommodation project and address health, safety and wellbeing issues when they are raised, as teams relocate their seating areas. Refurb Workspace Guidelines and team feedback has been approved by the Refurb Working Group and will be sent out to all relocated teams at the end of phase 3.
Objective 2: To ensure that health and safety policies, processes and systems of work are developed, and review them to ensure their on-going effectiveness. Objective 3: To ensure that Workers have clear understanding and	Action 4: Provide Health and Safety support and guidance to field workers, to increase the health and safety capability through the organisation, and review the effectiveness of current contract management and field work processes.		Project has commenced. The Health and Safety Advisor has completed an audit of field worker protocols to initiate the project. Results of the audit were presented to Audit and Risk in September 20. Results have also been presented and circulated to the associated Unit Managers for completion of actions and consideration of recommendations. Unit Managers have

<p>awareness of health and safety requirements (including policies, processes and safe systems of work) that are relevant to their role.</p>			<p>commenced site visits for increased visibility and to review safety processes within the field work areas.</p>
<p>Objective 4: To develop and implement effective methods to consult and engage with Workers (and where appropriate, the relevant Unions) regarding health and safety matters in the workplace.</p>	<p>Action 5: Develop a programme of Health, Safety and Wellbeing leadership initiatives for Managers, to improve the visibility and proactivity of Health, Safety and Wellbeing leadership throughout the organisation.</p> <p>Action 6: Monitor and analyse progress against Wellbeing Strategy and determine future actions.</p>		<p>Up to now, wellbeing support activity by the Health and Safety Advisor, has been strongly focused on Covid impacts and line managers have been encouraged to work with their team members, to address related concerns. Going forward it is intended that a broader spectrum of psychosocial and physical wellbeing matters will be addressed, especially for frontline staff, who operate in a broad range of service areas and working environments, all of which need to be effectively considered and supported.</p> <p>The Safety and Risk Manager and HR Manager have commenced discussions to identify key wellbeing requirements and actions, and will work with the Health and Safety Advisor to review, and assess progress of the current strategy, and to further refresh and develop the Wellbeing Strategy (for 2021 moving into 2022). The refreshed Wellbeing Strategy will have a clear focus on and inclusion of “a programme of Health, Safety and Wellbeing leadership initiatives for Managers, to improve the visibility and proactivity of Health, Safety and Wellbeing leadership throughout the organisation”.</p> <p>Initial discussions are planned to take place in August 2021, with a goal of having a refreshed draft strategy and roadmap ready for review/feedback by MTO, by beginning third quarter 2021/22.</p>
<p>Objective 5: To ensure that incidents (including workplace injuries, illness, property damage, and near misses) are reported, investigated and analysed, and that appropriate</p>	<p>Action 7: Develop and implement CiAnywhere hazard and incident management software systems to improve corrective action workflows, corporate</p>		<p>After 12 months of reviewing the capabilities of the CIA software it has been identified that CIA is not a sufficient system. A business case is being developed to propose an external Health and Safety System. A business case has been developed and sent to MTO to initiate investigation.</p>

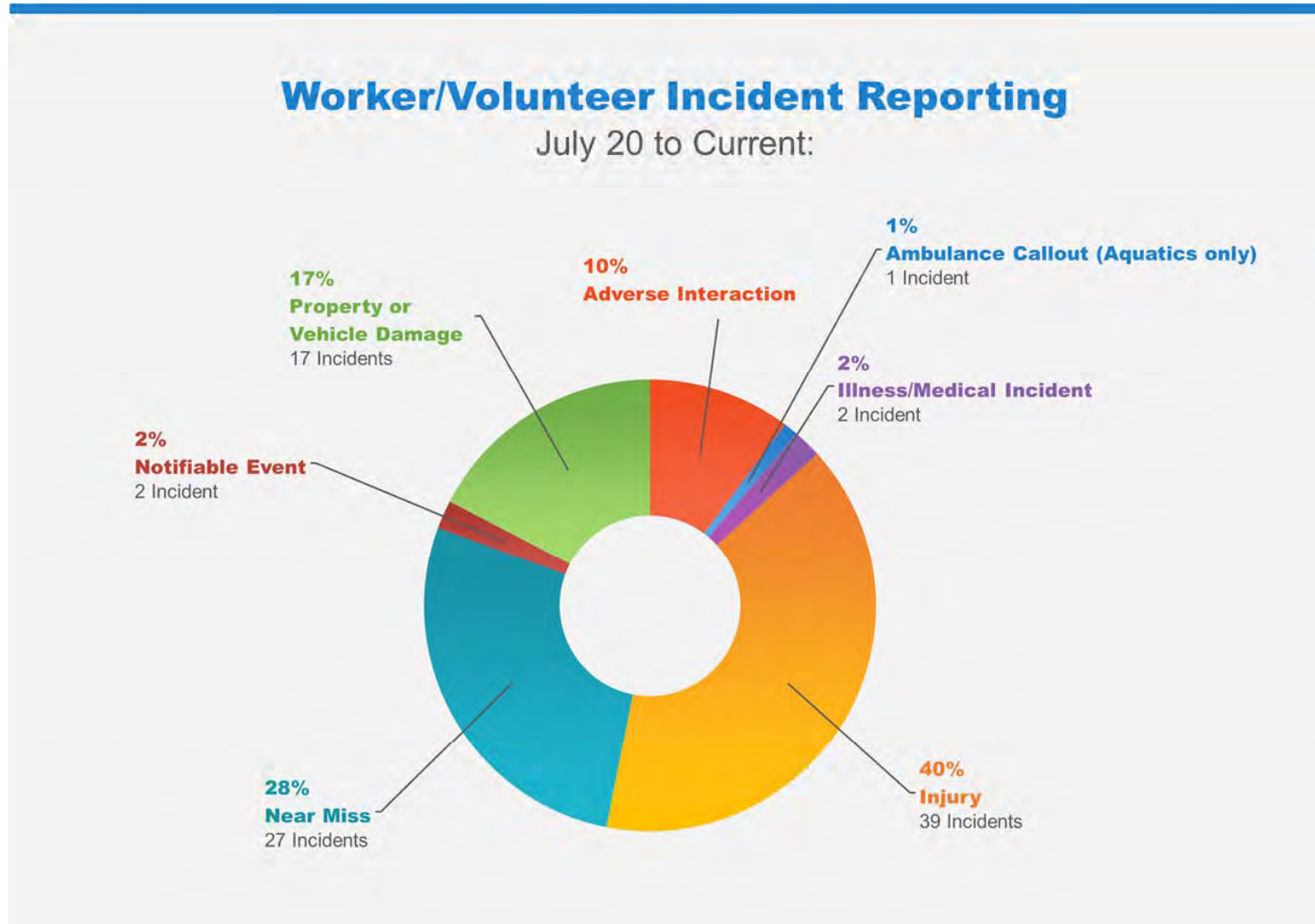
<p>measures are put in place to prevent recurrence of harm.</p> <p>Objective 6: To facilitate the safe return to work of Workers who have been injured in the workplace.</p>	<p>reporting and staff communication of health and safety hazards and incidents.</p>		
<p>Objective 7: To put in place methods to assess and continually improve the systems for implementing all of the above.</p>	<p>Action 8: Complete an internal Health and Safety Management System gap analysis against ISO 45001:2018 Standard, to understand what actions are required to achieve compliance with international best-practice standards.</p>		<p>The Safety and Risk Manager is to work with the Health and Safety Advisor to undertake an internal Health and Safety review and gap analysis against the ISO45001:2018 and the ISO45003:2021 Standards. The review, gap analysis and report is planned to be undertaken by the end of second quarter 2021/2022, for review by MTO at the beginning of 3rd quarter 2021/22.</p> <p>The focus of this process will be to enable clear identification of actions required, and a suggested roadmap, to achieve compliance with the international standard over the following 18-24 months. The initial planning and scoping meeting, by the Health and Safety Advisor with the Safety and Risk Manager, for this review is scheduled for mid-August. With the related review plan and scope to be provided to MTO for their consideration and confirmation by early September.</p>
	Legend		On track
			Slightly behind schedule (less than one month)
			Behind schedule (greater than one month)

Attachment 3**Hazards – July 2020 to July 2021**

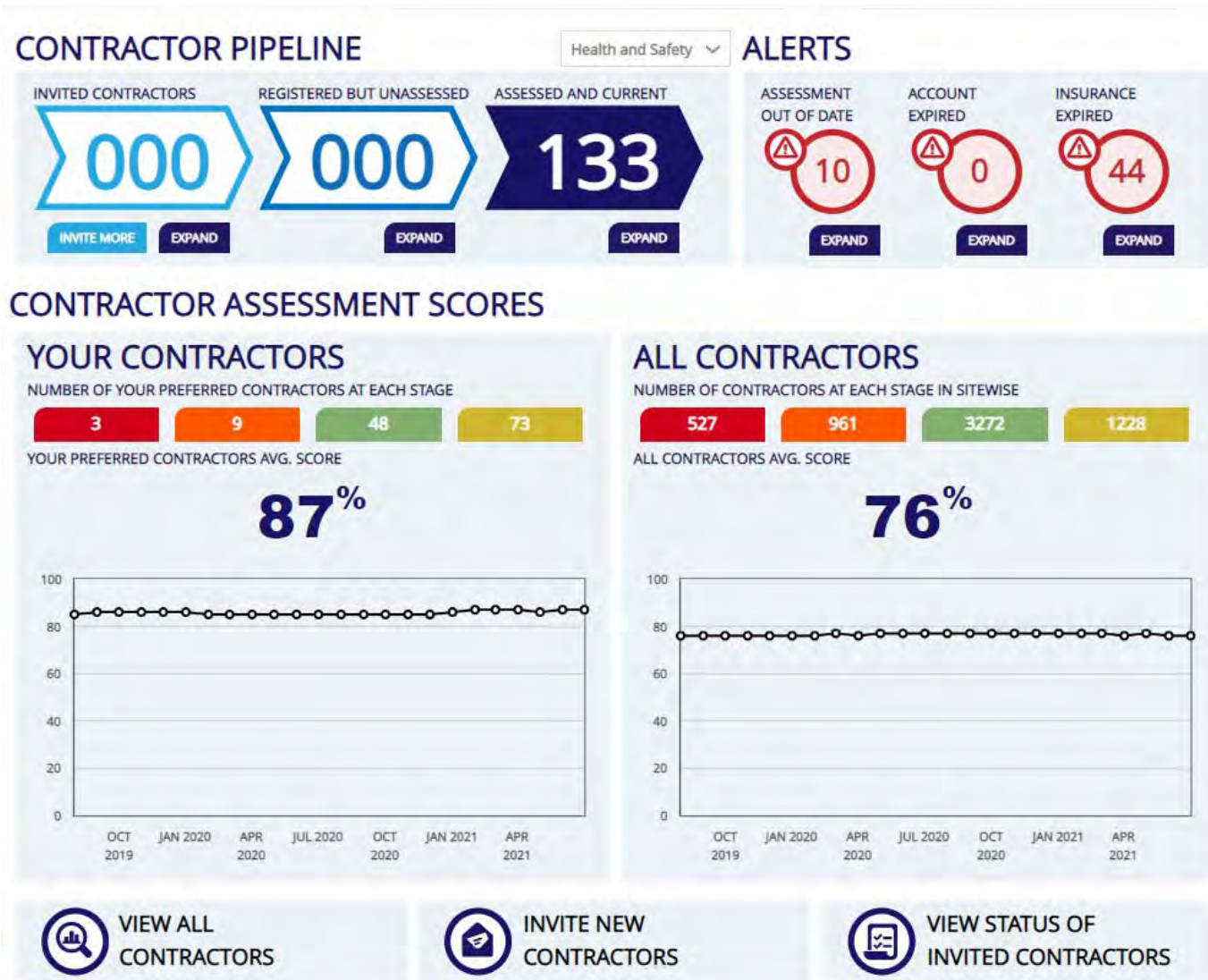
Incidents/Injuries - July 2020 to July 2021



Incidents/Injuries - July 2020 to July 2021



July 2021 Contractor Database (drawn from SiteWise database)



CONTRACTOR ASSESSMENT SCORES

YOUR CONTRACTORS

NUMBER OF YOUR PREFERRED CONTRACTORS AT EACH STAGE

3	9	48	73
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YOUR PREFERRED CONTRACTORS AVG. SCORE

87%

ALL CONTRACTORS

NUMBER OF CONTRACTORS AT EACH STAGE IN SITEWISE

527	961	3272	1228
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ALL CONTRACTORS AVG. SCORE

76%

[VIEW ALL CONTRACTORS](#)

[INVITE NEW CONTRACTORS](#)

[VIEW STATUS OF INVITED CONTRACTORS](#)

Lost Time Injuries

Lost Time Injuries - Aquatics:	2019/2020/2021	<p>3 Injuries: Total of 5829.75 hrs to date.</p> <p>Injury one: Date of injury – 10 June 2019 Weekly contracted hours = 17.5 1781.5 hrs lost to date</p> <p>Injury two: Date of injury - 29th Nov 2020 Weekly contracted hours = 39.25 1138.25 hrs lost to date</p> <p>Injury three: Date of injury 28 June 2019 Weekly contracted hours = 30 2350hrs lost to date</p>
Lost Time Injuries other:	2020/21	<p>2 Injuries – total of 256 hours to date.</p> <p>Injury one: Date of injury – 27 April 2021 Weekly contracted hours = 40 272 hrs lost to date</p> <p>Injury two: Date of injury – 27 April 2021 Weekly contracted hours = 40 288 hrs lost to date</p>

Lead Indicators

Safety Inspections Completed (Workplace Walkarounds)	Q4 2021	All Workplace Walkarounds Completed.
Training Delivered	2020/21	People Trained: 38 Manual Handling.

Canterbury Mayoral Forum

Draft Minutes

Date:	28 May 2021, 8.30am-10.00am
Venue:	Peppers Clearwater Resort, Clearwater Avenue, Harewood, Christchurch.
Attendance:	<p>Mayors/Chair: Sam Broughton (Selwyn, Chair), Nigel Bowen (Timaru), Craig Mackle (Kaikōura), Craig Rowley (Waimate), Dan Gordon (Waimakariri), Gary Kircher (Waitaki), Graham Smith (Mackenzie), Jenny Hughey (Environment Canterbury), Lianne Dalziel (Christchurch), Marie Black (Hurunui), Neil Brown (Ashburton)</p> <p>Chief Executives: Hamish Riach (Ashburton, CEs Forum Chair), Bede Carran (Timaru), David Ward (Selwyn), Dawn Baxendale (Christchurch), Hamish Dobbie (Hurunui), Jim Harland (Waimakariri), Paul Hope (for Fergus Power, Waitaki), Stefanie Rixecker (Environment Canterbury), Will Doughty (Kaikōura)</p> <p>In attendance: Maree McNeilly, Amanda Wall, Rosa Wakefield (Secretariat), Sean Tully (Selwyn – Advisor to Mayor Sam Broughton).</p>
Apologies:	Fergus Power (Waitaki), Stuart Duncan (Waimate), Suzette van Aswegen (Mackenzie).

AGENDA ITEM	KEY POINTS DISCUSSED / RESOLVED	ACTION POINTS (Who will action, when?)
1	<p>Welcome, introductions and apologies</p> <p>The Chair welcomed everyone to the meeting.</p> <p>Paul Hope is attending for Fergus Power.</p> <p>Apologies were received from Stuart Duncan and Suzette van Aswegen.</p> <p>The meeting was opened with the Canterbury Mayoral Forum mihi.</p>	
2	<p>Confirmation of agenda</p> <p>The agenda was confirmed. The following items of general business were added:</p> <ul style="list-style-type: none"> • Housing acceleration fund • Potential visits to KiwiRail and Lincoln University • Advocacy letters to the Minister for Infrastructure and the Minister of Health • LGNZ three waters contact • Farewell to Fergus Power 	

AGENDA ITEM	KEY POINTS DISCUSSED / RESOLVED	ACTION POINTS (Who will action, when?)
3	<p>Confirmation of minutes of meeting held on 19 February 2021.</p> <p>The minutes were confirmed as an accurate record of the meeting. Two updates on actions from the February meeting were discussed:</p> <ul style="list-style-type: none"> • Regional Sector Priorities: Hamish Riach has met with Ben Clark to discuss regional sector priorities. Ben is seeking to create a structure to support ongoing collaboration, which will include some structure through the Chief Executives Forum. At present there is a strong connection with central government agencies, and the intent is to ensure this relationship can endure into the future. • Carbon Forestry: The Policy Forum is looking at carbon forestry and is expecting a report back in June. 	
4	<p>Essential Freshwater Steering Group update</p> <p>Neil Brown spoke to the paper.</p> <p>Members agreed to invite Ministers Parker and O'Connor to speak at the next Mayoral Forum dinner.</p> <p>The Canterbury Mayoral Forum agreed to:</p> <ol style="list-style-type: none"> 1. endorse the terms of reference for the Essential Freshwater Steering Group as agreed by group members at their meeting on 22 March 2021 2. agree to invite two guest speakers to the Canterbury Mayoral Forum dinner on 19 August 2021. 	<p>Secretariat: invite Ministers Parker and O'Connor to the next Mayoral Forum dinner.</p>

5	<p>Three Waters service delivery review</p> <p>The Chair spoke to the paper.</p> <p>The Minister of Local Government is planning to come to Christchurch to meet with Canterbury mayors and councillors. Work is underway to find a date – hopefully this will coincide this with an LGNZ workshop. The Minister understands that a compelling case is yet to be made to councils. DIA will be releasing information next week around the case for change at a national level. This information will not be at council level so doesn't provide what we'll need for our communities; DIA is unable to provide more specific information on this without Cabinet approval. LGNZ is ready to support mayors with how to present this to their communities. LGNZ is working with DIA around a package of commitments in the reform, focusing on three main areas: ensuring no-one is worse off; the investment package; and structure around transitions.</p> <p>Members discussed issues around three waters reforms, including:</p> <ul style="list-style-type: none"> • that the case for change has not been made for councils. Information is needed for councils to be able to make the best decision for their communities • that it would be naive to treat the national case for water in isolation given the imminent RM and local government reforms • what tranche 2 funding may be applied to; how funding can be used to benefit communities • noting that the process the Mayoral Forum review followed sought to find what our capability is in the framework given, and because the parameters were the same as DIA's the conclusions are similar • noting that there was a statement made early on by DIA around a 40% improvement in efficiency which can't be backed up, but that this is a red herring as efficiency is not the main driver and there will be some gains • concern around the lack of alternatives which have been explored, noting that a number of structures and options were ruled out by the Government from the outset • concern around the potential price difference for water between the South Island and Auckland, especially given that one of the principles is equity • what would happen for the rest of the South Island if Christchurch opts out • what opting out would mean for budget and regulatory risk over time • who in the industry and in the community might support us in consultation • that Taituarā and DIA are reconvening their technical group across the country, Rob Kerr and Jessica Nandu-Templeton are representing Canterbury on this. <p>Thanks were noted to the Chair on his leadership, and to the others who recently met with the Minister, as the Canterbury position is being presented very well.</p>	
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AGENDA ITEM	KEY POINTS DISCUSSED / RESOLVED	ACTION POINTS (Who will action, when?)
	<p>All agreed that the joint response to the DIA information on the national case for change is that the information provided so far doesn't give a clear case for change at council level. Mayors will make their own statements.</p> <p>The Forum agreed to note the update provided in the paper.</p>	
6	<p>CREDS update and mobile blackspot advocacy</p> <p>Craig Rowley spoke to the report, noting the great work done on locating mobile blackspots on Canterbury state highways, and that the E Tipu agriconference and Food and Fibre Challenge went really well.</p> <p>Members noted interest in mapping areas within towns with significant blackspot issues and agreed to ask the CEs Forum to explore whether this can be done in other areas and report back by the end of the year. Waitaki would also like for their whole district to be included in reporting, rather than only the Canterbury half.</p> <p>The Forum agreed to:</p> <ol style="list-style-type: none"> 1. send letters to the Minister for the Digital Economy and Communications, telecommunications companies and Crown Infrastructure Partners advocating for the top ten mobile blackspots on Canterbury State Highways identified by the Digital Connectivity project to be addressed 2. note updates on other CREDS workstreams. 	<p>Chief Executives Forum: Seek pricing from Beca on further blackspot mapping in towns and other areas.</p>
7	<p>Chief Executives Forum report</p> <p>Hamish Riach spoke to the paper. One of the themes from CEs Forum was how busy and stretched every council is currently. The Chair also acknowledged the tension between amount of work and resource available.</p> <p>The assessment on carbon footprint and collective measurement of that is being worked on and a report will be coming to the next CEs Forum.</p> <p>The Forum agreed to:</p> <ol style="list-style-type: none"> 1. receive the quarterly report from the Chief Executives Forum 2. review and approve a letter to Environment Canterbury about considering climate change in its upcoming Regional Policy Statement review 3. note updates to the three-year work programme. 	

AGENDA ITEM	KEY POINTS DISCUSSED / RESOLVED	ACTION POINTS (Who will action, when?)
8	<p>Climate Change Steering Group update</p> <p>Dan Gordon spoke to the paper, noting the value of support from TAs in the development of the regional submissions later in the year on the National Emissions Reduction Plan and the National Adaptation Plan. The 'It's Time, Canterbury' launch today was previewed at the last meeting of the Climate Change Councillor group and the formal launch for this follows today's meetings. Dan Gordon acknowledged Chair Jenny Hughey and her team for their work on this campaign.</p> <p>The Forum agreed to:</p> <ol style="list-style-type: none"> 1. note the update provided in this paper 2. note regional submissions will be developed for the Mayoral Forum on the: <ol style="list-style-type: none"> 2.1. National Emissions Reduction Plan 2.2. National Adaptation Plan 3. note a regional submission will be completed by 28 May for the Mayoral Forum on the National Direction on Greenhouse Gas Emissions. 	
9	<p>Update on Canterbury Biodiversity Champions</p> <p>Jenny Hughey spoke to the paper, noting that the champions are enthusiastic about their work. Dan Gordon advised that Waimakariri have developed a register linking public land and biodiversity and are partnering with Ngai Tuāhuriri and private landowners. Funds have been set aside for fencing and protecting waterways. Environment Canterbury supports this and will be doing this with Environment Canterbury-owned land across the region. The Chair noted that a linked-up approach is valuable to ensure we're not doubling up on biodiversity initiatives, and that if work is allocated to Environment Canterbury rather than district councils we need to support appropriate Environment Canterbury rates to do this work.</p> <p>The Forum agreed to:</p> <ol style="list-style-type: none"> 1. note that the Biodiversity Champions are currently focused on gathering information across Canterbury councils to better understand biodiversity priorities, actions, challenges and opportunities 2. note that the Biodiversity Champions are considering several opportunities to build a shared regional approach to biodiversity across councils. 	

AGENDA ITEM	KEY POINTS DISCUSSED / RESOLVED	ACTION POINTS (Who will action, when?)
10	<p>CWMS update</p> <p>The report was taken as read.</p> <p>Stefanie Rixecker spoke to the CWMS planning programme, which aligns the CWMS with the national direction over the next four years. The CEs Forum approved this programme, and it has been shared with zone committees and the Ministerial freshwater group.</p> <p>This year is focused on building relationships around Te Mana o Te Wai. They have been working with Te Rōpu Tuia and the upoko of papatipu rūnanga on this. In 2022/23 Freshwater Management Units will be drafted in conjunction with Ngāi Tahu and then will work with communities. Canterbury is ahead of other regions on these already.</p> <p>The Minister would prefer for these freshwater plans to be made earlier, but because we already have the framework and want to take communities with us we will be doing it in 2024.</p> <p>The Forum agreed to note the update provided in the paper.</p>	
11	<p>Budget 2021 update</p> <p>The Chair advised that he met with Warren Gilbertson from MBIE around the new Regional Strategic Partnership Fund, which consists of \$200m of funding on a non-grant basis. Members noted concern around the amount of work required to apply for a relatively small loan which will then require more work to co-fund and deliver. ChristchurchNZ may look at developing something in this space.</p> <p>That the Canterbury Mayoral Forum:</p> <ol style="list-style-type: none"> 1. note the update on the Government’s Wellbeing Budget 2021 -Securing our Recovery 2. request the secretariat to keep a watching brief on the Regional Strategic Partnership Fund announcement and consider what would be required for the Canterbury Mayoral Forum to secure funding through this fund. 	<p>Secretariat: provide feedback from the Forum to Warren Gilbertson on concerns around the Regional Strategic Partnership Fund. Maintain a watching brief on the fund.</p> <p>Lianne Dalziel: Talk to ChristchurchNZ about whether they would seek funding from the Regional Strategic Partnership Fund and report back to the secretariat.</p>

AGENDA ITEM	KEY POINTS DISCUSSED / RESOLVED	ACTION POINTS (Who will action, when?)
18	<p>General business</p> <p>Housing acceleration fund Minister Woods noted a lack of feedback from the South Island around the housing acceleration fund. The Forum asked the secretariat to collate responses from Canterbury and provide to LGNZ and the Minister's office.</p> <p>Freight tour Members requested the KiwiRail part of the freight tour which was unable to happen in February be scheduled.</p> <p>Letter to Minister Robertson The Forum will write to Minister Robertson in his role as shareholding Minister for KiwiRail to highlight issues around cycleways, culverts under railway lines, crossings, rail bus and their respective intersections with rail corridors.</p> <p>Lincoln University Lincoln University is keen to share their energy farm and zero waste farm work with Mayoral Forum members. Members discussed the possibility of a tour of tertiary institutions in September or October, including Ara and Canterbury University.</p> <p>LGNZ three waters contact LGNZ have asked each mayoral group to have a key contact for ongoing communication around three waters. All agreed that the Chair should continue in this role.</p> <p>Minister of Health With proposed changes in health it would be good to connect with the Minister of Health and understand where the thinking around health in our communities is at.</p> <p>Farewell to Fergus Power Fergus Power's contribution to the Forum was noted, including his fresh perspective and the value this provided to the group. A gift was presented to Gary Kircher for Fergus. Paul Hope will be acting CE of Waitaki District Council until Alex Parmley starts on 16 July.</p>	<p>Secretariat: collect Canterbury response around housing acceleration fund and provide to LGNZ.</p> <p>Secretariat: Set up part two of the freight tour, part of a day at KiwiRail.</p> <p>Secretariat: Draft a letter to Minister Robertson and circulate to members for approval.</p> <p>Secretariat: explore options for visits to Canterbury tertiary campuses in September or October.</p>
	The meeting closed at 9.52am.	

WAIMAKARIRI DISTRICT COUNCIL**MINUTES OF THE MEETING OF THE UTILITIES AND ROADING COMMITTEE HELD IN THE FUNCTION ROOM, RANGIORA TOWN HALL, 303 HIGH STREET, RANGIORA ON 20 JULY 2021 COMMENCING AT 3.30PM****PRESENT**

Councillor P Williams (Chairperson), Mayor D Gordon, A Blackie, R Brine, S Stewart and J Ward

IN ATTENDANCE

Councillors K Barnett, W Doody, P Redmond
J Harland (Chief Executive), G Cleary (Manager Utilities and Roding), K Simpson (3 Waters Manager), J McBride (Roding and Transport Manager), K LaValley (Project Delivery Manager), R Kerr (Delivery Manager), J McSloy, L Hurley (Technical Administrator) and A Smith (Governance Coordinator)

1 APOLOGIES

There were no apologies.

2 CONFLICTS OF INTEREST

There were no conflicts of interested recorded.

3 CONFIRMATION OF MINUTES**3.1 Minutes of a meeting of the Utilities and Roding Committee held on Tuesday 15 June 2021**

Moved Councillor Blackie

Seconded Councillor Brine

THAT the Utilities and Roding Committee:

- (a) **Confirms** the circulated Minutes of a meeting of the Utilities and Roding Committee held on 15 June 2021, as a true and accurate record.

CARRIED

3.2 Matters arising

Nil

4 DEPUTATION/PRESENTATIONS

Nil.

5 REPORTS

5.1 Request to Consult on Stockwater Race Bylaw Review 2021 – Libica Hurley (Technical Administrator) and Kalley Simpson (3 Waters Manager)

L Hurley and K Simpson presented this report which seeks approval from the committee to consult with the community on proposed changes to the Stockwater Race Bylaw 2019. There is also the need to appoint two Councillors to the Hearing Panel, along with Council Stewart. It was noted that this matter has previously been to a Council briefing and has also been to all the Community Boards for their consideration.

There was agreement on the members to be appointed to the hearing panel and there were no questions.

Moved Mayor Gordon Seconded Councillor Ward

THAT the Utilities and Roading Committee:

- (a) **Receives** report No. 210218027772
- (b) **Approves** the Statement of Proposal for Stockwater Race Bylaw Review 2021.
- (c) **Approves** consultation with the community on the proposed tracked changes to the Stockwater Race Bylaw 2019 as per the Communications and Engagement Plan, using a Special Consultative Procedure (SCP).
- (d) **Appoints** Councillor S. Stewart (Chair), Councillor Blackie and Councillor Doody to the hearing panel. The hearing and deliberations will occur in September with the date to be confirmed based on Councillor availability.

CARRIED

5.2 North-East Rangiora Development Area Roading Projects Statement of Proposal for Special Consultative Procedure and Appointment of Hearing Panel – Kelly LaValley (Project Delivery Manager)

K LaValley presented this report which requests approval of the committee for the Statement of Proposal (SOP) for the North-East Rangiora Development Area Roading Projects and requesting appointments to the Hearing Panel. Since the report was written the hearing dates have been confirmed as the 15 and 16 September 2021. It was also noted that there is a correction to the legislative requirements in the Statement of Proposal. Subsequent to the SOP being prepared, Audit NZ have advised that this does not constitute an amendment to the LTP and therefore Section 82 and 83 apply, rather than Section 93. This has now been updated in the Statement of Proposal document.

There were no questions.

Moved Councillor Blackie

Seconded Councillor Brine

THAT the Utilities and Roothing Committee:

- (a) **Receives** Report No. 210705108486.
- (b) **Approves** the attached Statement of Proposal for the North East Rangiora Development Area Roothing Projects (210701107356).
- (c) **Appoints** Mayor Gordon (Chair), Councillor Williams and Councillor Ward to the North East Rangiora Development Area Roothing Projects Hearing Panel.
- (d) **Circulates** this report to the Rangiora-Ashley Community Board for information.

CARRIED

6 MATTERS FOR INFORMATION

- 6.1 **Ohoka Road Fence Financial Contribution Request – Report to Council Meeting 6 July 2021 – Circulates to the Utilities and Roothing Committee.**
- 6.2 **Reallocation of the Budget to minor Safety Projects – Report to Council Meeting 6 July 2021 – Circulates to the Utilities and Roothing Committee.**

Moved Councillor Stewart

Seconded Councillor Williams

THAT the Utilities and Roothing Committee receives the information in Items 6.1 to 6.2.

CARRIED

7 PORTFOLIO UPDATES

7.1 Roothing – Councillor Paul Williams

- Σ Councillor Williams noted some pothole damage had occurred as a result of the recent heavy rain event.
- Σ Councillor Ward noted that some of the arrows on the cycleways are facing the wrong way and staff will follow up with this.

7.2 Drainage and Stockwater – Councillor Sandra Stewart

- Σ Councillor Stewart advised that Ecan and the Council have some of the Ashley River stop bank modifications underway that were discussed at the recent public meeting in Waikuku.
- Σ Repairs are underway of Kairaki Creek culvert.
- Σ The Kaiapoi network stormwater discharge consent is expected to be issued in the next few weeks, including the Shovel Ready works. The Council has to resubmit the Woodend network consent.
- Σ Sutton Tool site in Kaiapoi have had a discharge of oily petrol product going into the Cam River. They are now doing some onsite improvements and the Council is also doing some upgrades to the sump in the Kaiapoi Domain and cleaning the pipe to prevent any discharges that may come from the business.

- Σ Mounsey Creek in the Oxford area, had a lot of damage in the recent storm and currently the bank repair work is being scoped. There is damage at Warrens Road where permanent repair work may take several months.
- Σ Residents of Camwell Park are meeting with the Mayor to discuss the take that they have from the No 7 Drain, which is subject to complaint by the Central Rural Drainage Advisory Group and Ecan.

7.3 **Utilities (Water Supplies and Sewer) – Councillor Paul Williams**

- The Poyntz Road Pump Station and pipeline is nearing completion. Expecting the new station and connection to be live for the week of 26 – 30 July. Staff are arranging a public opening of this Station, which Councillor Williams noted will bring all the Councils water supplies up to meet the required drinking water standards.
- There is a slight hold up with the Cust upgrades, as a result of delays with materials arriving.
- Staff are currently working with the Drinking Water Assessor for the annual drinking water assessment and a report will come back to this committee once this is complete.
- Following recent repairs to the northern reservoir of the Woodend Water Supply, there has been comments from residents on the different taste to the water. This is due to some of the materials used, but this is quite safe and there is no issue with the drinking water standard.
- Ecan are assessing compliance with the Oxford Wastewater Treatment Plant and some ponding has been identified in one of the irrigation areas and staff are working to rectify this situation. This may result in a non-compliance being issued.
- Regarding the Fernside, Loburn Lea and Tuahiwi stimulus projects – awaiting for some of the physical works to be awarded.

7.4 **Solid Waste– Councillor Robbie Brine**

Councillor Brine advised that there is a meeting of the Solid and Hazardous Waste Working Party on Monday 9th August. The Joint Landfill Committee and Canterbury Waste Joint Committee are meeting on Monday 2nd August in Christchurch.

Councillor Williams added that he went on the Waste management Tour as part of the Local Government Conference in Blenheim on the weekend. He would like to report back on this at an upcoming meeting of the Solid and Hazardous Waste Working Party.

7.5 **Transport – Mayor Dan Gordon**

Mayor Gordon advised he had recently been on a a tour with some senior NZTA officials and WDC roading management around a number of locations in the district which are priorities to the Council, including the Woodend safety improvements. NZTA have undertaken to come back to the Council about the matters discussed. In the new role at NZTA James Caygill has advised that there is proposed new safety signage on the Main Road Ashley River Bridge and this is to be discussed with Council.

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 Blackie 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 – 10.3	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
10.1-10.3	Protection of privacy of natural persons To carry out commercial activities without prejudice	A2(a) A2(b)ii

CARRIED

Closed meeting**Resolution to resume in Open Meeting**

Moved Councillor Williams Councillor Blackie

THAT 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 24 August 2021, to be held in the Function Room, Rangiora Town Hall.

There being no further business, the meeting closed at 3.50pm.

CONFIRMED

Chairperson
Councillor Paul Williams

Date

MINUTES FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD HELD IN THE OXFORD TOWN HALL, MAIN STREET, OXFORD ON WEDNESDAY 7 JULY 2021 AT 7PM.

PRESENT

D Nicholl (Chairperson), T Robson (Deputy Chairperson), S Farrell, N Mealings, M Brown, R Harpur, W Doody and S Barkle.

IN ATTENDANCE

T Tierney (Manager Planning and Regulation), K Simpson (Three Waters Manager), L Hurley (Project Planning and Quality Team Leader), K Straw (Civil Projects Team Leader), K Rabe (Governance Advisor) and C Fowler-Jenkins (Governance Support Officer)

1 APOLOGIES

There were no apologies.

2 PUBLIC FORUM

2.1 Scott Baker – Oxford Resident

S Baker spoke to the Board regarding the correspondence he had sent (refer item 8 of the agenda) raising his concern about the lack of visibility of pedestrians during the winter months in the rural areas, particularly in regard to children waiting for school buses or walking the school bus routes of the district.

His aim was to start a conversation around pedestrian safety and raise the awareness of the dangers of wearing dark clothing when out walking, as they became invisible to motorists, especially in the shadow of shelter belts,. He had sent letters to the Rangiora High School and the Oxford Area School requesting them to raise awareness of this problem with the students and had received a positive response from Rangiora High School but had heard nothing from the Oxford Area School. He noted that it was only by bringing this matter out for discussion and conversation that change could be achieved.

S Farrell commented that she had raised this matter with Mayor Gordon and Councillor Mealings which had resulted in a plan of raising road safety awareness over the next few months.

W Doody noted that she was on the Road Safety Committee and asked if S Baker would speak to the Committee so as to get buy in from other stakeholders. S Baker agreed to speak at the next Road Safety Committee meeting.

T Robson noted that it was very disappointing that the Oxford Area School had not responded to S Baker, as the school had a reputation of being proactive. He commented that when he was at school, students catching the school bus were issued screen printed high visibility (hi-vis) vests which had to be worn when catching the bus. He commented that it would be helpful if the Council could investigate if this initiative was still in practice and if not, whether the Council could partner with schools to provide hi-vis vests as a safety initiative for students catching buses especially during the winter months.

S Barkle commented that at Swannanoa they were trying to bring in the wearing of hi-vis vests for the students traveling to school. They were also investigating getting local businesses involved by sponsoring the hi-vis vests with local business logos. A further idea was for high school students to design

appropriate reflective outer clothing that they would feel comfortable to wear in public, as it was acknowledged that the student's buy-in was needed to actually wear what was provided.

N Mealings noted that in the photo attached to the letter (refer Item 8 of the agenda) it was very difficult to see the student and wondered if students were picked up at designated spots or if buses picked up students in front of their homes. S Baker responded that there were designated routes and locations. N Mealings suggested that the school, or whoever designated where the bus routes were, should review the locations of the bus stops. She noted that most teenagers would not wear something that they did not want to wear, however perhaps there could be a reflective sign installed at the stops where students congregated to alert motorists.

M Brown suggested that letters be sent directly to the School Boards rather than the Schools as that was where this sort of decision or action would originate. He also suggested getting the Youth Council involved as students were more likely to respond to other young people.

S Farrell noted that the Council's Roading Team had secured a number of hi-vis vests and water bottles with 'be safe be seen' which she thought was a good catch phrase. S Farrell also noted that even in daylight, horse riders and dog walkers were difficult to see when in the shadow of a hedge and wondered if pony clubs gave tuition on road safety and in particular on visibility while near roads. M Brown commented that having being a part of Equestrian New Zealand, a set of guidelines which included the wearing of highly visible clothing was available to all equestrian facilities, however, at the end of the day children had to rely on parents to buy them their gear and to lead by example in regards to safety around roads.

The Chairperson thanked S Baker for his presentation and for raising awareness and concern for his community.

3 CONFLICTS OF INTEREST

There were no conflicts of interest recorded.

4 CONFIRMATION OF MINUTES

4.1 Minutes of the Oxford-Ohoka Community Board – 9 June 2021

Moved: M Brown

Seconded: S Barkle

THAT the Oxford-Ohoka Community Board:

- (a) **Confirms** the circulated Minutes of the Oxford-Ohoka Community Board meeting, held on 9 June 2021, as a true and accurate record.

CARRIED

4.2 Matters Arising

M Brown noted that at the June 2021 Board meeting the Board had approved \$3,500 to the Mandeville Sports Club from its General Landscaping Budget. He enquired what the normal timeframe for payment of a grant was as Mandeville Sports Club had no formal acknowledgement of the grant which had been approved four weeks ago. K Rabe noted that normally a letter would be sent out within a week of the meeting. Staff would investigate the matter further.

S Farrell noted regarding the proposed town entrances speed limit review, there seemed to be confusion regarding the requested 40km/h speed reduction, noting that mention had been made of the requirement of a \$450,000 budget that would be required to achieve this outcome. S Farrell

requested an update from the Councillors on the outcome of the report and the Councils consideration on the matter. N Mealings noted that the Council revised the recommendation in relation to Oxford Main Street, shortening the length to be reduced to 40km/h with road treatments to slow traffic. This would incur extra cost to achieve however \$450,000 was only an estimated cost. S Farrell noted that it would be up to the community now to submit to the Council.

5 **DEPUTATIONS AND PRESENTATIONS**

There were no deputations or presentations.

6 **ADJOURNED BUSINESS**

Nil.

7 **REPORTS**

7.1 **Oxford-Ohoka Community Board's 2021/22 Discretionary Grant Fund and 2021/22 General landscaping Fund – T Kunkel (Governance Team Leader)**

K Rabe spoke to the report noting that this was an annual report at the start of every financial year to confirm the Board's funding budgets for the following financial year. A workshop with Greenspace staff would be held in August 2021 to ascertain what landscaping projects the Board wanted to put forward for the 2021/22 financial year and a definitive figure for the Landscaping budget would be available, once all invoices for the previous year had been paid, and the carry forward of the 2020/21 budget was determined.

M Brown commented that the Board approved funding to the West Eyreton community to do some landscaping on the reserve in West Eyreton. A site meeting had been held with Greenspace staff, the Cust West Eyreton Garden Club and West Eyerton Hall Committee. Staff were to produce a planting plan, but as yet no plan or any further communication had been received. K Rabe would follow up and come back to the Board regarding the status of this project.

S Barkle noted that there was a group that had wished to apply to the Discretionary Grant Fund earlier in the year, however, due to the delay in receiving quotes for their project, the application now had to be considered in the new financial year. This would impact on the ability for the group to apply for further funding during the year and enquired if there was anything the Board could do to mitigate this issue. K Rabe noted that groups were allowed to apply twice during a financial year as long as it was not for the same project.

Moved: S Farrell Seconded: T Robson

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 210623101620.
- (b) **Notes** that the Board's General Landscaping Budget allocated by the Council for 2021/22 is \$12,710 with a carry forward for the 2020/21 financial year still to be determined due to outstanding invoices being processed.
- (c) **Notes** that the Board's Discretionary Grant Funding allocated by the Council for 2021/22 is \$5,820 and that an amount of \$2,926 was carried forward from the 2020/21 budget.

- (d) **Approves** the Board's 2021/22 Discretionary Grant Fund Application Criteria and Application Form (Trim No. 210603089944).
- (e) **Approves** the Board's 2021/22 Discretionary Grant Accountability Form (Trim No. 210603089980).
- (f) **Approves** that Discretionary Grant Fund applications be considered at each meeting during the 2021/22 financial year (July 2021 to June 2022).

CARRIED

7.2 **Application to the Oxford-Ohoka Community Board's Discretionary Grant Fund 2020/21 – T Kunkel (Governance Team Leader)**

N Mealings noted that the Swannanoa Volunteer Fire Brigade had submitted two applications for different projects and while she understood that a group could apply twice a financial year, she could not recall seeing two within the same meeting and enquired if that was able to be done. K Rabe noted that this was unusual however, there was no rule disallowing the submission of two applications to the same meeting. The disadvantage of doing this would be the inability to apply again within the current financial year. S Barkle explained that the Board were encouraging groups to apply for funding at the end of the 2020/21 financial year which this group had done however the quotes were delayed which meant that the applications had to be submitted during the current financial year. If the applications had been submitted to the June meeting as intended it would have allowed the group to request funding again during the 2021/22 financial year.

S Farrell noted that the Oxford Arts Trust had stated in their application that if the application for funding was unsuccessful the ceramic workshops would not happen, however she knew that Creative New Zealand had funded Oxford Arts Trust almost \$7,000. W Doody noted that they had been granted \$7,000 for tutors to run the workshops, and therefore could not cover the cost of shelving.

It was agreed that the grants would be moved separately.

Moved: W Doody Seconded: T Robson

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 210622100456.
- (b) **Approves** a grant of \$500 to the Oxford Arts Trust towards to cost of purchasing shelving, cupboards and furniture.

CARRIED

M Brown commented that the Ministry of Education did not fund the Library and therefore there was no reason not to assist the school in this instance.

Moved: M Brown Seconded: S Barkle

THAT the Oxford-Ohoka Community Board:

- (c) **Approves** a grant of \$454.87 to the West Eyreton Primary School towards the cost of purchasing new books and Lego for their community school library.

CARRIED

T Robson enquired if the Swannanoa Volunteer Fire Brigade would be able to raise the shortfall if the Board only granted \$500 towards the proposed projects. K Rabe noted that in their application they had indicated that if funding was not received one of the project would not proceed.

S Barkle stated that the Swannanoa Volunteer Fire Brigade was entirely run by volunteers and they did a fantastic job supporting the community and their remit had recently been increased to include traffic accidents and she believed the group was a worthy one.

W Doody was supportive of the open day project stating this would be a community event and would help educate the community on the dangers of fire in the home.

M Brown noted that there were rules on how much funding was allowed to be granted, no matter if the groups were worthy or requested more funding than was allowed.

Moved: M Brown Seconded: S Barkle

THAT the Oxford-Ohoka Community Board:

- (d) **Approves** a grant of \$500 to the Swannanoa Volunteer Fire Brigade towards the cost of purchasing uniforms for their junior crew.
- (e) **Approves** a grant of \$500 to the Swannanoa Volunteer Fire Brigade towards the cost of hosting an open day.

CARRIED

8 CORRESPONDENCE

8.1 Stock Water Race Bylaw Consultation

L Hurley and K Simpson spoke to the Memorandum giving a brief overview of the amendments and the special public consultation to be carried out during July and August 2021. The Board was invited to submit on this matter if it so chose.

S Barkle enquired on the process followed if someone was misusing the water race. K Simpson answered that there was no formal compliance testing, however, if a complaint was received staff would follow up. S Barkle also asked if any information on water races were given to new property owners who had a water race on their property. K Simpson answered that currently no information, other than what was recorded on the LIM, was given to property owners but that this was a good question and staff would look into following this up.

W Doody noted that some water races had been closed and enquired if staff knew what happened to these and did owners know that they should be left open to assist with drainage of the land. K Simpson explained that owners were required to inform the Council if they wanted to fill in a water race, however, staff again relied on the community letting the Council know if a water race had been filled in.

T Robson noted that the rural area had unreliable internet connection and enquired if there were other methods that the community could feedback to the Council on this matter. L Hurley stated that every property owner who had a water race on their property would receive a letter and information on the submission process which included a 'Lets Talk' pamphlet and the opportunity to respond 'manually'.

8.2 **Stockwater Main Race Tree Removal**

K Simpson tabled a further memorandum informing the Board of maintenance being carried out on the main irrigation/stockwater race located at 1237 Thongcaster Road. Normally this would not be brought to the Board's attention as it was normal maintenance by the Council, however, the Council had received a concerns that a stand of mature redwoods would be included in the work and it was decided to inform the Board in the event they received other such queries from members of the public.

The work to be carried out was the trimming or removal of trees near the above water race. Staff noted that the work to be carried out was not in the vicinity of the redwood trees however if required the contractor had been informed to request an arborist's assistance if there was any concerns regarding any of the redwoods. The contractor was due to start work on Monday 12 July 2021.

T Robson noted that this was a popular recreation area and requested that staff insure that the site was left in a safe manner over the weekends so as to not endanger members of the public.

In response to questions regarding the specified distance of trees in relation to water races, K Simpson stated that this depended when the trees were planted and noted that the bylaw was fairly recent, leading to different distances at times.

8.3 **S Baker's email re road safety**

S Farrell enquired if the Board could encourage stakeholders to run a campaign on social media and other platforms to raise awareness of pedestrian visibility.

M Brown was not supportive of this as he stated that campaigns were only effective until the public got bored with them. He noted that what had to change was society's habits which the Council could not do.

Moved: M Brown Seconded: S Farrell

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the memorandum on the Stock Water Race Bylaw – Proposed Consultation (Trim 210622100703).
- (b) **Receives** the email regarding road safety (Trim 210623101086).
- (c) **Receives** the tabled memorandum on Stockwater Main Race – Tree Removal (Trim 210630105852).

CARRIED

9 **CHAIRPERSON'S REPORT**

9.1 **Chairpersons Report for June 2021**

- Σ Attended a seminar on the Future of Local Government – very pleased with the turn out to the event and that most delegates were of the same opinion that Central Government should not take over Local Government's role and that local knowledge was a better option than directives from Wellington.
- Σ Attended a meeting on the Three Waters Reform.

Moved: W Doody Seconded: M Brown

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the verbal report from the Oxford-Ohoka Community Board Chairperson for June 2021.

CARRIED

10 MATTERS FOR INFORMATION

- 10.1 Rangiora-Ashley Community Board Meeting Minutes 9 June 2021 (Trim 210604090612)
- 10.2 Woodend-Sefton Community Board Meeting Minutes 14 June 2021 (Trim 210614095394)
- 10.3 Kaiapoi-Tuahiwi Community Board Meeting Minutes 21 June 2021 (Trim 210621099597)
- 10.4 Report back on Attendance to the 2021 Local Government New Zealand's Community Board Conference (Trim 210518078892) – Report to Oxford-Ohoka Community Board meeting 9 June 2021 – Circulates to all Boards.
- 10.5 Report Back on Attendance to the 2021 Local Government New Zealand's Community Board Conference (Trim 21052604267) – Report to Rangiora-Ashley Community Board meeting 9 June 2021 – Circulates to all Boards.
- 10.6 Updates to the Parking Bylaw 201 (Trim 210526084423) – Report to District Planning and Regulation Committee Meeting 15 June 2021 – Circulates to all Boards.
- 10.7 Approval of the 2021/22 Rooding Capital Works Programme (Trim 210603089971) – Report to Utilities and Rooding Committee Meeting 15 June 2021 – Circulates to all Boards.
- 10.8 Naming on new Reserves in the Regeneration Area (Trim 210610093078) – Report to Kaiapoi-Tuahiwi Community Board meeting 21 June 2021 – Circulates to all Boards.
- 10.9 Library Update to June 5 2021 (Trim 210610093078) – Report to Community and Recreation Committee Meeting 22 June 2021 – Circulates to all Boards.
- 10.10 Final Utilities and Rooding Activity Management Plans (Trim 210514077226) – Report to Council Meeting 22 June 2021 – Circulates to all Boards.

PUBLIC EXCLUDED REPORT

- 10.11 Locky Dock Bikes Stands in the Waimakariri District (Trim 2104210664209) – Report to Council meeting 1 June 2021 – Circulates to all Boards.

Moved: M Brown Seconded: N Mealings

THAT the Oxford-Ohoka Community Board receives the information in Items 10.1-10.11.

CARRIED

11 MEMBERS' INFORMATION EXCHANGE**S Farrell**

- Σ The Oaks Walkway – there had been some tree stumps removed from the front area and the installation of bollards.
- Σ Attended a Museum meeting and they were investigating the installation of a heat pump.
- Σ Councillor Doody and herself had an informal discussion on the future zoning of the area at Ashley Industrial.

M Brown

- Σ Requested staff follow up on the query he had on Tram Road traffic island from the previous meeting.
- Σ Attended an Oxford Promotions Association meeting – the Christmas lights project was looking successful.
- Σ Contractors down at the West Eyreton Headworks running pipes through the road connecting up the Poyntzs Road scheme.

- Σ With the bad weather over the last week and there was a lot of black ice around resulting in the accidents on Tram Road South Eyre Road the next day. The community was concerned regarding the gritting of the roads and the timing of the work being done. He requested a presentation from the Traffic and Roading team regarding the grit programme.

N Mealings agreed that there was a lot of conversations on this matter and Alistair Grey, Communications and Engagement Manager was investigating the procedure so that the Council could inform the public on locations and times of gritting.

T Tierney noted that the issue had arisen at the Management Team Operations meeting on Monday 5 July and G Cleary had updated the Team, noting that Council needed to do further education on this matter as there was quite a lot of misinformation on gritting roads and the perceived danger that it could cause. The underlying message was that you had to drive to the conditions and the conditions required slowing down.

R Harpur

- Σ Attended the Mandeville Sports Centre Delegates Meeting – discussed the performance of the fundraiser and so far they had not been able to come up with any funds.
- Σ Attended the Grey Power meeting – had a guest speaker, the CEO of Retirement Villages from Wellington, talking about retirement villages which was very enlightening.
- Σ Had an approach from the Mandeville Residents Association regarding the five roads work being carried out in Mc Hugh's Road and No 10 Road, he understood it was well underway. The Mandeville Residents Association had noted that it was historically McHugh's Road that was the main through road at the intersection and No 10 Road was historically a logging road, however was now predominantly used by residents of West Eyreton. The thought was that McHugh's Road and No 10 Road should be the dominant roads going through and that give ways should be set up on the other three roads at the intersection.

S Barkle

- Σ Work started on the five roads intersection – received a lot of feedback on that which had mostly been positive.
- Σ Attended the cycle networks meeting – expressed concern about the rural areas and the connections between our communities. The Board should be encouraging community groups to make submissions during the public consultation so that the Council could be made more aware that there was a need for more walking and cycling paths to connect rural communities.
- Σ Plenty of media regarding the Spark copper network being shut down.

T Robson

- Σ Had a residents approaching him regarding the poor condition of Main Street with lots of potholes and bumps which created a lot of noise at night for residents in the vicinity. He also noted that during rain events a number of properties in the Oxford area that the shingle from peoples drive ways washed out onto the road which was dangerous and enquired if staff could investigate a solution for this problem.
- Σ Attended the Walking and Cycling Strategy Steering Group meeting.
- Σ Attended a Community Trust Meeting – this time of year was always busy for the Trust as there was a sector of the community that were struggling. The Youth coordinator that was employed had the Oxbox events going which were going well.
- Σ Advised that the first Pearson Park meeting, in a long while would be held end of the month.

N Meetings

- Σ Social/Affordable Housing Working Group - Looking at issues, options, opportunities and challenges in the Social Housing space in the district. Interestingly, by 2048 projected population over 65 to be at 31% of Waimakariri District population. (Currently at 20%).
- Σ District Planning and Regulation Committee Meeting - Appointed Tracey Tierney as a local Civil Defence controller and updated the 2019 Parking Bylaw.
- Σ Climate Change Coordination Group - Discussed possible governance arrangements for climate change and sustainability going forward.
- Σ Welcome Bag review workshop - Met with Community Team and key stakeholders to workshop a sustainable future for the 'Welcome to Waimakariri' bags for new residents.
- Σ Climate Change and Local Government forum.
- Σ Greater Christchurch Partnership Committee meeting - Matters discussed included GCP's Passenger Transport Operating Model and Infrastructure Strategy review submissions to central government.
- Σ Council Meeting - Formally adopted the Long Term Plan- Audit New Zealand's opinion was unmodified (meaning that they agreed with the work done, and no need to make changes- a rare feat!) Average rates rise at 4.3% after changes from submissions requests.
- Σ Held Waimak Lifestyle Block Group meeting - Making a community based Civil Defence plan: Speakers included Brennan Wiremu. from Waimakariri District Council Civil Defence, Cat H. from Neighbourhood Support talking about NC Gets Ready, and Tracey H. from Animal Evacuation.
- Σ Attended drop in session at Oxford Library with the mayor - Several residents took up the opportunity to discuss questions/concerns on a one on one basis.
- Σ Greater Christchurch Partnership Partner Council workshop - Held at Turanga in Christchurch, elected members all four partner councils came together to discuss strategic matters in the region- this meeting particularly focussed on GC 2050 urban form/spatial planning considerations.
- Σ Welcome Bag follow up meeting - Further discussion on who/how bags are packed, local customisation and funding.
- Σ Staff Sustainability Champions meeting - This group works toward socialising sustainability in the organisation through events, initiatives and working toward positive changes in day to day council business.
- Σ Future for Local Government Review forum - Hosted by the Review Panel chaired by Jim Palmer at UC's Ngaio Marsh Theatre, attended by CE's and elected officials throughout Canterbury. Was an opportunity to discuss future trends and emerging and opportunities, Local Government's strengths, and how that might shape Local Government's role in the future.
- Σ Blessing of Stadium Waimakariri - Stadium completed and handed over to council 28 June, therefore it was confirmed by Runanga to be appropriate to hold the blessing asap. There will be an official opening.
- Σ Council Meeting - Notable discussion- Oxford speed limits included for consultation.

W Doody

- Σ Attended a Fee Exemption Sub Committee Meeting.
- Σ Council Meeting.
- Σ Indoor Court Stadium Team – hopefully opening 8 August 2021.
- Σ Oxford Rural Drainage Advisory Group Meeting.
- Σ Council Briefing.
- Σ Oxford Arts Trust meeting.
- Σ Greenspace Team and Chris Brown Catch up.
- Σ Fee Waiver Committee.
- Σ Social Housing group Meeting.

- Σ Oxford Gym Meeting – wanting to build an extension onto their gym that would be running alongside the pool, they had their plans with Council currently. It would need to go to the Pearson Park Advisory Group for sign off.
- Σ Meeting with Grant Macleod – Mandeville Sports Centre.
- Σ Property Acquisition and Disposal Committee Meeting.
- Σ Community and Recreation Committee Meeting.
- Σ Council Photo.
- Σ Zoom Meeting.
- Σ Met with Greenspace Team, Chris Brown and Grant Macleod regarding the Oxford Gym Project.
- Σ Alcohol Training.
- Σ Webinar regarding 3 Waters.
- Σ Indoor Court Stadium Opening Planning.
- Σ Zoom Meeting 3 Waters Discussion.

12 **CONSULTATION PROJECTS**

12.1 **Aqua Play Park Proposal in Kaiapoi**

<https://letstalk.waimakariri.govt.nz/aqua-play-park-proposal-in-kaiapoi>

Consultation closes Wednesday 14 July 2021.

13 **BOARD FUNDING UPDATE**

13.1 **Board Discretionary Grant**

Balance as at 1 July 2021: \$8,746.

13.2 **General Landscaping Fund**

Balance as at 1 July 2021: \$12,710.

14 **MEDIA ITEMS**

Nil.

15 **QUESTIONS UNDER STANDING ORDERS**

There were no questions under standing orders.

16 **URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

There was no urgent general business under standing orders.

NEXT MEETING

The next meeting of the Oxford-Ohoka Community Board is scheduled for Wednesday 4 August commencing at 7.00pm at the Ohoka Community Hall.

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 8.42pm.

CONFIRMED

Chairperson

Workshop

(8.42 – 9.15pm)

- Σ *Cycle Network Plan – K Straw (Civil Projects Team Leader)*
Members to send feedback to Governance staff to collate and forward to the Project Delivery Unit.

MINUTES FOR THE MEETING OF THE RANGIORA-ASHLEY COMMUNITY BOARD HELD IN THE FUNCTION ROOM, RANGIORA TOWN HALL, 303 HIGH STREET, RANGIORA ON WEDNESDAY 14 JULY 2021 AT 7.00PM.

PRESENT

J Gerard Q.S.O (Chairperson), D Lundy (Deputy Chairperson), K Barnett, R Brine (Left at 8pm), M Clarke, M Fleming, and M Harris.

IN ATTENDANCE

L Smith (Manager, People and Engagement), G MacLeod (Community Greenspace Manager), K Straw (Civil Projects Team Leader), V Thompson (Business and Centres Advisor), G Stephens (Greenspace Community Engagement Officer), A Mace-Cochrane (Graduate Engineer), L Hurley (Project Planning and Quality Team Leader, T Künkel (Governance Team Leader) and E Stubbs (Governance Support Officer).

One member of the public attended the meeting.

1 APOLOGIES

Moved: J Gerard

Seconded: K Barnett

That apologies for absence be received and sustained for A Wells, J Goldsworthy, S Lewis, J Ward and P Williams. That R Brine's request to be excused at 8pm be received and granted.

CARRIED

2 CONFLICTS OF INTEREST

There were no conflicts of interest declared.

3 CONFIRMATION OF MINUTES

3.1 Minutes of the Rangiora-Ashley Community Board – 9 June 2021

Moved: M Fleming

Seconded: M Harris

THAT the Rangiora-Ashley Community Board:

- (a) **Confirms**, as a true and accurate record, the Minutes of the Rangiora-Ashley Community Board meeting, held on 9 June 2021.

CARRIED

3.2 Matters Arising

J Gerard reported Taggart Earthmoving's Resource Consent application for the Rangiora Racecourse quarry had been refused permission. Taggart may however still appeal the decision. J Gerard commended staff for the assistance provided to the Board in opposing the application. He believed that the refusal of the Resource Consent application was the best result for the community.

4 DEPUTATIONS AND PRESENTATIONS

Nil.

5 **ADJOURNED BUSINESS**

Nil.

7 **REPORTS**

7.1 **E-Scooter Trial Waimakariri District – V Thompson (Business and Centres Advisor) and S Hart (Business and Centres Manager)**

V Thompson invited G MacLeod (Community Greenspace Manager) to the table noting his previous involvement with e-scooter trials in Christchurch. V Thompson advised that the report sought feedback from the Board on the potential six month trial of hire e-scooters in Rangiora, Kaiapoi, Woodend and Pegasus. She noted that the report would be circulated to all four Community Boards and that staff were seeking feedback from the Boards to include in the report that would be submitted to the Council for final approval. The report contained the key parameters for the trial and discussed some of the select engagement that staff had undertaken with the age-friendly, the Waimakariri Access Group and the Youth Council as key interested parties. V Thompson commented that as e-scooters become more affordable, they would become part of people's daily lives. In a bid to manage the introduction of e-scooters into the district, it was suggested that the Council worked proactively with e-scooter companies. The project was also included in the Rangiora Town Centre Plan which took into account alternate modes of transport.

K Barnett sought clarity on the number of e-scooters to be included in the trial. V Thompson confirmed that supplier had advised they wished to trail a maximum of 400 e-scooters.

In response to questions, V Thompson explained that the e-scooters would be available to people over 18. The E-scooters are allowed on roads and footpaths, however not on cycleways.

D Lundy asked G MacLeod about his experience with the e-scooters in Christchurch. G MacLeod commented that e-scooters did not generally get vandalised as they were linked to people's phones and the perpetrators could therefore be tracked. It was expected that initially there would be a large number of single time users, however, there would be other people who would change their travel patterns as a result of the availability of e-scooters. The trial was a good way to determine how the community would use the e-scooters, and over time there was the potential for travel pattern to change.

M Fleming questioned what would happen once the trial had been completed, or if the public complained about the trial. V Thompson commented that most operators would not want to operate in a negative environment. Existing companies wanted to work in partnership with Councils. Any long term decisions regarding the viability of e-scooters would be made using data from the trial.

Moved: R Brine

Seconded: D Lundy

THAT the Rangiora-Ashley Community Board:

- (a) **Receive** Report No. 210623101009.
- (b) **Notes** that the Town Centres Strategies Implementation Programme Working Group was appointed by Council as the steering group for this project in October 2020. They had pre-approved the preferred supplier and endorsed a six month e-scooter trial plus the trial conditions outlined in clauses 4.4 to 4.6 in the report.
- (c) **Notes** that on 4 May 2021, the Council approved 'in principle' a six month trial of up to 400 hire e-scooters in the Waimakariri district by the preferred supplier, noting that details of any trial parameters would be brought back to

the Council at a later date for consideration toward formal approval.

- (d) **Notes** that the preferred supplier would only operate the trial if they continue to have a business presence in Canterbury, however staff may progress conversations with alternative providers to gauge their interest in a trial opportunity should the preferred supplier no longer be available.
- (e) **Notes** the proposed trial period of six months from October/November 2021 to March/April 2022.
- (f) **Notes** that the 400 e-scooters would be distributed across the townships of Rangiora, Kaiapoi, Woodend and Pegasus.
- (g) **Notes** the proposed geo-fencing restrictions identifying the 'no-go', 'preferred parking', 'no parking', 'speed restriction' and 'special access' zones for the e-scooters outlined in clause 4.4.6 of the report.
- (h) **Notes** that some key safety considerations for the trial are identified in clause 4.5 of the report.
- (i) **Notes** the preferred supplier would be responsible for covering the trial's infrastructure and operational costs and no significant financial contribution was required from the Council.
- (j) **Notes** that at the conclusion of the trial, a full report would be brought back to the Community Boards and the Council, providing feedback about the trial including relevant qualitative and quantitative data related to e-scooter use and community perceptions.
- (k) **Notes** that the concluding trial report may include a staff recommendation to continue the e-scooter trial on a semi-permanent basis via the issuing of annual operating licences to commercial supplier/s, but that any such recommendation would be subject to Community Board feedback and the approval of the Council.

CARRIED

R Brine appreciated that e-scooters were a contentious issue, however any e-scooter operator was legally allowed to come into the Waimakariri District and operate a number of e-scooters. He believed that a trial would be the best way to manage the introduction of e-scooters into the district. D Lundy supported the comments of R Brine.

J Gerard noted that the speed of the e-scooters could be restricted to 15km/hr on the footpath. Also, people who vandalised the e-scooters, could be tracked and billed. He was in agreement with the preferred parking locations, such as the BNZ corner and in front of Council building in Rangiora where more e-scooters would be parked and believed a controlled trial was appropriate.

K Barnett commented that the Council had looked at the results of the e-scooter trails in Selwyn. She believed that e-scooters would help alleviate parking issues in town centres and it would be interesting to see the effect of the trial in Rangiora.

7.2 **Milton Reserve Development Master Plan – G Stephens (Greenspace Community Engagement Officer)**

G Stephens provided an update on changes that had been made to the Development Master Plan following public consultation. The arboretum was split into two sections by the secondary stop bank which ran through the site. The area north of the bank would be the Arboretum Grande and the area south would be an Arboretum Minor.

It was envisaged that the Arboretum Minor would be a transitional space from the more active elements in the reserve through to a more relaxed Arboretum Grande. The Arboretum Minor would encompass part of the wider walking and cycling network through the space and out toward the Rakahuri Trails.

G Stephens noted that the Rangiora Croquet Club had expressed a concern that the club was currently landlocked and did not have room to grow. For future proofing the small dog park would be realigned to allow for growth of the croquet club. This however meant that part of the area proposed for the dog agility area would now be used for the realignment of the small dog park and the agility area would therefore be shifted eastward. Although path locations were identified in the plan, there was no current budget for the development of paths. The Council's 201/31 Long Term Plan made budgetary provision for toilets to be constructed at Millton Reserve in the year 2024/25.

J Gerard questioned the trees already present on site. G Stephens advised that the Council would assess trees and remove those that were dead, dying or dangerous. G MacLeod noted that tree health and establishment was an important consideration. Tree pits would therefore be dug to bring in nutrient rich topsoil and trees would be hand watered for four years. In addition there would be careful selection of trees for the site conditions. In terms of sourcing the trees staff were working with groups including Rotary and the Soroptomists who were keen to be involved in the project.

J Gerard commented that the cost of hand watering the trees for four years would be expensive and enquired if the Council had costed irrigation. G MacLeod explained that hand watering for at least four years was regarded as the best way to ensure the trees survived. As these would be commemorative trees, the Council wished to take extra responsibility to ensure they survived. The Council's contractor had proven, in places such as Pegasus, that the current system would ensure a higher survival rate. The Council may consider installing irrigation at a later date.

K Barnett sought clarity on the proposed timeframes. G Stephens advised that planting in the Arboretum would take place in autumn. In terms of the dog park, the Council would be fast tacking the fencing so that the agility equipment could be installed. The relocation of the Model Railway Club was a longer term project and the Council were still in discussion with the club. The Croquet Club would not be installing additional greens for some time.

K Barnett further enquired, in light of all the public interaction, if consideration should not be given to bring the construction of the toilets at Millton Reserve forward. G MacLeod acknowledged that this option may need to be investigated further.

M Fleming asked if volunteers, such as the Student Volunteer Army could be involved in the planting. G MacLeod commented the project was open to all community groups and the Council was aware of volunteers already offering their assistance.

Moved: D Lundy

Seconded: M Fleming

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** Report No. 210701107451.
- (b) **Notes** there was budget set within the current LTP of \$170,000 for the development of Millton Reserve and the estimated cost of implementing the Millton Reserve Master Plan was \$169,000.
- (c) **Approves** the Millton Reserve Master Plan (Trim: 210701107333) for implementation.
- (d) **Notes** that should the Master Plan be approved, staff would work with the

Council's Project Delivery Unit to carry out the tender and construction process for the Milton Reserve development.

- (e) **Notes** that should the Master Plan be approved, staff would continue to engage with the relevant stakeholders and groups involved in the Milton Reserve as well as others who have expressed interest in being involved with particular projects such as the arboretum.
- (f) **Notes** that staff would circulate a letter to submitters informing them of the Rangiora-Ashley Community Board outcome.

CARRIED

D Lundy thanked the Greenspace Team for the excellent report and noted that the project had been well researched. It was a project the Community Board could be very proud to support. M Fleming concurred with D Lundy, however, her only concern was the tree survival rate.

K Barnett was pleased to see the project proceed, as Millton Reserve was an important gateway to Rangiora.

J Gerard commented that it was an excellent report and that the project met all the Board's expectations. He still had some concerns regarding the cost of hand watering of the trees and suggested that the Council invest in irrigation. He expressed his appreciation to the community groups for their willingness to be involved in the project. He suggested that to honour the community groups that made the project possible the reserve should be renamed to "Millton Community Reserve".

7.3 **Rangiora-Ashley Community Board's 2021/22 Discretionary Grant Fund and 2021/22 General Landscaping Fund – K Rabe (Governance Advisor)**

T Künkel noted that this was an annual report that was submitted to the Board at the beginning of each financial year. She welcomed questions.

Moved: J Gerard

Seconded: R Brine

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** Report No. 210628104041.
- (b) **Notes** that the Board's General Landscaping Budget allocated by the Council for 2021/22 is \$25,970 with a carry forward for 2020/21 still to be determined due to outstanding invoices, being processed.
- (c) **Notes** that the Board's Discretionary Grant Funding allocated by the Council for 2021/22 is \$9,870 and that an amount of \$7,098 was carried forward from the 2020/21 budget.
- (d) **Approves** the Board's 2021/22 Discretionary Grant Fund Application Criteria and Application Form (Trim No. 210603089776).
- (e) **Approves** the Board's 2021/22 Discretionary Grant Accountability Form (Trim No. 21060308921).
- (f) **Approves** that Discretionary Grant Fund applications be considered at each meeting during the 2021/22 financial year (July 2020 to June 2021).

CARRIED

7.4 **Application to the Rangiora-Ashley Community Board's Discretionary Grant Fund 2021/22 – K Rabe (Governance Advisor)**

T Kunkel noted that there was an application for funding from Southbrook School Board of Trustees for the purchasing of a whiteboard table for the Year 0-1 space. An application was also received from the Cust-West Eyreton Playcentre for funding towards the cost of bringing the Birdlife Productions Theatre Company to the Playcentre.

Moved: M Fleming

Seconded: R Brine

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 210601087582.
- (b) **Approves** a grant of \$500 to the Southbrook School's Board of Trustees towards the purchase of a whiteboard table for the Year 0-1 space.
- (c) **Approves** a grant of \$250 to the Cust-West Eyreton Playcentre towards the cost of bringing the Birdlife Productions Theatre Company to the Playcentre.

CARRIED

J Gerard commented that the application from the Southbrook School's Board of Trustees again raised the question of how to deal with applications received from schools. He also noted that the school did not provide a balance sheet as requested, while he supported the recommendation it did raise a concern. He noted that the application had guaranteed the funding was not out of an operation area. He believed the application should rather have been made by the Parent Teacher Association (PTA).

D Lundy shared the same concern as J Gerard around applications from schools. However, he would support the recommendation as he was aware that schools found covering day to day costs difficult.

K Barnett noted that she was comfortable with the Statement of Financial Position provided. Schools with a high decile rating were given very little funding and the Board of Trustees and PTAs therefore needed to do a lot of fundraising. She acknowledged the comments of the previous speakers and although she believed it was Central Government's responsibility to fund schools, she also would not like to see the children miss out.

8 CORRESPONDENCE

L Hurley was present to answer any questions the Board may have regarding the Stockwater Race Bylaw 2019.

D Lundy asked about the results of the review that the Council had undertaken.

L Hurley noted there were approximately about 1,600 ratepayers on the scheme and about 830km of stockwater race. Most of the stockwater race was in Oxford-Ohoka Ward and there was also some in Fernside. Stock exclusion and fencing were regulated by Environmental Canterbury (ECan), Plan Change 7 and the Land and Water Regional Plan. It was her understanding that stock exclusion pertained to stock lingering and causing nuisance in waterways. Best practice for troughs and stock drinking were outlined in the Stockwater Race Bylaw.

D Lundy commented that the concepts of 'stockwater race' and 'stock exclusion' were contradictory.

Moved: D Lundy

Seconded: R Brine

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** the memorandum on the Stock Water Race Bylaw – Proposed Consultation (Trim 210623101112).
- (b) **Receives** the Long Term Plan response letter (Trim 210202015807).

CARRIED

D Lundy commented staff were under considerable pressure because of the uncertainty around ECan's regulations. The wider public may not appreciate the difference between the direction of Council and ECan. He did believe the process needed to take place but there were pitfalls.

9 **CHAIRPERSON'S REPORT**

9.1 **Chair's Diary for June 2021**

Moved: J Gerard

Seconded: R Brine

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 210630106294.

CARRIED

10 **MATTERS FOR INFORMATION**

- 10.1 Oxford-Ohoka Community Board Meeting Minutes 9 June 2021 (Trim 210601087755)
- 10.2 Woodend-Sefton Community Board Meeting Minutes 14 June 2021 (Trim 210614095394)
- 10.3 Kaiapoi-Tuahivi Community Board Meeting Minutes 21 June 2021 (Trim 210621099597)
- 10.4 Report back on Attendance to the 2021 Local Government New Zealand's Community Board Conference (Trim 210518078892) – Report to Oxford-Ohoka Community Board meeting 9 June 2021 – Circulates to all Boards.
- 10.5 Report Back on Attendance to the 2021 Local Government New Zealand's Community Board Conference (Trim 21052604267) – Report to Rangiora-Ashley Community Board meeting 9 June 2021 – Circulates to all Boards.
- 10.6 Updates to the Parking Bylaw 201 (Trim 210526084423) – Report to District Planning and Regulation Committee Meeting 15 June 2021 – Circulates to all Boards.
- 10.7 Approval of the 2021/22 Roading Capital Works Programme (Trim 210603089971) – Report to Utilities and Roading Committee Meeting 15 June 2021 – Circulates to all Boards.
- 10.8 Naming on new Reserves in the Regeneration Area (Trim 210610093078) – Report to Kaiapoi-Tuahivi Community Board meeting 21 June 2021 – Circulates to all Boards.
- 10.9 Library Update to June 5 2021 (Trim 210610093078) – Report to Community and Recreation Committee Meeting 22 June 2021 – Circulates to all Boards.
- 10.10 Final Utilities and Roading Activity Management Plans (Trim 210514077226) – Report to Council Meeting 22 June 2021 – Circulates to all Boards.
- 10.11 Section 17A Review of Whole of Council Community and School Education Programmes (Trim 210419062950) – Report to Audit and Risk Committee 18 May 2021 - Circulates to all Boards.

PUBLIC EXCLUDED REPORTS

- 10.12 Public Excluded Report to Council meeting 1 June 2021 – Circulates to all Boards.
- 10.13 Public Excluded Report to Management Team Operations Meeting 28 June 2021 – Circulates to the Rangiora-Ashley Community Board.
- 10.14 Public Excluded Report to Council Meeting 6 July 2021 – Circulates to the Rangiora-Ashley Community Board.
- 10.15 Public Excluded Report to Council Meeting 6 July 2021 – Circulates to all Boards.

Moved: R Brine

Seconded: M Fleming

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** the information in Items 10.1 to 10.10.
- (b) **Receives** the Public Excluded information in Item 10.12 to 10.15, which would remain public excluded and which was separately circulated.

CARRIED

11 MEMBERS' INFORMATION EXCHANGE

R Brine

- ∑ Noted Long Term Plan adoption.
- ∑ Commented on work of the Fee Waiver Committee for Council facilities. There was a process where users could apply for a fee waiver through an application and the committee would make a decision based on the information applied. Ratepayers were subsidising use of the facilities.
- ∑ Bin audits were continuing and unfortunately there were ongoing issues.
- ∑ Noted consultation regarding Macrocarpa hedge at Waikuku Beach. The cost between \$15,000 to \$18,000 annually to maintain. The hedge had been there for 80-90 years and provided wind protection, removing it would open up the vista.

M Fleming

- ∑ Attended Volunteer Expo and had interesting conversations with a number of groups. Was looking at how the Community Board could engage more with youth.
- ∑ Had been approached by members of the public regarding the road works at Fawcetts Road.

M Clarke

- ∑ Attended Waimakariri Health Advisory Group meeting, commented on the great scope of public health services in this area.
- ∑ Attended community meeting with new Canterbury District Health Board Chief Executive, many questions asked, concern raised regarding lack of support services for people who had had operations.

K Barnett

- ∑ Noted libraries were now fee free.
- ∑ Three Waters reform was generating a lot of discussion and the Future of Local Government would be a large topic at the upcoming Local Government Conference. Currently a lot of uncertainty.
- ∑ Still ongoing issues in Okuku following flooding event. Lees Valley was limited to 4-wheel drive access.
- ∑ Noted upcoming speed limit consultation in August.

D Lundy

- ∑ Attended Hurunui Water Liaison Committee meeting, there was considerable discussion regarding water reforms.

- Σ Attended Representation Review meeting, which was to go out for public consultation.
- Σ Attended ECan community conversation series meeting at Oxford Town Hall. The recent flooding response was discussed.

12 CONSULTATION PROJECTS

12.1 Aqua Play Park Proposal in Kaiapoi

Consultation opens on Wednesday 23 June 2021 and closes on Wednesday 14 July 2021. <https://letstalk.waimakariri.govt.nz/aqua-play-park-proposal-in-kaiapoi>

The Board noted the Consultation Projects.

13 BOARD FUNDING UPDATE

13.1 Board Discretionary Grant

Balance as at 1 July 2021: \$16,968.

13.2 General Landscaping Fund

Balance as at 1 July 2021: \$25,970 plus carryover yet to be determined.

The Board noted the funding update.

14 MEDIA ITEMS

Nil

15 QUESTIONS UNDER STANDING ORDERS

Nil

16 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

Nil.

Workshop (8.05pm – 8.32pm)

- Σ *Cycle Network Plan – Don Young (Senior Engineering Advisor) and Allie Mace-Cochrane (Graduate Engineer)*
- Σ *Members Forum*

NEXT MEETING

The next meeting of the Rangiora-Ashley Community Board is scheduled for 7pm, Wednesday 11 August 2021 in the Function Room at the Rangiora Town Hall.

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 8.32pm.

CONFIRMED

Chairperson

Date

Unconfirmed

MINUTES FOR A MEETING OF THE WOODEND-SEFTON COMMUNITY BOARD HELD IN ROOM A, WOODEND COMMUNITY CENTRE, SCHOOL ROAD, WOODEND ON MONDAY 12 JULY 2021 AT 6.00PM.

PRESENT

S Powell (Chairperson), A Thompson (Deputy Chairperson), A Allen, J Archer, M Paterson, P Redmond and S Stewart.

IN ATTENDANCE

S Hart (Business and Centre's Manager), G MacLeod (Community Greenspace Manager), D Young (Senior Engineering Advisor), A Mace-Cochrane (Graduate Engineer), K Rabe (Governance Advisor) and C Fowler-Jenkins (Governance Support Officer).

1 APOLOGIES

There were no apologies recorded.

2 CONFLICTS OF INTEREST

No conflicts of interest were declared.

3 ACKNOWLEDGMENTS

On behalf of the Board, S Powell congratulated Councillor A Blackie, on being awarded the Queen's Service Medal in recognition of his service to Local Government and Dentistry. Councillor Blackie was a Ward Councillor for the Kaiapoi-Woodend Ward and also served on the Woodend-Sefton Community Board last term.

4 CONFIRMATION MINUTES

4.1 Minutes of the Woodend-Sefton Community Board – 14 June 2021

Moved: J Archer 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 14 June 2021.

CARRIED

4.2 Matters Arising

Nil.

5 DEPUTATIONS AND PRESENTATIONS FROM THE COMMUNITY

5.1 Sefton Hall Committee - P Lockhead

P Lockhead noted that the Sefton Hall Committee (the Committee) wanted to update the Board on the process. He explained that the Committee had developed a concept plan of the proposed new hall which could be built up in the Sefton Domain. The Committee had reached the stage now where they could no more, without feedback from the Council on which direction the project would be taking. They were either going to build a new hall at the domain, build a new hall at the current site or spend a large amount of money upgrading on an old hall. The Committee was currently

fundraised and they had therefore been running some small raffles, however, they had been receiving questions from the community on what specifically the money would be for. At present the Committee were hoping to sell the old library building and the land ownership of the property had therefore been transferred to new library Trustees. There had been an application on behalf of the new Trustees that was nearing completion, where after it would be forwarded to the Attorney General to finalise the dissolving the original trust.

A Allen acknowledged that the work that the Committee had been doing and noted that the Board had met with the Committee on numerous occasions to discuss the development of a new Sefton Community Hall. She wanted confirmation that the Committee had extensively investigated the feasibility of all the options and that it was determined that it would be best to rebuild. P Lockhead explained that RSL Consultancy, who completed the feasibility study, had recommended that rebuilding in would be the best option.

In response to questions, G MacLeod advised that there had been extensive consultation by the Committee with the community around the relocation of the Sefton Hall to the domain. The Committee had been developing a conceptual design that was presented the Council during the at the 2021/31 Long Term Plan (LTP) process. The Council had granted \$200,000 for the redevelopment of the hall in its LTP. The Council's new Community Facilities Team Leader would be working extensively with the Committee to ensure progress in this project.

G MacLeod noted that although the Committee had consulted the community, the Council would also be undertaking its own engagement process through the Reserves Act, 1977 with regards to relocating the hall to the domain and encompassing the pavilion in that. It was envisaged that Council would going out on public consultation or engagement this year.

P Redmond sought clarity from P Lockhead on if the domain was still the Committees preferred location for the redevelopment of the hall. P Lockhead noted that at the Committee meetings the domain had been the preferred option. If the Committee opted to repair on the current hall it would take six to eight months to complete, at a projected cost of approximately \$800,000 and still leave the community with a sixty year old building. By relocating the hall and being able to sell the current property and the old library, they could have some money for the new build.

A Allen suggested that the Council should confirm its support of the Committee in the Sefton community thereby mana of the Committee and also indicate the mahi that had been done.

S Powell thanked the Committee for the hard work that they had done, it was appreciated by the community. She noted that it had been a journey and there was still a long way to go, however, the Board supported the Committee's endeavours.

6 ADJOURNED BUSINESS

Nil.

7 REPORTS

7.1 E-scooter trial in the Waimakariri District – V Thompson (Business and Centres Advisor) and S Hart (Business and Centres Manager on behalf of the Town Centre Strategies Implementation Programme Working Group)

S Hart advised that the report sought feedback from the Board on the potential six month trial of hire e-scooters in Rangiora, Kaiapoi, Woodend and Pegasus. He noted that the report would be circulated to all four Community Boards and that staff were seeking feedback from the Boards to include in the report that would be submitted to Council for final approval. The report contained the key parameters for the trial and

discussed some of the select engagement that staff had undertaken with the age-friendly, the Waimakariri Access Group and the Youth Council as key interested parties. S Hart commented that as e-scooters become more affordable, their popularity would increase and they would become a part of the daily urban landscape. In a bid to manage the introduction of e-scooters into the district, it was suggested that the Council worked proactively with e-scooter companies. The project was also included in the Rangiora Town Centre Plan which took into account alternate modes of transport. S Hart further elaborated on the implementation of the proposed trail.

A Allen questioned why the Waka Kotahi's 'Innovating Streets for People' Fund did not support the proposed e-scooter trial in Kaiapoi and Rangiora. S Hart understood that the Fund wished to focus on funding design focused aspects rather than modes transport. He however noted that this trial was being undertaken at no cost to the Council.

In response to questions, S Hart explained that the report set out where parking would be located, where restrictions and slow areas and geo fencing occurred. It was believed that members of the public would be able to scooter from Pegasus in Ravenswood. Pedestrian and cyclist crossing/access already existed at the Pegasus roundabout that could be accessed by e-scooters. It was acknowledged that e-scooters should not be allowed to travel along the SH 1, however, there were areas within Pegasus, Woodend and Ravenswood that were suitable for e-scooter travel. The other part of this was the accessibility from Rangiora to Woodend and Pegasus via the cycleways that had been created and also from Rangiora to Kaiapoi. The advice that the Council staff had from Transport Consultants were that the Waimakariri was an ideal district to such a trial.

A Allen noted that staff indicated that the trial was being undertaken at no cost to the Council, however, the report indicated that the Council would be responsible for external communication and marketing costs in relation to the trial. S Hart explained that the majority of the money spent by the Council would be staff costs to compile communications to be put out to the community. The only nominal costs that may be incurred was if staff were to put a notice in the local newspaper.

S Powell raised a concern about the parking of the high number of e-scooters (400) earmarked for the Waimakariri. S Hart advised that there would be various locations to park the e-scooters and several e-scooters would be parked at each location. It was anticipated that the number of e-scooters in any one location may be up to six. The Council and the supplier had completed a mapping exercise as to where the e-scooters would be available each morning. It was therefore also anticipated that there would be preferred parking locations were, such as the BNZ corner and in front of Council building in Rangiora where more e-scooters would be parked.

S Powell further enquired on what sort of surfaces the e-scooters were able to travel. S Hart noted that the e-scooters were hardy and would be able to travel on asphalt, chip seal would become a rougher ride, and anything beyond chip seal would become undesirable. It was anticipated that people would not wish to travel on ruff surfaces as they would not be able to travel very fast.

P Redmond asked what the likelihood of the trial actually happening, as he understood that it was contingent upon other external events. S Hart confirmed that the preferred supplier had indicated they would only operate the trial in the Waimakariri District if they had existing operations in Greater Christchurch. However, there was the possibility of contacting alternative providers and scheduling the trial for a later date. Two other commercial suppliers had signalled their interest in the trial opportunity.

P Redmond asked the Council had discussed the proposed trail with Grey Power, Age Friendly and the Waimakariri Access Group to try and address their concerns. S Hart noted that the Grey Power and the Waimakariri Access Group had raised some very valid points and the Council was considering imposing some restrictions and parameters to address their concerns.

A Thompson questioned if any e-scooter operator was legally allowed to come into the Waimakariri District and operate a number of e-scooters. S Hart confirmed that this would be allowed.

Moved: M Paterson

Seconded: J Archer

THAT the Woodend-Sefton Community Board:

- (a) **Receive** Report No. 210623101009.
- (b) **Notes** that the Town Centres Strategies Implementation Programme Working Group was appointed by Council as the steering group for this project in October 2020. They have pre-approved the preferred supplier and endorsed a six month e-scooter trial plus the trial conditions outlined at clauses 4.4 to 4.6.
- (c) **Notes** that on 4 May 2021 Council approved 'in principle' a six month trial of up to 400 hire e-scooters in the Waimakariri district by the preferred supplier, noting that details of any trial parameters would be brought back to Council at a later date for consideration toward formal approval.
- (d) **Notes** that the preferred supplier will only operate the trial if they continue to have a business presence in Canterbury, however staff may progress conversations with alternative providers to gauge their interest in a trial opportunity should the preferred supplier no longer be available.
- (e) **Notes** the proposed trial period of six months from Oct/Nov 2021 to Mar/Apr 2022.
- (f) **Notes** that the 400 e-scooters will be distributed across the townships of Rangiora, Kaiapoi, Woodend and Pegasus.
- (g) **Notes** the proposed geo-fencing restrictions identifying the 'no-go', 'preferred parking', 'no parking', 'speed restriction' and 'special access' zones for the e-scooters outlined at clause 4.4.6.
- (h) **Notes** that some key safety considerations for the trial are identified at clause 4.5.
- (i) **Notes** the preferred supplier will be responsible for covering the trial's infrastructure and operational costs and no significant financial contribution is required from Council.
- (j) **Notes** that at the conclusion of the trial, a full report will be brought back to the Community Boards and Council providing feedback about the trial including relevant qualitative and quantitative data related to e-scooter use and community perceptions.
- (k) **Notes** that the concluding trial report may include a staff recommendation to continue the e-scooter trial on a semi-permanent basis via the issuing of annual operating licences to commercial supplier/s, but that any such recommendation will be subject to Community Board feedback and the approval of Council.

CARRIED
A Allen against

A Allen noted that people's safety was off paramount importance to the Board and she did not believe that people would be able to travel safely on e-scooters in the Board's area. She advised that that Woodend and Pegasus were only be acceptable candidates for the trail if there was an underpass from Pegasus to Ravenswood.

M Paterson commented that he had used e-scooters in the past and found them good alternative transport. E-scooters seemed to be the future and the Council would need to find ways of managing their use in the district.

S Powell noted that she understood that if the trail was not to be economically viable the e-scooters would be removed. She commented that she did have safety concerns for both the users and the public, however, she thought that the use of e-scooters could not be stopped, which was part of the reason why the Board had wanted the Council's Parking Bylaw to cover e-scooters. She had further concerns about the use of e-scooters on Gladstone Road which was not an asphalt road and had a 70 km/h speed limit, she was however grateful for the safety provisions that staff had put in place.

7.2 **Woodend-Sefton Community Board's 2021/22 Discretionary Grant Fund and 2021/22 General Landscaping Fund – K Rabe (Governance Advisor)**

K Rabe advised that this was the annual report that she submitted to the Board at the beginning of each financial year to advise the Board on the funding allocated to the Board's Discretionary Grant Fund and General Landscaping Budget. She noted that the Discretionary Grant funding that the Board had been allocated this year was slightly less than usual as all of the Community Boards seemed to have large amounts being carried over from the previous financial year.

A Allen noted that the Discretionary Grant funding was being advertised through the community notice board page in the Northern Outlook and The Chatter. She asked if that could include the Woodpecker.

Moved: A Thompson

Seconded: A Allen

THAT the Woodend-Sefton Community Board:

- (a) **Receives** Report No. 210628104000.
- (b) **Notes** that the Board's General Landscaping Budget allocated by the Council for 2021/22 is \$12,710 with a carry forward for 2020/21 still to be determined due to outstanding invoices, being processed.
- (c) **Notes** that the Board's Discretionary Grant Funding allocated by the Council for 2021/22 is \$4,180 and that an amount of \$2,296 was carried forward from the 2020/21 budget.
- (d) **Approves** the Board's 2021/22 Discretionary Grant Fund Application Criteria and Application Form (Trim No. 2106030898921).
- (e) **Approves** the Board's 2021/22 Discretionary Grant Accountability Form (Trim No. 210603089895).
- (f) **Approves** that Discretionary Grant Fund applications be considered at each meeting during the 2021/22 financial year (July 2021 to June 2022).

CARRIED

A Allen commented that it was great to have the figures coming through. She noted that there seemed to be a consistency in groups from Woodend and Pegasus applying for grants, however groups from Sefton and Waikuku there were not so many.

8 CORRESPONDENCE

S Powell noted that there was some tabled correspondence from the Council's Kathy Journey Planner and Road Safety Coordinator, Kathy Graham, around new public transport

infrastructure. She commented that there would be more seats along Pegasus Boulevard and yet where the terminus point for the bus service was in Main Street there was no seats. The Board had talked quite a few times before about moving the seat further down Main Street that was not being used further up Main Street.

Moved: S Powell

Seconded: P Redmond

THAT the Woodend-Sefton Community Board:

- (a) **Receives** the response to the Board's Long Term Plan Submission including update on decisions and rationale regarding the three community facility proposals (Trim 210202015807).
- (b) **Receives** the tabled memorandum relating to the installation of new Public Transport infrastructure in the district (Trim 210628103600).

CARRIED

P Redmond commented that he was slightly disappointed to see that the technology was not being used, the little devices on the poles where you could see how far away the bus was. There were eight in the district and they were going to be removed.

9 CHAIRPERSON'S REPORT

9.1 Chairperson's Report for June 2021

- ∑ Volunteered at the Pegasus Community Centre.
- ∑ Attended the Pegasus Community Cuppa.
- ∑ Attended the Volunteer Expo at the Pegasus Community Centre and the one at the Rangiora Library – the Volunteer Expo at the Pegasus Community Centre was amazing there were a lot of people there, there seemed to be a lot of engagement with the groups that were there, these were community groups that were looking for volunteers or just trying to engage with the public so there was quite a lot of engagement with the public and the hope was that they would pick up some more volunteers.
- ∑ Attended a Public Meeting at Waikuku Beach regarding the flooding – Very well attended. The general feedback at the end of the meeting was that the community were very grateful for the openness and transparency from the Council in dealing with the problems, they were also very grateful to the work that the Council had been doing over the last couple of years which they felt had prevented more damage from flooding.
- ∑ Attended a Council Briefing on the Three Waters Reform.
- ∑ Leanne Scott, who was a public relations person from Waka Kotahi, had advised that the cyclist warning signs on the Ashley River Bridge, that were meant to warn motorists that there was a cyclist on the bridge were not working as intended. Waka Kotahi had talked to the Council and had decided to go to static signs which was disappointing as at 100 km/h it was very hard to see until you were on the bridge whether there was a cyclist. In the Board's submission they had asked Waka Kotahi to reduce the speed limit on the Ashley River Bridge to 80 km/h, but this was not implemented.

Moved: S Powell

Seconded: M Paterson

THAT the Woodend-Sefton Community Board:

- (a) **Receives** the verbal report from the Woodend-Sefton Community Board Chairperson for June 2021.

CARRIED

10 MATTERS FOR INFORMATION

- 10.1 Oxford-Ohoka Community Board Meeting Minutes 9 June 2021 (Trim 210601087755)
- 10.2 Rangiora-Ashley Community Board Meeting Minutes 9 June 2021 (Trim 210604090612)
- 10.3 Kaiapoi-Tuahiwi Community Board Meeting Minutes 21 June 2021 (Trim 210621099597)
- 10.4 Report back on Attendance to the 2021 Local Government New Zealand's Community Board Conference (Trim 210518078892) – Report to Oxford-Ohoka Community Board meeting 9 June 2021 – Circulates to all Boards.
- 10.5 Report Back on Attendance to the 2021 Local Government New Zealand's Community Board Conference (Trim 21052604267) – Report to Rangiora-Ashley Community Board meeting 9 June 2021 – Circulates to all Boards.
- 10.6 Updates to the Parking Bylaw 201 (Trim 210526084423) – Report to District Planning and Regulation Committee Meeting 15 June 2021 – Circulates to all Boards.
- 10.7 Approval of the 2021/22 Roothing Capital Works Programme (Trim 210603089971) – Report to Utilities and Roothing Committee Meeting 15 June 2021 – Circulates to all Boards.
- 10.8 Woodend and Kaiapoi WWTP – Tree Removal and Planting Plan (Trim 210603089494) – Circulates to the Woodend-Sefton Community Board and the Kaiapoi-Tuahiwi Community Board.
- 10.9 Naming on new Reserves in the Regeneration Area (Trim 210610093078) – Report to Kaiapoi-Tuahiwi Community Board meeting 21 June 2021 – Circulates to all Boards.
- 10.10 Library Update to June 5 2021 (Trim 210610093078) – Report to Community and Recreation Committee Meeting 22 June 2021 – Circulates to all Boards.
- 10.11 Final Utilities and Roothing Activity Management Plans (Trim 210514077226) – Report to Council Meeting 22 June 2021 – Circulates to all Boards.
- 10.12 Section 17A Review of Whole of Council Community and School Education Programmes (Trim 210419062950) – Report to Audit and Risk Committee 18 May 2021 - Circulates to all Boards.
- 10.13 Public Excluded report – to Council meeting 1 June 2021 – as circulated separately
- 10.14 Public Excluded report to Council Meeting 6 July 2021 – as circulated separately.

Moved: A Allen Seconded: J Archer

THAT the Woodend-Sefton Community Board:

- (a) **Receives** the information in Items 10.1 to 10.12.
- (b) **Receives** the Public Excluded information in Item 10.13 – 10.14, which would remain public excluded and which was separately circulated.

CARRIED

11 MEMBERS' INFORMATION EXCHANGE

A Thompson

- Σ Attended the public meeting on the flooding at Waikuku Beach – The Council did a good job at responding to flooding both on the night and subsequently. Going forward the issues that were laid out from the flooding event were likely reoccur more often with global changes.
- Σ Trying to coordinate a discussion between some of the woman at Waikuku Beach who had a surfing group together and were looking to coordinate and get a facility set up.

P Redmond

- Σ Fee Waiver Sub-Committee - Received and considered about ten applications for full or partial waivers for use of Council's facilities.

- Σ Housing Working Group – Considered options for the Waimakariri District in this space. The Group members were N Atkinson (Chair), W Doody, N Mealings, the Mayor and P Redmond.
- Σ Minister of Local Government - Meeting with Minister N Mahuta to discuss Three Waters Reform. The Minister would not directly answer the Mayor's question whether opting out of the Three Waters Reform would remained an option.
- Σ Food Forest Annual General Meeting - Assisted a number of new projects set up.
- Σ Big Splash, Rangiora Promotions Association - Held at Rangiora RSA. Well supported and the Mayor was a popular jumper. Proceeds would be donated to the Stroke Foundation.
- Σ Property Acquisition and Disposal Policy Working Group – Considered specific surplus Council-owned properties for potential disposal. All areas of the Council would however be consulted. The Group members were S Stewart, P Redmond, N Atkinson (Chair), W Doody and P Williams.
- Σ Council Long Term Plan adopted - Land purchases at Ravenswood and Pegasus approved for inclusion.
- Σ Kaiapoi Promotions Association Annual General Meeting – Former Mayor David Ayers was made Honorary Life Member (joining N Price, Harry and P Redmond). Martin Pinkham was re-elected Presidents, however, the Co-ordinators contract not renewed.
- Σ Volunteer Expo at Pegasus - Well supported by community groups and participants..
- Σ 250th Parkrun celebration at Pegasus - Walked around the lake, 245 official registrations. Very impressed with the friendliness of all participants. Excellent community event.
- Σ Department of Internal Affairs' Three Waters Webinar at Rangiora Town Hall - Main news, four companies proposed. South Island entity excludes Tasman and part of Marlborough District Council. Chatham was lumped with Wellington.
- Σ North Canterbury Sport and Recreation Trust - Trust would be managing Mainpower Stadium, which was opening on 8 August 2021.
- Σ Mainpower Stadium Blessing.
- Σ Future for Local Government Workshop - Seeking ideas for 30 years out, told to be bold, not constrained by government policy. All panel present. Community Board Chairs invited.
- Σ Attended the Waikuku Flooding meeting – very good meeting – appreciation of the staff that presented, they were very well received, everyone was aware that the staff were being honest with them and doing a good job.

A Allen

- Σ Pegasus Residents Group meeting - Scheduling of events for the remainder of the year. Discussion around Pegasus Community Services. Disappointment in Lake's progress from last AGM.
- Σ Oxford-Ohoka Community Board meeting - Presentation on North Canterbury Neighbourhood Support (NCNS).
- Σ Woodend-Sefton Community Board meeting - Presentation on North Canterbury Neighbourhood Support.
- Σ Kaiapoi-Tuahiwi Board Meeting - Presentation on North Canterbury Neighbourhood Support.
- Σ Flood Debrief with Civil Defence, the Mayor, NZ Police and NCNS.
- Σ Catch up with Chair and Treasurer of PRGI.
- Σ Neighbourhood Support New Zealand National Conference in Wellington – Networking. Workshop on Funding/Diversity/Communications. Attended by NZ Police, Civil Defence and Fire Emergency New Zealand.

S Stewart

- Σ Plan Change Seven – Environment Canterbury had it but they were deferring consideration of the plan until October 2021 because the Government was reviewing Overseer which was the software that farmers would have to use to meet the limit of their nutrients budgets.
- Σ Arohata Te Awa would be having its first public planting from 10am to 12:30pm on 14 August 2021 at the Cam River down Revells Road.
- Σ Waimakariri Zone Committee had been through its Refresh – Three members had stepped down one had changed their mind, Michael Blackwell, who was unwell but wanted to be around the table and was embraced again. Cam Henderson who was the Deputy Chair had stepped down and so had Dave Ashby. There was a new member Martha Jollie who was a vet.
- Σ Waimakariri Irrigation Limited's Storage Dam – Members had voted and needed to 75% buy in from their shareholders. Only 90 of their 180 shareholders voted representing 85% of their shareholding and had a vote of 77% in favour. The Board thought that was running a bit close so they would like to have another vote.

M Paterson

- Σ Attended a Woodend Community Association meeting – Discussed the safety corridor and drafting a letter and trying to make a plan on what to do.

12 CONSULTATION PROJECTS**12.1 Aqua Play Park Proposal in Kaiapoi**

Consultation opens on Wednesday 23 June 2021 and closes on Wednesday 14 July 2021. <https://letstalk.waimakariri.govt.nz/aqua-play-park-proposal-in-kaiapoi>

The Board noted the Consultation Projects.

13 BOARD FUNDING UPDATE**13.1 Board Discretionary Grant**

Balance as at 30 June 2021: \$4,180, plus carryover of \$2,296.

13.2 General Landscaping Fund

Balance as at 30 June 2021: \$12,710, plus carryover (to be determined).

The Board noted the funding update.

14 MEDIA ITEMS

Nil.

15 QUESTIONS UNDER STANDING ORDERS

Nil.

16 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

Nil.

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 7.28pm.
CONFIRMED

Chairperson

Date

Workshop (7.28pm to 8pm)

Σ *Woodend to Kaiapoi Cycle Routes – K Shaw (Civil Projects Team Leader) and A Mace-Cochrane (Graduate Engineer)*

NEXT MEETING

The next meeting of the Woodend-Sefton Community Board is scheduled for 6pm, Monday 9 August 2021 at the Pegasus Community Centre, Main Street, Pegasus.

MINUTES FOR A MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD HELD IN MEETING ROOM 1 (UPSTAIRS), RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI ON MONDAY 19 JULY 2021 AT 5PM.

PRESENT

J Watson (Deputy Chairperson), A Blackie, B Cairns, J Meyer and M Pinkham.

IN ATTENDANCE

Councillor Stewart (Kaiapoi-Woodend Ward Councillor), P Redmond (Kaiapoi-Woodend Ward Councillor), C Brown (Manager Community and Recreation), G Cleary (Manager Utilities and Roding), G MacLeod (Community Greenspace Manager), V Thompson (Business and Centre's Advisor), D Young (Senior Engineering Advisor), A Mace-Cochrane (Graduate Engineer), R Kerr (Consultant Property Officer), T Kunkel (Governance Team Leader) and C Fowler-Jenkins (Governance Support Officer).

Three members of the public attended the meeting.

1 APOLOGIES

Moved: J Watson

Seconded: A Blackie

That apologies for absence be received and sustained for C Greengrass and N Atkinson. That an apology for lateness be received and sustained from P Redmond.

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 – 21 June 2021

Moved: J Watson

Seconded: J Meyer

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Confirms** the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 21 June 2021, as a true and accurate record.

CARRIED

3.2 Matters Arising

Nil.

4 DEPUTATIONS AND PRESENTATIONS

4.1 Cure Boat Club

The Board was invited to a site visits of the new Cure Boating Club building after the Board meeting. Paul Curgenvan from the Cure Boating Club therefore did not provided an update on the project.

5 ADJOURNED BUSINESS

Nil.

6 REPORTS

6.1 New Licence to Occupy for Golden Eagle Brewery Ltd (trading as Five Peaks Brew Co) – G MacLeod (Greenspace Manager)

G MacLeod noted that the Board granted a Licence to Occupy to the Golden Eagle Brewery for a twelve month period to trial the option for beanbags and outdoor seating on the step area would progress. Following the trial staff had worked with the Brewery to assess how the Licence to Occupy could be amended to accommodate any proposed change to facilitate the provision of additional outdoor seating. He explained that it was suggested that the bean bag service areas be replaced with two additional four to six seater tables. The Council was also investigating the possibility of allowing the Brewery to utilise the outdoor seating if the space was used for musical entertainment. However, the Council had received feedback regarding concerns about egress through the area.

B Cairns enquired if the concerns from the public related to the Five Peaks Brew Company or the utilisation of the outdoor seating area during events. G MacLeod advised that the concerns was about the ease of public movement through the outdoor seating area. However, this could be managed by setting an expectation with the public not to dwell in that space but to keep moving or to stand to the side if watching the entertainment.

P Redmond questioned that if the Licence to Occupy was extended to cover the full outdoor embankment area, would it prohibit unaccompanied minors use this public space. Because section 244 of the Sale and Supply of Alcohol Act, 2012 stated that minors who were is found in a supervised area on any licensed premises was committing an offence unless they were accompanied by a parent or guardian. C Brown noted advised had been sought from the Council's Environmental Services Unit regarding whether the Licence to Occupy would be in conflict with the Sale and Supply of Alcohol Act, 2012 and was advised that this could be mitigated by the conditions of the Licence to Occupy. V Thompson noted that the Licence to Occupy would provide controls regarding underage children and the supply of alcohol in the licence area. However, the Licence to Occupy did not prohibit any other members of the public to use the space and staff therefore needed to investigate this matter further.

Moved: A Blackie

Seconded: J Meyer

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 210617098026.
- (b) **Approves** a Licence to Occupy for Golden Eagle Brewery Ltd (trading as the Five Peaks Brew Co) from 1 July 2021 to 30 June 2022 with one twelve month right of renewal inclusion (to enable it to align with the alcohol licence renewal timeframes).
- (c) **Approves** the variation to the Licence to Occupy where the 'bean bag' service areas would be replaced by two additional four to six seater table and chair sets for alcohol service (one table and chair set for each previous bean bag location) as noted at clause 4.2 (ii), and where the on-licensed areas would be reduced consistent with the Licence to Occupy.

- (d) **Approves** the general addition of a new licence area for the placement of live music nights at the Five Peaks Brew Co venue (clause 4.3), and **Notes** that staff would approve a 'Reserve Booking' providing a blanket booking for up to twelve live music events per year (with the frequency being determined in negotiation with staff).
- (e) **Notes** that staff would work with Golden Eagle Brewery Ltd to undertake a process to amend the variation alcohol on-licence so that the licensed area was reduced, consistent with the approved Licence to Occupy zones.
- (f) **Notes** that annual licensing fees would apply under the renewed Licence to Occupy agreement.
- (g) **Supports** the Greenspace Manager using his delegated authority to conclude the final Licence to Occupy arrangements based on any Board decision in relation to the terms and conditions and to confirm any Reserves Booking application.

LAPSED

A Blackie noted that the Licence to Occupy had been trailed for twelve and the Council had not received any formal complaints. J Meyer concurred with A Blackie, however he understood he P Redmond concerns regarding the rights of accompanied minors to access this public space.

B Cairns commented that he had worked in the hospitality industry for a number of years, and he believed that the actual stairs created confusion for the public as to where they were allowed to consume alcohol. It would also be difficult for the Five Peaks Brew Co staff serving this area to manage and monitor the consumption of alcohol effectively. B Cairns therefore proposed the following amended motion.

Moved: B Cairns

Seconded: M Pinkham

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 210617098026.
- (b) **Approves** a Licence to Occupy for Golden Eagle Brewery Ltd (trading as the Five Peaks Brew Co) from 1 July 2021 to 30 June 2022 with one twelve month right of renewal inclusion (so that it aligns more with the alcohol licence renewal timeframes).
- (c) **Approves** the variation to the Licence to Occupy where the 'bean bag' service areas would be replaced by two additional four to six seater table and chair sets for alcohol service on either side of the boardwalk.
- (d) **Approves** the general addition of a new licence area for the placement of live music nights at the Five Peaks Brew Co venue (clause 4.3), and **Notes** that staff would approve a 'Reserve Booking' providing a blanket booking for up to twelve live music events per year (with the frequency being determined in negotiation with staff).
- (e) **Notes** that staff would work with Golden Eagle Brewery Ltd to undertake a process to amend the variation alcohol on-licence so that the licensed area is reduced consistent with the approved Licence to Occupy zones.
- (f) **Notes** that annual licensing fees would apply under the renewed Licence to Occupy agreement.

- (g) **Supports** the Greenspace Manager using his delegated authority to conclude the final Licence to Occupy arrangements based on any Board decision in relation to the terms and conditions and to confirm any Reserves Booking application.

CARRIED

The amended motion become the substantive motion.

J Meyer noted that this was a public space and there should therefore be at least two metres of clearway on the riverside of that embankment so that people did not have to walk through areas with tables.

B Cairns advised that he had measured the area and there was sufficient space for twelve tables in the proposed areas on either side of the boardwalk. There would therefore still be enough space for people to walk through and create a vibrant area.

M Pinkham supported the amended motion as he also believed that having the tables dotted around the stairs area had created confusion on where alcohol could be consumed. The public's assumption was that they were being granted access to that whole area, however, being restricted to the level area on the boardwalk made it very clear where the boundary was between the licenced area and the general public areas. He was also mindful of the comments made by P Redmond and it seemed that the Licence to Occupy was making it difficult to enforce the Sale and Supply of Alcohol Act, 2012.

B Cairns noted that it would be far easier to monitor and manage the consumption of alcohol in the boardwalk areas, as there could be clear differentiation between the boardwalk areas and the general public area which was being used by kids.

6.2 E-scooter trial in the Waimakariri District – V Thompson (Business and Centres Advisor) and S Hart (Business and Centres Manager on behalf of the Town Centre Strategies Implementation Programme Working Group)

V Thompson advised that the report sought feedback from the Board on the potential six month trial of hire e-scooters in Rangiora, Kaiapoi, Woodend and Pegasus. She noted that the report would be circulated to all four Community Boards and that staff were seeking feedback from the Boards to include in the report that would be submitted to the Council for final approval. The report contained the key parameters for the trial and discussed some of the select engagement that staff had undertaken with the age-friendly, the Waimakariri Access Group and the Youth Council as key interested parties. V Thompson commented that as e-scooters become more affordable, they would become part of people's daily lives. In a bid to manage the introduction of e-scooters into the district, it was suggested that the Council worked proactively with e-scooter companies. The project was also included in the Rangiora Town Centre Plan which took into account alternate modes of transport.

In response to questions, V Thompson advised that the report had been presented to the Woodend-Sefton and Rangiora-Ashley Community Boards and both Boards had endorsed the recommendations as they currently stood.

J Meyer noted that at the last Waimakariri Access Group meeting concerns were raised about the e-scooters being allowed on having access to footpath along the main streets of Rangiora or Kaiapoi. V Thompson explained that the GPS restrictions meant that the scooter was linked to a person's phone. A person would therefore receive a warning to let them know when they were entering a restricted area and if they continued the scooter would automatically shut off or slowed down. No e-scooters would be allowed along High Street in Rangiora, however, the Council was proposing to allow access along Williams Street to ensure access between the

north and south of the town centre. G MacLeod explained that there was a speed limit restriction in place on Williams Street.

P Redmond asked what the likelihood of the trial actually happening, as he understood that it was contingent upon other external events. V Thompson confirmed that the preferred supplier had indicated they would only operate the trial in the Waimakariri District if they had existing operations in Greater Christchurch. However, there was the possibility of contacting alternative providers and scheduling the trial for a later date. Two other commercial suppliers had signalled their interest in the trial opportunity.

Moved: B Cairns

Seconded: A Blackie

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receive** Report No. 210623101009.
- (b) **Notes** that the Town Centres Strategies Implementation Programme Working Group was appointed by Council as the steering group for this project in October 2020. They have pre-approved the preferred supplier and endorsed a six month e-scooter trial plus the trial conditions outlined at clauses 4.4 to 4.6 of the report.
- (c) **Notes** that on 4 May 2021 Council approved 'in principle' a six month trial of up to 400 hire e-scooters in the Waimakariri district by the preferred supplier, noting that details of any trial parameters would be brought back to Council at a later date for consideration toward formal approval.
- (d) **Notes** that the preferred supplier would only operate the trial if they continue to have a business presence in Canterbury, however staff may progress conversations with alternative providers to gauge their interest in a trial opportunity should the preferred supplier no longer be available.
- (e) **Notes** the proposed trial period of six months from Oct/Nov 2021 to Mar/Apr 2022.
- (f) **Notes** that the 400 e-scooters would be distributed across the townships of Rangiora, Kaiapoi, Woodend and Pegasus.
- (g) **Notes** the proposed geo-fencing restrictions identifying the 'no-go', 'preferred parking', 'no parking', 'speed restriction' and 'special access' zones for the e-scooters outlined at clause 4.4.6 of the report.
- (h) **Notes** that some key safety considerations for the trial are identified at clause 4.5 of the report.
- (i) **Notes** the preferred supplier would be responsible for covering the trial's infrastructure and operational costs and no significant financial contribution is required from Council.
- (j) **Notes** that at the conclusion of the trial, a full report would be brought back to the Community Boards and Council providing feedback about the trial including relevant qualitative and quantitative data related to e-scooter use and community perceptions.

6.4 **Application to the Kaiapoi-Tuahiwi Community Board's 2021/22 Discretionary Grant Fund – T Kunkel (Governance Team Leader)**

T Kunkel noted that the Waimakariri Older Persons Committee was requesting funds towards the hosting of the Older Persons Expo. She explained that although the documentation provided was from the Presbyterian Support Upper South Island this was a cooperation between many service providers, and they believed that this Expo would enable the elderly to access a lot of information that could be helpful and address some of their concerns.

Moved: M Pinkham

Seconded: A Blackie

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 210705108479.
- (b) **Approves** a grant of \$500 to Waimakariri Older Person's Expo Committee towards the cost of hosting an Older Person's Expo in October 2021.

CARRIED

M Pinkham commented that it was good to see this sort of co-operation between service providers. Older people did struggle sometimes with some of the information particularly around government services.

7 **CORRESPONDENCE**

Moved: J Watson

Seconded: B Cairns

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the Memo regarding new public transport infrastructure (Trim. 210603089405) from Kathy Graham (Journey Planner/ Road Safety Co-ordinator).

CARRIED

8 **CHAIRPERSON'S REPORT**

- Σ Kaiapoi Promotions Association Annual General Meeting.
- Σ Town Centre Strategy Steering Group.
- Σ Kaiapoi River Mooring.
- Σ Community networking in Kaiapoi.
- Σ Kaiapoi Art Expo – Expecting big crowds at the annual event supported by Blackwell's Fire and Ice and All Together Kaiapoi's Light Up Kaiapoi.

Moved: J Watson

Seconded: A Blackie

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the verbal report from the Kaiapoi-Tuahiwi Community Board's Deputy Chairperson for June/July 2021.

CARRIED

9 MATTERS REFERRED FOR INFORMATION

- 9.1 Oxford-Ohoka Community Board Meeting Minutes 9 June 2021 (Trim 210601087755)
- 9.2 Rangiora-Ashley Community Board Meeting Minutes 9 June 2021 (Trim 210604090612)
- 9.3 Woodend-Sefton Community Board Meeting Minutes 14 June 2021 (Trim 210614095394)
- 9.4 Report back on Attendance to the 2021 Local Government New Zealand's Community Board Conference (Trim 210518078892) – Report to Oxford-Ohoka Community Board meeting 9 June 2021 – Circulates to all Boards.
- 9.5 Report Back on Attendance to the 2021 Local Government New Zealand's Community Board Conference (Trim 21052604267) – Report to Rangiora-Ashley Community Board meeting 9 June 2021 – Circulates to all Boards.
- 9.6 Updates to the Parking Bylaw 201 (Trim 210526084423) – Report to District Planning and Regulation Committee Meeting 15 June 2021 – Circulates to all Boards.
- 9.7 Approval of the 2021/22 Roading Capital Works Programme (Trim 210603089971) – Report to Utilities and Roading Committee Meeting 15 June 2021 – Circulates to all Boards.
- 9.8 Woodend and Kaiapoi WWTP – Tree Removal and Planting Plan (Trim 210603089494) – Circulates to the Woodend-Sefton Community Board and the Kaiapoi-Tuahiwi Community Board.
- 9.9 Naming on new Reserves in the Regeneration Area (Trim 210610093078) – Report to Kaiapoi-Tuahiwi Community Board meeting 21 June 2021 – Circulates to all Boards.
- 9.10 Library Update to June 5 2021 (Trim 210610093078) – Report to Community and Recreation Committee Meeting 22 June 2021 – Circulates to all Boards.
- 9.11 Final Utilities and Roading Activity Management Plans (Trim 210514077226) – Report to Council Meeting 22 June 2021 – Circulates to all Boards.
- 9.12 Section 17A Review of Whole of Council Community and School Education Programmes (Trim 210419062950) – Report to Audit and Risk Committee 18 May 2021 - Circulates to all Boards.

Moved: J Meyer

Seconded: A Blackie

THAT the Kaiapoi-Tuahiwi Community Board receives the information in Items 9.1 to 9.12.

CARRIED

A Blackie noted that the Council had approved all the names for the new reserves in the Kaiapoi Regeneration area through the Rūnanga. However, the delegates from the Te Kōhaka o Tūhaitara Trust did not approve the name 'Huria Reserve' for the Heritage and Mahinga Kai area do to historic reasons. They would prefer reserve to be named Kaikaenui, which was the family name as opposed to the Pa name.

10 MEMBERS' INFORMATION EXCHANGE

S Stewart

- Σ Arohata Te Awa public planting day on 14 August 2021.
- Σ Council staff had been working with Ecan staff for a mapping app for land along the Cam River.
- Σ Plan Change Seven – recommendations from the Panel were with Ecan but they were waiting for the Government's review of Overseer, the software programme that the rural sector used to calculate their nutrient loss beyond the roots.

- Σ Waimakariri Biodiversity Trust – all eight potential Trustees were given the tick and was now a separate entity that was working around getting itself up and operational. Council had voted some money to support community environmental groups through the Long term Plan and once this Trust was operational it was potentially able to apply for some of that funding.
- Σ Arohata Te Awa – had worked with Ecan and as a working group agreed that an Ecan Staff member and a Councillor join the working group so that there was a bit of synergy across the whole district on our water rehabilitation and biodiversity projects.
- Σ Waikuku Beach Drainage meeting – very well supported. There was a whole list of work the Council and Ecan staff had outlined, they were now underway with extending the stopbank that allowed access to the water into the campground. The Kairaki Beach floodgate that caused issues in Beach Road, had been fixed.
- Σ Kaiapoi Network Stormwater discharge consent had been with Ecan for a long time and included the Shovel Ready stuff. Expected to be issued in the next few weeks.
- Σ Sutton Tools – discharge to the Cam River that came off their site which had been a topic of complaint for a long time to the Water Zone Committee was being worked on with Sutton Tools, WDC and Ecan.
- Σ Stockwater Race Bylaw was out for consultation soon.
- Σ Cam River Rehabilitation Fund work was impacted by the new NPS Freshwater so they a workshop was being held during the Land and Water Committee to review the work that they had proposed. It may be that some of the series of sediment traps that were proposed through the Henry Hudson report may not be the best spend.

Philip Redmond

- Σ Fee Waiver Sub-Committee - Received and considered about ten applications for full or partial waivers for use of Council facilities.
- Σ Housing Working Group - Considering options for WDC in this space. Committee: Councillors N Atkinson (Chair), W Doody, N Mealings, the Mayor and P Redmond.
- Σ Minister of Local Government - Meeting with the Minister of Local Government, N Mahuta, to discuss Three Waters Reform. Would not directly answer the Mayors question whether opting out remained an option. Said “she wanted to take us all on the journey”.
- Σ Food Forest AGM - Assisted with set up of a number of new projects.
- Σ Big Splash, Rangiora Promotions Association - Held at Rangiora RSA. Well supported and the Mayor was a popular jumper. Proceeds will go to the Stroke Foundation.
- Σ Property Acquisition and Disposal Policy Working Group - Considering specific surplus Council-owned properties for potential disposal. All areas of Council will be consulted. No decision yet. Committee: Councillors N Atkinson (Chair), S Stewart, P Redmond, W Doody and P Williams.
- Σ Council LTP adopted.
- Σ Kaiapoi Promotions Association AGM - David Ayers made Honorary Life Member (joining N Price, Harry and P Redmond). Martin Pinkham re-elected Presidents. Co-ordinators contract not renewed.
- Σ Volunteer Expo at Pegasus – Well supported by community groups and participants.
- Σ 250th Parkrun celebration at Pegasus - Walked around the lake, 245 official registrations. Very impressed with the friendliness of all participants. Excellent community event.
- Σ DIA Three Waters Webinar at RTH - Main news, four companies proposed. South Island entity excludes Tasman and part of Marlborough District Councils. Chatham is lumped with Wellington.
- Σ North Canterbury Sport and Recreation Trust - Trust will be managing Mainpower Stadium. Opening 8 August 2021.

- Σ Mainpower Stadium Blessing.
- Σ Future for Local Government Workshop - Seeking ideas for 30 years out, told to be bold, not constrained by government policy. All panel present. Community Board Chairs invited.
Local Government Conference – Found it a bit disappointing, there was little substance to it and was all really showcasing the Government Policy around Three Waters in particular the conference which had over 600 attendees was put on pause whilst the Prime Minister and the Minister of Local Government left after their presentation to hold a press conference. On Friday the leader of the opposition, Judith Collins was scheduled to speak however due to the protest sent Christopher Luxton, who was one of the best speeches at the conference. It appeared that the Local Government New Zealand was in favour of the reforms. The main other benefit was the networking opportunities to talk to other Councillors around the Country.

M Pinkham

- Σ Attended Community Wellbeing North Canterbury Trust Audit and Finance meeting - Uncertainty over funding for programmes continues to be of concern, and had required some restructuring.
- Σ Hosted Kaiapoi Promotions Association Annual General Meeting - Guest speaker was Miles Dalton of Enterprise North Canterbury who provided attendees with update on economic development in North Canterbury. Event was well attended.
- Σ Attended Community Wellbeing North Canterbury Trust Board meeting - Highlight was news that the government is going to extend mental health programmes for older children.
- Σ Attended Walking and Cycling Reference Group meeting - Poor attendance from stakeholders outside Council. Attendees had limited time to review proposed network, and suggested priorities were delivered at the meeting.
- Σ Sent submission to Walking and Cycling Reference Group - Submission with comments on proposed strategy and general comments on signage and cycling maps.
- Σ Hosted Kaiapoi Promotions Association Mix n Mingle at One Agency - Event was very well attended. Guest speaker was Aaron Lovelace who provided attendees with tools for dealing with cybersecurity.
- Σ Attended opening of MP Matt Doocey's new electorate office - Office was opened by Judith Collins.
- Σ Discussion with Waka Kotahi re Ashley Bridge signage - Waka Kotahi were proposing to change the current electronic signage to a static sign.
- Σ Inspected Peraki Street Cycle Route - Project was in its final stages, and seems to be effective in reducing motor vehicles. Have not received any complaints from residents regarding work completed.

J Meyer

- Σ Had a phone call from the Executive of the Darnley Club and while he was going to attend they had invited him to Chair the meeting until C Greengrass returned.

B Cairns

- Σ Kaiapoi Promotions AGM.
- Σ Neighbourhood Support North Canterbury - Reporting on incidents that Police were dealing with.
- Σ Food Forest update - Matariki event on 8 August 2021, would include hangi, kapahaka and stall holders. Pruning workshop on 24 July 2021 Invited to present in Ashburton, Amberley, Christchurch - currently 11 food forests in the planning, which was putting Kaiapoi on the map.

- Σ ENC Event Planning Workshop - Lots of events in district, some attendees struggling with current funding model.
- Σ GreyPower Meeting - Many of those that attended have not yet had a Covid vaccination. The issue of having e-scooters in the district was discussed and most members were not in favour. Members had issues with reduction in bank services, hours being reduced and removal of cheques. Of the approximately 690 members, many having issues with lack of technology knowledge.
- Σ Bloomscape - New shop open on Williams Street.
- Σ Food Secure North Canterbury - Two meetings, a lot of the governance work to date, setting up systems and processes. An MSD report had been written and was available to those interested. Food Secure North Canterbury was considered to be leading the way in a number of areas nationally.
- Σ Representation Review Meeting – Going out for public consultation soon.
- Σ Community and Recreation Meeting.
- Σ Kaiapoi Info Flyer - Flyers were being handed out to visitors on the River Queen, and were on display at Kaiapoi Library, Ibis hotels Christchurch, CBK Kaiapoi, Paper Plus Kaiapoi, Urban Revival, Le Plaisir, Rivertown Cafe, Kaiapoi I-Site etc. Flyers would also be going into the Welcome to Kaiapoi Bags and was being distributed to members of the Motorhome Association. Currently running a burger battle, encouraging residents to try our eateries burgers, next month fish and chips.
- Σ Residents making contact - Resident was not happy about the cars on the vacant section on Fuller Street.

A Blackie

- Σ There were drainage problems with the playing fields developed at Norman Kirk Park. The Council however had sufficient budget to resolve the issues Under new arts portfolio – T Sturley had applied for and received a substantial amount of money to set up for the strategy and the infrastructure for that.
- Σ Two more boats coming to the river.
- Σ Howl of a Protest – went off very well, over 1000 attended.

11 CONSULTATION PROJECTS

11.1 There were drainage problems with the playing fields developed at Norman Kirk Park. The Council however had sufficient budget to resolve the issues Let's Talk about a Shelterbelt at Waikuku Beach

<https://letstalk.waimakariri.govt.nz/waikuku-beach-shelterbelt-proposals>

Consultation closes 19 July 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**13.1 Board Discretionary Grant**

Balance as at 30 June 2021: \$5,890.

13.2 General Landscaping Budget

Balance as at 30 June 2021: \$25,430, plus carryover (to be determined).

The Board noted the funding update.

14 MEDIA ITEMS

Nil

15 MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED

Section 48, Local Government Official Information and Meetings Act 1987

Moved: J Watson

Seconded: A Blackie

THAT the public be excluded from the following parts of the proceedings of this meeting. The general subject of each matter to be considered while the public was 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, were as follows:

Item N°	Minutes / Report of:	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
15.1	Grant MacLeod (Greenspace Manager)	Art installation	Good reason to withhold exists Section 7	Section 48(1)(a)
15.2	Matters for information	Matters for information	Good reason to withhold exists Section 7	Section 48(1)(a)

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

Item N°	Reason for protection of interests	Ref NZS 9202:2003 Appendix A
15.1 – 15.2	Protection of privacy of natural persons. To carry out commercial activities without prejudice	A2(a) A2(b)ii

CLOSE MEETING

See Public Excluded Agenda (blue papers)

The public excluded portion of the meeting occurred from 5.10pm to 6.05pm.

Resolution to resume open meeting.

Moved: J Watson

Seconded: J Meyer

THAT the Kaiapoi-Tuahiwi Community Board agrees that the open meeting resumes and the business discussed with the public excluded remains public excluded.

OPEN MEETING

16 QUESTIONS UNDER STANDING ORDERS

Board member Martin Pinkham raised the following questions regarding the List of pre-approved Kaiapoi Road names under section 20.4 of the Standing Orders.

Question 1 When will the staff come back to the KTCB with a report recommending the road names for the parts of the West Kaiapoi development area (Silverstream) that do not yet have a name?

Response 1 The Council has requested the developer of the Silverstream subdivisions, Lime Developments Limited, to provide them with a list of proposed names for the remainder of the west Kaiapoi development area. To date the road names have not been received, however, the developer will be advised that the proposed road names for Stage 7 of the Silverstream Subdivision will be submitted to the KTCB for consideration, until such time as the list has been provided.

Question 2 At a previous KTCB meeting, a deputation of residents explained their concerns regarding the Stage 7 Silverstream Subdivision application. Can the KTCB please be provided with an update on the current status of the application?

Response 2 The application was notified on 20 April 2021 to the seven properties adjoining Stage 7 of Silverstream. Seven submissions were received and a hearing has been scheduled for Thursday 19 August 2021.

The Council's Planner's s.42A report will be available by Thursday 29 July 2021 (15 working days prior to the hearing) and the applicant is required to provide evidence to the Council by Thursday 5 August 2021 (10 working days prior to the hearing).

17 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 16 August 2021 at 5pm.

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 6.07pm.

CONFIRMED

Chairperson

Date

Workshop (6.08pm to 6.46pm)

- Σ *Update on Kaiapoi Stormwater and Flooding Improvements – R Kerr (Consultant Property Officer) and G Cleary (Manager Utilities and Roading)*
- Σ *Update on Cycle Network Plan – D Young (Senior Engineering Advisor), A Mace-Cochrane (Graduate Engineer)*

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR INFORMATION**

FILE NO and TRIM NO: WAT-10-14 / 210401054395


REPORT TO: LAND AND WATER COMMITTEE

DATE OF MEETING: 20 July 2021


AUTHOR(S): Sophie Allen – Water Environment Advisor

SUBJECT: Zone Implementation Programme Addendum Capital Works Programme – 2021-22

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



Department Manager



Chief Executive

1. SUMMARY

- 1.1 This report details the proposed Waimakariri District Council capital works programme for 2021-22 as developed from the Zone Implementation Programme Addendum (ZIPA), including;
- a. deer fencing of Forestdale Wetland,
 - b. biodiversity and amenity improvements for the South Brook at Townsend Fields,
 - c. terrestrial planting along the Kaiapoi River, and potential watercress mahinga kai project support, and
 - d. improvements to inanga (whitebait) spawning areas located on land owned by Waimakariri District Council on the Taranaki Stream.
- 1.2 There is a proposed capital expenditure allocation of \$50,000 per annum from 2021-31 in the draft Long Term Plan, from the Zone Implementation Programme Addendum (ZIPA) budget from the general rate.
- 1.3 Capital expenditure ZIPA projects post 2021-22 will be scoped and presented to the Land and Water Committee prior to the commencement of each financial year.

Attachments:

- i. Waimakariri ZIPA WDC Role and funding review Long Term Plan– March 2021 (210401054372)
- ii. Report for Decision Land and Water Committee Forestdale Wetland 201106150208[v2]

2. RECOMMENDATION

THAT the Land and Water Committee:

- (a) **Receives** report No. 210401054395.

- (b) **Supports** the proposed 2021-22 Waimakariri District Council capital expenditure work programme, based on Zone Implementation Programme Addendum (ZIPA) recommendations.
- (c) **Circulates** this report to Council, Community Boards, WDC-Rūnanga liaison meeting and the Waimakariri Water Zone Committee for their information.

3. **BACKGROUND**

- 3.1 A report was presented on 29 January 2019 to Council, seeking a decision on the role of WDC in ZIPA implementation, staff resourcing, and funding of projects (refer to TRIM 181217148924).
- 3.2 A total of \$305,000 per annum was approved by Council for 2019-21 on 28 May 2019 (refer to TRIM 190501061992), of which \$100,000 was capital expenditure. Due to COVID-19 pandemic budget revisions, the capital expenditure was reduced to \$50,000 for 2020-21.

4. **ISSUES AND OPTIONS**

- 4.1. Of the \$255 per annum total allocation for ZIPA implementation in the 2021-31 Long Term Plan, \$50K is allocated to capital expenditure (CAPEX) projects (see Table 1), and \$205K to operational expenditure.

Table 1: Summary of capital expenditure for 2021-22 for WDC ZIPA works

CAPEX project	ZIPA recommendation	Budgeted amount
Fish passage improvements – <i>Reallocated to Forestdale Wetland Project</i>	1.8	\$10,000
Drainage maintenance and management – projects for improvement of contaminant losses and aquatic life. <i>Reallocated to Forestdale Wetland Project</i>	1.14	\$10,000
Biodiversity and amenity values in Waimakariri River tributaries – South Brook Townsend Fields project	1.26	\$5,000
Terrestrial plantings on the Kaiapoi River (and potential support for a mahinga kai watercress enhancement project on the Cam River)	1.27	\$20,000
Inanga spawning habitat improvements - Taranaki Stream bank re-grading and planting project (co-funding also sought from the Environment Canterbury Regional Fish Habitat Fund)	2.11	\$5,000

TOTAL		\$50,000
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Forestdale Wetland deer fencing

- 4.2. Due to a delay with obtaining resource consent for the Forestdale Wetland project, proposed fencing and weed management works were not carried out in 2020-21. Therefore \$20,000 of Capex funding will be allocated to fencing costs for the Forestdale Wetland in 2021-22. This is proposed to be from reallocating the budgets for ZIPA Recommendations 1.8 (fish passage improvements) and 1.14 (Drainage maintenance and management).
- 4.3. The decision of the Land and Water Committee to fund the Forestdale Wetland project and details about the project are contained within Attachment ii.

Biodiversity and amenity - South Brook Townsend Fields

- 4.4. The allocated ZIPA budget for Recommendation 1.26 will continue works to improve biodiversity and amenity in the South Brook at Townsend Fields, a WDC-owned esplanade reserves, as well as an opportunity for the community to actively restore areas for biodiversity, creating ecological corridors.
- 4.5. WDC staff have been working in this area since 2019 on improving a WDC-owned esplanade reserve on the South Brook beside the Townsend Fields Stormwater Management Area (see Figure 1). It is recommended to continue planting with eco-sourced indigenous plants.
- 4.6. The surrounding area is undergoing development of urban housing, including the placement of a nearby retirement village. The area on the south side was cleared of willows in August 2019, with some of the areas planted with native plants in 2019-20 and 2020-21. The planting areas are suitable terrain for community planting events to be held.
- 4.7. There are two bridges already in place. A further, smaller wooden footbridge could be installed to allow for a rough loop path, (i.e. via mown grass and a dirt track) to be completed. This is out of scope with the current budget, but will be considered from other Drainage or Greenspace budgets.
- 4.8. Tall vegetation, mostly of exotic trees, shade the waterway, however could be selectively replaced with native species over time. This is also out of scope with the current budget.
- 4.9. Budget for plant maintenance, such as weeding around plants and weed control (e.g. blackberry) is available under the ZIPA operational budget for 2021-22.



Figure 1: Proposed planting (red areas), existing plantings (green areas), existing bridges (red rectangles) and potential wooden footbridge (blue rectangle) on the South Brook, beside the Townsend Fields Stormwater Management Area.

Terrestrial plantings on the Kaiapoi River, and potential mahinga kai watercress project support

- 4.10. The Greenspace team has produced a Kaiapoi River spatial planting plan for, which incorporates both terrestrial and aquatic tidal plantings. This plan takes into consideration Kaiapoi town planning, Kaiapoi Regeneration Zone planning, and Environment Canterbury priorities.
- 4.11. \$20,000 will be allocated in the 2021-22 year to Kaiapoi River planting (with potentially some allocation to a watercress mahinga kai project for the Cam River) as there is remaining Cam River Enhancement Funding. When the Cam River Enhancement Fund is exhausted in future years, some of the annual budget will be available for continued Cam River enhancement works.
- 4.12. Intertidal plantings on the margins of the Kaiapoi River have been completed by WDC staff, with existing plantings predicted to spread in size and distribution over time. Therefore there is no further requirement for intertidal plantings.
- 4.13. Environment Canterbury and some Ngāi Tūāhuriri members have been scoping a potential mahinga kai watercress enhancement project for the Cam River in 2021-22. WDC staff understand that the works proposed include improving bank access for harvesting, and weeding out of the monkey musk, as competing water plant. If this project is endorsed by Te Ngāi Tūāhuriri Rūnanga, WDC staff propose to allocate partial budget (\$10,000) from ZIPA Recommendation 1.27 to this project as it aims to 'improve habitat for mahinga kai' in the Cam River.

Taranaki Stream - Inanga spawning habitat improvements

- 4.14. There are significant inanga spawning sites located on WDC land, (such as at Taranaki Stream, Courtenay Stream and McIntosh Drain), which have been identified for improvements to increase spawning success by Aquatic Ecology Ltd.
- 4.15. Aquatic Ecology Ltd (AEL) reviewed inanga spawning sites and quality of habitat in the Waimakariri District in reports from 2017, 2019 and 2021. ZIPA works have been carried out in previous years at McIntosh Drain and Courtenay Stream. Additional works, following

recommendations from AEL are proposed to be carried out by WDC staff at Taranaki Stream.

- 4.16. Re-grading of 105m of the true right bank of Taranaki Stream directly above the tidegate is proposed, followed by planting with suitable native vegetation for inanga spawning (see proposal Trim 210622100360 and Figure 2). The site of the regrading is the WDC-owned Taranaki Reserve. Fencing is proposed to prevent grazing by horses of the native plants.

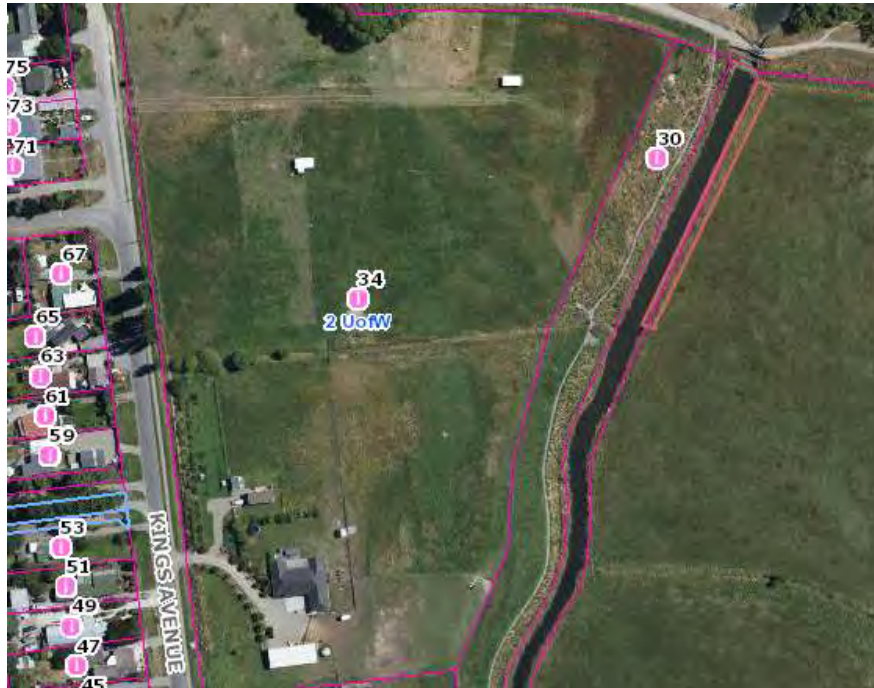


Figure 2: The location of the proposed re-grading and planting on the Taranaki Stream (orange rectangle), Waikuku Beach

- 4.17. Co-funding for this project may be available from the Environment Canterbury Regional Fish Habitat Fund, and is required for the project to proceed as proposed. An application has been made to this Fund for \$14,000, with a response due in mid- August 2021. WDC would provide \$5,000 of funding and an estimated \$4,000 in kind project management support from staff time.
- 4.18. Te Ngāi Tūāhuriri Rūnanga expressed an interest at the 1 July 2021 WDC-Rūnanga liaison meeting for a role in the management of this project. WDC Staff are working with Environment Canterbury to include a management role into the Environment Canterbury Regional Fish Habitat Fund application.

Implications for Community Wellbeing

- 4.19. There are implications on community wellbeing by the issues and options that are the subject matter of this report. The ZIPA recommendations and budget allocations are to meet targets in the Canterbury Water Management Strategy for recreation and amenity, biodiversity and mahinga kai provision for example.
- 4.20. 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. Te Ngāi Tūāhuriri Kaitiaki have been consulted on the Taranaki inanga spawning habitat improvement project at the WDC-Rūnanga meeting on 1 July, who were interested to be involved in management of the project.

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.

5.2.1. Waimakariri Water Zone Committee – An update on the progress of ZIPA projects is presented quarterly to the Water Zone Committee for comment and discussion.

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. The wider community was consulted on the role of WDC and budget allocation for the ZIPA in the draft Annual Plan public consultation in March-April 2019.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

There are no financial implications of the decisions sought by this report. Budget has been already been approved in the Long Term Plan for 2021-31. This report is for more detailed information of the intended projects only.

6.2. **Sustainability and Climate Change Impacts**

The recommendations in this report do have sustainability and/or climate change impacts. The projects for planting of trees will help to sequester carbon.

6.3 **Risk Management**

There are no risks arising from the adoption/implementation of the recommendations in this report. This report is for information only.

ZIPA capex spend is reported on quarterly in a summary capital expenditure report to the Audit and Risk Committee. This provides governance with information of any risk of an under or overspend.

Health and Safety

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

ZIPA capital expenditure project implementation will follow established health and safety processes. There are no new health and safety risks or hazards that have been identified.

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**

Resource Management Act (1991). All capital expenditure works requiring consent are anticipated to be covered by the 'Maintenance and Minor Works in Waterways' global consent (CRC195065, CRC195066, CRC195067) that WDC has been granted from Environment Canterbury, and the Waimakariri District Council consent RC19143 for works beside waterways.

7.3. **Consistency with Community Outcomes**

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

7.4. **Authorising Delegations**

No delegations apply to this report. It is a report for information only.

Waimakariri ZIPA - Final version (26 November 2018)		WDC and ECan roles (MOU)		WDC Funding								Notes	
Recommendation	Text	Project Lead	Project Contributor	Current funding per annum (K) 19/20, 20/21	Option A Low WDC funding (K) CAPEX	Option A Low WDC funding (K) OPEX	Option B Medium WDC funding (K) CAPEX	Option B Medium WDC funding (K) OPEX	Option C High WDC funding (K) CAPEX	Option C High WDC funding (K) OPEX			
1.1	That Environment Canterbury and the Waimakariri District Council support the Waimakariri Water Zone Committee to prioritise catchments and develop at least two Catchment Management Plans per year. These plans will provide specific catchment management goals and actions, priorities and monitoring programmes to support the implementation of ZIP Addendum recommendations.	Waimakariri Water Zone Committee	ECan Zone Delivery	0	0	0	0	0	0	0	20	Would be for Taranaki Coastal Streams, maybe Saltwater Creek Catchment (Still need to scope cost and scope of Catchment Management Plans first before funding. High level funding could be for funding for Catchment Groups to lead catchment planning work.	
1.2	That Environment Canterbury and the Waimakariri Water Zone Committee support industry groups to provide sector, and catchment-specific support to landowners implementing Good Management Practice (GMP), including: a. sub-catchment groups working to reduce contaminant losses. b. increasing education and awareness of the Farm Environment Plan audit and accreditation process amongst wider community. c. educating and supporting landowners to protect catchment-specific ecological, biodiversity and Ngāi Tūāhuriri values by: – Preparing catchment management plans to implement on-the-ground waterway remediation projects at sites identified as priorities. – Providing workshops in vulnerable hotspots (i.e. high value or high contaminant loss) areas.	ECan Zone Delivery	ECan Regional Support, Waimakariri Water Zone Committee, WDC 3 Waters, Ngāi Tūāhuriri Rūnanga,	0	0	0	0	0	0	0	0		
1.4	That Environment Canterbury implement a comprehensive waterway monitoring plan for the Waimakariri Water Zone, including: a. Monitoring water quality and ecological health of waterways. b. State of the Takiwā monitoring, including the health and wellbeing of mahinga kai species. c. Measuring diversity and distributions of freshwater fish, invertebrates and aquatic vegetation throughout the zone. d. Identifying critical sources areas and measuring deposited sediment extent and character, particularly in spring-fed plains streams. e. Including important bathing sites in Schedule 6 of the Land and Water Regional Plan and assessing primary recreational water quality at: – Ashley River/Rakahuri at Gorge – Ashley River/Rakahuri at Rangiora-Loburn Bridge – Ashley River/Rakahuri at State Highway 1 – Kaiapoi River at Kaiapoi township – Pegasus Lake at Motu Quay – Cam River at Bramleys Rd f. Continuing to share information and integrating monitoring programmes between organisations, and promoting community-based monitoring of waterways (citizen science) and education initiatives g. Investigating the ecosystem health of hill country waterways to identify issues and catchment-specific management options as required. h. Supporting ongoing research into emerging contaminants, including endocrine disruptors, in the Waimakariri Water Zone. i. Investigating tidal waterbodies related to: I. Sediment deposition and salt water intrusion in: – Ashley River/Rakahuri – Saltwater Creek Estuary – Tidal reaches of Kaiapoi River, Saltwater Creek and Taranaki Creek II. Aquatic habitat shifts associated with climate change and sea level rise, including changes in inanga spawning areas. j. Monitoring water quality and ecological health in urban streams and rivers in conjunction with Waimakariri District Council	WDC 3 Waters (j. only)	ECan Science (j. only)	0	0	0	0	0	0	0	0	(j) only - Urban stream monitoring together with ECan. Covered under existing budgets for stormwater improvements.	
1.5	That Environment Canterbury and Waimakariri District Council investigate the impact of commercial forestry practices and wilding pines on downstream freshwater ecosystems.	ECan Science	WDC 3 Waters	0	0	0	0	0	0	0	0	0	National Environmental Standard for Plantation Forestry. Could start with the Saltwater Creek Catchment, due to catchment management group and Ashley Forest
1.6	That Environment Canterbury and the Waimakariri District Council support further research into factors that influence and/or control toxic cyanobacteria growth in the Ashley River/Rakahuri.	ECan Science	WDC 3 Waters	0	0	0	0	0	0	0	0	0	Research would require substantial funding of a third party e.g. Cawthron Institute. It would be better to advocate for central government research funding support. Proposed

Recommendation	Text	Project Lead	Project Contributor	Current funding per annum (K) 19/20, 20/21	Option A Low WDC funding (K) CAPEX	Option A Low WDC funding (K) OPEX	Option B Medium WDC funding (K) CAPEX	Option B Medium WDC funding (K) OPEX	Option C High WDC funding (K) CAPEX	Option C High WDC funding (K) OPEX	Notes
1.7	That Environment Canterbury, Waimakariri District Council, and Ngāi Tuāhuriri review the waterway management and maintenance methods used in the Zone. The review which should be publicly reported, would include: a. Preparation of an inventory of the main methods, including chemicals and mechanical methods, used by public and private land and water managers in the Zone; b. The findings of recent work by EPA, MfE or other relevant New Zealand organisations reviewing the potential effects of the listed chemicals on waterway ecosystem health and of other methods; c. An assessment of the risk to soil biodiversity and waterway ecosystem health in the Zone from use of chemicals or other methods.	WDC 3 Waters	Ngāi Tuāhuriri Rūnanga, ECan Science	10	0	0	0	0	0	0	10 Review completed in 2020 for WDC Drainage Maintenance Management Plan (200728095074). Could fund hours by WDC Water Environment Advisor, or WDC contractor for private drainage management practices and education. ECan will promote existing resources as BAU.
1.8	That Environment Canterbury, Waimakariri District Council, Department of Conservation, Fish and Game, and Ngāi Tuāhuriri review the presence and effects of barriers to indigenous and introduced fish migration on waterways in the Zone in consultation with stakeholders and land owners. The review should: a. Identify locations where there are barriers to migrating indigenous fish and salmonids b. Consider the purpose of specific barriers (e.g. tidal control, flood management, drainage) c. Determine and prioritise options for removing or retrofitting barriers appropriate to different species at specific sites.	ECan Zone Delivery	WDC 3 Waters, Ngāi Tuāhuriri Rūnanga, DOC, Fish & Game	20	5	5	10	5	30	10	Fish passage projects or survey work. Fish passage guidelines now required by the National Policy Statement for Freshwater Management (2020)
1.14	That Environment Canterbury and Waimakariri District Council ensure waterway management and maintenance activities minimise contaminant losses to downstream waterbodies and loss of aquatic life, while maintaining flood carrying capacity.	WDC 3 Waters, ECan Zone Delivery		20	15	5	10	15	60	20	Funding to start implementation of initiatives under the Drainage Maintenance Management Plan (200728095074). Funding for drain shading, channel
1.18	That Environment Canterbury and the Waimakariri District Council support landowners with education and guidance on appropriate riparian set back distances and plantings for different situations.	ECan Zone Delivery	WDC 3 Waters, WDC	0	0	0	0	0	0	0	0 Resource provided by ECan/National guidance? BAU with 70 hours Water Environment Advisor. Setback details from Section 360 Stock Regulations
1.19	That Environment Canterbury and Waimakariri District Council work with the forestry sector and MPI to: a. Identify high risk periods over the next 5 years when earthworks and harvesting will take place within the Waimakariri Water Zone, so resources can be targeted to ensure potential environmental effects are mitigated or avoided. b. ensure that implementation of the NES is effective within the zone.	ECan Strategy & Planning	WDC Policy & Strategy	0	0	0	0	0	0	0	0 BAU with ECan, and working with forestry industry
1.20	That Ngāi Tuāhuriri, Te Rūnanga o Ngāi Tahu, Environment Canterbury, and Waimakariri District Council work together to identify areas and waterways of high cultural value and options for protecting those values including providing for mahinga kai and the protection of wāhi tapu and wāhi taonga within the Waimakariri Water Zone.	ECan Planning	Ngāi Tuāhuriri Rūnanga,	0	0	0	0	0	0	0	0
1.21	That Environment Canterbury prioritise on the ground projects for Taranaki Creek, given its significant value to Ngāi Tuāhuriri and proximity to Kaiapoi Pā, particularly those related to: • reducing and removing sources and legacies of deposited fine sediment • improving the quality of habitat for mahinga kai species • removing barriers to native fish passage • removal of invasive fish species	ECan Science	Ngāi Tuāhuriri Rūnanga, WDC 3 Waters, WDC Greenspace, ECan Zone Delivery	0	0	0	0	0	0	0	0
1.22	That Environment Canterbury and the Waimakariri District Council recognise the Ashley River/Rakahuri for its important natural landscape values, braided river characteristics, and braided river bird (nesting and feeding) habitat.	WDC Planning, ECan Planning		0	0	0	0	0	0	0	0 Recognised as Outstanding Natural Landscape and Special Amenity Area in draft District Plan. Ecologist-Biodiversity role with 30 hours/year to implement? Braided river work
1.24	That Environment Canterbury and the Waimakariri District Council recognise the Upper Ashley River/Rakahuri catchment, including Lees Valley, for its high natural landscape and ecosystem values, and protect its waterways from degradation by: • avoiding increased contaminant losses to waterways. • preventing the removal or degradation of any existing wetlands. • preventing the expansion of wilding pines.	ECan Planning	WDC Planning	0	0	0	0	0	0	0	0 On track to protect Lees Valley wetlands as SNAs in District Plan, and designate area as Outstanding Natural Landscape . BAU with 70 hours Water Environment Advisor / Ecologist - Biodiversity for compliance
1.25	That Environment Canterbury and the Waimakariri District Council initiate public education and awareness campaigns aimed at improving the water quality and health of urban waterways.	WDC 3 Waters	ECan Zone Delivery	20	0	10	0	10	0	20	Urban waterway education (funding for Enviroschools Canterbury- decision from S17a review report)

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1.26	That Environment Canterbury and the Waimakariri District Council support projects that have enduring benefits for improved stream health, Ngāi Tūāhuriri values, and improved recreational amenity in the North Waimakariri River tributaries.	ECan Zone Delivery	WDC 3 Waters, WDC Greenspace, Ngāi Tūāhuriri Rūnanga	70	10	5	5	15	40	20	Fencing, walkways on WDC land, as well as biodiversity and stream health projects. Continue with South Brook Townsend Fields Reserve and possibly start work on a new esplanade reserve.
1.27	That Environment Canterbury and the Waimakariri District Council prioritise on-the-ground projects in the Cam River/Ruataniwha and Kaiapoi/Silverstream, including but not limited to: <ul style="list-style-type: none"> Reducing and removing sources and legacies of deposited fine sediment. Improving the quality of habitat for mahinga kai. Removing barriers to native fish passage. 	ECan Zone Delivery	WDC 3 Waters, Ngāi Tūāhuriri Rūnanga	10	15	5	20	10	45	15	Kaiapoi river projects e.g. plantings (\$10k for 3 years), transitions to funding for Cam River, post the Cam River Enhancement Fund (projects and emptying of sediment traps). Watercress mahinga kai enhancement (access, signage, shade management)
1.28	That Environment Canterbury and Waimakariri District Council investigate options to fund plants for riparian or wetland planting on land managed in accordance with an FEP or a Management Plan. (see also Rec 2.9)	ECan Regional Support	WDC 3 Waters	0	0	0	0	0	10	10	Contribute to Environment Canterbury to find funding and providing guidance to landowners- could fund a community organisation, with WDC Biodiversity Contestable Fund focussing on SNAs
2.1	The zone committee recommends that Environment Canterbury and the Waimakariri District Council work with Ngāi Tūāhuriri, landowners, agencies and stakeholders to integrate indigenous biodiversity in a whole of waterway, Ki Uta Ki Tai, approach to managing catchments in the Waimakariri Water Zone.	ECan Zone Delivery	WDC 3 Waters, WDC Planning,	0	0	0	0	0	0	0	Capture in District Plan (Natural Character of waterbodies chapter etc.) and Catchment Management Plans
2.2	The Waimakariri Water Zone Committee endorses and supports the implementation of the Canterbury Regional Biodiversity Strategy as it applies in the Waimakariri Water Zone. In particular: <ol style="list-style-type: none"> The zone committee endorses the vision, goals, targets, and actions of Canterbury Regional Biodiversity Strategy; The zone committee recommends that Environment Canterbury support the appointment of a regional co-ordinator for the Canterbury Regional Biodiversity Strategy The zone committee recommends that Waimakariri District Council increase its biodiversity capability and capacity 	Waimakariri Water Zone Committee	ECan Strategy & Planning	110	0	110	0	110	0	110	1 X Ecologist-Biodiversity at 90k/yr plus 20K overheads
2.3	The zone committee recommends implementing the Canterbury Biodiversity Strategy, at the water zone level, with a Waimakariri Biodiversity Action Plan to enable the following actions: <ul style="list-style-type: none"> Developing and illustrating a vision for indigenous biodiversity (and related values) across the zone Mapping indigenous habitats, vegetation and, as appropriate, threatened plant and animal species in the zone Identifying actions for protection and enhancement of indigenous habitats, vegetation types and plant and animal species Identifying priority sites, waterways, springheads, wetlands, reaches or locations for protection Identifying priority habitats and vegetation for management actions Setting targets for biodiversity protection and enhancement in the zone Working with willing landowners to action indigenous biodiversity protection and enhancement projects Developing strategies and actions that incentivise indigenous biodiversity protection and enhancement on private land. 	ECan Regional Support	Waimakariri Water Zone Committee, WDC Policy & Strategy, WDC Greenspace, WDC 3 Waters, ECan Zone Delivery, Ngāi Tūāhuriri Rūnanga, DOC	0	0	0	0	0	0	0	No support for Waimakariri Biodiversity Action Plan until scoped further? Environmental and Biodiversity Strategy will be supported by BAU for Policy and Strategy Team in-house
2.4	That Environment Canterbury and the Waimakariri District Council consider climate change and sea level rise impacts on indigenous biodiversity in the Waimakariri Water Zone.	ECan Science	WDC Policy & Strategy, WDC 3	10	0	0	0	0	0	0	Was allocated to PhD 2019-21. BAU with Water Environment Advisor Ecologist-Biodiversity

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2.5	That Environment Canterbury and the Waimakariri District Council integrate indigenous biodiversity and instream ecological values into councils' planning and operational activities, including in work carried out by consultants or contractors.	ECan Planning	WDC Policy & Strategy, WDC 3 Waters, ECan Zone Delivery, ECan Science	10	0	10	0	10	0	20	Ecology surveys to assist planning and operational. Relates to rec. 1.7
2.6	That Environment Canterbury and Waimakariri District Council investigate further ways to protect braided river-bed breeding bird habitat and bird populations from the impacts of vehicles.	ECan Regional Support	WDC 3 Waters, Ashley Rakahuri	0	0	0	0	0	0	10	BAU Planning tools e.g. a Bylaw, signage education monitoring? Funding would be to support Ashley Rakahuri Rivercare Group
2.7	That Environment Canterbury, Waimakariri District Council and the Department of Conservation work with, and support, Ngāi Tūāhuriri Fenton Reserve Trustees in the Land and Water Solutions Programme project to reconnect coastal ecosystems between the Lower Ashley River/Rakahuri, the estuary and Te Aka Aka Fenton Reserve to provide for mahinga kai benefits for Ngāi Tūāhuriri Rūnanga.	ECan Strategy & Planning	ECan Science, ECan Zone Delivery, WDC Policy & Strategy	0	0	0	0	0	0	0	Support with scoping as BAU, for potential funding later
2.8	That Environment Canterbury and the Waimakariri District Council work with community groups to address indigenous biodiversity protection and enhancement by means such as: <ul style="list-style-type: none"> • Provision of administrative support; • Provision of financial assistance; • Identification of funding sources; • Provision of technical advice; and • Endorsement of projects. 	ECan Zone Delivery	WDC 3 Waters, ECan Regional Support, ECan Science	0	0	0	0	20	20	30	Baseline support for community organisations for the Arohatia te Awa riparian planting, and could stretch to District-wide support for catchment groups and community groups
2.9	That Environment Canterbury and the Waimakariri District Council work with Ngāi Tūāhuriri, Department of Conservation and other agencies to assist landowners/land managers by: <ul style="list-style-type: none"> • Establishing a biodiversity advisory service (e.g. advice on appropriate plant sources or riparian planting) • Advising on indigenous biodiversity management as part of farm management planning within catchment plans • Publicising positive biodiversity actions, events and news • Promoting and raising awareness of biodiversity values and protection or enhancement opportunities • Investigating the development of a system to ensure appropriate sources of plant material for revegetation and enhancement projects • Promoting and advising on appropriate wetland habitat and waterway protection 	ECan Zone Delivery	ECan Regional Support, WDC Greenspace, Ngāi Tūāhuriri Rūnanga, DOC, ECan Science	0	0	0	0	0	0	0	Provided through Rec 2.8, or BAU for Water Environment Advisor and Ecologist - Biodiversity. Service delivery model though baseline funding for a community organisation (e.g. Te Ara Kakariri) for ATA sites in ATA budget, but that is Cam River specific (need for whole of District.)
2.10	That Environment Canterbury and the Waimakariri District Council explore consenting options to enable landowners to undertake indigenous biodiversity initiatives including, but not restricted, to: <ul style="list-style-type: none"> • habitat protection and enhancement • wetland creation or restoration • predator control of high values sites • revegetation projects 	ECan Planning	ECan Consents Planning, WDC Planning	0	0	0	0	0	0	0	BAU Planning tools (green consenting, bonus development lots) e.g. permitted activities, and/or WDC provides access to global consent in partnership
2.11	The zone committee recognises the importance of the tidal reaches of waterways as inanga habitat and recommends that Environment Canterbury and the Waimakariri District Council support the development of habitat at inanga spawning sites and riparian planting.	WDC 3 Waters, ECan Science	ECan Regional Support	10	0	0	5	5	5	5	Started with the McIntosh, Courtenay - potential further CAPEX work at Taranaki, Benzie's Creek, Saltwater Creek - as well as follow-up survey work and sea level rise preparation (OPEX)
2.12	The Waimakariri Water Zone Committee acknowledges the Ashley Estuary (Te Aka Aka) as a taonga within the Waimakariri Water Zone; and acknowledges the current project in relation to the Fenton Reserves (see Rec 2.7); and recommends the establishment of a working group comprising representatives of Ngāi Tūāhuriri, Environment Canterbury, Waimakariri District Council, Department of Conservation, Fish and Game and other agencies to develop a strategy and programme to protect and enhance Ngāi Tūāhuriri, biodiversity and recreational values in the face of current pressures, climate change and rising sea levels.	ECan Strategy & Planning	ECan Science, ECan Zone Delivery, WDC 3 Waters, WDC Policy & Strategy	0	0	0	0	0	0	0	BAU Water Environment Advisor support of 30 hours/year. Could overlap with the existing Northern Pegasus Bay Bylaw Advisory Group - but this group does not have a strong biodiversity focus currently.

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5.3	That the Waimakariri Water Zone Committee proposes within the Loburn Groundwater Allocation Zone to: a. cap the current allocation volume, b. allow an extra 10% (based on current allocation volume) for additional groundwater takes that are not stream-depleting and c. provide an allocation for the substitution of existing surface water or stream depleting groundwater takes for non-stream depleting groundwater takes, provided i. the existing take is surrendered and ii. the new groundwater take is abstracted from the same property as the surrendered surface water or stream depleting groundwater take, and there is no increase in the proposed rate of take or annual volume.	ECan Planning	ECan Consents Planning	0	0	0	0	0	0	0	
5.4	That the Waimakariri Water Zone Committee proposes within the Cust Groundwater Allocation Zone to: a. cap the current allocation volume, b. allow an extra 10% (based on current allocation volume) for additional groundwater takes that are not stream-depleting and c. provide an allocation for the substitution of existing surface water or stream depleting groundwater takes for non-stream depleting groundwater, provided i. the existing take is surrendered and ii. the new groundwater take is abstracted from the same property as the surrendered surface water or stream depleting groundwater take, and there is no increase in the proposed rate of take or annual volume.	ECan Planning	ECan Science	0	0	0	0	0	0	0	
5.5	That the Waimakariri Water Zone Committee proposes within the Eyre Groundwater Allocation Zone to: a. cap the current allocation volume, and b. provide an allocation for the substitution of existing surface water or stream depleting groundwater takes for non-stream depleting groundwater, provided i. the existing take is surrendered and ii. the new groundwater take is abstracted from the same property as the surrendered surface water or stream depleting groundwater take, and there is no increase in the proposed rate of take or annual volume.	ECan Planning	ECan Science	0	0	0	0	0	0	0	
5.6	That the Waimakariri Water Zone Committee propose to create a Lees Valley Groundwater Allocation Zone. Within the proposed Lees Valley Groundwater Allocation Zone: cap the current allocation volume, allow an extra 10% (based on current allocation volume) for additional groundwater takes that are not stream-depleting.	ECan Planning	ECan Science	0	0	0	0	0	0	0	
5.7	That Environment Canterbury extend the Groundwater Allocation Zone boundaries further inland, to the edge of surface water catchment boundary.	ECan Planning	ECan Science	0	0	0	0	0	0	0	
5.8	That Environment Canterbury allocates resources to improve monitoring of permitted groundwater irrigation takes for compliance with limits in the LWRP. The proposed GAZ boundaries are shown on Map X4.	ECan Science	ECan Science	0	0	0	0	0	0	0	
				305	45	155	50	210	210	350	TOTAL (\$K per year)
					450	1,550	500	2,100	2,100	3,500	Accumulative TOTAL (10 years)
					Option A	\$ 8.84	Option B	\$ 11.49	Option C	\$ 24.75	Rating impact per average rateable property- assuming CAPEX funded from rates, not loan
						0.32%		0.44%		0.73%	% of rates increase (based on 2021 Financial Year)

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: CPR-04-3-11/201106150208


REPORT TO: Land and Water Committee

DATE OF MEETING: 10 December 2020

FROM: Kate Steel – Ecologist Biodiversity

SUBJECT: Weed Control and Fencing at Forestdale Wetland

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


Department Manager


Chief Executive

1. **SUMMARY**

- 1.1. Environment Canterbury is interested in collaborating with WDC on ecological restoration work in Forestdale Wetland Reserve. A high value biodiversity site owned by WDC.
- 1.2. Environment Canterbury staff have offered WDC \$30k from their 2020/21 operations budget and support for an application to their Immediate Steps Biodiversity Fund to progress intensive woody weed control and deer fencing for the wetland.
- 1.3. WDC staff propose re-allocating \$20k from the ZIPA budget as part of Council's contribution to this project.

Attachments:

- i. 190514067902 Forestdale Wetland Botanical Assessment 2019

THAT the Land and Water Committee:

- (a) **Receives** report No. 201106150208
- (b) **Notes** in the current financial year staff would like to fence Forestdale Wetland at a cost of \$66k and undertake weed control at a cost of \$20k.
- (c) **Notes** this report recommends funding from three sources including a ZIPA reallocation, Environment Canterbury operational budget and Immediate Steps Funding.
- (d) **Notes** the Environment Canterbury operations budget contribution is proposed to be \$20k towards fencing and \$10k for weed control.
- (e) **Approves** the reallocation of \$20,000 from the 2020/2021 ZIPA budget as a WDC contribution to the Forestdale Wetlands project.
- (f) **Directs** staff to apply to Environment Canterbury's Immediate Steps Biodiversity Fund for \$26k towards the capital cost of boundary fencing and \$10k towards weed control needed to complete the project.

2. **BACKGROUND**

2.1. Forestdale Wetland Reserve is a 10.3 ha reserve 19km north-west of Rangiora owned by WDC, and managed by the Greenspace Unit (Figure 1, Figure 2). A number of ecological reports highlight Forestdale Wetland's importance for conservation due to its high natural values, and rarity in the Waimakariri District. The wetland is listed as a significant vegetation and habitat site in the Waimakariri district plan.



Figure 1: Location of Forestdale Wetland Reserve



Figure 2: Forestdale Wetland Reserve

- 2.2. The reserve borders a forestry block. In 2019 approximately 0.6 – 0.7 hectares of mature secondary forest in the reserve was damaged by forestry overspray. A photo point assessment following the overspray incident recommends constructing a fence to define the boundary of the site as the best way to prevent a repeat occurrence (attachment i).
- 2.3. Previous ecologist reports in the WDC archive dating back to 1999 also highlight the importance of securely fencing the site (especially along the forestry block boundary) as well as progressively eradicating invasive weeds especially woody weeds.
- 2.4. The woody weed invasion is exacerbated by deer browse which is suppressing the natural regeneration normally present in areas with a good seed source.
- 2.5. Environment Canterbury Principal Wetland Advisor Jason Butt has provided WDC staff with advice that if deer and sheep were excluded and the tall weeds controlled the site would return to a forested margin around the wetland core over a period of 20-30 years with minimal management.

3. **ISSUES AND OPTIONS**

- 3.1. Environment Canterbury would like to collaborate with WDC to fence and restore this significant wetland.
- 3.2. Environment Canterbury Staff have agreed to support WDC with an application to the Environment Canterbury Immediate Steps (IMS) fund for the remainder of the project costs.
- 3.3. Forestdale Wetland requires \$66k for the construction of a deer fence around the perimeter of the reserve and \$50k for intensive weed control over 3 – 5 years to protect and enhance the biodiversity values of the reserve. None of this work has been started.
- 3.4. Environment Canterbury will commit \$30k from their 2020/2021 operational budget if WDC also commit funding are able to get works done this financial year.
- 3.5. \$20k capex can be re-allocated from the 2020/21 ZIPA budget to enable this if approved by the Land & Water Committee.

Table 1: Funding sources for 2020/2021 Budget for Fencing and Weed Control at Forestdale Wetland

	WDC	ECAN	Immediate Steps	Total
Fencing	\$20k	\$20	\$26	\$66k
Weed Control	\$4.19k	\$10	\$10	\$24k
Total	\$24.19k	\$30k	\$35k	

- 3.6. Budget would be reallocated from:
 - 3.6.1. \$10k for inanga spawning work at McIntosh Drain and Taranaki Stream. This work cannot proceed as the WDC shovel ready project is underway at McIntosh Drain and the installation of the Taranaki Stream flood gate has lowered the water level too far below the bank edge for riparian grasses to provide suitable inanga spawning habitat.
 - 3.6.2. \$10k from the \$20k budget for amenity and biodiversity work at Townsend Road Esplanade Reserve. WDC staff had planned to use \$10k from this budget for spring contractor planting of grasses in this reserve (with \$10k reserved for a community planting programme in autumn 2021). Through spring 2020 considerable work has been undertaken in this reserve by the WDC 3 Waters. Following the works riparian planting of *Carex Secta* was done under the Rangiora Drainage Budget.

- 3.7. A small amount of operational budget will be requested through the LTP to ensure the long term ecological benefits of the 2020/21 intensive weed control is sustained. Improvement in the condition of the site would also allow us to make the most of the education and amenity value of such a large publicly owned wetland.
- 3.8. WDC should be leading by example with regard to protection and enhancement of significant ecological sites we manage.
- 3.9. The Management Team have reviewed this report and support the recommendations.

4. **COMMUNITY VIEWS**

4.1. Groups and Organisations

- 4.1.1. The Immediate Steps application for Forestdale Wetland will be put to the Waimakariri Zone Committee for endorsement.

4.2. Wider Community

- 4.2.1. More than 50% of respondents to the 2019 community survey felt a range of environmental issues were potentially challenging for the district including climate change, water quality, and loss of biodiversity. More than 91% of respondent households considered living in an environmentally sustainable manner important.

5. **IMPLICATIONS AND RISKS**

5.1. Financial Implications

- 5.1.1. The reallocation of budget to this project represents a good return on investment for WDC in terms of biodiversity spending due to:

- 5.1.1.1. The offer from Environment Canterbury of both a financial contribution from their operational budget and support for an Immediate Steps Funding application

- 5.1.1.2. Restoration of existing high value habitat is 10 times more cost effective than planting the same area.

5.2. Community Implications

- 5.2.1. Environment Canterbury are interested in publicising collaboration on this restoration project as a 'good news' story. This would help make WDC's investment in biodiversity visible to the Waimakariri community.
- 5.2.2. Visible evidence of investment in Council owned high value biodiversity sites will bolster our ability to credibly support landowners to invest in biodiversity improvement on private land.
- 5.2.3. Dealing with the weed issues is the first step toward making this reserve accessible to our community.

5.3. Risk Management

- 5.3.1. Should the recommendations in this report not be approved there is a risk of a repeat of the forestry overspray incident due to a poorly defined boundary, and ongoing biodiversity loss in the reserve due to lack of maintenance.
- 5.3.2. There is some uncertainty from both the Ministry for the Environment and Environment Canterbury about the impact of the new regulations for freshwater management (gazetted September 3) on restoration activities in wetlands.

Working closely with Environment Canterbury staff on this project will help ensure timeframes are met while complying with and new regulation.

5.4. Health and Safety

There are no specific Health and Safety considerations for this report.

6. **CONTEXT**

6.1. Policy

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

6.2. Legislation (Reserves Act 1977 Section 17)

- 6.2.1. (b) where scenic, historic, archaeological, biological, geological, or other scientific features or indigenous flora or fauna or wildlife are present on the reserve, those features or that flora or fauna or wildlife shall be managed and protected to the extent compatible with the principal or primary purpose of the reserve:

6.3. Community Outcomes

- 6.3.1. There is a healthy and sustainable environment for all
- Harm to the environment from the impacts of land use, use of water resources and air emissions is minimised.
 - Cultural values relating to water are acknowledged and respected.
 - The demand for water is kept to a sustainable level.
 - Harm to the environment from the spread of contaminants into ground water and surface water is minimised.
- 6.3.2. There are areas of significant indigenous vegetation and habitats for indigenous fauna
- Conservation and restoration of significant areas of vegetation and/or habitats is encouraged.
- 6.3.3. Public spaces and facilities are plentiful, accessible and high quality
- People enjoy clean water at our beaches, rivers and lakes.
 - There is a wide variety of public places and spaces to meet people's needs.
 - There are wide-ranging opportunities for people to enjoy the outdoors.

6.4. Delegations

- 6.4.1. The Land and Water Committee hold the delegation for the oversight of ZIPA budget.

Forestdale Wetland
Condition Assessment and repeat of Photopoints April 2019



Report Prepared for
Waimakariri District Council
Rangiora

by

Graeme Ure
Independent Ecologist
Loburn, Rangiora
14 May 2019

Introduction

Forestdale Wetland is a 10 ha reserve owned by Waimakariri District Council who purchased it in the mid-1990's following a report by R.P. Buxton and J. Roper-Lindsay(1993), highlighting it's high natural values, rarity in Waimakariri District and importance for conservation within the district (Norton and Stilwell, 1999). The reserve is approximately 1.1km long and 90m wide with the wetland occupying the central strip (one third to one half of the total width) and as a consequence the wetland is reasonably well buffered from adjoining farmland. Full details on the background and condition in 1999 can be found in Norton and Stilwell (1999).

Both reports highlight the presence of a nationally threatened sedge, *Carex tenuiculmis*. Norton and Stilwell (1999) point out that the dominant native species in the wetland, purei, swamp flax, raupo and holy grass, are significant populations for these species in Waimakariri District due to habitat loss. A single red tussock is also mentioned in both reports but this could not be found in 2017(Ure, 2017).

Particular attention was drawn to the potential impact of woody weeds on the wetland if left unmanaged, in particular grey and crack willow, Spanish heath, gorse and elderberry. On the margins, wild cherries are identified as of particular concern.

This report follows an inspection on 3rd April 2019, conducted in order to repeat the photopoint monitoring established by Norton and Stilwell (1999) and last completed in August 2017, to assess the condition of the reserve, and to determine if management is meeting the purposes of the reserve.

As part of this repeat of photopoints, missing pegs were replaced with fibreglass rods as best as possible and the positions of the rods recorded with a handheld GPS. Additional photos were also taken at photopoints 3 and 6. In this report recommendations from the previous report (Ure, 2017) are repeated with a few minor alterations, as condition and threats in the wetland proper remain unchanged.



Figure 1 Fibreglass rod installed at photopoint 5

Reserve Condition

Norton and Stilwell (1999) mapped rough vegetation types identifying five terrestrial types and two wetland types. With the latter only distinguishing between native dominated wetland and willow dominated wetland. Their map is reproduced in Figure 2 with minor amendments showing broad changes.

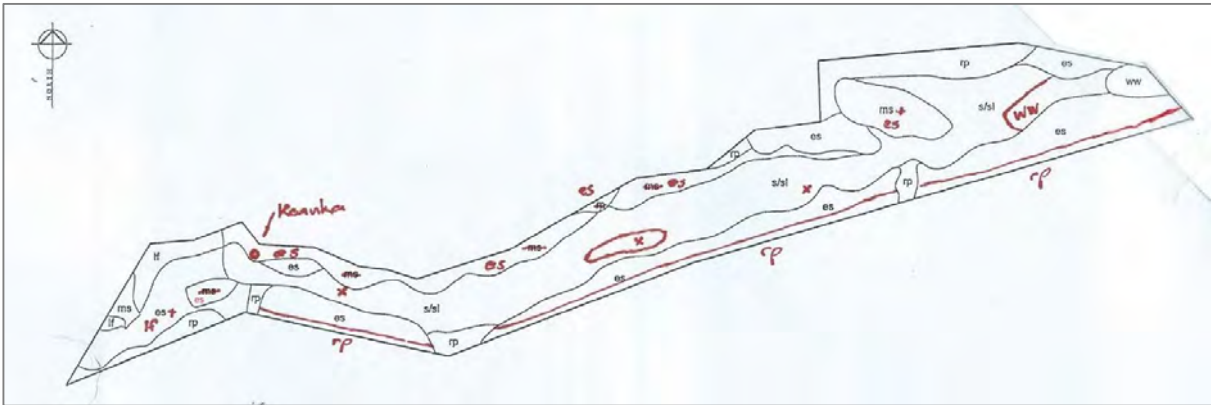


Figure 2 Generalised vegetation patterns, modified from Stillwell and Norton (1999). Es = exotic shrubland; ms = manuka shrubland; lf=low forest; rp=rough pasture; s/sl=swamp and sedgeland; ww=willow wetland; x=*Carex secta*.

Overall

The main body of the reserve appears little changed since the previous inspection (September, 2017), however there has been considerable spray damage to scrub/forest adjacent to Lot 16. Also evident at this time of year is the expansion of raupo into areas which in 1999 were dominated by shorter species such as *Carex geminata*.

Radiata and forestry

Radiata seedlings(wildings) were observed in the over spray zone and radiata has been replanted along the north boundary to match the previous extent of radiata which is hard on and, in many places, across the legal boundary into the reserve. It is understood that the consent for forestry on Lots 16 and 15 required a 10m setback from the boundary with Lot 17. Overplanting was mentioned, and illustrated, in Norton and Stilwell (1999) with recommendations for fencing ‘...especially the northern side.’ as was the need to ensure no radiata were planted in the reserve.

Defining the boundary on the ground is essential if overplanted radiata are to be removed and this would be best achieved with a fence, which would also provide some permanence to the boundary going forward.

Spray damage

It appears that the adjacent, clear cut woodlot (Lot 16) was sprayed with a general herbicide prior to planting resulting in various degrees of overspray along the northern boundary of the reserve. While there is some degree of spray damage along most of the boundary there are three main areas where damage is extensive, these are shown in Figure 3.

The spray zone is up to 21m wide, horizontally from the legal boundary, and the area affected is approximately 0.6 – 0.7 hectares. This estimate is derived from satellite imagery with a cadastral overlay, and using an area calculation tool derive the following estimates (cf Figure 3). Spray area 1 – 0.32ha; area 2 – 0.13ha; area 3 – 0.13ha. Note that, while the imagery used for this exercise (Google Earth) is not fully ortho-rectified in this instance the correlation of position for the four found survey pegs with cadastral data is highly accurate (within a metre, going by identifiable features) and well in excess of GPS waypoints for each survey peg, Figure 4.

The westernmost area (Spray area 1 in Figure 3) held groups of mature secondary forest trees much of which has been killed outright with the main woody species affected appearing to be kohuhu, lemonwood, five-finger and wineberry. Extensive patches of the scrambling vines pohuehue and bush lawyer, are also affected. Photographs of the spray damage are presented in Appendix II



Figure 3 Main areas of spray damage: area 1 (red) has the highest impacts to indigenous vegetation; green survey points correspond to known survey pegs.

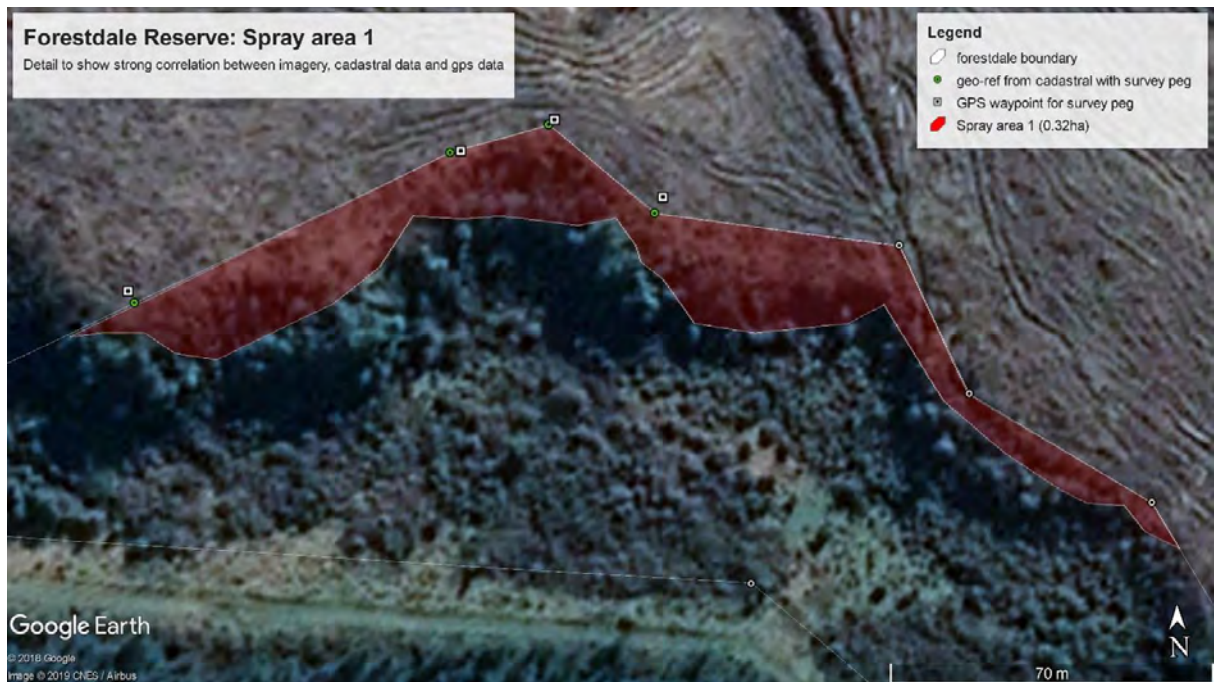


Figure 4 Close up of spray area 1 to demonstrate reliability of the cadastral overlay

In areas two and three: gorse, blackberry and cherry are the dominant species and consequently direct impacts to indigenous vegetation are negligible. In these areas the main native shrubs affected are small leaved coprosmas .e.g. *Coprosma dumosa*, and most of these appear to be recovering from the spray damage. The main long-term impact in these areas is going to be a

reversion to exotic grassland, effectively setting back the process of regeneration to woody species by at least 20 years. This set-back in combination with the increasing prevalence of cherry makes regeneration to native forest, without direct intervention, considerably less likely.

Woody weeds

Little change was noted in wetland weeds, the extent of the willow carr in the eastern end appears unchanged and while some of the scattered grey willow in the central section appear to have been poisoned, patches of grey willow in the western end remain.

On the margins mature cherry and elder appear largely unchanged except where the overspray has killed or damaged saplings and small trees while simultaneously releasing small saplings from the gorse and blackberry cover. The pines, mentioned in (Ure, 2017) still need to be killed.

Fences

The north boundary remains undefined adjacent to Lot 16. Now that the plantation has been replanted, only a narrow window of opportunity remains to access the area for the purpose of installing a fence or in some other way delineating the boundary.

The electric fence on the boundary with Lot 15 remains in a derelict state and on the south boundary sheep continue to push through the wires.

Recommendations

As the overall condition of the reserve remains unchanged, and the issues identified in 2017 also remain, the core recommendations from Ure, (2017) are repeated with a few additions/alterations.

1. Define the boundary with Lot 16, this cannot be stressed enough. It is most readily achieved with a permanent fence compliant with the conditions laid out in the Fencing Act 1978.
2. Capitalise on spray impacts by planting a mixture of eco-sourced native woody species into affected areas, in particular, kanuka, manuka, lemonwood, black beech, five-finger and lancewood. Kohuhu are not recommended as they are already abundant in the area and would be over-represented if they were also planted.
3. *C. tenuiculmis* is an important species for this site, as such its current extent, condition and trends need to be better understood. Photopoints are an inappropriate method for this species so additional monitoring is required to manage this species. The extent of *C. tenuiculmis* needs to be mapped and the population estimated. With this information a monitoring method can be adopted that will ensure changes in the *C. tenuiculmis* population can be objectively measured, and a management approach adopted that will ensure the ongoing health of the population.
4. Continue managing woody weeds in the wetland. In order of importance, grey willow, golden willow, crack willow, Spanish heath, gorse and blackberry.
5. On the north side of the wetland, kill the remaining pine trees and initiate control of cherries and elderberry.
6. Approach the owner of Lot 8, with regard to removing or killing grey and crack willows upstream of the reserve.
7. Kill Spanish heath and barberry, whenever and where ever they are encountered.
8. Continue to manage cherries and elderberry on the south side after the large mature plants on the north side have been removed.

9. Upgrade the fence on the south boundary to fully exclude sheep. Wooden posts are approximately 6m apart with a flat standard at the mid-point, consequently 2 droppers/ties are required between the wooden posts. This is still less than the 1 batten/metre that is normal for an eight wire boundary fence but should prevent fully grown sheep from pushing through the fence.
10. The adjoining forest block has been replanted with new plants over the boundary. Require the responsible parties to remove trees accidentally planted in the reserve and from any required buffer/setback.
11. In order to reduce nitrogen inputs consider managing gorse and broom not only within the wetland but along the margins. Especially where native shrubs are present to suppress weed regeneration, taking care to not harm the shrubs.
12. Where pohuehue is thought to be overwhelming woody vegetation such as manuka, some judicious pruning would not go amiss.

References

- Norton, David and Stilwell, Joanne, 1999. Forestdale Wetland Botanical Survey. Unpublished report prepared for Waimakariri District Council, Te Wai Pounamu Conservation, Christchurch.
- Buxton, R.P., Roper-Lindsay, J., 1993. Forestdale Forest Proposal, Mt Thomas, Wetland investigation. Unpublished report, Landcare Research and Boffa Miskell.
- Ure, G., 2017. Forestdale Wetland: Condition Assessment and repeat of Photopoints August 2017. Unpublished report prepared for Waimakariri District Council.

Appendix I Photopoints

Norton and Stilwell (1999), nailed tree tags to fence posts and wooden stakes to identify photopoints, only the tag for PP 1 was found in 2017 and the peg and for PP 6 this year. While the general location of some was straightforward others were estimated from the photos provided. They also used a zoom lens at different settings (even between sub sets, eg. 4b and 4c) making it difficult to match exactly.

While photopoints were GPS referenced with a handheld GPS in 1999, this was when non-differential GPS had deliberate errors up to 100m, eg. Photopoint 7 on the north side of the wetland is GPS referenced to a site in the pasture on the south side of the wetland. As part of this monitoring new positions were marked and recorded for photopoints 2 and 5 – 9 on the north side of the wetland.

Table 1 Redefined positions for photopoints that have been difficult to locate

Photopoint	Marker	Easting NZTM	Northing NZTM	Notes
PP 2	Fence post	1548800	5217072	Unmarked fencepost
PP 5	Fibreglass rod			Between stream and terrace edge, near terrace corner
PP 6	Wooden stake	1549225	5217003	Original wooden stake found following gorse spraying
PP 6b stump	Stump	1549227	5217010	From standing on nearby stump to see over gorse
PP 7	Fibreglass rod	1549289	5217003	Position estimated from original photos, original map and description "...100m east of photopoint 6" may have even be further south east on next corner.
PP 8	Fibreglass rod	1549533	5216987	Position estimated from original photos
PP 9	Fibreglass rod	1549642	5216946	Position estimated from original photos



Photopoint 1 (April 2019)



Photopoint 2 (August 2017)



Photopoint 3a Original photopoint (April 2019)



Photopoint 3b: additional photopoint looking east from first post south-east of corner post (Photopoint 3a) (April 2019)



Photopoint 3c: new photopoint from first post to SE of the corner post (April 2019) note spray damage on terrace face



Photopoint 4a (August 2017)



Photopoint 4b (August 2017)



Photopoint 4c (August 2017)

Photopoint 5 (August 2017) Correction wrong photo in 2017 report



Photopoint 5 (August 2017)



Photopoint 6a-i (August 2017)



Photopoint 6a-ii Taken from an adjacent vantage point (stump c. 7m NNE)



Photopoint 6b-i (August 2017)



Photopoint 6b-ii Taken from the adjacent vantage point



Photopoint 6c-i (August 2017)



Photopoint 6c-ii Taken from the adjacent vantage point



Photopoint 7a (August 2017)



Photopoint 7b (August 2017)



Photopoint 8a (August 2017)



Photopoint 8b (August 2017)



Photopoint 8c (August 2017)



Photopoint 8d (August 2017)



Photopoint 9a (August 2017)



Photopoint 9b (August 2017)



Photopoint 9c (August 2017)



Photopoint 9d (August 2017)

Appendix II Photos of spray damage and planting too close to boundary

Arrows indicate positions of known survey pegs



Figure 5 view west along line of boundary with the reserve to the left



Figure 6 View west along boundary from survey peg toward peg marked in Figure 5



Figure 7 Spray damage over the terrace edge (area to the left of Figure 6)



Figure 8 View toward the east of the most significant damage in Area 1: mature fivefinger, kohuhu and wineberry killed outright. The survey peg is the photopoint for Figure 6 while the next peg is out of frame to the left



Figure 9 The next peg after Figure 8 looking south into the reserve



Figure 10 View to west along boundary to the peg in Figure 8 and beyond to the peg in Figure 5



Figure 11 Another view of the damage shown in Figure 8Figure 9 from the south side of the reserve.



Figure 12 View north west from the easternmost peg found (below clipboard) with the reserve on the left. The peg in Figure 9 is behind the stump top – right. Note the planted pine seedling to the right of the clipboard.



Figure 13 View west from near photopoint 5, showing the extent of the spray damage over the terrace face. Survey pegs are marked with white arrows and the direction to the next survey point with a blue arrow.



Figure 14 Spray damage to the south east of photopoint 5 (east end of Area 1)



Figure 15 Overview with Spray Area 2 in the centre



Figure 16 Looking south into the reserve from photopoint 6 – ii (pmp6b stump, in Figure 17, below) with the peg for photopoint 6 in the middle foreground. An area that will now probably revert to grass until gorse and blackberry re-establish.

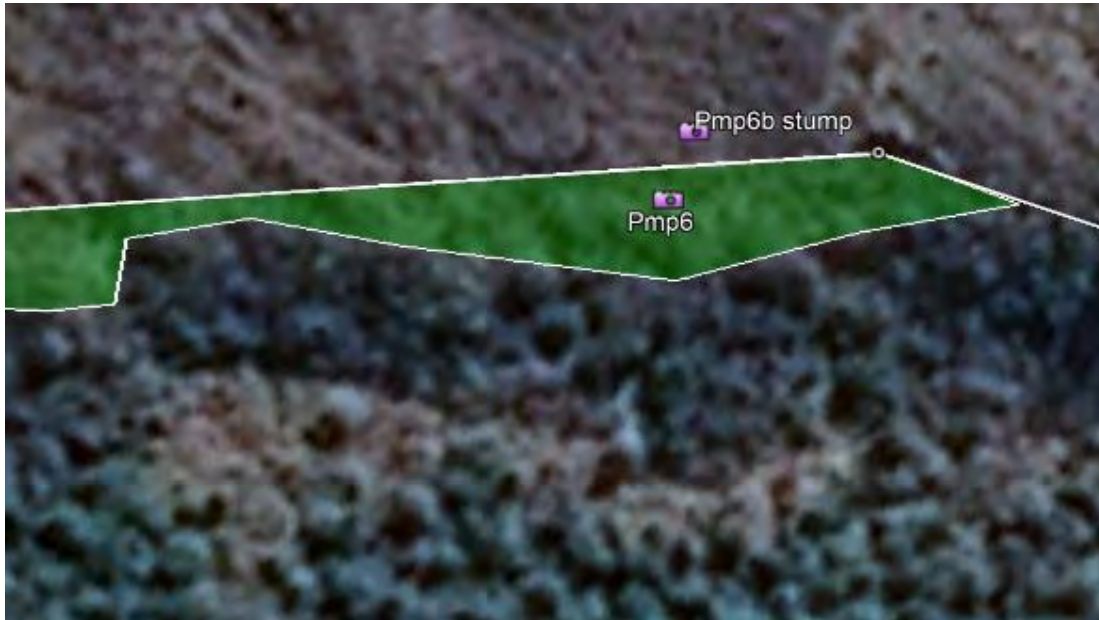


Figure 17 Relative positions of Photopoint 6 and 6b (Figure 16 above) in spray area 2 (green shading).



Figure 18 *Coprosma dumosa*, recovering from a sub-lethal dose of herbicide in an area where the overspray was minor.



Figure 19 Planted radiata near a survey peg with the reserve behind



Figure 20 Planted radiata (by stump in centre) on presumed boundary line.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR INFORMATION**

FILE NO: GOV-18 / 210728123386
REPORT TO: Council
DATE OF MEETING: 3 August 2021
FROM: Dan Gordon, Mayor
SUBJECT: Mayor's Diary Wednesday 30 June – Friday 23 July 2021

1. SUMMARY

Attend regular meetings with the Chief Executive, Management Team and staff.

Wednesday 30 June	<p>Meetings: Waitaha Primary Health Board Finance and Risk Committee; with senior staff re Three Waters Reforms; plan for opening of MainPower Stadium; Rangiora Airfield development with staff and Councillors Ward and Williams; with Councillors re Three Waters Reforms (via Zoom)</p> <p>Visited: Residents at Journeys End to discuss their post-flood recovery</p> <p>Attended: Last Wednesday Club hosted by Cancer Society</p>
Thursday 1 July	<p>Meetings: Joint meeting of Te Ngāi Tūāhuriri Rūnanga and Council staff; with business owner re access concerns</p> <p>Attended: Woodend School's Model United Nations Day</p> <p>Conducted: Community Drop-in Session at Kaiapoi</p> <p>Judged: The Oxford Winter Lights Competition, with Councillor Doody</p>
Friday 2 July	<p>Meetings: Greater Christchurch Partnership Committee Sub-Group; introductory meeting of Council's Chief Executive and local developer; residents, staff and developer re proposed road closure, with Councillor Redmond</p> <p>Welcomed: Attendees to the Northern South Island IPWEA branch meeting (Institute of Public Works Engineers Australasia)</p> <p>Attended: Workshop on the Future for Local Government; Blessing of MainPower Stadium by Ngāi Tūāhuriri; St Joseph's School production</p>
Monday 5 July	<p>Meetings: President, Grey Power North Canterbury; Health Review and Future for Local Government; Councillors Doody and Mealings re Oxford speed limits (via Zoom)</p>

Tuesday 6 July	<p>Interview: Compass FM</p> <p>Meetings: Pre-Council, Council, and informal discussion with Councillors re Three Waters Reforms; with staff re follow-up to recent Safety Forum; with residents re 1) drainage easement; 2) issues with Number 7 Drain at Camwell Park</p> <p>Attended: Waikuku Residents meeting regarding recent flooding</p>
Wednesday 7 July	<p>Interview: David Hill, North Canterbury News</p> <p>Meetings: With Okuku residents and ECan staff re flood recovery; Waitaha Primary Health Board; Matt Doocey and Stewart Smith (MPs), along with Chief Executive and senior staff re Three Waters Reforms (via Zoom)</p>
Thursday 8 July	<p>Meetings: Q&A (via Zoom) with Department of Internal Affairs, and update from LGNZ on Three Waters Reforms</p> <p>Visited: Residents in the O'Hallorans Road area to discuss their post-flood recovery</p> <p>Conducted: Community Drop-in Session at Woodend</p> <p>Judged: North Canterbury Primary Schools' Debating Competition</p>
Friday 9 July	<p>Meetings: Greater Christchurch Partnership Committee Sub-Group; Greater Christchurch Partnership Committee; Chief Executive and management consultant; update to Councillors on Three Water Reforms; with Winter Festival Trustees re future of Winter Festival</p> <p>Interviews: with potential District Plan Review Commissioners</p> <p>Attended: Opening of new Kaiapoi office of Matt Doocey MP</p>
Saturday 10 July	<p>Meeting: with resident about social housing</p>
Monday 12 July	<p>Interview: with potential District Plan Review Commissioner</p> <p>Visited: Residents in the Foothills Road area to discuss their post-flood recovery</p> <p>Attended: Open forum (Groundswell) in Oxford; WHOW Quiz fundraiser</p>
Tuesday 13 July	<p>Interview: Compass FM</p> <p>Meetings: With residents re 1) beach volleyball proposal; 2) breaches of resource consent; pre-briefing of Regional Road Safety Work Group; Council briefings; Representation Review Working Party</p>
Wednesday 14 July	<p>Meeting: Roading and Transport Portfolio Holders; with business owner and Council's Roading Manager re access concerns</p> <p>Attended: and spoke at Ronel's Community Cuppa</p> <p>Travelled: to Blenheim to attend the Local Government New Zealand annual conference</p>
Thursday 15 July	<p>Attended: Local Government New Zealand conference</p>
Friday 16 July	<p>Attended: Local Government New Zealand conference, dinner and excellence awards; Mayors' Taskforce for Jobs AGM; 'Howl of a Protest' (Groundswell) in Seymour Square, Blenheim</p>

	Meetings: with Allan Prangnell from DIA re Three Waters Reform with CEO; with Local Government Opposition Spokesperson with CEO
Saturday 17 July	Attended: Annual General Meeting of Local Government New Zealand Travelled: to Rangiora at the conclusion of the LGNZ AGM Attended: Rangiora Brass Band competition performance at Christchurch Town Hall
Sunday 18 July	Attended: Annual Seafarers' Service at St Bart's, Kaiapoi Meeting: Kaiapoi Art Expo
Monday 19 July	Meetings: with Council's Chief Executive and Matt Doocey MP; with staff and Deputy Mayor Neville Atkinson to discuss disbursement of the Flood Relief Fund; with residents re eligibility for Council housing; Housing (Social/Affordable) Working Group; Speech: to Soroptimists International of North Canterbury
Tuesday 20 July	Interview: Compass FM Meetings: Audit and Risk Committee; Land and Water Committee; Utilities and Roading Committee
Wednesday 21 July	Meetings: with staff re District Plan Review process; with residents re proposed acquisition/zoning of land Conducted: Citizenship Ceremony Attended: Community Drop-in Session on Māori Reserve 873 related to District Plan Provisions
Thursday 22 July	Interview: with RNZ's Nine to Noon programme on Three Waters Reform, along with Mayors of Hamilton and Wairoa Meeting: Regional Road Safety Working Group (Chair) Forums: in Rangiora and Oxford with community representatives and CDHB Chair Sir John Hanson, Chief Executive Dr Peter Bramley and Tracey Maisey (Executive Director Planning, Funding and Decision Support) to discuss planning for future health needs Attended: Enterprise North Canterbury Networking Function
Friday 23 July	Meetings: with Deputy Mayor Neville Atkinson and staff re BNZ corner; briefing by staff on Three Waters Reform Attended: Kaiapoi Art Expo opening evening
Saturday 24 July	Attended: Kaiapoi Art Expo and Blackwells Fire and Ice

THAT the Council:

- a) **Receives** report N°. 210728123386



Dan Gordon
MAYOR